

**Echo Loder  
Elementary  
School  
Student/Parent  
Handbook  
2010 - 2011**





# Echo Loder Schedule

## DAILY SCHEDULE

School Day M,T,T,F	8:15 – 2:45
Wednesdays	8:15 – 12:15
Arrival Time for Students*	8:00 - 8:15
Morning Recess - K	10:00 – 10:15
Morning Recess - 6th	10:15 – 10:30
Lunch- Grades 1-2	11:15 - 11:55
Lunch- Grades 3-4	11:35 - 12:15
Lunch- Grades 5-6	11:55 -12:35
Afternoon Recess	1:45 - 2:00
Office Hours	7:30 - 4:00
Teacher Hours	8:00 - 3:00

Heath Morrison, Superintendent  
Chad Hicks, Principal  
Vicki Caviglia, Assistant Principal  
Debbie Knight, Administrative Assistant  
Rebecca Marin, Clinical Aide

## **VOLUNTEERS**

All parents and interested friends are welcome and encouraged to participate as volunteers at Echo Loder School. Each teacher has specific needs and preferences. The following guidelines are to be followed as volunteers work throughout the school:

1. Sign in at the office when arriving at school and pick up your volunteer badge.
2. Consult with the teacher regarding schedules.
3. All interactions and exchanges between and among teachers are to be kept confidential.
4. Unscheduled classroom visitations are to be kept to a minimum in order to preserve the quality of all instructional programs.

## **STUDENT ARRIVAL AND DEPARTURE PROCEDURES**

Please:

- Arrive at school on time
- Leave school promptly after school
- Sign in or out of the office if you arrive late or leave early

## **ATTENDANCE/TARDINESS**

**Attendance:** **Students are required to come to school on a regular basis.** Consistent attendance is essential for your child's educational progress; therefore, absences should be kept to a minimum. Students are expected to attend school unless they are ill or there is an emergency. **Absences for reasons other than medical and emergencies must be prearranged with the principal.** We believe that parental support of school attendance is a primary factor that influences consistent school attendance.

### **Parent Responsibilities:**

1. Call the school before 8:45 to report the child's absence. Either speak with the office staff or leave the following information on the school answering machine:
  - Name of child
  - Date
  - Name of parent
  - Reason for the absence
  - Name of child's classroom teacher
2. Notify the school of any health problems, which may result in a lengthy absence
3. Arrange a day in advance for make-up work to be picked up in the office.

If a parent fails to call the school on the morning of the child's absence, the school will call the parent either at home or at work to verify the child's whereabouts. Students should not arrive at school prior to 8:00, as there is no supervision provided until that time.

**Tardiness:** Tardy students are to report to the office as soon as they arrive at school. Consistent tardiness will result in a student having to make up the missed time either at recess or after school. Students arriving after 8:15 a.m., when their classes have already entered the building, are considered tardy and must report to the office. Students are considered tardy after recess if they enter the classroom after the teacher. Habitual tardiness may result in detention and/or an office referral as determined by the classroom teacher.

## **CANCELTION/DELAYED START**

In the event that school is not in session because of an emergency or bad weather, local radio and TV stations will broadcast the information after 6:00 a.m. If there is a delayed start, all students must come at the later time, as there is no one on duty to watch the children. Further information can be obtained by calling the Public Information Office on the Parent Line at 348-0371. **Breakfast Program is canceled in the a.m. if there is a delayed opening.**

## **CLINIC**

A school nurse is on campus twice a week. The nurse is responsible for completing state-mandated screenings. In addition, vision, hearing, height, weight, and gross physical assessments are completed on all first grade students. Vision and hearing is tested on all third and fifth grade students. Programs available through the community that the nurse coordinates in conjunction with the school counselor are Operation School Bell, pediatric Dental Care Program, vision referrals to the Lion's Club, and hearing referrals to Special Children's Audiologists. Assistance is available to parents when medical referrals are necessary.

In addition, Echo Loder has a clinical aide on staff five days a week. The clinical aide is trained in first aide and is able to attend to your child's immediate needs. When a child becomes ill at school or has an accident, parents are notified immediately. If parents cannot be reached, only the appropriate emergency contacts will be called. The school cannot release a child to anyone who is not listed on the emergency contact card.

## **COMPLAINT POLICY**

It is our hope that complaints can be handled at their source by open communication and a willingness to listen by everyone involved. Please talk with the teacher directly if you have concerns. If a satisfactory resolution cannot be reached, the next point of contact is the principal. For your convenience, the District Complaint Procedure is outlined below:

The Washoe County School District Board of Trustees has established a procedure for receiving and acting on complaints about employees. The policy requires that the complainant first attempt to settle the issue with the employee in question. If a satisfactory resolution is not reached, you may pick up a "Public Complaint Form" at any school or at the district offices, 425 East 9<sup>th</sup> Street in Reno. Complete instructions accompany the form. Questions about this policy may be directed to the Director of Communications at 348-0371.

## **CONFERENCES**

Parent/teacher conferences will be scheduled once a year. Please make every effort to attend. Parents and guardians are encouraged to confer with teachers throughout the year.

## **DISCIPLINE**

All students are expected to conduct themselves in a manner in which they would like to be treated. Our goal is to assist children to choose behavior patterns that are appropriate and respectful of themselves and others. Disciplinary actions will be progressive in nature. Fighting and other bodily contact will not be tolerated. Knives, sharp objects, other weapons, and controlled substances are not allowed.

**Respecting the rights of others is a must!** Disciplinary actions that may be taken include some of the following:

- Verbal warning
- Redirection
- Recess detention
- Social skills training
- Lunch detention
- Alternative learning setting
- Suspension from school
- Guidance suspension
- Referral to the district's Guidance Intervention Program
- Violence intervention program
- Saturday school
- Substance abuse program
- School police

The classroom teacher is the first point of contact. The Administration is responsible for disciplinary procedures and should be contacted concerning policies and procedures or whenever teacher interaction is not successful. The principal is always available. We believe that the best discipline plan is a proactive one in which students are taught and modeled good behavior. All students are expected to follow the guidelines listed below:

**Assemblies**

Listen courteously  
Show appropriate appreciation  
Respect personal space of others  
Keep hands, feet, and objects to yourself

**Bike Riders**

Walk bicycles to and from the street  
Walk bicycles to the bike rack promptly, and leave bike area promptly  
Park the bicycle in the bike rack  
Provide a lock for your bike, as it must not be left at the rack without being locked  
Know and follow city bicycle rules  
Only bicycle riders are allowed in the bike area

**Classroom**

The teacher is in charge and will set classroom rules and expectations  
Know the teacher's expectations and follow them  
Know the expectations of teachers who instruct in specialty fields and follow those expectations when in their classrooms

**Lunch**

**The students are reminded of the following rules:**

- Respect personal space of others
- Keep hands, feet, and objects to yourself
- Talk quietly to neighbors at your lunch table only
- Leave your seat only with permission
- Raise your hand for assistance
- Remain seated until dismissed by duty teacher
- Use appropriate manners

### **Playground**

Play in supervised, designated areas

Follow the directions of the duty teacher. Play safe, appropriate games

Courteous and safe behavior is required on the swings. Flipping, jumping, twisting, or swinging side-to-side are **NOT** allowed

No snowball throwing, whitewashing, or sliding on the ice is allowed.

Playground problems should be reported to the duty teacher first

Appropriate, courteous language is required at all times.

Fences, backstops, and soccer goals are **NOT** for climbing

Food is allowed on the playground **ONLY** on candy sales day.

When the recess bell rings all play stops. Move quickly to the class line and walk into the school in a quiet manner

Leave rocks, sand, dirt, and snow outside

**NO PLAYFIGHTING**

### **Restrooms**

Keep walls and floors clean; use supplies correctly; place trash in containers

Use quiet voices

Use restrooms quickly and promptly return to class

**Restroom passes must be used at all times.**

### **School Halls**

Respect personal space of others

Keep hands, feet, and objects to self

Help keep the school clean and in good repair

Use only words that help others feel okay

Carry out the reasonable requests of adults

Consume candy, gum, or snacks only with teacher permission and supervision

### **District Discipline Violence Prevention Program**

Echo Loder School believes that students who are involved in acts of violence, which jeopardize their safety or the safety of others, are in need of assistance. The District provides such assistance with a Violence Intervention Program.

Any student in grades 4-6 who is involved in an act of violence on school grounds, to and from school, on school sponsored transportation and/or during a school-sponsored activity off campus, may be referred to the Violence Intervention Program.

Students involved in acts of violence will be suspended from school for three days the first offense, five days on the second offense and referred to the director of student services and will not return until the parent meets with a school official on the third offense.

## **DRESS CODE**

Appropriate dress, which is suitable for playground activities and weather conditions, is encouraged. Please review the district dress code policy in your district handbook. In order to promote a positive academic environment and to provide for your child's safety, we ask students not to wear the following articles of clothing:

- Clothing with inappropriate words or pictures
- Halter tops
- Bathing suits
- Running shorts
- Skimpy attire

Hats may be worn only outside, during a hardship situation, or during a special school activity. Check with the classroom teacher, assistant principal, or principal if there are any questions about hats. Clothing symbols, pins or other paraphernalia which are advertising a controlled substance or which display inappropriate words or pictures or are derogatory to any student group, which are gang related or which intend to cause disruption of any school class or activity are not acceptable for school wear. Any attire that disturbs the learning process or offends others is not acceptable for school wear. Students wearing inappropriate attire will be asked to call home for a change of clothing or may be asked to turn T-shirts inside out.

## **EARLY DISMISSALS**

On early release days, school is dismissed at 12:15.

If your child must leave school early for a doctor's appointment or for other emergencies, write a note to the classroom teacher stating the reason for requesting early dismissal. When it is time to pick your child up, please come to the school office and sign your child out. You will either be given a pass to pick your child up at the classroom or your child will meet you in the office. If you bring your child back to school during the school day, please sign your child back in at the office.

## **EMERGENCY INFORMATION**

For the safety of your child, due to illness or accident, it is imperative that the school has your current telephone number and address. It is the responsibility of parents to furnish the following updated information to the school: (1) telephone numbers (home, emergency, and work), (2) current address.

Please contact the school immediately should any changes occur.

## **FIELD TRIPS**

Field trips are an important component of the school program. Washoe County School District requires adult supervision on each trip. Please volunteer for at least one a year. If you are willing to accompany other classes, please let your child's teacher know.

Since school insurance does not cover pre-school children on field trips or the chaperones who will be responsible for supervising the students, we ask parents to not bring extra children on scheduled trips. Additionally, we do not want parents to pull siblings out of their scheduled instructional program to accompany classes on field trips.

## **FINES**

Fines will be assessed by your teacher or by the principal for damages to books or other school property.

## **HOMEWORK**

Homework shall be a part of each child's learning. The purpose of homework is to reinforce, enrich, and/or extend concepts that have been taught in the classroom. Homework will be regularly assigned at the teacher's discretion. This regularly assigned homework will be appropriate to grade level, subject area, and ability. The cooperation and support of students and parents is necessary for homework to be effective.

### **Student Responsibilities:**

- Regard homework as a positive tool
- Ask for clarification and further assistance when assignments are not understood
- Keep assignments written down in an assignment book as directed by the teacher
- Have necessary materials ready
- Have a scheduled homework time at home
- Accept responsibility for assignments and turn them in on time
- Ask for homework when absent from class

### **Parent Responsibilities:**

- Support the homework philosophy and reinforce the value of homework with your child
- Show interest in your child's work, encourage and offer advice, but insist the work be completed by your child's own efforts.
- Help your child develop good student habits by providing a suitable, well-lighted area that is distraction free
- Have your child set aside a specific study time
- Make necessary material available
- Check with the teacher for suggestions
- Check to see that homework assignments are brought home, completed, and, if necessary, signed

### **Make-Up Policy**

- It is the responsibility of the student to ask for homework assignments when absent
- All homework should be made up promptly
- Students will be allowed to make up work within a period of time equal to the length of their absence
- Scholastic grades on make-up work may be lowered one grade for unexcused absences

### **ILLNESS**

Please do not send your child to school if he/she has had any of the following symptoms:

- Vomiting or diarrhea in the last 24 hours
- A fever of 99.6 or higher in the last 24 hours
- Obvious cold symptoms such as sneezing, nasal congestion, runny nose, persistent cough, or sore throat
- Eyes that itch, burn, or are bloodshot or draining
- Unknown rash or other questionable symptoms
- Head lice that has not been treated
- If your child has a medical reason (red alert days, etc.) that prevents participation in physical activities or recess, send written note from the doctor. **Students who are well enough to attend school should be able to participate in recess unless the doctor excuses them.**
- Please contact your physician if you have concerns about your child's health, as the clinical aide is not able to assume the responsibility for diagnosing medical conditions.

### **LOST AND FOUND**

A lost and found box is located in the school cafeteria. Please mark your child's sweaters, coats, and other personal belongings for easy identification. Parents and students may check the lost and found box at any time. The school is not responsible for personal toys, games, or other lost items brought from home.

### **LUNCH**

Students are expected to eat lunch at school in accordance with school district policy. Children may bring a sack lunch and may purchase milk for \$.40. Hot lunches tickets may be purchased on a cash daily basis for \$1.75 or by purchasing pre-paid tickets in blocks of ten or twenty tickets. Lunch tickets may be purchased in the school cafeteria on Monday morning in blocks of ten for \$17.50 or blocks of 20 for \$35.00. These prices are subject to change. Please check the school newsletter for any changes. There is **NO** charging of lunches; therefore, should your child arrive at school without a lunch, you will be contacted to bring lunch money or a lunch.

### **MEDICATION**

Medication can be administered through the clinic during the school day. If it becomes necessary for your child to be administered medication during the school day, a signed

note from the doctor and parent must be brought to the office and placed on file. All medication must be kept in and dispensed through the clinic.

### **PARENTS/VISITORS**

We welcome visitors, but must ensure the safety of our students. All visitors are required to check in at the office and obtain a visitor's sticker before going to a classroom.

### **PERSONAL BELONGINGS/OTHER PROPERTY**

Students are discouraged from bringing large sums of money and valuable items to school. Items such as radios, "ghetto blasters", skateboards, walkie-talkies, walkmans, and beepers are not permitted.

All students are responsible for any instruments, books, equipment, or other items that they have on campus, whether owned by the student or entrusted to the student by the district or others. Please be aware that the district is not an agent for any student loss, theft, or damage to any such items when in the student's possession or stored or left on campus or other school property.

### **REPORT CARDS**

Report cards are issued every nine weeks. They are designed to give you a written report on your child's educational progress. Please contact your child's classroom teacher if you have any questions. Midterm reports will be sent to parents.

### **TELEPHONES**

School telephones are limited to school business and emergencies. Children may use the telephone with office or teacher approval. Please make after-school plans at home before the day begins.

Students and teachers should not be asked to come to the telephone when school is in session except in an emergency. The office staff will always be available to take messages and have the staff return your call. The office staff can relay important messages to students, when necessary.

### **TRANSPORTATION**

Any behavior, which prevents the bus drivers from doing their job or prevents the children from having safe transportation, will not be tolerated. It is for your child's safety that we work together in a relationship that provides a safe transportation environment. Keep in mind that each year more students are killed in the loading and unloading areas around the school bus than any other area of the bus. We can save lives if we work together. The school's rules are simple and easy to follow; please review them often with your child.

- Follow directions of the bus driver at all times
- Never run to or from the bus
- Stay in your seat and keep all parts of your body and objects inside the bus
- Pushing and shoving is never allowed, including while waiting for the bus to come

- Stand back from the curb at all times
- Eating and drinking are not allowed on the bus
- Yelling or using foul language is not allowed on the bus
- Get on and off the bus at assigned stop only unless prior permission is granted through the school office
- Animals, weapons, or unsafe items are not allowed on the bus
- Students must not cross the street until motioned by the bus driver that it is safe
- Always cross at least 10 giant steps in front of the bus
- Never crawl under or pick up anything around the bus
- Keep belongings out of the isles
- Do not damage any part of the bus
- Do not extend any part of your body out of the bus
- Keep hands and feet out of the isles and to yourself
- Remain in your seat until the door is completely open
- There will be absolute quiet at railroad crossings
- Be at the bus stop **five (5)** minutes before the scheduled departure time

If a student chooses to break a rule, the discipline plan developed by the Washoe County School Transportation Department will be followed:

**First Incident** - Driver verbally warns students and writes down name.

**Second Incident** - Driver issues a citation, which will be given to the administration. Parents will be contacted. Depending on infraction, possible bus suspension.

**Third Incident** - Driver issues a citation, which will be given to the administration. A conference with parent-driver-school official and transportation official will be required and may result in suspension for up to five (5) days.

**Fourth Incident** - Driver will issue another citation and give it to the administration. The student may be suspended permanently from bus transportation.

**Severe Disruption** - The following inappropriate behavior will result in immediate suspension from transportation privileges:

- Physical harm or threat of harm to another student
- Physical harm or threat of harm to the bus driver
- Fighting, carrying weapons, smoking, use of drugs, etc.
- Property damage (damage will be paid by the offender)
- Constant refusal to obey the bus driver
- Total disruption of the bus

PLEASE NOTE: Backpacks and book bags are highly recommended for all students riding a school bus to and from school or on a field trip.