



## WELCOME PIÑON HILLS ELEMENTARY SCHOOL MUSTANGS!

The purpose of this Student Folder is to provide important information concerning school procedures. Each Thursday it will be sent home with student papers, important communications, and a conduct grade. It may also contain items such as an Award or a Complimentary and/or Improvement Needed notice. In this way, social and academic progress can be monitored closely by parents. Parents may send messages back to school in this folder. In addition, parents are encouraged to call the school whenever questions and/or concerns arise - **267-3622**. We are also on the web at <http://dcsd.k12.nv.us/phes>. Teacher's Landing Pages, calendars and menus are posted on our website.

Please take a few moments to go over the procedures and rules described in this folder with your child, as well as any papers the folder may contain. Please sign below to verify that you and your child have read this information. There is also a place for you to initial each week signifying that you have reviewed your child's conduct grade and schoolwork.

We are all looking forward to the challenges, excitement, and adventures this school year will provide.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

## PHES EPIC SHARED VISION

**Piñon Hills Staff believes EPIC Learning provides every student a Learner Centered environment that builds self-confidence, and develops problem solving skills to help learners become successful.**

**Piñon Hills Staff will ensure our students feel loved so they can learn to love others and themselves, and they will therefore maintain healthy relationships throughout their lives.**

### **We Strive for a Partnership With You**

Our goal is that you feel this is your school. We strongly encourage parent and grandparent volunteers. At the very least we look forward to seeing you at school events such as Back to School Night, parent conferences, school assemblies, walk-a-thon and other activities. In order to volunteer an Application Packet must be completed and approved. Please be sure to sign in and out at the office and pick up your name badge or visitor sticker.

Piñon Hills is proud to have a very supportive, energetic parent group. Our (PTO) Parent Teacher Organization group meets once a month. Childcare is provided during these meetings. In addition to providing a forum for discussion concerning school policies, the organization is responsible for many fundraising activities that provide assemblies as well as special materials and opportunities for the **Mustangs of Piñon Hills Elementary School**.

### **SCHOOL DAY/HOURS/AFTER SCHOOL PLANS AND MORE**

The school day for students begins at 8:50 a.m. and ends at 3:14 p.m. for grades Kindergarten through 5th. Student supervision begins at 8:40 a.m. and ends after school when the buses leave at 3:30 p.m. Before and after school student supervision is provided **ONLY** during these times. Breakfast is offered beginning at 8:30am.

**STUDENTS NOT EATING BREAKFAST SHOULD NOT ARRIVE AT SCHOOL PRIOR TO 8:40** (except for band students, who should not arrive at school before band starts at 7:45). Before and after school child care is available through Douglas County Parks and Recreation.

Upon arrival at school in the morning, students are to go directly to class. Kindergartners go to their playground when they arrive.

Please make sure that your student is aware of their 'end of day' arrangements (e.g., bus, pick-up, etc.) and contact the office or send a note if there are any changes to these plans.

Each school day, the Pledge of Allegiance shall be performed, although students with objections are free not to participate. After the Pledge, the school will observe thirty seconds of silence per NRS 38.075.

### **SCHOOL SAFETY**

- Each teacher is responsible for establishing Class Code with their students. These rules will be communicated to parents within the first month of school.

- Students must walk their bikes and scooters on campus.

- It is strongly recommended that students put their names on clothing, lunch boxes, books, etc. The Lost and Found is located near the multi-purpose room.

- All required books are provided to every student free of charge. Students are expected to care for these items as if they were their own. All textbooks going home must be covered or protected. In the event school materials are lost or damaged, students will be assessed the prorated cost of the item.

- No toys are allowed at school. Toys brought to school will be confiscated and returned at the end of the day. A second occurrence will necessitate a parent retrieving the toy. Articles brought for show and tell must be kept in the classroom. Trading items are considered toys and should not be brought to school. Sports equipment may only be brought if all students are allowed to use it and can participate in the games. If you are in doubt about the appropriateness of an item, please call.

### **CELL PHONES and SMART WATCHES**

Our school board policy states that cell phones and smart watches must be turned off and not used during the school day. The school is not responsible for lost or stolen devices. Students using a cell phone or smart watch without permission will have them confiscated and turned in to the office to be picked up by a parent.

### **DRESS CODE**

Douglas County School District's dress code requires that students pay attention to personal cleanliness and not wear clothing that would detract from the educational process. Bare midriffs, spaghetti-strap tops, short-shorts, pajamas, and clothing printed with inappropriate language, double meanings, or substance abuse messages are prohibited. Clothing, accessories, and other items with gang connotations are prohibited. Mid-thigh shorts and tank tops with 2-inch straps are allowed. Hats may not be worn in the building. Sunglasses may not be worn unless prescribed by a doctor. Shoes or sandals must be worn.

### **SCHOOLWIDE DISCIPLINE**

Students doing any of the following will meet with the principal to discuss restorative justice:

1. **Disrespect** - by any student to any student or staff member, or adult
2. **Danger** - any students who pose a danger to themselves or others, including threat of violence, intimidation, or harassment
3. **Destruction** - any student destroying school or personal property
4. **Disobedience** - by any student that is willfully disobedient.
5. **Weapons**- Weapons of any kind are not legal on school campuses.

### **LUNCH**

Students are encouraged to eat all of their lunch in a respectful manner. We asked that students conduct themselves in the lunchroom in the same manner in which they would at their own dinner table. Students are to remain in their seats and raise their hands to be excused by a lunchroom aide.

Breakfast and hot lunch are served daily at no cost again this year. Extra milk can be purchased separately for 50¢. (*Prices subject to change*). You can add money to your student's account through your Infinite Campus Parent Portal. You can also send money to the office for their account.

It is the policy of Douglas County School District that charging (meals and snacks) is not allowed. We will not, however, let any child go hungry. If a student comes to school without a lunch from home, has no money to purchase a meal and is unable to contact a parent, a complimentary meal consisting of the fruits and vegetables of the day will be offered at no charge.

For your convenience, you may pay online for meals and/or snacks at any time and for any amount you choose. You may elect to have a note added to your students' account(s) indicating 'No Snacks'. If you would like to prepay for your child's meals, we have several different ways available. One option available for making payments is paying online through the parent portal in Infinite Campus. Go to <https://douglasnv.infinitecampus.org/campus/portal/douglas.jsp> and pay for your child's meals using a credit card or scheduling a direct withdrawal from your checking or savings account, including a small fee per transaction. You can also see your child's account balance and purchasing history online at any time. You can even elect to receive email notifications on low balances.

### **PLEASE EXCUSE MY CHILD. . .**

We strongly encourage regular school attendance. When your child misses a day of school she/he misses many learning opportunities that cannot be made up. In the event children are absent, a call, a note or an email to the office is required within 3 days. In order to protect the children of Piñon Hills, we call the home of every absent student if we have not received notification from the parent. Please remember that your child needs to be fever free and have not thrown up for 24 hours prior to returning to school. Upon the occurrence of your child's fifth (5th), tenth (10th), fifteenth (15th) and again on the twentieth (20th) absence or tardy, a letter will be sent home explaining the attendance policy. A conference with the principal, teacher, and/or school nurse will be mandatory in accordance with state law. In the event your child has a significant health issue that prevents regular attendance, please notify the nurse. If you're planning on your student missing 3 or more consecutive days, please fill out a Pre-Arranged Absence form in the office.

The responsibility for make-up work lies with the student. When your child is absent **for more than one day**, arrangements for make-up work can be made by calling the teacher in a timely fashion. The make-up work will be available in the office at the end of the school day. Make-up work for pre-arranged absences may not be available. Much of the work and learning that takes place during the day is experiential and cannot be made up.

### **TARDIES**

All students arriving late for school must first report to the office before going to class. Parents must sign them in at the office or call to excuse their student's tardy.

### **GETTING SOME FRESH AIR - PLAYGROUND RULES**

1. Whenever possible students will go outside for recess. Students are expected to wear appropriate clothing during cold weather and take these items from their class to recess.
2. All playground rules are to ensure safety and provide effective management of students at play.
3. Students must abide by any rules adult supervisors deem important to insure safety.
4. When the warning bell rings during recess, students are to stop playing, pick up playground equipment, and walk directly to their classroom line.

### **HOMEWORK**

Our teachers appreciate the support and cooperation of every parent in assisting with monitoring their child's homework responsibilities. By checking on homework assignments, providing the time and space to complete homework, and by communicating any problems, parents will be instrumental.

#### **Printed below is Policy #214 on homework:**

Homework is to be assigned to students for a specific amount of time each week. The amount of time devoted to homework will increase as students mature and progress through the grade levels of the District. The following provides a **total** weekly homework time schedule for grades Kindergarten through Fifth:

20 to 40 minutes - Kindergarten

40 to 80 minutes - Grades One through Three

60 to 120 minutes - Grades Four through Five

### **2023- 2024 SCHOOL HOLIDAYS/NON-STUDENT DAYS**

August 28, 2023

September 4, 2023

September 11, 2023

**Early Release 1:44/Teacher Collaboration**

**NO SCHOOL-Labor Day**

**Early Release 1:44/Teacher Collaboration**

September 28-29,2023	NO SCHOOL-Teacher Collaboration Day
October 9, 2023	<b>Early Release 1:44/Teacher Collaboration</b>
October 16, 2023	No School/Teacher Work Day
October 23- October 27, 2023	Fall Break
November 8, 2023	<b>Minimum Day-Release 12:45/P/T Conferences</b>
November 9, 2023	NO SCHOOL – P/T Conferences
November 10, 2023	NO SCHOOL – Veteran’s Day
November 13, 2023	<b>Early Release 1:44/Teacher Collaboration</b>
November 22, 23 & 24, 2023	NO SCHOOL-Thanksgiving Holiday
December 4 2023	<b>Early Release 1:44/Teacher Collaboration</b>
December 18, 2023	<b>Early Release 1:44/Teacher Collaboration</b>
December 22, 2023 – January 5, 2024	Winter Break
January 15, 2024	NO SCHOOL-Martin Luther King, Jr. Holiday
January 26, 2024	NO SCHOOL-Teacher Collaboration Day
January 29, 2024	<b>Early Release 1:44/Teacher Collaboration</b>
February 12, 2024	<b>Early Release 1:44/Teacher Collaboration</b>
February 19 - February 23, 2024	Presidents' Week
March 4-5, 2024	NO SCHOOL-Teacher Collaboration Day
March 18, 2024	<b>Early Release 1:44/Teacher Collaboration</b>
April 1, 2024	<b>Early Release 1:44/Teacher Collaboration</b>
April 15, 2024	<b>Early Release 1:44/Teacher Collaboration</b>
April 22 - April 26, 2024	Spring Break
May 13, 2024	<b>Early Release 1:44/Teacher Collaboration</b>
May 27, 2024	NO SCHOOL – Memorial Day
June 14, 2024	LAST DAY OF SCHOOL – RELEASE 12:45

**ASSURANCES OF NON-DISCRIMINATION**

The Douglas County School District is an Equal Opportunity/Affirmative Action Agency and does not knowingly discriminate against any person on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, or disability.