

Gwendolyn Woolley Elementary School



Student & Family Handbook

2025-2026

Gwendolyn Woolley Elementary School

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Greetings, Woolley students and families. This handbook provides an overview of the policies and procedures at our school to help all students remain safe and experience success. Families, please read and discuss all the contents of this handbook together.

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WHO WE ARE

Mission Statement

We are Gwendolyn Woolley Elementary School, a community of learners. Each day, we are dedicated to creating a positive learning environment that celebrates mutual respect, personal responsibility, and academic success as we prepare for our future.

Vision Statement

Woolley Elementary School's vision is focused on student success, ensuring every child is equipped for a bright future. **We aim to create a safe, empathetic, and positive learning environment that fosters mutual respect, personal responsibility, and academic achievement.**

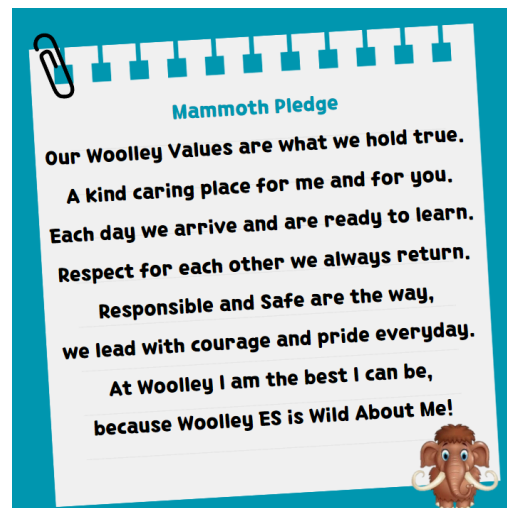
- **Student Success:** We are dedicated to helping students grow and thrive, both academically and personally.
- **Safe and Empathetic Learning Environment:** We strive to create a space where students feel secure and supported.
- **Mutual Respect:** We emphasize the importance of valuing others and working together.
- **Personal Responsibility:** We aim to instill a sense of accountability and ownership in students' learning.
- **Academic Achievement:** We focus on providing high-quality instruction and supporting students in meeting their academic goals.
- **Preparing for the Future:** We aim to equip students with the skills and knowledge they need to succeed in the world.

Core Values

Be Respectful

Be Responsible

Be Safe





ARRIVAL AND DEPARTURE

Office Hours

The school office hours are 8:00 AM – 3:45 PM when school is in session.

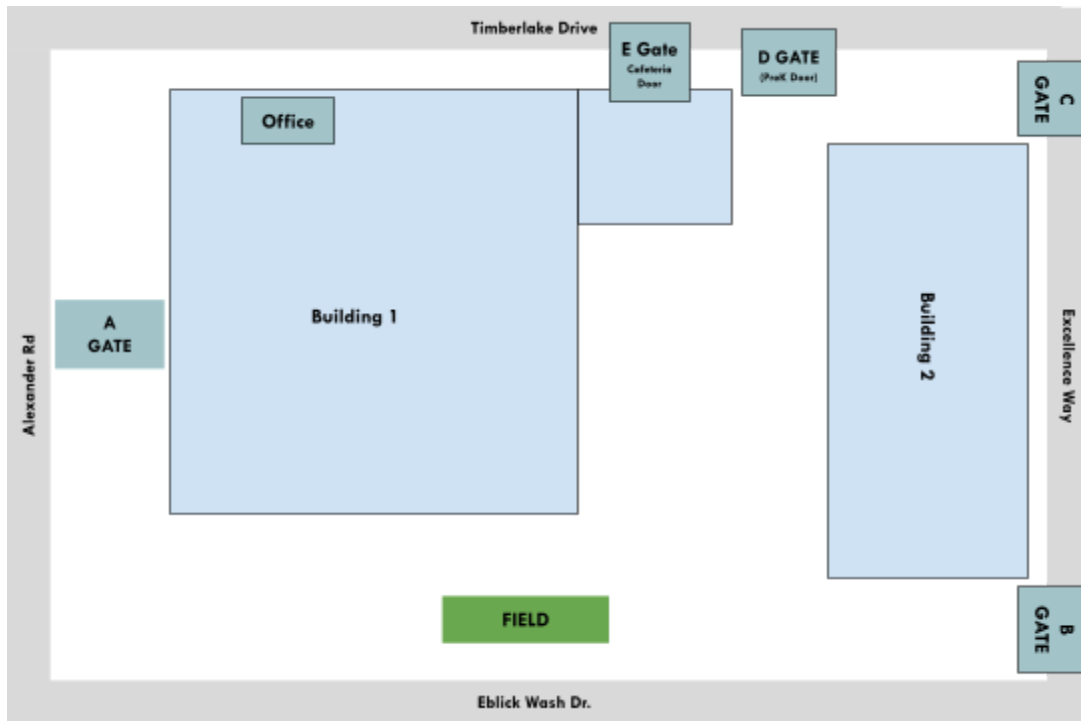
Daily Schedule

Time	Description
8:40 AM	Gates Open. *Students are encouraged to eat breakfast. All students will enter through the cafeteria door at the front of the school. Due to safety concerns/lack of supervision, students are not allowed on campus prior to 8:40 and will be sent home. After breakfast, students can go to the playground until the bell at 8:55. Students are not allowed to play first and then come to breakfast.
8:55 AM	School Begins – all gates close.
9:00 AM	Tardy Bell, Morning Announcements, instruction begins.
9:00 AM	Pre-K Drop-off at D Gate. Students go to breakfast with their class.
11:30 AM	AM Pre-K Dismissal.
12:40 PM	PM Pre-K Arrival at D Gate.
3:11 PM	Dismissal for all Grades. See the following gate map.
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div> <p>*Students not picked up by 3:21 PM will be sent to SafeKey (first 3 times) unless there is no signed Parent Agreement and authorization form, which is located in the Welcome Folder. The parent is responsible for the cost of SafeKey, which is \$9.00/day. The 3rd incident (and all additional incidents) can result in the student being transported to the local YMCA, Boys & Girls Club, or Child Haven, and a child abuse/neglect report is filed. A copy of the After-School Care Process guidelines is located in this handbook and the Welcome Folder distributed at the beginning of the year.</p> </div> </div>	

 Adults picking up Kindergarten will enter Gate C and proceed to the classroom door where the teacher will release students to the adult. Students in Grades 3 and 4 will be released at Gate B, and students in Grades 1, 2, and 5 will be released at Gate A. Parents are asked to inform their child's teacher if the student will be walking home from school. Please remember to use the crosswalks and that walking through the bus lane is strictly prohibited. Students not picked up at the gate will be documented in Infinite Campus and sent to the local YMCA, SafeKey, or Child Haven. Families should plan with their children which gate to meet and communicate that determination with the students' teachers. Otherwise, older students pick up younger students and go to the youngest child's gate.

- Kinder- Parents will enter at Gate C and walk to the classroom to pick up students.
- 1st Grade- Dismiss from Gate A
- 2nd Grade- Dismiss from Gate A
- 3rd Grade- Dismiss from Gate B
- 4th Grade- Dismiss from Gate B
- 5th Grade- Dismiss from Gate A





Safety

Woolley Elementary School Priority

The school counts on parents/guardians to model lawful pedestrian crossing and patient, cautious, and safe driving. Drop off and/or pick up students on Timberlake Drive, or in the parking lot. The bus-loading zone will remain on the frontage road directly in front of the school. Vehicles are not permitted to enter this lot or drive on Excellence Way (between the two schools) during arrival and dismissal. No parking is allowed in the bus-loading zone. Vehicles observed not adhering to drop-off and dismissal safety rules will be reported to CCSD Police and/or Las Vegas Metro.

Citable Traffic Offenses include:

- parking within 30 feet of a stop sign,
- double parking, crossing the street outside of a crosswalk,
- not stopping at a crosswalk,
- parking in the bus loading zone,
- making a U-turn in a school zone.

*Unattended, illegally parked vehicles may be towed.

Student drop off and pick up is located outside the gates. Pets are not allowed for any reason at any time on campus. Families are strongly encouraged to make after-school arrangements ahead of time. All students using SafeKey must be registered for that program.

Safekey is a before and after school recreational based program, sponsored by Clark County Parks & Recreation. This program is available at Woolley ES - 7:00 AM start to 1st Bell and 3:00 PM to 6:00 PM.

A fee of \$5 is charged per morning and \$9 per afternoon. For more information regarding Safekey, phone 702-455-8251 or email at www.clarkcountynv.gov/parks.

Students may be picked up by one student-age (11-17) family member who may arrive no earlier than 3:00 PM, and who will respect all CCSD rules while on campus. There are no exceptions to this protocol. Please designate a specific meeting area to avoid confusion. Other siblings and/or friends will wait off school property. Always bring legal identification, a driver's license, or a passport. For the safety of our children, students will not be released to anyone who is not listed on the enrollment form as a parent, guardian, and/or emergency contact, or to anyone on the enrollment form that has no identification.

Students are hereby advised that they will be subject to search when they enter campus after the beginning of the school day. This includes, but is not limited to, unauthorized returns. However, this notice does not exclude personnel from searching a student at any time should there be reasonable suspicion of wrongdoing.

ATTENDANCE

Attendance enforcement is a shared responsibility between home and school. Parents/guardians are required to send students to school during all times that public school is in session (NRS 392.040). Please see the section within this document entitled *CCSD Parents Guide to Attendance*.

Check-out During School Hours

Parents/guardians/emergency contacts **must present a valid ID** at the office when removing a child from the building during school instructional hours. There are no exceptions to this protocol. The identification must match that of an authorized person on student enrollment information. **“Early-outs” will not be permitted between 2:45 and 3:11 PM.**

Daily Attendance

Students are expected to attend school for the entire school day. A student is recorded as absent for half of the day if more than 1 hour and 55 minutes of the instructional day is missed, and is recorded as absent for the entire day if more than 3 hours and 45 minutes of the instructional day are missed. Routine medical appointments should be scheduled outside of the school day whenever possible. However, if these appointments occur within the school day, the absence may be marked as excused with a note from the doctor. Excused absences are still counted as absences and will negate attendance awards. In these cases, the student must be present as much of the school day as possible. Students are allowed ten (10) excused absences during the school year. After ten (10) absences, regardless of reason, the absences become unexcused. Parents/Guardians of students with 6 absences will be required to meet with Administration and the Woolley Attendance Officer (AO) to create a plan that will help ensure regular attendance.

The AO will visit the home of any student with 3 consecutive absences. An elementary student may be retained at the current grade if the total number of absences, excused or unexcused, exceeds twenty (20) for the school year. Students must provide a valid written excuse to their teacher for a school absence within three days for the absence to be considered excused.

Tardiness

Students are considered tardy if they arrive after 9:00 AM.

***Students who are consistently tardy or pulled out early are missing the same subject every day. That material cannot be made up by the teacher. It is vital that parents/guardians do their best to ensure students arrive at school on time every day and remain in school all day long.**

Attendance Incentives

★ Individual Incentives:

- Students who have perfect attendance each month will be recognized during lunch at the end of the month. They will receive a gift card (In-N-Out, Flip N Out, Snack Shack, etc).
- Students each month who move from Chronic to Trending or from Trending to Safe (Attendance Tiers) will be invited to our monthly attendance improvement party.

★ Family Incentives:

- Families who have less than two absences by the end of each semester will receive a family award at the awards assembly. For Semester 1, those families will receive a professional family photo, which we will print and share with them. For Semester 2, those families will receive passes to Cowabunga Bay or another free pass we have. (If we cannot procure passes, then we will do a gift card drawing (\$25) or something for the whole family).

Withdrawal/Moving

Please notify the teacher and the office if you know your student will be withdrawn from Woolley ES. Proper identification is required to receive the “Release and Transfer” paperwork.

DRESS CODE

Tops	Bottoms	Shoes
Shirts/blouses in basic/optional colors (plain or school logo, long- or short-sleeved, with or without collar) Sweaters in basic/optional colors worn over approved shirts Sweatshirts in basic/optional	Pants, shorts, jeggings/yoga pants, skirts, skorts in basic/optional colors (sized to fit) Blue jeans in basic/optional colors (sized to fit) Denim pants in basic/optional colors (sized to fit)	Shoes with soles and straps around the ankle (no flip-flops)

<p>colors (plain or school logo)</p> <p>Jumpers/dresses in basic/optional colors</p> <p>Sleeveless shirts with straps at least three inches wide and cover the shoulder</p>	<p>Sweatpants in basic/optional colors (sized to fit)</p> <p>Tights/leggings in basic/optional colors worn under clothing (solids or patterns)</p> <p>Skirts/dresses/shorts must be fingertip length</p>	
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Clark County School District’s dress code prohibits students from wearing:

- see-through tops, bare midriff, strapless, low-cut clothing, clothing with slits or tears
- the wearing of headgear (hats/hoodies/beanies) except for authorized activities (e.g., recess, Field Day, Spirit Days)
- clothes with controversial/obscene slogans/advertising that may disrupt learning
- clothing with spikes or studs
- Heelys, unless the wheels are taken out

General Guidelines

Coats, mittens, hats, and scarves must be removed, and hoody head covers must be lowered upon entering the classroom. School Administration designates which types of dress, fashion, fads, or appearance disrupt or distract from the educational program and may be a potential safety hazard. At Woolley ES, such fads could include, but are not limited to, hair color or styles that draw unusual attention, excessive makeup, and extremely large, dangly earrings. Such fashions include, but are not limited to, shirts with inappropriate words/phrases, excessively large clothing, undergarments showing, and any gang or drug related symbols. The Principal shall retain the authority to grant exceptions for special occasions and/or special conditions.

EMERGENCY PROCEDURES

All students will be oriented to emergency procedures by their teachers during the first week of school, and those procedures will be reviewed periodically thereafter. In the event of an emergency, students must listen to and follow directions from the teacher and/or from office personnel transmitted over the intercom.

Decisions will be made by the Principal or designee as to what students need to do and when it is safe to proceed with normal activities. If necessary, lunch periods, recesses, and dismissal schedules may be altered. **In case of an emergency, please do NOT call the office and jam up the phone lines. We will communicate with families as soon as students are safe and we are able. Student safety is the priority.**

HEALTH SERVICES

The school's School Health Assistant (SHA) is not responsible for evaluating signs of illness or injury that have occurred at home.

A child who has been vomiting or has a fever should remain home until symptoms have subsided. Students must be fever free for 24 hours **without** the use of fever-reducing medication before they can return to school. Students placed on antibiotics must not return to school until treated with the antibiotics for 24 hours. If a child becomes ill during school hours, the child must be removed from school immediately. Please inform the school of any medical concerns (casts, injuries, etc.) as soon as possible.

Medication

If your child must be given medication at school, please fill out a medication release form. No over-the-counter medication can be dispensed without a physician's note, including cough drops. All medication should be brought to school by the parent/guardian in the original pharmacy container with the following information on it: CHILD'S NAME, NAME OF MEDICATION, STRENGTH OF MEDICATION, DOSAGE, PHYSICIAN, DATE PRESCRIBED.

HOME-SCHOOL COMMUNICATION

***Please Note: To ensure student safety, messages will not be delivered to students during the school day. We cannot verify the identity of callers over the phone. If you need to get a message to your child you will need to come to the office in person with your I.D.**

ClassDojo

All teachers will maintain a ClassDojo page, which will keep students informed about important news and school events. Please see your child's teacher to connect to ClassDojo.

Infinite Campus

CCSD's student information system includes real-time student registration, grades and attendance information. Parents may access their student's information through the campus portal. Please contact the school if you are in need of login credentials. Report cards will no longer be printed and sent home with students. Parents must access report cards through Infinite Campus.

ParentLink

This is a computer-based tool that allows for school-home communication. It is used to deliver school announcements by telephone, email and text. Parents with more than one student in CCSD are able to access all of their children's messages from various schools through the same interface.

Required Forms

To ensure the safety of your child, there are multiple forms that are required to be turned in at the beginning of the school year. The forms will be sent home on the first day of school in the Welcome Packet. Forms are due in the front office **as soon as possible**.

School Organization Team (SOT)

The Woolley SOT is composed of numerous parent volunteers, teachers, administration, and students. Dates and times of monthly meetings are indicated on the school calendar and website.

All family members are welcomed and encouraged to join. Elections for SOT are conducted each year in September. If you are interested in being an elected member, please contact our office for more information.

Voicemails and Emails

Teachers will provide families with a work email address for those who wish to communicate electronically. Teachers cannot accept phone calls during instructional time; however, parents/guardians are welcome to call before or after school to be connected to the teacher's voicemail. Teachers will always attempt to respond to email and/or voicemail within 24 hours. Email and ClassDojo are the fastest ways to connect with teachers.

Concerns

Occasionally, students and/or family members have school/classroom-related concerns. First, the student should be encouraged to speak directly and respectfully to the teacher. If the concern persists, the next step is for the parent/guardian to speak directly to the teacher. If the concern still persists, parents/guardians may call the school office to leave a message for Administration. An Administrator will respond within 24 hours. Any concerns related to overall school operations should be directed to office personnel. Administrators are willing to meet with families about concerns, but administrators' schedules do not allow for walk-in meetings. Please call the front office to request/schedule time with an administrator if such an in-person meeting is necessary.

All conferences with school personnel must be pre-arranged. Parents/guardians are asked not to detain teachers before or after school without an appointment. School personnel are only authorized to discuss concerns with adults listed on the registration documents in Infinite Campus.

School Telephone

Students may use school telephones only in emergency situations and must have permission from school personnel. Please note that neither forgotten schoolwork, forgotten lunch, nor making after school arrangements constitutes emergency situations.

INSTRUCTIONAL PROGRAM

Seven-day Specials Rotation Cycle Specialists Rotation Calendar 25-26

Specials (Art, Science, Library, Music, Physical Education, and Social/Emotional Learning or SEL) are on a 7-day schedule, instead of the traditional Monday-Friday schedule. See the school calendar sent home in the Welcome Packet and the Appendix pages, or located above, for more details.

Instructional Materials

Students are responsible for proper care of textbooks, library books, technology, and all instructional materials. Students must pay for lost or damaged books/materials/technology and return all items in a timely manner.

Videos/Movies

Only movies rated “G” may be shown in grades K-5. Movies must align directly with curriculum standards and must be pre-approved by Administration (CCSD Regulation 6150).

INSTRUCTIONAL TIME

CCSD requires that teachers provide “bell-to-bell” instruction, thus using all instructional minutes for learning activities. Therefore, classroom instructional time will not be interrupted by visits or announcements (other than daily morning announcements) except in emergency situations.

Birthdays



Instructional time will not be used to celebrate students’ birthdays, and beginning with the 25/26 school year, families will no longer be allowed to bring food items to school to celebrate birthdays. Please see the Wellness Policy on page 11 for more information and options.

Holidays

Classroom time has been designated for each of the following classroom celebrations: Nevada Day/Halloween, Winter Holiday, Valentine’s Day, and the Last Day of School. If your child does not celebrate holidays, please notify the teacher, and alternate activities will be provided. If the teacher decides that her/his class will participate in these voluntary classroom celebrations, all refreshments must be store bought, individually packaged, and may **not** contain nuts or other nut products.

GRADING GUIDELINES

Please reference the documents below for detailed information regarding the grading policy.

Schoolwide Grading Policy - Woolley ES

https://ccsd.net/district/policies-regulations/pdf/5121_R.pdf

MEALS

Woolley ES is committed, through the Student Wellness Policy (CCSD Regulation 5157), to providing an environment in which students can make healthy food choices and have opportunities to be physically active in order to grow, learn, and thrive. Staff members will encourage children to eat lunch before consuming snacks/desserts. This wellness regulation is in effect in all schools in CCSD and is designed so that all food and beverage choices provided to students will meet the nutrient standards. All students will receive free breakfast and lunch daily for the 2025-2026 school year and may participate in this meal program without having to pay a fee or submit a meal application.



Lunch with Students

If parents (or others listed in Infinite Campus on the child's Student Summary section) would like to come to the school and eat lunch with their child, that will be permitted this year under certain conditions. Parents/Families can only eat lunch with their child during that child's lunch period. A student will not be pulled out of class early or allowed to remain longer than his/her scheduled lunch period. Students must return back to class with their teacher after their lunch period ends so no instruction is missed. Parents/Families can eat with their child in the garden. Due to space limitations, we will not have room in the cafeteria.

Allergies

The most common food allergies in children are milk, egg, and peanuts. Other common allergens include wheat, soy, fish, shellfish, and tree nuts. When a child has a food allergy, the only current plan to prevent a reaction is strict avoidance. Special diets are provided to students with a disability or medical condition that limits a major life activity such as breathing, learning, and/or a severe reaction to life-threatening food allergies/intolerances. Children with food allergies must have completed and submitted a current CCSD Medical Statement to Request a Special Diet to the CCSD Food Service Department Dietitian for approval prior to initiation of the special diet. Unfortunately, the CCSD Food Service Department is unable to accommodate special diets based on personal preferences or religious convictions.

For health and safety reasons such as unknown allergies, nutritional restrictions, and choking, the school does not permit students to exchange or share food that is brought from home.



WELLNESS POLICY

https://ccsd.net/district/policies-regulations/pdf/5157_R.pdf

The Nevada Wellness Policy (CCSD Regulation 5157) for the Clark County School District has been implemented across the district. The Wellness Policy supports better nutritional food choices and encourages physical activity amongst students. The policy includes the following:

- Schools and teachers are strongly encouraged to utilize forms of incentives or rewards that are not food based.
- During the school day, all items sold to students on the school campus must meet the nutrient and beverage standards as specified.
- The District allows for exceptions to the wellness policy for schoolwide special occasions or holidays, not to exceed twice per month. At Woolley, we will utilize these exceptions for our Goalie of the Month, Monthly Character Awards, and Specialists Awards, as well as our holiday celebrations.
- All foods for special occasions must be commercially prepared to minimize risks of foodborne illnesses and to avoid known food allergens.
- Revenue Proceeds from the sale of food and beverages on school grounds must directly benefit school academics, activities, or the District Food Service Department.
- Students will be allowed adequate time to eat their meals. Time spent acquiring the meal will not be included in the time allotted to consume the meal. Provide at least 15 minutes for each student to consume the breakfast meal. Provide at least 20 minutes for each student to consume the lunch meal.
- All schools will provide the opportunity for moderate to vigorous physical activity for at least 30 minutes during each regular school day. At Woolley, students have the opportunity for 15 minutes of physical activity during morning recess, 15 minutes at lunch and 50 minutes twice a week during their scheduled P.E. class.
- Teachers, school personnel, and community personnel will not use physical activity, or withhold opportunities for physical activity. Alternate recess options may be provided when necessary due to poor recess behavior.

The District Regulation 5157 states that foods for special occasions and events in the school or classroom must meet the nutrient and beverage standards within the regulation. Please see below for specific guidelines at Woolley Elementary.

- We will only allow food to be donated to classrooms for specific events. Those events include: Halloween, Christmas Celebrations, Valentine's Day, and the End of the Year Party (including promotion ceremonies). All food must be store bought and packaged.
- Families will no longer be allowed to bring treats for birthdays. Please see our birthday gram flyer for more information on how you can celebrate your child's birthday at Woolley.

Items brought to the school for birthdays or other days not specified above will not be allowed at school and will be either returned home, or turned away by the teacher or the front office staff.

For more information please visit the CCSD Website: District's website>Parents>Food Services>Additional Resources>[Smart Snack](#).

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

School wide and classroom behavior expectations are established at Woolley Elementary School to maintain an orderly and safe learning environment and to protect the rights of all students and staff members. **At Woolley Elementary School, positive choices lead to positive consequences.**

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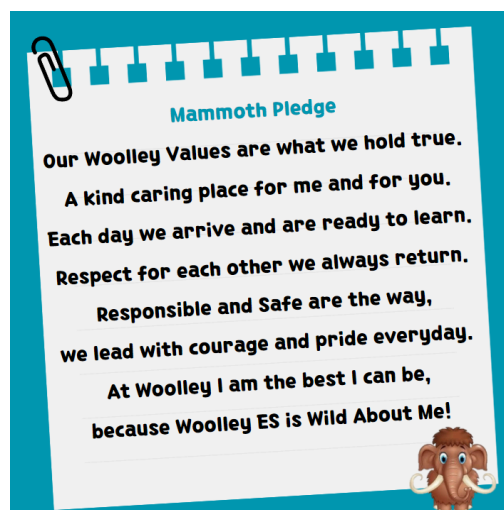
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Core Values

Be Respectful

Be Responsible

Be Safe



Woolley Awards

Twice a year, the school will hold its Golden Mammoth Awards Assemblies. Students will be recognized for academic growth, attendance, citizenship, academic excellence, and Specials' positive behavior. Parents/families of students receiving an award will be invited to attend.

Goalie of the Month

Students will set monthly goals with their teacher. Once a month, students will be nominated for the Goalie of the Month award. Nominated Students will attend a lunch with administration and receive a certificate.

Monthly Character Awards

Each month, students will be taught a new character trait by the school's Student Support Team and in the SEL class. At the end of each month, teachers will nominate one student who best exemplifies that character trait. Those students will receive a goody bag, a certificate, and have their photo taken.

Other incentives may be implemented during the 2025-2026 school year that recognize students displaying classroom behavior expectations of being respectful, responsible, and safe.

In order to ensure student safety, the following addresses several items related to positive behavior at school.

Mammoth Money - all staff will distribute Mammoth Money digitally, via PBIS points, to students who are demonstrating the school's core values.

Mammoth Market - students can spend their Mammoth Money/PBIS points once a month in the Mammoth Market.

Mammoth Marvels - twice a year, a celebration of students who consistently demonstrate the school's core values and are considered leaders (good attendance, academic growth, positive behavior) at Woolley Elementary School, will attend a leadership party.

Personal Communication Devices (see CCSD Policy 5136)

The use by students of personal technology and communication devices such as cell phones, laptops, tablet computers, or other similar electronic devices is permitted during scheduled nutrition or lunch periods (not including recess), and during school-sponsored activities at all District campuses and while on District buses. During the instructional day, students may only use these devices with the approval of the Principal.

Examples of improper use of personal technology and communication devices include, but are not limited to the following: Interference with, disruption, or obstruction of the instructional or educational environment

1. Academic dishonesty or plagiarism
2. Accessing files or Internet sites which are not relevant to the classroom curriculum
3. Sending or displaying offensive messages, pictures, or language
4. Cyberbullying, harassing, intimidating, coercing, or threatening others

5. Intruding into a person's physical solitude and making public private information without consent
6. Engaging in commercial activities
7. Damaging computers, networks, or other electronic devices
8. Intentionally wasting network resources

Elevator

The elevator is reserved for use by adults only and/or students unable to take stairs with preapproval by administration.

Nuisance Items

Toys, games, radios, cameras, sports equipment, trading cards, or other personal amusement items, etc., are strictly prohibited. This rule includes any 'fidget' type items that become a distraction (unless permitted by a 504). Students assume full responsibility for any item(s) brought to the school, and the school does not assume responsibility for lost/stolen and/or damaged items. Items will be confiscated and released only to parents/guardians. Students are NOT permitted to trade or sell any items.

Wheeled Items (bicycles, skateboards, rollerblades, scooters, and all wheeled shoes)

The school supplies a locked area for bicycles and scooters, but does not assume responsibility for stolen and/or damaged items. Students are expected to follow these procedures:

- Wheeled items are to be walked on all school grounds, including all sidewalks, parking lot, and crosswalks located on school property.
- Wheeled items left in the "bike rack" must be locked, and students are strongly encouraged not to share locks.
- Helmets are highly recommended.
- Wheeled shoes are not permitted.

Consequences for Inappropriate Behavior

All Woolley ES students are expected to understand the importance of and adhere to school wide expectations for conduct. Proper conduct is expected while traveling to/from school, at recess, in classrooms, and in all common areas. Woolley Elementary follows a progressive discipline model. The school will take corrective action which most appropriately fits the nature of the problem and the overall behavior record of the student. Typically, disciplinary action begins at the minimum as listed below; however, immediate serious action may be necessary, depending on the circumstances.

Consequence	Description
Teacher/Student Conference	Teacher and student discuss the expectations for positive behavior that are of concern, with the student contributing ideas for ways to he/she can improve. Teachers may implement consequences such as reflection sheets, apology letters, temporary removal from the group, loss of privileges, or any action that would correct the effects of the misbehavior or limit the likelihood of a repeated misbehavior.

Behavior Plan/Contract	Teachers and students may develop a contract agreement to improve behavior. The teacher consults with colleagues specializing in behavior management to develop a plan. School faculty and staff implement the plan to assist the student in becoming successful in meeting school-wide expectations for positive behavior.
Requested or Required Parent Conference (RPC)	The teacher requests parent and student participation in a problem-solving conference. School Administration requires parents/guardians to attend a conference in which the situation and consequences are discussed.
In-School Discipline	Access to privileges is temporarily withheld and replaced with a character building activity.
Reflection Writing	The student writes about mistake(s) made, reflects on how the situation could have been handled more positively, and envisions how to handle similar situations positively in the future.
Suspension	Students are removed from school for a number of days to be determined by Administration. A Required Parent Conference must be held prior to the student's return (see also CCSD Regulation 5141.1).
In-house Suspension	Students are removed from the classroom for a period of time. Students will be relocated to the office or other designated area with work to complete in order for instruction to not be interrupted in the classroom.
Expulsion	Students are removed from school permanently (see also CCSD Regulation 5141.1).

Bullying

Clark County School District and Woolley Elementary School are committed to providing a safe, secure, and respectful learning environment for all students and employees at all district facilities, school buildings, in school buses, on school grounds, and at school sponsored activities. The District strives to address bullying and cyberbullying so that there is no disruption to the learning environment and learning process.

Is It Bullying?

THIS IS NOT BULLYING!
These are small problems. Use conflict resolution to help you resolve them.

- Someone says or does something UNINTENTIONALLY harmful and they do it once. This is NOT bullying...IT IS rude!
- People are joking around or playing and someone gets hurt. This is NOT bullying...it is an **accident**.
- Someone is being mean on PURPOSE but it only happens once. This is NOT bullying...IT IS mean.
- Two people have a fight or disagreement. This is NOT bullying...it can be solved with a **conflict resolution**.
- Someone says or does something INTENTIONALLY rude or harmful but they do it once, or you do it back. This is NOT bullying...IT IS mean.

THIS IS BULLYING!
These are BIG problems. Use Stop, Walk, Talk (tell them to stop, walk away and get an adult).

- Someone does something **INTENTIONALLY** mean or harmful and they **keep** doing it, even after you ask them to stop.
- There is an **IMBALANCE OF POWER** between the victim and the bully. (Power= size, strength, ability, popularity or gender)
- A student engages in **NEGATIVE BEHAVIOR** that **REPEATS** (over & over & over...) even when they are told to stop.
- The bully engages in purposeful mean acts toward the **SAME** student.
- The bully encourages other students to leave students **OUT** or make fun of them!

For more information: <https://ccsd.net/students/bully/> or see the Appendix.

SafeVoice

Parents/students are encouraged to report knowledge of bullying and/or cyberbullying, via [SafeVoice](#) that allows individuals to anonymously report unlawful activities. Please see more information in the Appendix found at the end of this handbook.

Restorative Practices

When appropriate, administration and the Student Support Team may have students engage in Restorative Practices. The Institute for Restorative Justice and Restorative Dialogue (2020) defines restorative discipline as a whole-school, relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.

According to Armour (2014), numerous studies attest to the effectiveness of school-based restorative practices to dramatically reduce suspensions, increase school attendance, improve academic achievement, lower student dropout rates, increase financial savings, and decrease racial disproportionality.

When appropriate, restorative disciplinary practices focus on correcting harm and repairing the damage that has occurred. The goal is to place value on relationships and focus on repairing and restoring

relationships that have been damaged. The victim and the offender are provided with opportunities to share how they were impacted and how they will resolve or repair the harm caused. For more severe infractions, victim and offender interactions may not occur or be facilitated.

VOLUNTEERS and VISITORS

A state law is currently in effect that requires adults who volunteer at our schools or during school activities to be fingerprinted. Senate Bill 287 requires all volunteers with unsupervised OR regular contact with students to be fingerprinted. Regular contact is defined as volunteering at least four times a month. For those volunteers who have unsupervised contact with students or who regularly volunteer, an application process has been put into place district-wide.

This process includes completing the online application at ccsd.net/protectourkids, processing payment to complete a background check, including fingerprinting, acknowledgment as being a mandatory child abuse reporter, and being issued a CCSD volunteer badge. If there are concerns with this process, such concerns can be expressed via ccsd.net/protectourkids. CCSD is implementing this process in order to comply with the new state law. Woolley ES encourages and welcomes parent engagement in their child's education.

The Human Resources Division of the Clark County School District requires that an approved protocol be followed for individuals desiring to volunteer in District schools. The following link provides instructions for completing the application:

<https://drive.google.com/file/d/1AsC129g8qXVWOeexWCwf5NQ9gDBwkG6M/view?usp=sharing>

and the second link provides the actual application:

<https://ccsd.taleo.net/careersection/7/jobsearch.ftl?lang=en>

Additional questions or need for assistance should be emailed to volunteers@nv.ccsd.net.

The same dress code in place for teachers applies to school volunteers/visitors (CCSD Regulation 4280.)

The Clark County School District reserves the right to insist that the dress and grooming of employees and volunteers, or visitors are within the limits of generally accepted community and professional standards.

The following are **not** considered appropriate attire at school for volunteers/visitors:

- For men: Jeans with tears or ragged edges, shorts, tank tops, muscle shirts, sweat suits, or warm-ups, collarless t-shirts, spandex/Lycra as an outer garment, or similar tight outfits.
- For women: Jeans with tears or ragged edges, shorts or skirts more than four inches above the knee, provocative shirts, tank or crop tops, muscle shirts, sweat suits, warm-ups, spandex/lycra as an

outer garment or similar tight outfits; and slippers, house shoes, work boots, flip flops, and other similar foot apparel.

-To ensure student safety, anyone entering the building for any reason must report to the office to sign in, obtain a Visitor's Badge, and present a driver's license or Identification Card. The I.D. must match the name of an authorized adult on student records.

-Senate Bill 287 requires all volunteers with unsupervised OR regular contact with students to be fingerprinted. Regular contact is defined as volunteering at least four (4) times a month. For those volunteers who have unsupervised contact with students or who regularly volunteer, an application process has been put into place district-wide and has been adopted for use by Woolley Elementary School. Copies of the policy are available upon request. We encourage parents to continue to be engaged in their child's education. If you have any additional questions, contact the office. We thank you for your patience and cooperation. Please visit <http://ccsd.net/community/protect-our-kids/> for more information and an application.

-A volunteer's time in classrooms must be preapproved and prearranged. Classrooms may not be disturbed, and conferencing with a teacher about a student is strictly prohibited during instruction.

-Children who are not enrolled at Woolley ES are not permitted to visit classes or volunteer in classes during regular school hours.

-All parent/guardian cell phones must be silenced while at school, no exceptions. If volunteers must make or take phone calls, they must exit the classroom and move to a location away from students.

-Volunteers are not permitted in the workroom or teachers lounge as those areas are reserved for staff only. If volunteers need to make copies for teachers, they may use the copy machine in Room 13 A. Volunteers are respectfully asked to pause projects if machines are needed by a teacher.

-Volunteers should only use copiers if they have a clear understanding of how they function. Teachers may offer informal training to volunteers who do not. Please help the school conserve resources by using paper, toner, and ink sparingly in all instances, and by recycling/reducing/reusing whenever possible.

-The revised Family Education Rights and Privacy Act (FERPA) prevents volunteers from accessing confidential student information, including grades and attendance markings. Volunteers must maintain confidentiality with regard to student information.

-Smoking (including e-cigs) is prohibited on school grounds, including the parking lot and sidewalk.

Additional questions or need for assistance should be emailed to volunteers@nv.ccsd.net. See Appendix for more information.

IMPORTANT PHONE NUMBERS

Location	Phone Number
Woolley Elementary School Office	702-799-4970
SafeKey @ Woolley Elementary School	799-4970 X 4030
Clark County Parks and Rec Safekey Office	702-455-8251
Clark County Safekey	702-455-8251
CCSDPD (School Police)	702-799-5411
Las Vegas Metro (NE Substation)	702-828-3403
CCSD Transportation	702-799-8100

Appendices

GWENDOLYN WOOLLEY ELEMENTARY SCHOOL VOLUNTEER GUIDELINES

Woolley ES adheres by all protocols, rules, and regulations as set for by the Clark County School District (CCSD) relative to any adult who wishes to volunteer at the school.

Volunteer fingerprinting process required under state law:

The 2019 Nevada Legislature passed Senate Bill 185, which makes it easier to volunteer in CCSD schools. The bill clarifies requirements for parents and members of the community to volunteer at schools. The fingerprinting law modification will no longer require people who volunteer four or more times a month to go through the fingerprinting process, unless they will be left unsupervised with students.

Also, some volunteers, such as law enforcement officials, who are fingerprinted as part of their job can receive a waiver from having to be fingerprinted again.

Volunteers can apply online: [start the online application process here](#).

- Visit and follow the path: Employees>Job Opportunities>Apply Now
- On the left side of the webpage look for - CCSD Representative/Volunteers - click the "here" link in blue font
- Follow the directions to create a volunteer account
- Complete the application as indicated ([Additional instructions](#))
- The process consists of payment to complete an eligibility check, including fingerprinting ([Instructions](#))
- Once this process is complete, volunteers will be issued a CCSD volunteer badge. This application process will be effective for 5 years, but badges will be reissued annually.
- [Volunteer application Instructions for Government Employees](#)
- [Volunteer application instructions for volunteers of Government and Non-Profit entities](#)

State law also requires volunteers to acknowledge they are mandatory child abuse reporters:

- [Final Volunteer Acknowledgement Form \(you will sign this form at your school\)](#)
- [Definitions of Child Abuse for Volunteers \(this is optional reading for volunteers\)](#)

Policy and Regulation 4100:

CCSD has also worked with employees, students, families and the community to develop guidelines and a regulation that outline appropriate relationships, interactions, and communications between district employees/volunteers and students.

The Clark County School District (CCSD) Board of School Trustees voted during a Regular Board Meeting on Sept. 28, 2017 to approve [Policy 4100](#) and [Regulation 4100](#).

ATTENDANCE/TRUANCY INFORMATION

A Parent's Guide to School Attendance

What happens if a student continues to be truant? When a student exceeds two (2) unexcused absences (truancies), the student is declared a habitual truant, and the school must report the student to the local law enforcement agency or school police to file an educational neglect complaint (Child Protective Services) for elementary students or the issuance of a truancy citation for secondary students.

What are the consequences for being cited as a habitual truant? Elementary school truancy violations will be referred to Child Protective Services (CPS) for investigation. The possible consequences that may be imposed for secondary student violators are as follows: court appearance, eight-to-sixteen hours of community service at the school of attendance, a \$100 fine, and suspension of the student's driver's license/permit for 30 days-6 months or a delay of 30 days from the date a student can apply for a first-time license/permit (NRS 392.148). The consequences for a secondary school student who is issued a misdemeanor truancy citation cannot be appealed through the school.

In addition, students who exceed the limitation of absences are subject to the consequences as set forth in CCSD Regulations 5113 and 5123.

What happens if the habitually truant student is cited again for truancy? Another misdemeanor citation is issued to the secondary school student. The possible consequences for subsequent citations are as follows: court appearance, assigned 10 additional hours of community service, suspension of work permit, a \$200 fine, and 60 days-1 year suspension of driving privileges (NRS 392.148). In addition, if the parent/guardian, to whom notice of the habitual truancy has been given, fails to prevent the child's subsequent truancy within that school year, the parent/guardian is guilty of a misdemeanor (NRS 392.210).

Parents/Guardians of habitually truant elementary students who do not attempt to insure their children's regular attendance at school will be referred to Child Protective Services for investigation of educational neglect or to law enforcement for possible issuance of a misdemeanor citation (NRS 432B.140).

Who must attend school?

Pursuant to Nevada Revised Statute (NRS) 392.040, students between the ages of 7 and 18 years of age must enroll and attend school for the entire time the school is in session. Students who are 6 years of age must attend school, if enrolled, for the entire time the class in which they are enrolled is in session. ALL students enrolled must follow the rules of the school district including those relating to school attendance.

What is the procedure that should be followed after an absence?

Students who have been absent must provide **notice from the parent/guardian** to the school explaining the reason for the absence **within three (3) school days after their return** from the absence. Parent/Guardian explanations should include the following information:

1. The first and last name of the student;
2. The date(s) the student was absent; and
3. The reason the student was physically or mentally unable to attend, how the absence was related to the student's disability, or the nature of the emergency.

The principal/designee will determine whether the absence is classified as excused or unexcused.

Students or parents/guardians are allowed three school days after the return from a student's absence to request homework. Schools must provide at least three school days for the assignment to be completed and submitted.

Failure of the student to make up missed work from an excused absence will result in the absence counting toward the limitation of absences.

What happens if notification regarding the absence *is not provided to the school within three (3) school days*? If an acceptable explanation of the absence is not provided within three school days, the absence is unexcused and, in accordance with NRS 392.130, is deemed a truancy.

How do parents/guardians arrange an absence? Parents/Guardians must submit a written request to the school prior to the absence(s). The maximum number of arranged absences is **10 per school year**. Forms to request an arranged absence are available at each school.

What happens if a student is late to school or class?

Students who are late are marked tardy. Each school is responsible for establishing a tardy policy that defines tardiness and establishes the consequences for students who are late to class. In addition, secondary students who miss more than 30 minutes of any class period are counted absent for that period only. Schools with unique schedules will establish a time limit equivalent to the traditional schools.

What is the limitation of absences? The limitation of absences for elementary students is twenty (20) unexcused absences per year. The limitation of absences for secondary students is ten (10) unexcused absences per semester. The limitation for secondary students with unique schedules, such as a block schedule, is seven (7) unexcused absences per semester. Arranged absences in excess of 10 during the school year and any arranged absences for which the makeup work was not completed and submitted, as required by the teacher, count toward the limitation of absences.

What are the consequences for exceeding the limitation of absences? Elementary students may be retained in the current grade. Secondary students will receive a denial of credit for any course in which the limitation of absences has been exceeded. Students in grades 9-12 who fail three or more courses may be retained and/or recommended for an alternative program. Secondary schools are required to provide written documentation to students and parents/guardians regarding options for making up deficient credits.

Is there an appeal process to address possible retention and denial of credit? All schools are required to provide a written copy of the appeal process procedures to parents/guardians. If a parent/guardian believes that extenuating circumstances, issues that may have led to the excessive absence and/or mistakes in the record have been made, the parent may appeal to the principal/designee. The established final level of appeal is the appropriate Performance Zone Assistant Chief Student Achievement Officer.

When attendance problems arise, is assistance available to students and parents? Each school has developed an Attendance Incentive Plan and compiled a list of resources and interventions that may be helpful to students and parents. Parents/ Guardians should contact the school counselor or school administration for further information and/or to schedule an appointment.

When is an absence considered truancy? When a student is absent from school without a valid excuse, did not secure prior permission for the absence or did not make up the class work for an excused absence, the absence is unexcused. In addition, failure to provide an excuse within three (3) school days will result in an unexcused absence. In accordance with NRS 392.130, an unexcused absence is deemed truancy.

AFTER SCHOOL CARE POLICY

CCSD After School Care Plan - Please see summary below and review the attachments for detailed information.

If the parent/guardian is late to pick up their child, the following CCSD plan will be implemented.

1. Any student not picked up at 3:11 will be taken to the Multi-Purpose Room and signed in by their teacher. Parents/Emergency Contacts (as listed in Infinite Campus) must come into the Office, with photo ID, to sign their child out.
2. The office staff will make attempts to reach the parent/guardian and emergency contacts listed in Infinite Campus.
3. Students not picked up (first and second offense) will be taken to on-site Safekey per the CCSD After School Care Plan. *Parents are responsible for paying all assessed fees issued by Clark County Safekey. Safekey closes at 6pm and any remaining students will be taken to Girls & Boys Club, the YMCA or Child Haven.

Please note:

- After the second late pick-up, the child is no longer eligible for Safekey. Therefore, a third late pick-up will result in the student being transported to the Girls & Boys Club, the YMCA or Child Haven unless there are outstanding late-pick up balances. Parents are responsible for any assessed fees issued.
- Anytime a student is transported to Girls & Boys Club, the YMCA or Child Haven, a Child Abuse/Neglect Report is filed.
- Administration will monitor how often and why the child is picked up late to determine if there is a need to report neglect.

Dear Parent/Guardian:

Student safety is a top priority at the Clark County School District (CCSD), specifically the after-school care of our students. It is critical that you communicate with your school in regards to how your child will safely leave school each day.

Evelyn Garcia Morales, President
Lola Brooks, Vice President
Irene Bustamante Adams, Clerk
Linda P. Cavazos, Member
Kate Williams, Member
Lisa Guzman, Member
Erenda Zamora, Member

Jesus F. Jara, Ed.D., Superintendent

CCSD understands that at times circumstances may prevent the timely pickup of a student. Therefore, it is critical that alternate arrangements have been made for after-school care. In case of an emergency and a student is not picked up at the end of the school day, school staff will make an effort to reach parents/guardians and emergency contacts to arrange for student pickup. In the event that a parent/guardian or emergency contact is not reached, the school will follow CCSD AfterSchool Care process.

Please note, below is the outline of our after-school care process when a student is not picked up after-school.

- When a student is not picked up the first time, the student is sent to Safekey (unless there is an outstanding debt or no signed parent/guardian authorization). The parent is responsible for the cost of Safekey.
- When a student is not picked up the second time, the student is sent to Safekey (unless there is an outstanding debt or no signed parent/guardian authorization).
- When a student is not picked up the third time, the student is transported to the YMCA of Southern Nevada (YMCA), unless there is an outstanding debt. The parent/guardian is responsible for the cost of YMCA.
- In the event there is an outstanding debt at either Safekey or YMCA, the student may be transported to Child Haven/Child Protective Services.
- When a student is not picked up the fourth time, the student is transported directly to Child Haven/Child Protective Services. Anytime a student is transported to Child Haven, a Child Abuse/Neglect Report is filed.

CCSD has partnered with several community agencies that provide after-school care programs for students. CCSD encourages all parents to enroll their students in after-school care programs in case an emergency prevents the parent/guardian from picking up his or her child from school within several minutes after dismissal.

Although CCSD does not sponsor, endorse, or control any community programs, your school may help you with accessing information regarding after-school care programs such as Safekey and the YMCA. However, your school cannot not register your child. Once again, CCSD highly recommends that you register your child for Safekey even if you pick him/her up every day in case of an emergency.

Please speak with an administrator at your child's school to learn more about after-school care option. It is also extremely important that parents/guardians update their contact information throughout the school year and return the After-School: Parent/Guardian Agreement and Authorization form as soon as possible.

Respectfully,

Dr. Gregory Holloway
holloge@nv.ccsd.net
After-School and Summer Care Liaison
College, Career, Equity and School Choice Unit

Main Office: 5100 WEST SAHARA AVENUE • LAS VEGAS, NEVADA 89146 • TELEPHONE (702) 799-CCSD (2273)

Woolley Elementary

Late Pick Up Protocol

- Student dismissal is at 3:11. The gates remain open until all students are picked up or transferred to Safekey, YMCA, or Child Haven.
- If your child is not picked up by 3:30 they will be documented as a “late pickup” in Infinite Campus for record keeping with the time they were picked up and the time the parent notified us they would be late. **Parents will be asked to fill out a Safekey Form if we do not have one on file.**
- After 3 late checkouts, the following protocol will be followed:
 - 4th and 5th Late Pickup: Student(s) go to Safekey at parents expense.
 - 6th Late Pickup: Student(s) are transported to YMCA. Parents will go to the YMCA to pick up their child(ren). **The office will tag the door with pickup information for the parents.**
 - 7th Late Pickup: Student(s) will be transported to Childhaven, and a CPS referral will be made. Parents/Guardians will have to pick up their child from Childhaven. **The office will tag the door with pickup information for the parents.**
 - All Late Pickups After #7: Student(s) will be transported to Childhaven, and a CPS referral will be made. Parents/Guardians will have to pick up their child from Childhaven. **The office will tag the door with pickup information for the parents.**



BULLYING



Bullying and Cyberbullying are

PROHIBITED!

WHAT IS BULLYING AND CYBERBULLYING?

Under NRS 388.122, "bullying" means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:

a) Have the effect of:

1. Physically harming a person or damaging the property of a person; or
2. Placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or

b) Interfere with the rights of a person by:

1. Creating an intimidating or hostile educational environment for the person; or
2. Substantially interfering with the academic performance of a student or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or

c) Are acts or conduct described in paragraph (a) or (b) and are based upon the:

1. Actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person; or
2. Association of a person with another person having one or more of those actual or perceived characteristics.

The term bullying includes, without limitation:

- a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person;
- b. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;
- c. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing, or disrespectful gestures;
- d. Threats of harm to a person, to his or her possessions, or to other persons, whether such threats are transmitted verbally, electronically, or in writing;
- e. Blackmail, extortion, or demands for protection money or involuntary loans or donations;
- f. Blocking access to any property or facility of a school;
- g. Stalking; and
- h. Physically harmful contact with or without injury to another person or his or her property.

Under NRS 388.123, "cyberbullying" means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, "sexual image" has the meaning ascribed to it in NRS 200.737 which is any visual depiction, including, without limitation, any photograph or video of a minor simulating or engaging in sexual conduct, or of a minor as the subject of a sexual portrayal.

Under NRS 388.124, "electronic communication" means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a or any similar means of communication.

Parents/students are encouraged to report knowledge of bullying and/or cyberbullying via the CCSD "Say No to Bullying" website that allows individuals to anonymously report unlawful activities at <http://www.ccsd.net/reportbullying>.

Please be advised that the CCSD "Say No to Bullying" website is not monitored after school hours, weekends, or holidays.

There are also procedures for complaints regarding harassment in CCSD Regulation 5141.2.



SafeVoice



A Partnership for School Safety
and Student Well-Being



Make a report / Haga un reporte:

Free SafeVoice Mobile App

Download from Apple or Android store

Hotline: 1.833.216.7233

www.safevoicenv.org

Help Spread the Word!

*For general information, contact
safevoiceinfo@doe.nv.gov*