



CHARLOTTE HILL
Elementary School

560 East Eldorado Lane • Las Vegas, NV 89123
Phone: (702) 799-5720 • Fax (702) 799-5719

Jennifer Reynolds, Principal



Please read the Parent and Student Handbook with your child. Be sure to visit our school website for other pertinent information at CharlotteHillES.org.

Parent and Student Handbook



Husky Families, please be sure to return the last page to your child's teacher!



Dear Students and Families,

Welcome to a new school year. Our mission is that, "We the staff, parents, students, and community of Charlotte Hill Elementary School take responsibility for the academic, social, and emotional growth of every child to be college, career, and citizenship ready."



Thank you,

Charlotte Hill Elementary School Staff



KEY HUSKIES

Principal: Jennifer Reynolds
Assistant Principal: Shiah Littmann
Assistant Principal: Ashley Zinovitch
Office Manager: Sandi Powers
School Clerk: Ana Villanueva



Address: 560 E. Eldorado Lane, Las Vegas, Nevada 89123
Phone Number: 702-799-5720
Office Hours: 7:30 a.m. - 4:00 p.m.



SCHEDULE

Doors Open: 8:40 a.m.
Breakfast Served: 8:40 a.m. to 9:00 a.m.
Morning Bell: 9:00 a.m.
Dismissal: 3:11 p.m.



PARENT/GUARDIAN CONTACT INFORMATION

All families must provide a telephone number where they can be reached during the day. To ensure that our files contain accurate information, families are requested to submit to the office any changes of address or telephone numbers that may occur throughout the school year. Please also ensure that at least one emergency contact is listed in the case that a parent/guardian is not able to be contacted.



PHONE USE & MESSAGES

- To ensure the safety of your child, we cannot take and deliver phone messages. You must show proper identification in the office for us to tell your child to go home in a different manner than planned. The only exception would be to go to SafeKey, since identification is required to pick up a child.
- The use of cell phones or other similar devices, e.g. iWatch, are prohibited during the instructional day. These items must be powered off and kept in backpacks.
- Telephone use and delivery of items to students during the instructional day will be limited to emergency situations only.



ARRIVAL & DISMISSAL

BUS ARRIVAL PROCEDURES

1. Exit carefully from the bus and walk from the bus area to the multi-purpose room.
2. From the multi-purpose room, students can get breakfast and proceed to the classroom.

BUS BOARDING PROCEDURES

1. Walk directly to the bus area.
2. Board the bus quickly and carefully.
3. Go to your seat and sit down.
4. Follow the directions of the bus driver.

WALKERS & BIKE RIDERS

- Doors do not open until 8:40 a.m.
- Students arriving before 8:40 a.m. will be taken to the office to contact their parents.
- Bike riders are to use the bike racks off Battista and then walk through the multi-purpose room. Students and adults are to walk their bikes until they are off school rounds. A lock must be provided for every bicycle. The school does not assume responsibility for the loss or property damage of any bicycle while on the school grounds.
- Skateboards, roller skates, roller blades and the like are not allowed on school grounds.
- All students and adults arriving on/leaving from campus are to use crosswalks and obey crossing guards on duty.



DROP OFFS & PICK UPS

- Avoid double parking. Cars need to be close to the curb so that students can walk safely to and from the car to the sidewalk. Please do not block neighbors' driveways. Be sure to use our Kiss & Go Lane, dropping students off by the multi-purpose room doors.
- Be aware of red zones and crosswalks. Please do not stop your cars in these areas.
- U-turns are not allowed on adjacent streets during school hours.
- Be aware of children crossing the roads.
- Always try to pick up your child on their side of the street to avoid having them cross outside of a crosswalk.
- Cars are not permitted to enter or leave the school parking lots during bus loading and unloading.

CLOSED CAMPUS/DISMISSAL

Our school is a closed campus. Students are to enter the campus through the multi-purpose room doors. Students will go through the breakfast line and then proceed to class. **For dismissal (non-bus riders), first and second graders will exit through the red gate (Mardon); third, fourth, and fifth graders will exit through the blue gate (Amigo); kindergartners will dismiss in the multi-purpose room.** Older students may exit through the younger sibling's gate.

LATE PICK-UPS

It is the parent's responsibility to pick up their child from school at 3:11 p.m. If a child is not picked up on time, they will be brought to the office or escorted to Safekey if registered. Every effort is made to contact the parents to ascertain why the child has not been picked up and to find a parent/guardian to pick up the child. It is imperative that the office has current phone numbers so that parents can be contacted. We know that emergencies occur. If we are unable to reach anyone through any of the phone numbers we have on file, we will follow the CCSD After-School Care Process. We encourage all parents to sign up for Safekey in the event that something happens and you are unable to arrive on time.





STUDENT ATTENDANCE & TRUANCY

Regular attendance in school leads to increased student achievement. Students benefit from the educational opportunities provided by our superb staff.

- Attendance enforcement is a shared responsibility between CCSD and the student's parent or guardian.
- Student tardiness is a serious disruption to the educational program and infringes on the rights of other students. The school day begins at 9:00 a.m.
- A student is considered chronically absent when they have 18 or more absences.
- We believe that every day at Charlotte Hill ES is unique. Moreover, the daily first-hand experiences cannot be replicated after an absence.



Elementary students *MAY* be required to repeat the current grade if, during the school year, the total number of absences exceeds twenty (20) days and when those absences fall in the following categories:

1. Are unapproved;
2. Exceed ten (10) days of prearranged absences;
3. Are prearranged absences for which classroom requirements are not completed;
4. Are any combination of 1, 2, and 3.



EXCUSED ABSENCES

In order for the absence to be excused, a written explanation by the parent or guardian must be turned in to the classroom teacher or submitted through the Absence Note Form tab located on the school's website not later than three (3) days after the student returns to school. Please be sure to ask for a note from a medical professional's office if your child is tardy or absent due to a scheduled appointment.



PREARRANGED ABSENCES

This is when a parent or guardian informs the school in advance, in writing, that their child will be absent. Prearranged days in excess of ten (10) shall be counted toward the twenty (20) days of absences related to student retention.



UNEXCUSED ABSENCES

If a student has three or more unexcused absences from school, the school shall take reasonable actions to notify the parent/guardian through truancy letters and request a parent/guardian conference to discuss the circumstances surrounding the absence, interventions to improve attendance, and the importance of regular attendance.



MAKE-UP WORK

Parents and students are to request make-up work within three (3) days of the absence. Please allow teachers 24 hours to gather the necessary make-up work for your child.

TARDY

This is when a student is not physically present in the classroom at the start of the instructional day. A tardy becomes a half-day absence if more than one hour and fifty-five minutes are missed, and a full-day absence if more than three hours and forty-five minutes are missed.



EARLY PICK UP

State law requires that students attend a full day of school. Early release of students is highly discouraged because it disrupts the educational environment and decreases learning opportunities. Important directions and final instructions are given at the end of the school day. To protect the instructional environment of the classroom, we will not dismiss students after 2:50 pm. We understand that students get sick or have doctor's appointments. However, if a student is picked up early, it is recorded in Infinite Campus and does negatively impact eligibility for attendance awards.



LIBRARY BOOKS

Students in grades K through 5 will come to the library each week as one of their specials. Students will have the opportunity to check out books they would like to borrow as long as they have brought back previously checked out materials. It is expected that students take care of the books they check out by not losing them or damaging them. It will be their responsibility to pay for any lost or damaged books. Please help your child keep track of their library books by keeping it in their backpack or in their desk at school.

TEXTBOOK/DEVICES

Students are responsible for electronic devices, textbooks, workbooks and other school issued materials. If these are lost or damaged, a fee will be assessed.

WITHDRAWAL/TRANSFER

Please contact the teacher and front office prior to the student's last day of attendance. A parent/guardian will need to come to the office to sign withdrawal papers on the student's last day. All library books and textbooks must be returned by the student's final day of enrollment. Students who miss 10 or more consecutive school days without parental contact may be withdrawn.

PARENT LINK

ParentLink will be utilized to keep parents informed of important school information. Messages will be sent by phone, email, and text. Please read or listen to messages in their entirety before calling the front office with questions. Please make sure your contact information is up to date in the front office so you do not miss important communications.

INDIVIDUAL SALES BY STUDENTS

For the protection of students, all sales on the Hill campus must be school-sponsored. School-sponsored sales require administrative approval, as well as organization/coordination of at least one staff member. In this manner, no articles which might be harmful to students will be offered for sale.

INFINITE CAMPUS

Please utilize Infinite Campus (campusportal.ccsd.net) to monitor your child's grades and to register each year for school. Grades are immediately updated when teachers put them in the gradebook. If you are having trouble logging in, please come to the front office and they can assist you. You can also access this link through the school website at charlottehilles.org.





PROGRESS REPORTS/REPORT CARDS



In accordance with the CCSD, it is the policy of Charlotte Hill ES to evaluate students on their mastery of grade-level standards. These grades are used to evaluate performance in the areas of Reading, Writing, Language, Speaking and Listening, Mathematics, Science, Health, and Social Studies in elementary school. It is the responsibility of a teacher to regularly assess student work, keep accurate records of mastery towards standards, and communicate progress to parents. Report cards will be sent home each semester. Progress reports are available on Infinite Campus to keep families apprised of their children's progress. Families are encouraged to discuss the progress reports with their child. If there are questions or concerns, please contact the teacher and arrange for a conference.



Grading Policy

In accordance with the CCSD minimum F policy, the following grading scale will be implemented:

90-100% A

80-89% B *Assignments scored less than 50% will be

70-79% C entered as 50% in the gradebook.

60-69% D

50-59% F



A supplementary grading system is available to elementary schools for subjects that are not based on core standards. These include student learning behaviors and grades students receive from specials (Library, Music, P.E., Technology).



In those areas they may report:

E - Exceptional progress

S - Satisfactory progress

N - Needs improvement

X - Not presently being evaluated



Assessment Categories

In order to ensure that grades accurately reflect student mastery of standards, grades will primarily be determined by performance on summative assessments. Assessment categories will be weighted as follows:

Summative 90% (of overall grade)

Formative 10% (of overall grade)



Retake Policy

Students who do not demonstrate mastery on a summative assessment will have the opportunity to retake the assessment. In order to be given a retake, the following must occur:

1. The student must request a retake from the teacher within three days of receiving the results of the summative. Later requests for retakes will be denied.

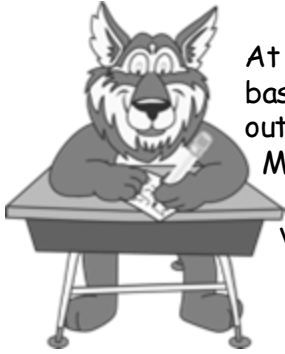
2. Additional practice must be completed prior to the retake. The teacher will assign additional practice which will support success on the retake.



UNSATISFACTORY NOTICES

On or before the 10th week of each reporting period, an Unsatisfactory Pupil Progress Report will be issued for students who are doing unsatisfactory work.

HOMEWORK POLICY



At Charlotte Hill ES, we believe that completing homework on a daily basis reinforces good study habits in the development of outstanding students. You can expect your child to have homework, Monday through Thursday. The number of minutes you can expect for your child is listed by grade level below. These times will vary with each child.

Grade K: 10 minutes

Grade 2: 30 minutes

Grade 4: 50 minutes

Grade 1: 20 minutes

Grade 3: 40 minutes

Grade 5: 60 minutes

Please help your child develop good study habits by making certain that all homework is completed and returned on time. Teachers will communicate with you if your child does not fulfill his/her part of their commitment. There may be rare times your child does not have homework. This is the exception rather than the rule.

LOST AND FOUND

Children are inclined to lose things. Please mark all items clearly with your child's name. This simple measure will help us to return lost items quickly. Students may claim lost items by checking the lost and found box located by the main entrance. Lost items such as money, purses, jewelry, and glasses can be claimed in the front office. Throughout the school year, unclaimed items will be discarded or donated to a charitable organization.

PERSONAL BELONGINGS

Personal belongings such as iPods, iPads, tablets, sports equipment or toys of any kind are to remain at home. Items which are not a part of the educational program should not be brought to school unless specifically requested by the teacher. The school does not assume responsibility for any lost/damaged personal items that are brought on school grounds.

PTO

All families are invited to join and participate in the Charlotte Hill Parent Teacher Organization (PTO). The organization is led by a dynamic and energetic group of dedicated Charlotte Hill family members and staff. A PTO membership drive will be conducted shortly following the beginning of the school year and in the middle of year. For more information, visit <https://charlottehillpto.wixsite.com/chespto>.

SCHOOL RULES

General School Rules

1. We show respect for others.
2. We keep our hands, feet and objects to ourselves.
3. We follow the directions of all adults the first time they are given.
4. We do not disrupt others from learning.
5. We are trustworthy and honest.

OTHER SCHOOL-WIDE RULES

1. Students, staff, and visitors will use appropriate language at all times.
2. No weapons of any kind, including toy weapons are allowed on school grounds.
3. Gum chewing is not allowed on campus.
4. Spitting is unsanitary and is not allowed at school.
5. Rollerblades, skateboards, and scooters as means for transportation are not encouraged. There are no secure locations to store these items. The school cannot be held responsible for any missing items.
6. Roller shoes are not allowed to be worn on campus.
7. Restrooms should only be used for their specified purpose and not as a play area.



Help others
Use kind words
Show respect
Keeep promises
Include everyone
Exceed expectations
Stay positive



SCHOOL PROCEDURES

WALKING IN THE HALLWAYS

1. Make sure you have a hall pass that says where you are going.
2. Face forward and fold your arms in front of you
3. Walk silently on the right side of the hallway.
4. Always keep hands and feet to yourself.
5. Go directly to your destination.



ASSEMBLIES

1. Sit flat on the floor with your legs crossed
2. Please remain quiet and respectful during the presentation.
3. Applaud politely when it is appropriate.
4. Silently raise your hand if you see any adult showing the "Give Me 5" or "PAWS UP" signal.
5. Unacceptable conduct includes booing.

DRESS CODE

CCSD reserves the right to insist that the dress and grooming of students are within the limits of generally accepted community standards and those students shall be required to show proper attention to personal cleanliness. Students' dress, personal appearance, and conduct are required to be of such character so as not to disrupt or detract from the educational environment of the school or create a safety hazard.

1. Shoes must be safe and appropriate for all school activities. Shoes must have a sole.
2. All clothing must conceal undergarments and no skin may be shown between the bottom of shirts and the tops of pants/skirts.
3. All sleeveless shirts must have straps that are at least three inches wide. Loose-fitting tank tops must be worn with a t-shirt underneath.
4. Shorts/skirts must be longer than fingertip length and hemmed.
5. Hats/caps are not to be worn inside the building except on special occasions
6. Wearing clothing with controversial, disruptive, or obscene slogans/advertisements is strictly prohibited.

The administration has the right to designate which types of fashion, fads, or appearance disrupt or detract from the education program. If appropriate clothing is not worn, a phone call will be made for the parent/guardian to bring to school the appropriate clothing. *Thank you for checking your child's appearance each morning before she/he leaves home.*





PLAYGROUND EQUIPMENT



RINGS AND CROSSOVER BARS

1. Only one person at a time.
2. Keep moving, no stopping to do "washing machine."
3. Hang by hands only; not by legs or upside down.
4. You can drop down in the middle of the bars.
5. No "chicken fights."
6. Do not walk under rings or bars.
7. Use the rings and rungs only.
8. No pulling people off the bars.



SLIDE

1. One person on the slide at a time.
2. Slide down sitting with feet first.
3. **No climbing up the slide.**
4. Go down the slide slowly.
5. No stopping or jumping off on the way down.



FIRE POLE

1. Go down only.
2. No hanging around the bottom.
3. No jumping onto the pole or off the top.
4. Slide down feet first.
5. Look before sliding.



PULL-UP BARS

1. Use the bars for chin-ups and pull-ups only.
2. No swinging upside down from the bars.
3. Hands only on the bars.
4. No getting or sitting on top of the bars.
5. One person at a time.
6. No upside down.



BALANCE BEAM

1. One person on at a time.
2. No "chicken fighting", pushing or shoving.



LADDERS

1. Use hands and feet to climb.
2. No jumping.



PLAYGROUND RULES

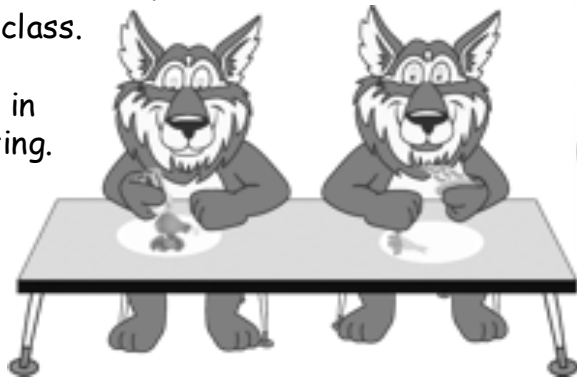
1. We will follow all school rules.
2. We are not permitted in the hallways during lunch recess unless an adult sends them in.
3. We do not throw balls or other items against the school.
4. We will not play physically aggressive games.
5. We will not throw rocks, sticks, dirt, or inappropriate objects.
6. We will not climb trees.
7. We will not bring balls or other sports equipment to school unless it is requested by a teacher.
8. We do not touch the PE equipment during recess.
9. We do not allow our non-school age siblings on the playground or equipment during the school day.

PLAYGROUND PROCEDURES

1. If you hurt yourself let an adult know immediately so the adult can administer first aid.
2. Please remain on the playground at all times. If a ball goes over the fence, ask an adult to assist you.
3. Be a good sport when playing games. Take turns and play fairly.
4. Walk on the blacktop when you are not playing an organized game.
5. Please use all equipment properly. Use hands only on the monkey bars. No hanging upside down.
6. As soon as the bell rings, stop what you are doing and line up quickly and quietly. Carry balls (no bouncing) and place them in the bucket.

LUNCHROOM PROCEDURES

1. All students must eat either hot or cold lunch.
2. Sit in the designated area for your class.
3. Whisper or talk quietly.
4. Be sure to clean the table and floor in your area when you are finished eating.
5. Wait for your teacher's name to be called for dismissal before you stand up.
6. Food and drinks are not allowed outside of the lunchroom.



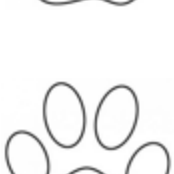
****If a cold lunch is brought to school, please be sure to label it with your child's name and room number. He/she will pick it up during the assigned lunch time.*

COMMUNITY ELIGIBILITY PROGRAM

All students enrolled at Charlotte Hill are eligible to receive a healthy breakfast and lunch every day at **no charge** during the school year. No further action is required of you. Only breakfast and lunch meals will be free of charge; the purchase of an a la carte item will require payment.

CCSD WELLNESS POLICY

The CCSD nutrition policy requires that only approved foods and beverages be served on school campuses. Cupcakes, cookies, and other sweets may not be sent to school to celebrate birthdays. These activities take away from the instructional day and are not in line with district wellness policy. Students will be allowed to bring treats to school only for approved class parties: Halloween, Winter Holiday, and Valentine's Day. **Treats for class parties must be prepackaged.**



BEHAVIOR INFORMATION

At Charlotte Hill ES, we believe that young people need to be taught that they are responsible for their own learning, and that they must actively pursue it. Education is a shared responsibility between home, school and the student; therefore, your parent involvement and support is respectfully requested. The following rules of conduct will provide information that will enable parents to support the school discipline program. Parents will be contacted by the teacher or administrator when a student's behavior does not meet expectations and/or causes injury to another child.

Charlotte Hill ES is an anti-bullying school. Students have been instructed on what bullying is and are encouraged to tell an adult at school and at home if they feel they are being bullied.

SERIOUS BEHAVIOR INFRACTIONS

The following behaviors are considered serious and may result in the student being sent home until a Required Parent Conference (RPC) can be held.

- Threatening, fighting, participating in a fight, inciting a fight or hurting a peer. (Fighting causes injury and does not solve problems.)
- Bullying, Cyberbullying
- Serious disrespect or insubordination
- Open defiance of staff authority
- Inappropriate touching
- Intimidation, including extortion
- Pulling a fire alarm without cause
- Leaving campus without permission
- Having or being suspected of having dangerous items, drugs or alcohol in possession
- Rock throwing
- Theft
- Foul or obscene language
- Inappropriate/offensive drawings or written notes.
- Damaging school property or property of others.

PROGRESSIVE DISCIPLINE

Each teacher establishes a behavior system based on school/CCSD policies to encourage positive behavior in the classroom and at school. They have their own procedures to proactively manage their classrooms to encourage the most positive academic experience possible for your child. In the event a student does not respond to the management system in the classroom, the following progressive discipline steps may be followed:

- Discussion between the student and the teacher. Depending upon the severity, the teacher may decide to contact the parents and discuss the concern with them, as well as the child.

If the misbehavior continues after informal conferences, the teacher may schedule a formal conference with the parents and the principal. The teacher will explain the behavioral concern and describe what corrective action needs to be taken.

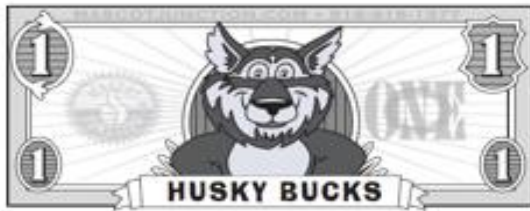
- If there is no correction in the behavior or when the offense is severe, a Discipline Referral Form will be completed and the student will be referred to a building administrator. Parents will be contacted by an administrator and the student will be given a consequence.
- If the previous consequence does not eliminate the problem, additional misbehavior may result in RPCs or suspension from school.

Serious offenses may not follow the progression above and may result in RPC, Suspension, or Expulsion. These offenses include physical aggression resulting in bodily harm, possession and/or distribution of a controlled substance, and possession of a dangerous weapon.

BEHAVIOR INFORMATION

BUS

Students are expected to follow school rules while riding the bus. Discipline problems are taken seriously since the bus driver is responsible for the safety of numerous students. Misbehaving students are given bus citations when infractions occur. The school administrator will be responsible for disciplinary action. If a student receives a citation for a serious offense, he/she will automatically be suspended from bus privileges for three days. If he/she is issued another serious offense citation, he/she will lose bus privileges for the remainder of the school year.



HUSKY BUCKS

Husky Bucks are awarded when an entire class or individual student is exhibiting exceptional behavior.

Example behaviors include using correct hallway procedures, showing responsibility, and demonstrating positive behaviors in the classroom. Classes are rewarded when they earn 20 Husky Bucks. Students can redeem their earned Husky Bucks at the student store.

PARENT/TEACHER CONFERENCES

You will be asked to attend a formal parent-teacher conference during the school year to discuss your child's progress. Other conferences may be requested by the teacher or parent as needed, and a specific day and time will be scheduled. Please make every effort to attend conferences when they are scheduled. It is by working cooperatively that we can provide the best education for your child.

Parent/Student/Teacher Academic Planning Time (parent conferences day) is scheduled in October. Students will not attend school that day.

STUDENT RECOGNITION

Here at Charlotte Hill, we believe that Positive recognition is an excellent way to motivate progression and good behavior in students. Acknowledging hard work and dedication to learning builds self-esteem, self-confidence and helps students believe in their own capabilities. Students are recognized for the following achievements:

- Straight A's Award (all A's on the end of year report card)
- A & B Honor Roll Award (no grades lower than a B on the end of year report card)
- Citizenship Award (all E's in learning behaviors)
- Attendance Award (no absences and no more than three tardies or early outs for the year)
- Attendance Incentives (class, grade-level, and individual incentives)
- MAP Growth and Achievement awards and incentives
- SBAC Growth and Achievement awards and incentives
- Honorable Husky Award (student of the month in each classroom)
- Accelerated Reader (A.R.) awards and incentives



EMERGENCY PROCEDURES



Fire drills, shelter-in-place drills, lockdown drills, and evacuation drills are a very important part of school safety and must be taken seriously. We practice these procedures with our students so they are aware of what they need to do in case of an emergency. Fire drill instructions are posted in each room of the building and must be followed. Each drill shall be treated as if it were an actual emergency situation, which potentially is a life and death-matter. Cell phone use during a drill or emergency is strictly prohibited. Abided by CCSD policy 536. Any cell phones used will be confiscated. Misbehavior during a safety drill may result in a required parent conference and disciplinary consequences.



During an emergency, your child's safety is our main concern. We follow specific procedures and protocols to ensure the safety of all students and staff. If such an emergency arises, please do not call the school or come to the school to get your child. You will be able to follow the progression of the emergency via ParentLink messages. Every effort will be made to keep you informed and to ensure the safety of all children at Charlotte Hill ES.



PERSONAL ELECTRONIC DEVICES & CELL PHONES



All student cellular phones and personal electronic devices must be turned off and remain off during the instructional day. Cellular phones may only be used prior to the first bell and after the final bell. No video or audio recording is permitted on CCSD property. This includes, but is not limited to, bus stops and buses.



Use of personal technology and communication devices that violate state or federal law, any District policies or regulations, or the CCSD Acceptable Use Policy is prohibited. When usage of devices is not allowed, devices must be turned off and stored in a backpack. Confiscated devices will only be returned to a parent. Students who violate these laws or policies will be disciplined according to District guidelines and the device will be subject to confiscation. Other activities on a personal device while on CCSD property that are not permitted include, but not limited to (pursuant to CCSD policy 5136):

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- sending or displaying offensive messages, pictures, music, video or language (e.g. sexting or use in a manner that is profane, obscene, or vulgar);
 - cyberbullying, harassing, intimidating, coercing, threatening, or attacking others; OR
 - intruding into a person's physical solitude and making public private information without consent.



HEALTH OFFICE PROCEDURES

- Health problems, including any changes in a child's health status, should be brought to the attention of the school nurse or the First Aid Safety Assistant (FASA). The health office is located adjacent to the school office. The school nurse is on campus two days per week; however, the FASA is available every day.
- Children with temperatures of 100 degrees or higher, or who are suffering from vomiting or diarrhea, should stay home from school. If antibiotics have been prescribed for contagious diseases, children may return to school after they have taken the medication for 24 hours. Additionally, CCSD and Hill ES will continue to update policies based on the most recent CDC guidance in order to prevent the spread of COVID-19. A child displaying symptoms associated with COVID-19 should stay home from school. Parents should contact COVID central at (702) 799-4322 to report symptoms and receive guidance. The child may be required to quarantine and/or receive a negative COVID test to return to school.
- If a child becomes ill during school hours, the child's teacher or a responsible student will escort the child to the health office. The health office will call a parent/guardian of the child. Parents are expected to make arrangements to have the child removed from school immediately.
- If a child must take medication during school hours, the parent must contact the school and sign a legal release form (**CCF-643**). All medications must be prescribed by a doctor and kept in the office. This includes aspirin, cough drops or any over-the-counter medication. The medication shall be kept at all times in a labeled container which has the name of the student to receive the medication, the name and dosage of the medication, the name of the prescribing doctor and the instructions for administration.
- Special problems that will keep the child from participating in P.E. require a doctor's written excuse.
- Please be sure to have a blue Supplemental Health Card on file with the Health Office. Any new shots or newly diagnosed conditions should be included. This information is extremely important and must be complete and accurate. It is the first of the documents we examine in the event your child is ill or injured.

VISITOR INFORMATION

ALL VISITORS MUST REPORT TO THE OFFICE.

The safety and well-being of Charlotte Hill students are extremely important. Our responsibility for the safety of hundreds of students is taken seriously. When students arrive on campus, they must feel they are safe and secure so they can focus on learning. Families must be assured their child is safe and protected while attending school. Therefore, it is imperative that all school visitors (parents, guardians, community members, and guests) follow security measures for the protection and welfare of our students.

- Visitors are considered anyone not employed at Charlotte Hill ES.
- Visitors must show proper photo identification.
- Visitors sign into the Ident-A-Kid system or the visitor log and must wear a visitor sticker.
- Individuals who wish to visit a classroom must make prior arrangements with staff.
- Siblings or children visiting your home from other areas are not allowed to attend class.

These procedures are to ensure the safety of all our students and staff. The staff and students at Charlotte Hill ES are very proud of our school's environment. The teachers and staff dress professionally because they feel it reflects positively on the educational environment for our students. Visitors are requested to dress in a manner that is conducive to the learning environment and follow the dress code established for Charlotte Hill students as outlined in this handbook.





Please review Charlotte Hill's "Parent and Student Handbook" online at charlottehill.org. Click on the document which can be found under the "Family Information" menu.

**PLEASE RETURN THIS FORM TO YOUR CHILD'S
TEACHER WITHIN THE FIRST WEEK OF SCHOOL.
THANK YOU!**

I have read/reviewed the Parent/Student Handbook online with my child and understand my responsibilities and those of my child.

Important Information to Note:

- Attendance:
 - Instruction happens every day-please make sure that your child is in attendance, unless sick.
 - Absences: 20 absences = possible retention discussion
 - A student is considered chronically absent when they have 18 or more absences
 - Tardy: Anyone not inside building/gate by 9:00 is tardy
- Dress Code:
 - Shorts/skirts must be fingertip length
 - Shirt straps must be at least 3 inches wide

Student's Name _____ Grade _____

Teacher _____ Room # _____

Parent/Guardian Signature _____ Date _____

Student Signature _____