

**ERNEST J. MAY
ELEMENTARY SCHOOL
2018-2019**



PARENT HANDBOOK

Grades K-5

SCHOOL TELEPHONE NUMBER
799-4690

SCHOOL FAX NUMBER
799-4544

SCHOOL ADDRESS
6350 West Washburn Road
Las Vegas, NV 89130

REGULAR OFFICE HOURS
7:30 a.m.-4:00 p.m.

STUDENT HOURS

Grades K-5 9:00 am. - 3:21 pm.

RECESS/LUNCH SCHEDULE

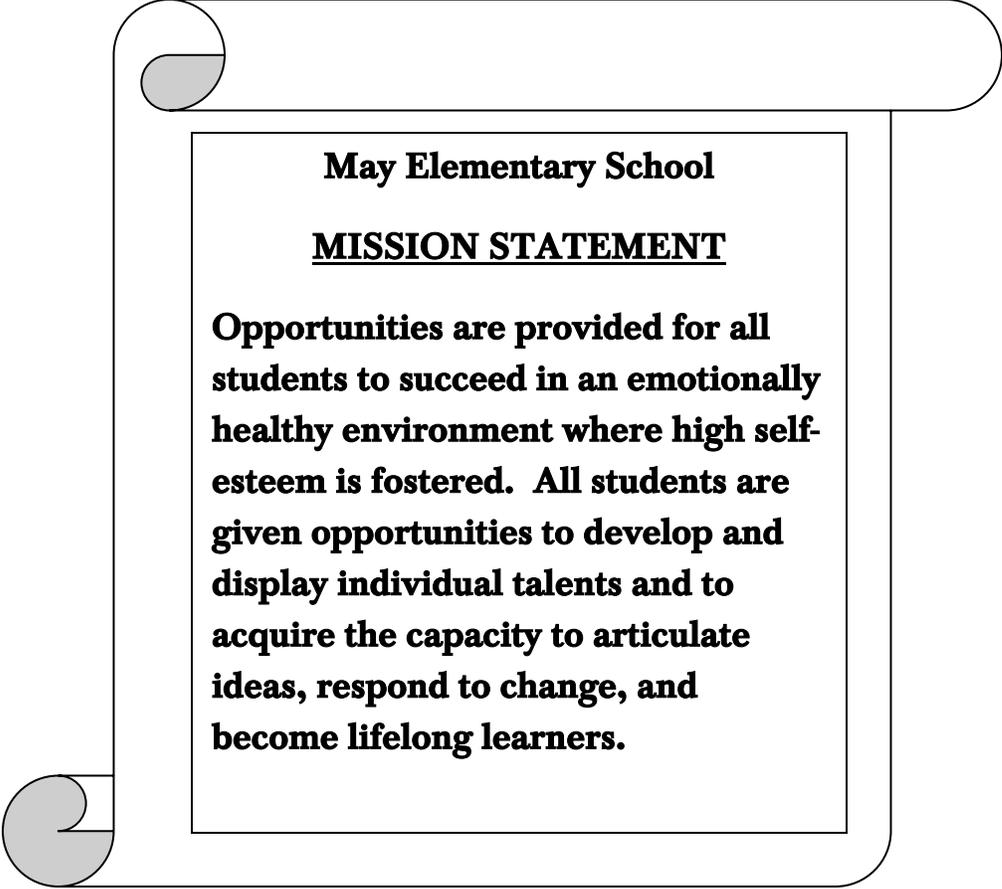
Kindergarten	11:00-11:35
1 st Grade	11:10-11:45
2 nd Grade	11:25-12:00
3 rd Grade	11:35-12:10
4 th Grade	11:50-12:25
5 th Grade	12:00-12:35

SCHOOL ADMINISTRATION

Principal Bridget Leatherman

Welcome to Ernest J. May Elementary School, the home of the Marshals. The purpose of this Parent Handbook is to provide a general overview of the policies and procedures of our school and the Clark County School District. Please keep it as a convenient reference and to assist you in answering questions about matters of common concern.

May Elementary School is an extraordinary place. Our main goal is to make your child's school experience positive and exciting. As a staff, we believe it is essential to create a safe environment that allows every student to be productive and provide the necessary tools for each child to grow both socially and academically. At May Elementary School, we believe that effective education is a combination of involvement between home and school. Please review the contents of this handbook together with your child and feel free to contact the school with any questions or concerns that you may have.



May Elementary School

MISSION STATEMENT

Opportunities are provided for all students to succeed in an emotionally healthy environment where high self-esteem is fostered. All students are given opportunities to develop and display individual talents and to acquire the capacity to articulate ideas, respond to change, and become lifelong learners.

Dear Parents/Guardians & Students,

Welcome to May Elementary School! We are delighted to have you as part of our wonderful school community. We are so proud of our school and are confident that you will feel the same.

May Elementary School is a very special place. We are so extremely proud of ALL of our students and staff members for their hard work and achievements. We strive to give your children the very best education that we can provide. The staff considers the intellectual, emotional, and social growth of each individual child. We concentrate on excellent instruction, and it is our mission to provide a rigorous education for every child attending May Elementary School.

The staff at May works collaboratively as a team for all the students. You, as parents and guardians, are also critical members on that team. We hope that you will be an active part of your child's learning. As equal partners, you are always welcome at our school. Please do not hesitate to call our school office or your child's teacher if you have any questions, concerns, and suggestions. We are here to serve you and the best interests of your children.

We are excited and looking forward to an outstanding school year.

Sincerely yours,

Mrs. Leatherman, Principal



Ernest J. May



Ernest James May was born August 20, 1895, in Marysville Territory, Paiute County, Utah, the son of a Mormon pioneer family. Ernest was the third child born to Rosetta and William May.

His father worked in the silver mine in Silver Reef, Utah, and his mother was a cook for the miners. In the 1900's, after Ernest's father's death, his mother moved to Las Vegas, Nevada and became a cook for the Union Pacific Railroad. Ernest was very young when his father died so to help out financially, he went to work for the railroad. He was an industrious young lad and as years passed he labored to become an engineer.

He met Mamie Bundy and they were married in 1917. Ernest was an engineer and a policeman while he was raising his family. There were seven children born to Mamie and Ernest: Anita, Rosella, Ernest, Marjorie, Daisy, Pearl, and Darlene.

On February 19, 1929, Ernest was shot in the arm when apprehending four burglars in Woodward's Garage. After his brush with death, his wife urged him to seek a safer job, so he left the Las Vegas Police Department and went to work for the United States Government as a U.S. Deputy Marshall; however, his heart was always with the police force so he resigned as deputy marshal and resumed his duty as a policeman in Las Vegas.

His kind way with people was one of his greatest attributes. The story was told that he would have to run a "hobo" out of town, but not until he'd given the man his last \$5.00 and this was during the depression.

On June 8, 1933, Ernest was tragically killed attempting an arrest. *He was the first policeman killed in the line of duty in Las Vegas, Nevada.*

Ernest James May was truly loved by his family. "He was a wonderful husband, father, and friend who was very charitable and kind, but fearless in the face of adversity."

It is a fitting tribute to one who loved his community as did Ernest J. May that this school carries his name.

GENERAL SCHOOL INFORMATION

Accident or illness:



Every accident or injury occurred during school hours or during a school-sponsored event is reported immediately to the teacher in charge and to the School Health Office.

A student who is too ill to remain in class will be sent to the Health Office so that parents can be notified. School health personnel are not allowed to diagnose illness or injury. Parents/Guardians will be notified from the Health Office if students are sick or injured. For this purpose please ensure we have the most updated contact information in Infinite Campus so that we may contact you in an emergency situation.

Attendance:

Absences: The importance of regular attendance cannot be over emphasized. Average daily attendance is reported to the Nevada Department of Education and directly impacts the designation we receive on our Nevada School Performance Framework. We expect a student to be in school every day that they are physically able. If your child is absent for more than two days, parents should notify the office. A student may make up work and will be given 3 days for each day absent to make up the missing assignments. Please do not request work in advance of a vacation.

A written excuse must accompany students within 3 days of their return to school after an absence. If the school is not notified of the reason of the absence, the absence is recorded as unapproved. Elementary students who exceed twenty unapproved absences during the school year MAY be retained in the current grade. School attendance is compulsory for all children between the ages of six and seventeen in the state of Nevada. It is the parents' or guardians' responsibility to see that regular attendance is maintained. Please see CCSD Regulation 5113 for more information.

Tardies: The first ten minutes of the school day sets the tone for the day; please see that your child arrives on time! Students arriving at school after 9:10 am must report to the office for a tardy slip. Late students will not be admitted to class without a tardy slip. 3 tardies is equivalent to one absence. If your child arrives late they must come through the front doors to receive their tardy slip.

Early Dismissal: Students are NEVER allowed to leave campus early without an authorized adult present to pick them up. Additionally, adults picking up students early must present a picture ID to our office staff, and be listed in Infinite Campus as an authorized individual to pick that student up. The practice of signing your child out prior to 3:21 pm. is highly discouraged. **In order to minimize disruption to the instructional day, students will not be released after 3:15 p.m.** If your child has an appointment, you must remove your child from class prior to 3:15 p.m.

Before and After School-Student Safety:

Students are not permitted on the school playground or in the front of the school until 8:50 a.m.

There will not be any adult supervision on the playground prior to that time. For the safety of all students, please adhere to this time and do not drop your child off at school or have them walk to school too early. **If students are eating breakfast at school, they can arrive in the Multi-Purpose**

room no earlier than 8:40am to eat. Students will be dismissed at 3:21 p.m. Students are to leave campus after the dismissal bell rings unless he or she is participating in an authorized after school activity. If students are left at school and a parent/guardian is unable to be contacted, a truancy officer will be contacted to transport him/her to Childhaven. Parents/Guardians are encouraged to enroll their child(ren) in SafeKey in case of unforeseen delays.

Bicycles and Scooter Safety:

Parents/Guardians are encouraged to provide locks for children who ride bicycles or scooters to school. Each bike should have its own lock. Locking two or more bikes together with one lock is not allowed. The school is not responsible for any loss or damage to bikes or scooters. Please discuss bike and scooter safety with your child before allowing him/her to ride to and from school. We strongly encourage every student to wear a helmet if they plan to ride to school. The bike gate parking area will be locked promptly at 9:00a.m., and will remain locked until 3:15p.m.

Cell Phones and Electronic Devices:

Students are allowed to have cell phones on campus; however, they are to be turned off during the instructional day. A student's cell phone can be taken away if the student's cell phone is heard and disrupts the educational environment or is using it during instructional time. Should a student's cell phone be confiscated, a parent/guardian will be required to come and pick it up. Cameras, iPods, hand held video games, and other electronic devices should not be brought on to school campus.

Character Traits

Developing positive character traits among youth is vital in today's society. Students at May Elementary School will be focusing on several Character Traits throughout the school year. At the end of each month, one student from each classroom will be recognized with a special certificate for working to demonstrate the different citizenship traits that were taught for that month. In addition to the following traits that will be discussed with the students K-5 this school year, we will also acknowledge those students every month who exhibit excellent writing qualities.

- | | | |
|-----------------|----------------------|----------------|
| 1. Good Manners | 6. Perseverance | 11. Enthusiasm |
| 2. Teamwork | 7. Courtesy | 12. Honesty |
| 3. Caring | 8. Positive Attitude | 13. Patience |
| 4. Friendship | 9. Creativity | 14. Leadership |
| 5. Gratitude | 10. Sharing | |

"Be Kind"

May Elementary is also proud to be part of the Josh Stevens Foundation. This foundation was created to honor Josh Stevens after he lost his life in a tragic accident. The foundation represents his life and the example he set for us all to follow. Their mission is to recognize and reward a child's heartfelt kind acts, and to inspire more children to be more kind, more often.

Students at May Elementary will also be recognized monthly for showing kindness and will receive the "You've Been Caught Being Kind" kindness cards.



Delivering items to school during school hours:

It is our goal to keep interruptions to the instructional program to a minimum. If you need to deliver lunch, lunch money, or homework, please drop it off in the office, and our staff will ensure that it gets to your child's teacher.

Dress and Appearance:

Students' dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style that tends to diminish instructional effectiveness or discipline control by teachers is not acceptable. The CCSD Dress Code:

- A. Requires the wearing of shoes with soles. Heelys, sneakers with wheels, are not permitted on school grounds. Students that come to school with wheels in their shoes will be asked to remove the wheels. Wheels can be returned at the end of the school day.
- B. Prohibits wearing crop tops (no skin showing between bottom of the shirt/blouse and top of pants or skirts), strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
- C. Requires that all attire reach within five inches from the top of the kneecap. If shorts are worn, they must be hemmed and without fraying.
- D. Requires that all shorts, skorts, skirts, and jumpers/dresses must exceed fingertip length.
- E. Prohibits the wearing of headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) on campus except for designated school approved uniforms or at authorized athletic events or activities.
- F. Prohibits slogan or advertising on clothing that by their controversial or obscene nature disrupt the educational setting.
- G. The administration shall retain the authority to grant exceptions for special occasions and/or special conditions.

Volunteers and Parent/Guardians Attire/Appearance:

Volunteer attire and appearance play a part in establishing a positive learning environment for students. The dress and appearance of our volunteers shall not distract or disrupt student learning and are within the same guidelines as listed above for the students. This includes attending school events on campus either before, after, or during school, working in the building as a volunteer, or assisting on field trips.

The Nevada Legislature passed a law that requires the fingerprinting of adults who volunteer at our schools or during school activities. Senate Bill 287 requires all volunteers who have 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, a district-wide application process is described at ccsd.net/protectourkids. Upon completion of the assigned tasks, all volunteers must sign-out in the front office before exiting the building.

Classroom Observations

In order to minimize disruptions to the instructional day, parents may observe a lesson in their child's classroom once throughout the school year by prearranging the observation with the

teacher and administration. An administrator must accompany a parent for a 30 minute observation. Any feedback from a parent about the observation must also be given directly to the administrator present during the observation.

Drop Off and Pick Up at School:

Parents may not inhibit the flow of traffic by double parking, stopping on the street or drive ways of the parking lot, making U-turns, etc. Visitor parking is for people coming into the school, not for dropping off and picking up students. Parents/Guardians picking up students early/late must show their picture ID to the office staff and be registered in Infinite Campus as someone allowed to pick that student up before the student will be called to the office or released. Teachers will not release any student until they have been notified by the office. Students will not be released to anyone under the age of 18 years old.

Emergency Data

The school **must** have a current address, home telephone number/cell number, work telephone number, and emergency number on file. This information is essential in case of student illness or accidents. Please notify the school of any changes in this information. If for any reason, the parent or emergency contact listed in Infinite Campus cannot be reached, administration and/or designee (nurse, FASA, office manager) will use his/her best judgment in deciding on medical attention.

Emergency Procedures

Drills are done on a monthly basis. Instructions are posted in each room of the building and all staff members are trained in proper procedures. Students are taught to follow directions quickly and safely in order to implement the protection of all students and staff. Drills include, fire drill, shelter-in-place, and soft/hard lockdowns.

Enrollment and Withdrawals:

Students must be enrolled through the school office before they can attend classes. All enrollments are done through Infinite Campus even if they are enrolling from another Clark County School. All parents will need to provide proof of address in the form of a utility bill and provide a valid identification. In addition, parents/guardians of kindergarten children and students new to the district must complete online registration through Infinite Campus and present verification of the date of birth, proof of address, and immunizations at the time of registration. The school also requires a phone number where parents can be reached in case of an emergency. When you are planning to withdraw a child, the office must have at least one day's notice in order to prepare records.

In the spring of every year, re-registration will be required online on Infinite Campus. Students returning the next school year are required to complete registration on Infinite Campus and provide proof of address and any other requested documents turned in before the end of the year. *Students will not be assigned a new teacher for the next school year without all of the requested documents.*

Grading

The CCSD Elementary Division uses these grades for basic skill subjects showing accomplishment relative to other students at the assigned grade level:

A.....Excellent Achievement	90	-	100 percentage points
B.....Above Average Achievement	80	-	89
C.....Average Achievement	70	-	79
D.....Below Average Achievement	60	-	69
F.....Failure to meet acceptable Standard of Achievement	00	-	59

A grade of “F” or “N” may not be given on the report card unless the parent is notified in advance (CCF-772-Unsatisfactory Notice). May Elementary supports the “minimum F” grading philosophy. Teachers will continue to use the CCSD philosophy of the minimum F from the CCSD Grading Best Practices and A Repair Kit for Grading ~15 Fixes for Broken Grades.

The following supplementary grading symbols are used for other subjects and sub-skill areas showing accomplishment relative to individual potential.

- E.....Exceptional Progress (90% of the time or higher)
- S.....Satisfactory Progress (70% - 89% of the time)
- N.....Needs Improvement (0% - 69% of the time)
- X.....Not presently being evaluated



Grades are uploaded on Infinite Campus on a weekly basis by your child’s teacher. If you need a password, please contact the office. Unsatisfactory notices are sent home at the mid-point of each grading period.

Progress Reports:

All students will receive progress reports from their teacher. These reports will be sent home on a regular basis and are to be signed and returned the following school day.

Harassment Policy

Harassment is any verbal, visual, or physical conduct, which is sufficiently severe, persistent or persuasive that it adversely affects, or has the purpose or logical consequence of interfering with the student’s education program or creates intimidating, hostile, or offensive school atmosphere. Harassment is prohibited by students, staff, or third parties in the school community.

Homework:

The purpose of homework is generally to provide practice and reinforcement for skills taught in school. Consideration is given to a child’s outside activities, so homework is usually not assigned on weekends or holidays and is not given as a punishment. Generally time spent on homework should not exceed:

Kindergarten	10 minutes	Grade 1	10 minutes
Grade 2	20 minutes	Grade 3	30 minutes
Grade 4	40 minutes	Grade 5	50 minutes



Lunch and Breakfast:

The following are provided through the school lunch program:

Breakfast \$1.25 Lunch \$2.00 Milk \$.25

A breakfast and lunch menu will be sent home with students each month. Applications for reduced or free meals may be obtained from the cafeteria, the office, or online at www.myschoolapps.com.

Students are encouraged to buy breakfasts and/or lunches in advance for a week or a month and will be credited with the number purchased. Students can pay with cash, check, or online at www.myschoolbucks.com. This system eliminates the problems of lost, forgotten, or stolen lunch money. Purchases for breakfast and/or lunch should be made daily prior to the start of the school day. Credits can be used for breakfast or lunch. Any student who needs to charge a lunch will be allowed one (1) charge only. If your child has some special medical need regarding diet (allergies, etc.), please inform the Food Service Staff in writing. Informing the Food Service Staff in writing must occur each school year. The lunchroom telephone number is 702-799-4690 ext. 4012.

Medication:

If a physician has prescribed medication for your child to be taken during the school day, a form must be obtained from the office and completed by the parent or guardian. This record gives permission for authorized school personnel to administer medication to your child and is kept on file in the school health office. Parents/Guardians must bring the medication to school along with the authorization form. Do not send the medication to school with your child. Non-prescription medication such as aspirin and Tylenol may not be dispensed by school personnel. Students should not bring over-the-counter medication to school to give to themselves.



Midnight Madness

Midnight Madness is a fun-filled evening event for May students to enjoy games, tasks, music, dancing, dinner, and breakfast. Students in grades 3-5 may be invited to attend Midnight Madness. The following criteria must be met in order for students to receive an invitation: Students must **not** exceed 10 absences throughout the school year; Students must **not** exceed 9 tardies throughout the school year, or a combination of both. Students must **not** have been RPC'd/Suspended for any reason. This event is an incentive for students to strive to maintain both positive behavior at school and good attendance.

Parent Communication:

Communication between parents and teachers is critical. We encourage parents/guardians to communicate with their child's teacher at any time. Regular parent-teacher conferences will be held as necessary. If a student is doing unsatisfactory work, the teacher will indicate the concerns on the child's progress report. If you have any concerns regarding your student, please refer to the Opening the Lines for Parent Communications and the Clark County School District Communication Guide.

Safe-Key

Safekey is a before and after school program for school children, with daily hours from 7:00am to 8:50am and 3:21 p.m. to 6:30 p.m. Safekey is provided by the Las Vegas Recreation Department and uses May's multipurpose room for the program. During the hours they are at May, you can reach them at 702-799-4690 extension 4030, otherwise you can reach the main offices at 702-229-3399.

School Expectations and Procedures:

School procedures and expectations maintain an environment in which instruction and learning can occur. The school-wide expectations for May Elementary are for students to be prepared, be

responsible, be cooperative, and be safe at school. We have a zero tolerance policy for bullying and/or harassment. Students are held responsible for their actions. Rules are in effect at all times and apply to all students while at school. All staff members have been asked to be accountable for observing all students to make sure that school procedures are being followed.

Breaking School Rules:

First Offense: The problem will be discussed by the teacher and the student

Second Offense: A joint plan of action will be developed by the teacher and student.

Third Offense: The parent/guardian will be contacted by the teacher and asked to help with the student's behavior.

Repeated Offenses: The principal/assistant principal will counsel with the student regarding serious situations. The student, teacher, and principal/assistant principal will review the problem and institute a plan of corrective action. The parent will be notified.

Detention may be given to students who choose to disregard school rules and/or class rules. The parents will be given notice in regard to their child serving a school detention. Students who habitually serve detention may also be counseled and/or given a required parent conference.

NOTE: Some behaviors are considered so serious that they will result in the student being sent home until a parent, teacher, and an administrator conference can be scheduled. These include: **Fighting, foul or obscene language directed at an adult, leaving campus without permission, stealing, extortion, and bullying.** Please refer to CCSD Reg. 5141.1 for description of a weapon. This is a reminder that toy guns, toy knives, etc. are classified as weapons.

School-wide Recognition:

Students demonstrating outstanding academic achievement, individual achievements, and attendance will be recognized at the conclusion of the school year, with Honor Roll and Attendance Certificates which are presented to the students in the classroom in grades K-2 and in assemblies in grades 3-5.

Students consistently demonstrating outstanding citizenship will be recognized during scheduled assemblies and will be presented with a special certificate.

School Telephone:

Students are not allowed to use the office phone without permission from the office staff or staff member. We ask all students that call home to make sure that they leave a message if someone does not pick up. This will allow the parent/guardian to know why a phone call came from the school. Students are also not to use their cell phones to contact parents during the school day. The use of cell phones is not permitted during the school day at May Elementary School. If a student needs to call home, he/she must be given permission from the office or classroom teacher.

School Parties and Birthdays:

School parties for grades K-5 will be held to recognize special identified events. Details will be announced during the year. Please check with your child's teacher before preparing treats for school parties. Some students may have food allergies or other health concerns. **Birthday treats are welcomed during the students' lunch time in the multi-purpose room.** Parents/Guardians may



recognize their child's birthday by sending in a treat to school to be shared with the class. Please drop off any treats to the office counter with your child's name and their teacher's name. The office will make sure that it is given to the classroom teacher. It is strongly encouraged that all parents/guardians follow the CCSD's Nutritional Guideline 5157.

Student Insurance:

Student insurance is available at the beginning of the year. Applications are available in the office and will also be sent home in each student's purple folder. Parents can return the insurance form directly to the company.

Toys:

Toys are not allowed at school unless otherwise directly stated by the classroom teacher for a specific purpose. Please do not send your child to school with electronics such as tablets, iPads, Kindles, iPods, etc. This is for the safety and security of the item itself as things tend to be misplaced, lost, or stolen.

****Fidget Spinners**** Parents please note, fidget spinners have been found to be more of a distraction than an assistive device. Please keep all fidget spinners, unless otherwise stated by your child's teacher, at home. If spinners are seen during the instructional day at school they will be confiscated and parents will have to pick them up from the front office.

Personal Possessions/Lost and Found:

Students should not bring items (toys) to school which are not a part of the educational program or prearranged by the classroom teacher. Please label in ink student's coats, lunch boxes, and personal possessions. This is the only way we are able to quickly return lost items. The school will have a "Lost and Found" located in the multi-purpose room. The office will have a "Lost and Found" box for small items such as wallets, watches, glasses, keys, phones, etc. Please have your child check both places when an item is lost.

Vending Machines

The vending machines in the multipurpose room are available to our students before school and at lunch time after they finish their lunch. Profits from these machines are used for special programs and student recognition incentives.

Visitors

Parents are encouraged to visit and volunteer at our school. All parents & visitors must report to the office to sign in and get a visitor's pass before going to another area of the campus. Visitor's passes must be worn at all times. Parents and/or chaperones going on field trips must be 18 years of age, be appropriately dressed, report to the office with a photo ID, sign in and get a field trip pass. Siblings not enrolled at May ES will not be allowed to visit classrooms during the instructional day, nor attend field trips with the class.