Student and Parent Handbook

Kate Smith Elementary



The Family/Student Handbook has been developed to provide you with general information regarding school procedures and guidelines.

Welcome to Kate Smith Elementary

Dear Parents,

We are delighted to welcome you and your child to Kate Smith Elementary for the 2026-2027 school year. Our school prides itself on partnering with families to provide an inclusive and safe learning environment where all students can learn. Our goal is to encourage students to become lifelong learners.

This handbook is a way of communicating important information about our school. It has been compiled to serve as a convenient reference and comprehensive guide to assist you in understanding school policies, and expectations. As a staff, we believe that schools are for children and that our purpose as educators is to create an environment necessary for the academic and social growth of every child.

Your questions, concerns, and suggestions are always welcome. We look forward to working in partnership with you this year!

Sincerely,

Jennifer Hodges, Principal



GOVERNOR DESIGNATED Nevada STEM School

Kate Smith Elementary School
1925 F Street
Sparks, Nevada 89431

(775) 353-5720



Office Hours: 8:30 AM - 3:00 PM
School Hours: 8:45 AM - 3:00 PM
Wednesday (early release):
8:45 AM - 3:00 PM

Administrative Staff:

Jennifer Hodges, Principal
Richard Eggers, Dean of Students
Rocio Luna, Administrative Secretary
Rachel Afraimi, School Counselor
Emily Vermillion, Office Clerk Nancy Dickinson, Clinical Aide.

Mission Statement

It is the mission of Kate Smith Elementary School to strive for academic and social excellence through collaboration (PLCs/student voice/community partnerships), compassion (PBIS/SEL), and STEM integration (building foundational blocks across disciplines) to continue to grow as a goal-oriented learning community.

Vision Statement

Kate Smith inspires lifelong learners by creating a positive and safe learning environment where students are confident, self-aware, and socially responsible. We foster collaboration and critical thinking through innovative problem solving, respectful communication, and resiliency. Kate Smith Elementary School welcomes all students, families, staff, and community members as essential partners of our community

Kate Smith Motto

Love Learning. Be Kind. Achieve Success.

Note: In this document, all links to WCSD documents and outside sources are denoted with this icon 



Arrival and Dismissal Procedures

School Arrival

Students cannot be at school before 8:40 AM. Families, please remind your child that they need to go directly to their classroom when they arrive at school. Teachers are often very before school and cannot provide direct supervision for your child before 8:40 AM. Thank you for helping to keep your student well-supervised and safe!

Leaving School Grounds Early

Students are not allowed to leave campus during the school day without permission from a parent or guardian. When students leave campus before 2:45 PM, adults listed on the child's Infinite Campus panel must come in and sign the Guardian Release log in the office. After 2:45 PM, students will not be able to be picked up early unless it has been pre-arranged with the office staff. If it is after 2:45 PM, we ask that you wait until dismissal at 3:00 PM to pick up your student. Identification will need to be presented when picking up your child.

Release of Students During School Hours: Board Policy 5146



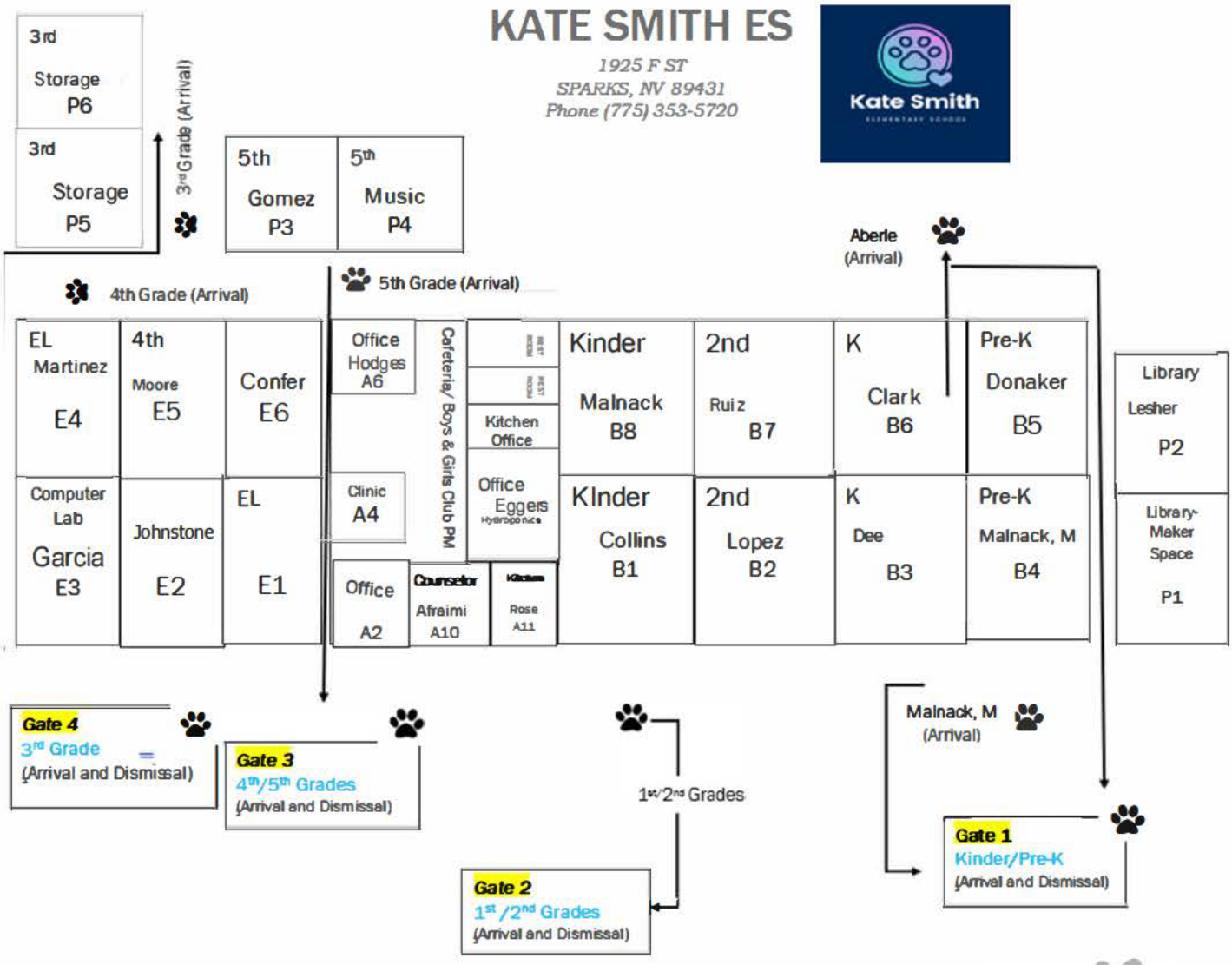
Arrival and Dismissal Procedures

School Dismissal

All students must exit through their classroom doors. Families may pick up their students at a mutually agreed upon place outside. For the safety of the children, we ask that parents/adults wait outside the school gates for their students.

Students are dismissed at 3:00 pm and are expected to go directly home. Please remember that there is no adult supervision available for your child if he/she decides to stay and play on the playground. For their safety, students being picked up should be picked up promptly. If a child is forgotten at school, the office staff will contact their parent/guardian. Please make sure all phone numbers are up to date. The office is open until 3:30 pm each day; therefore, it is important that students are picked up right after school. If children are not picked up after school, School Police or Child Protective Services will be called to transport the child home. Excessive late pick-ups will result in a conference with the Principal and/or school.

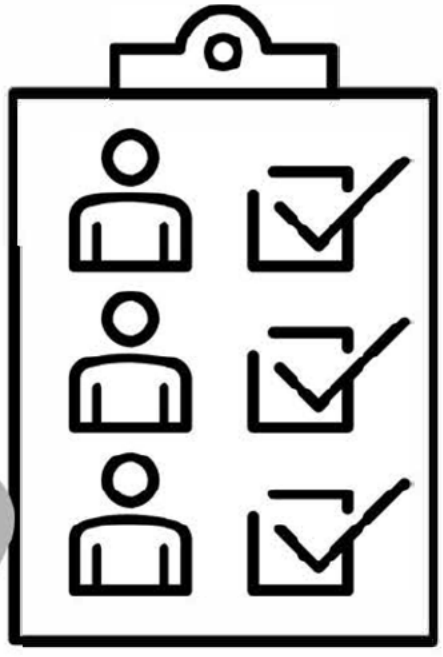
Arrival and Dismissal Map



Attendance Policy

Attendance is extremely important and is a focus at Kate Smith Elementary. The state of Nevada tracks student attendance and Kate Smith Elementary is held accountable for students attending school. Aside from state reporting, students need to learn the life skill of arriving on time to school every day.

If your child is absent from school, notification must be received by the school within three school days after their return, or the absence will be deemed unexcused. Please be aware, **ten (10) consecutive days absent** without any contact with the school will be cause for automatic withdrawal from Kate Smith ES. **Twenty (20) consecutive days absent,** with OR without contact with the school, will be cause for automatic withdrawal from Kate smith ES.



WCSD's attendance policy.

Dress Code/School Uniform Policy

Also see Student Uniforms

Dress Code policies are established with the intent of providing a safe and healthy learning environment for all students in which the focus is learning.

Kate Smith is a uniform school.

SHIRTS/BLOUSES:

The approved uniform shirt is royal or navy blue with the approved Kate Smith Elementary School logo. Students may also wear a plain royal or navy blue shirt.

PANTS/SHORTS:

Students are allowed to wear any colored pants or shorts as long as they meet the dress code requirements.

SKIRTS/SKORTS:

Students are allowed to wear any colored skirts or skorts as long as they meet the dress code requirements.

School Uniform Policy



WCSD dress code policy



Dress Code/School Uniform Policy

Also see Student Uniforms

Dress Code Guidelines:

- Clothing shall not contain unprotected speech including, but not limited to: obscene, vulgar, or profane language or illustrations; and, nothing that promotes an illegal activity, domestic abuse, gang membership, battery, assault, or any other civil or criminal conduct which would violate state or federal law.

- Proper footwear must be worn at all times and shall not pose a potential health or safety problem. Slippers and similar soft soled shoes are prohibited. For safety reasons, students are encouraged to wear shoes with a strap around the back of the foot.

- Clothing must cover the body from the chest to below the buttocks. This includes all private/intimate parts of the body, to include the midriff.

    - Shirts that expose the shoulders, tank tops, and thin or "spaghetti" straps that adhere to the other provisions of this dress code are allowed.

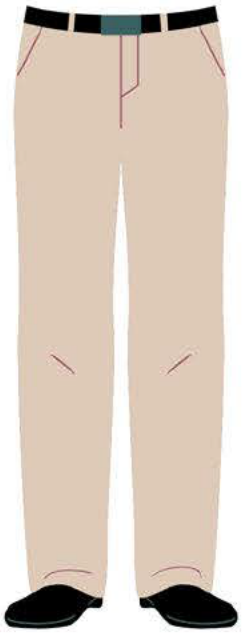
    - Undergarments shall not be intentionally exposed (e.g., bras, boxer shorts).

Dress Code/School Uniform Policy

Also see Student Uniforms

Dress Code Guidelines (cont'd):

- Shorts, skirts, skorts, and dresses must be an appropriate length, extending to the student's mid-thigh.
- Pants/bottoms with rips, tears, or mesh are acceptable but shall not reveal or expose a private/intimate part of the body nor cause a safety concern.
- Nylons/panty hose/tights may be worn as an undergarment under clothing but not alone as pants/bottoms.
- Leggings, to include yoga pants, are acceptable worn as pants





Effective Home/School Communication

At Kate Smith Elementary, we believe that effective home/school communication is essential for a successful school experience, and we value the important role that families play in supporting the academic success of children at school. Our teachers and staff strive to maintain a positive school climate where all students can learn and feel safe at school.

We know that working with children, families may have questions, concerns, and students may encounter conflict. We want to work together to solve issues that may arise in a positive and timely manner; therefore, we have developed the following guidelines to ensure effective communications between home and school, and we appreciate your cooperation



Effective Home/School Communication Guidelines

BE PROACTIVE

If you have a question or concern, be proactive and ask the teacher for an appropriate conference time or email your question.

START WITH THE TEACHER

If you do have a concern, please bring it to the attention of the teacher right away so it can be addressed.

SCHEDULE A TIME FOR A CONFERENCE

Face-to-face scheduled conferences are preferred, at a time that has been pre-arranged with the teacher and is mutually convenient for family and teacher.

ALLOW SCHOOL STAFF TO THOROUGHLY INVESTIGATE

Please keep in mind when your child reports something to you that may be of concern, that often, there is more information to the situation than your child may be aware of, or know. Families should never address another family or another child regarding a concern. Once you bring the concern to school staff, allow staff to speak to those involved and other witnesses to gather all of the information related to the matter

Effective Home/School Communication Guidelines

TIME-SENSITIVE MESSAGES FOR TEACHERS

If you have an urgent or time-sensitive matter that needs to be communicated to the teacher during the instructional day, please call the school office and leave a message with the office staff. Please note that to avoid interrupting instruction, only messages deemed extremely urgent by administration will be delivered during instructional time.

CONTACTING ADMINISTRATION

Kate Smith administrators are committed to creating a positive school climate where all students can learn and grow academically. We believe that all families have dreams for their children and want the best for them. Administration will ask that you first attempt to resolve the concern with the classroom teacher; however, administration is more than happy to meet with parents to discuss any questions or concerns

Effective Home/School Communication

Information from Administration

Administration will communicate in a variety of ways to make sure the Kate Smith community is up-to-date with all important information.

Kate Smith Elementary Website

The website is updated monthly with important information. There is also a plethora of information on our school website to support your student's learning.

Weekly Email

Mrs. Hodges sends out a weekly email with important upcoming information. You will receive this email each Sunday night at approximately 5:00 pm. If you are not receiving this information, please contact the school office.

ClassDojo

ClassDojo is an online app that helps us communicate with families. Many of our teachers communicate through Dojo.

Connect Ed

The WCSD Connect Ed system allows the school district and our school to send emails and voice messages to families. If you are enrolled in the school, you will automatically receive these messages. Our weekly email to all families will be sent using the Connect Ed system.

Kate Smith Website



Instagram



E-Mail and Internet

The Washoe County School District establishes protocols related to the issuing and use of e-mail and e-mail accounts by students in the Washoe County School District.

Student email policy

Admin Reg 5007

https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:4c77f9e1-cfbf-4a3a-bb58-cd43d4a5d35b?viewer%21megaVerb=group-discover

Responsible use and Internet Safety

Admin Reg 7211

https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:68b758bf-0afd-4521-b83e-15471b6f95f6

Emergency Contact Info.

It is extremely important for the school to have current home and emergency telephone numbers listed in Infinite Campus, as well as your current address so that you may be notified in case of an accident, illness, or emergency. If this information changes throughout the year, please inform the office as soon as possible.

Home Learning (Homework)

The expectation at Kate Smith Elementary is that teachers only assign daily homework from Monday through Thursday. Homework may be assigned to meet student needs, focus on special projects, or complete make-up work. The purpose of homework is to practice and maintain previously learned skills from the classroom. Additionally, homework builds responsibility, develops study habits, and promotes adult involvement in the child's education. We highly encourage you and your child to read on average 15 minutes per night in the primary grades and at least 20 minutes per night in the intermediate grades seven days per week.

Homework - Daily Average Per Grade Level

Average Daily Homework Time:

Kindergarten: 5-10 minutes

First Grade: 10-15 minutes

Second Grade: 20 minutes

Third Grade: 30 minutes

Fourth & Fifth Grade: 40 + Minutes

WCSD Homework Policy



Registration

If you are ready to begin the registration process, we've outlined the steps below. If you want to learn more about all of the educational opportunities, programs and activities within WCSD, please scroll down.

If you have a returning WCSD student and are familiar with our Infinite Campus Parent Portal, please proceed to the login page to continue. The process is the same if you have a new incoming student to the district.

If you have an incoming kindergarten student or a student new to WCSD and do not have another student currently enrolled in a WCSD school, please begin online registration by signing up on the Infinite Campus Parent Portal. Once you complete the online registration, bring the required documents - birth certificate, immunization record and proof of address, to the school to finalize the registration process.

Learn more about immunization requirements for school.



Link to Infinite Campus

Immunization Requirements

Safe & Respectful Learning Environment

The Washoe County School District seeks to create a safe and respectful learning environment free from race discrimination, bullying, and cyber bullying in order for students to achieve success

Safe and Respectful Learning Environment



Service Animals

The Washoe County School District established the guidelines related to the use of service animals on the properties of and at the activities of the Washoe County School District

Service Animals Guidelines





Student Expectations & Behavior

- School expectations provide students with the consistency and structure necessary for academic success. All students attending Kate Smith are expected to follow the schoolwide expectations.

- PBIS stands for *POSITIVE BEHAVIOR INTERVENTION and SUPPORT*. At Kate Smith Elementary, we strive to help students develop self-discipline and accept personal responsibility for their actions. Through Positive Behavior Intervention and Support (PBIS), we have a clearly developed school wide discipline policy, which outlines behavioral expectations along with personal consequences. Students will be able to earn incentives for following the procedures and being kind.



Student Expectations & Behavior

KATE SMITH PBIS/SEL MATRIX

I am a cougar who... ROARS for excellence

	Respect	Optimism	Achievement	Responsibility	Safety
Classroom	• Use inside voices • Keep my eyes on the speaker • Listen to the speaker	• Have a can-do attitude • Be positive	• Try my best • Support my peers	• Come to school on time • Am prepared to learn • Complete my work	• Walk at all times • Keep my hands, feet, and objects to self • Follow directions during drills
Playground	• Use kind words • Share equipment • Take turns and share	• Include students who want to play with me • Be a good sport • Encourage others	• Work towards making new friends	• Line up in a timely manner • Follow playground rules • Use equipment correctly	• Keep my hands, feet, and objects to self • Stay in my zone
Walking/ Standing in Lines	• Give everyone space • Transition quietly • Listen for directions	• Follow directions • Have a positive attitude toward peers and towards my destination	• Arrive at my destination • Follow established procedures	• Am quiet in line • Know my destination	• Keep my hands and feet to self • Walk at all times • Face forward
Cafeteria	• Use manners • Use inside voices • Listen to adults	• Enjoy my time with friends • Work to build new friendships	• Keep our lunchroom clean	• Pick up my area • Throw away all trash • Stand in line patiently • Raise my hand for help	• Stay seated • Keep my hands and feet to self • Enjoy my own lunch
Restroom	• Give privacy to others • Keep it clean, quick, and quiet	• Use kind words and good manners	• Leave the restroom cleaner than you found it	• Report problems • Go, flush, wash, toss • Get back to class quickly	• Keep the floor dry • Make sure the trash goes in the trash can • Use fixtures properly
Home/ Community/ Arrival/ Dismissal	• Listen to adults • Listen to school helpers • Help others	• Use kind words and good manners	• Come on time • Come and leave prepared	• Enter and exit through assigned gate • Walk wheels on campus • Quickly walk to Team Up or home	• Use the crosswalks • Look both ways when crossing the street

BE A COUGAR WHO

R.O.A.R.S. WITH KINDNESS!

KSES PBIS KINDNESS SKILLS

WAYS TO BE KIND	CLASSROOM	CAFETERIA	BATHROOM	WALKING/STANDING IN LINE	PLAYGROUND
	*Smile *Greet or acknowledge others by name *Make positive comments (compliment others)	*Greet others *Listen and let others talk *Speak kindly about others	*Wait patiently for your turn	*Smile, say hi, wave, or high five as you pass others *Make positive comments	*Greet others *Compliment others *Ask others to play with you
	*Share materials *Volunteer to help students and staff	*Help or remind students about the cafeteria routines *Offer to help clean up *Put lunch trays and trash in the right place	*Let others who have a bathroom emergency go ahead of you *Help students who need supplies	*Help students who are lost *Help students or staff pick up any things that have fallen *Hold doors open	*Pick up trash *Put equipment away *Explain the rules of a game to someone who doesn't know them
	*Comment on others' thoughtfulness and kindness *Say "Thank you" to others who help you	*Say please and thank you *Make comments about things you are grateful for	*Thank others for being helpful *Thank the adults who keep things clean	*Thank others for being friendly or cooperative	*Thank staff and students for their efforts *Congratulate teammates on a good game *Acknowledge when students are following rules or are good at a game
	*Encourage others ("You can do it") *Partner with students who are upset or struggling *Include others who are alone	*Let adults know if students seem upset *Initiate conversations	*Tell an adult if supplies are missing	*Accompany new students in the school *Support other students who are being picked on	*Invite students to play who are being left out *Encourage students who are struggling -Way to go! -You'll get it next time -Nice try!

Student Expectations & Behavior

Kate Smith E.S. Discipline Levels

Level 1 – Minor Behavior Incidents
(Non-referred/non-Recorded)

- Running
- Loud voices/yelling
- Off-task behavior
- Name Calling
- Noise Making
- Insubordination
- Out of seat
- Missing homework
- Disruptive
- Breaking cafeteria rules
- Breaking playground rules
- Inappropriate behavior in the bathrooms
- Chewing gum or eating candy except by teacher permission
- Tattling
- Tardy

Level 2 – Minor Behavior Incidents
(Non-referred/*Recorded*)

- Disrespect
- Defiance
- Disruption
- Physical Contact/Aggression
- Inappropriate Language
- Property Misuse
- Dress Code Violation
- Technology Violation
- Missing Homework
- Rock throwing
- Lying
- Cheating
- Forgery
- Infraction of playground rules
- Third Level 1 Offense

Level 3 – Major Behavior Incidents
(*Referred/Recorded*)

- Defiance/Insubordination
- Physical Aggression
- Disruption- severe
- Disrespect- severe
- Abusive/Inappropriate
- Language/Profanity
- Harassment
- Bullying
- Fighting
- Inappropriate Location
- Truancy
- Theft
- Technology Violation
- Property Damage/
- Vandalism
- Third Level 2 Offense

Level 4 – Illegal Behavior Incidents
(*Referred/Recorded*)

- Drug use/possession
- Weapon use/possession
- Truancy
- Arson
- Bomb threat
- Extreme property damage/vandalism
- Combustibles
- Assaults/threats

MINOR

NO

Is the incident managed in the OFFICE?

YES

MAJOR

1st Step
- Verbal warning
- Reteach expectation

2nd Step
- (same behavior)
- Complete PBS TRACKING FORM*
- Reteach expectation
- Intervention

3rd Step
- (same behavior)
- Complete PBS TRACKING FORM*
- Reteach expectation
- NEW Intervention

4th Step
- (same behavior)
- Complete PBS TRACKING FORM as a MAJOR*
- Print off and send to OFFICE

Possible Interventions

Seating change
Student Conference
Reteach Expectation
Positive Reinforcement (5:1)
Student Contract
Recovery in another classroom
Redirection
Proximity
Loss of Privilege
Apology
Verbal/Non-Verbal Cues
Take a Break
Reward Positive Behavior
Focused Detention
Behavior Reflection Form
Instructional Recovery
Parent Contact

1st Step
- Document on PBS TRACKING FORM*
- Send student with the PBS TRACKING FORM to the office

2nd Step
- Admin determines course of action or consequences

3rd Step
- Copy of referral and/or letter sent to parent
- School retains copy
- Copy of referral to teacher

*Input into IC under Minor/Major Incident

*Send copy of PBS Tracking Form home for parent signature

Student Expectations & Behavior

Links to WCSD Behavior Documents

- Student Behavior: Board Policy 5100
- Student Bullying, Harassment: Admin Reg 5701
- Student Behavior Manual
- Gender Identity: Admin Reg 5161

Student Uniform Policy

- SHIRTS/BLOUSES: The approved uniform shirt is royal or navy blue with the approved Kate Smith Elementary School logo. Students may also wear a plain royal or navy blue shirt.
- PANTS/SHORTS: Students are allowed to wear any colored pants or shorts as long as they meet the dress code requirements.
- SKIRTS/SKORTS: Students are allowed to wear any colored skirts or skorts as long as they meet the dress code requirements.
- SWEATSHIRTS/ SWEATERS: Sweatshirts and sweaters are allowed to be worn as long as the dress code requirements.
- OUTERWEAR: Permitted over the uniform in accordance with the school's dress code. Jackets and coats are considered outerwear.
- Uniforms can be bought at the following location: Kate's Logos 1221 West 2nd Street, Reno, NV 89503
- You may also purchase uniform shirts from the front office at Kate Smith Elementary School

School Uniform Policy



Link to Kate's Logos



Visitors to School

Parents/Guardians are invited and welcome to visit the school as long as they are scheduled with the teacher. Visitors are required to check in at the office for a visitor's pass. It is necessary to call the school's office in advance to schedule a time that is convenient with the teacher if you wish to discuss your child's progress. Any questions or conferences should be reserved for a scheduled time when more privacy and time is available.

Also know that we cannot honor requests for relatives anc friends to visit the school during the school day. Parents/Guardians are not to interrupt instructional time or teacher's preparation periods without first scheduling an appointment.

Protocols for Visitors to District Property



Volunteer Screening and Background Checks



Links at a Glance

- Release of Students During School Hours: Admin Regulation 5146: https://wcsdpolicy.net/pdf_files/5146%20Reg%20-%20Release%20of%20Students.pdf
- Student Attendance: Board Policy 5400: https://wcsdpolicy.net/pdf_files/5146%20Reg%20-%20Release%20of%20Students.pdf
- Kate Smith Uniform Policy: https://www.washoeschools.net/Page/12937
- Student Dress Code: Administrative Regulation 5102: https://wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf
- Kate Smith Website: https://www.washoeschools.net/katesmith
- Student E-Mail: Administrative Regulation 5007: https://wcsdpolicy.net/pdf_files/administrative_regulations/5007-Reg-Student_Email-v3_FINAL.pdf
- Responsible Use and Internet Safety: Administrative Regulation 7211: https://wcsdpolicy.net/pdf_files/administrative_regulations/5007-Reg-Student_Email-v3_FINAL.pdf
- Homework: Administrative Regulation 6154: https://www.washoeschools.net/cms/lib/NV01912265/Centricity/Domain/393/Homework%20Policy.pdf
- Plagiarism and Cheating Prohibited: Administrative Procedure 6642:https://wcsdpolicy.net/pdf_files/administrative_procedures/6642%20Admin%20Proc%20-%20Plagiarism%20and%20Cheating%20V4%205.16.24.pdf
- Link to Infinite Campus: https://washoenv.infinitecampus.org/campus/portal/washoe.jsp
- Required Immunizations Must Be Current for School Enrollment: https://washoenv.infinitecampus.org/campus/portal/washoe.jsp
- Safe and Respectful Learning Environment: Board Policy 5700: https://wcsdpolicy.net/pdf_files/board_policy/5700_Policy-SRLE-v6_FINAL.pdf
- Service Animals: Administrative Regulation 7521: https://wcsdpolicy.net/pdf_files/administrative_regulations/7521-Reg-Service_Animals-v5.pdf
- Student Behavior: Board Policy 5100: https://wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v8_Final.pdf
- Harassment and Discrimination Prohibited: Board Policy 9200: https://wcsdpolicy.net/pdf_files/board_policy/9200-Policy-Discrimination_v5.1_FINAL.pdf
- Student Behavior--Administrative Procedures Manual: https://www.washoeschools.net/cms/lib/NV01912265/Centricity/Domain/449/AP-M5115%20-%20Student%20Behavior%20Administrative%20Procedures%20Manual%2022-2_v6.pdf
- Gender Identity and Gender Non-Conformity - Students: Administrative Regulation 5161: https://wcsdpolicy.net/pdf_files/administrative_regulations/5161_Reg-Gender_Identify-v2.pdf
- Kate Smith Uniform Policy: https://www.washoeschools.net/Page/12937
- Kate's Logos Link to purchase uniforms: https://kateslogos.com/
- Phone Away and Learn Today: https://www.washoeschools.net/domain/1930
- Student Records and Information: Board Policy 5000: https://wcsdpolicy.net/pdf_files/board_policy/5000_Policy-Student_Records-v3_Final.pdf
- Special Needs Transportation Guidelines and Procedures: https://www.washoeschools.net/Page/4916
- Transportation Frequently Asked Questions: https://www.washoeschools.net/Page/4916
- Transportation of Students: Administrative Regulation 7501: https://wcsdpolicy.net/pdf_files/administrative_regulations/7501_Reg-Transport_of_Students-v9.1_Final.pdf
- Protocols for Visitors to District Property: Administrative Regulation 1506: https://wcsdpolicy.net/pdf_files/administrative_regulations/1506-Reg-Visitors-v3.pdf
- Volunteer Screening and Background Checks: Administrative Regulation 1501: https://wcsdpolicy.net/pdf_files/administrative_regulations/1501_Reg-Volunteers-v1.pdf