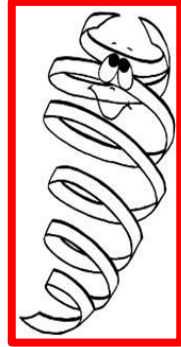


SAGE ELEMENTARY



Student/Parent Handbook 2022-2023

<http://www.sage.ecsdnv.net/>

Dear Parents and Students,

On behalf of the faculty and staff at Sage Elementary, we would like to welcome you to a new school year. We are glad that you are a part of our school community and look forward to all that we will accomplish together.

To help answer many of the questions students and parents often have concerning the activities, rules, and procedures for the successful operation of our school, we have prepared this handbook for your reference. Following these policies will help to create a school environment that is conducive to learning.

Please take the time to review the contents of this handbook together and, once completed, sign and return the last page to your child's teacher. Keep the handbook in a convenient location for referencing throughout the year. Working together, we can provide a positive, productive learning environment for all everyone.

Sincerely,

Mrs. Jessica Harris, Principal

2022-2023 ECS D CALENDAR

The Elko County Board of Trustees has adopted the following calendar for the 2021-22 school year. School will start August 29, 2022, and end on June 9, 2022. The following are days that school WILL NOT be in session:

| | |
|-------------------------------|------------------------------|
| September 3rd | Fair Day |
| September 6th | Labor Day |
| October 29th | Nevada Day |
| November 11th | Veteran's Day |
| November 25th-26th | Thanksgiving Holiday |
| December 20th - December 31st | Winter Break |
| January 17th | Martin Luther King Day |
| January 21st | Professional Development Day |
| February 21st | President's Day |
| April 4th-8th | Spring Break |
| May 30th | Memorial Day |
| August 30th | Start of school |
| October 28th | End of Quarter |
| January 20th | End of Semester |
| March 25th | End of Quarter |
| June 10th | Last day of school |

AFTER SCHOOL ACTIVITIES/OTHER PROJECTS PROMOTED AT SAGE

After school activities will be provided to coincide with subjects addressed in the yearly school goals. Each grade level will design their own program and will advertise dates and times prior to the planned activities.

After School Choir

Music teacher gives volunteer time for the school choir. Students perform several times throughout the year.

Book Fairs

One Book Fair will be held each year to promote reading and raise PTA funds.

Bookmobile

Every other Tuesday the Elko County Bookmobile services are available at Sage.

District Wide Activities

Sage Elementary participates in Science Fair, Spelling Bee, Geography Bee, Nevada Young Writers.

Family Fun Night

Family night initiated to promote communication between parents, students, and staff.

Positive Behavior Support Program

Program designed to give teachers ways to interact positively with students to change inappropriate behavior and student's expectations to follow to improve inappropriate behavior.

Sage Academic Project

Sage teachers address improving math, reading, writing, & science skills to improve student achievement.

Sage Annual Carnival

Annual fundraiser; funds used for various student/teacher needs.

Sage Read-A-Thon

Fundraiser for all Technology needs.

Western Week

Various activities are organized to coincide with The Annual Cowboy Poetry Gathering.

Yearbook

Sage publishes an annual yearbook of Sage's students, teachers, and activities.

Robotics Club

***Activities may be added or dropped during the year**

ABSENCE PROCEDURES

PARENTS NEED TO CONTACT THE OFFICE (738-4711) IF THEIR CHILD IS UNEXPECTEDLY GOING TO BE ABSENT. IF YOU DO NOT CONTACT THE OFFICE BY 9:00 A.M., THE SCHOOL MESSENGER SYSTEM WILL CALL TO INFORM YOU THAT YOUR STUDENT IS ABSENT.

When your child returns to school, if you haven't called, you will need to send a written note explaining the absence. Please include the child's first and last name and date/dates of absence. **If an absence remains unexcused for 3 school days, after the student returns to school, they will be considered truant.** If your child was seen by a physician, bring the doctor's excuse. A doctor's note will excuse the child's absence.

Students will be expected to make up missed work in a reasonable amount of time upon their return to school.

In the event of a planned absence notify the office as soon as possible with a written note that is signed and dated.

Notify the office by 9:00 a.m. if you are requesting homework. Homework can be picked up at the office after school.

To report an absence, go to Sage's school website and click the "Report an Absence" link. Send an email including the student's name, reason for absence, and dates absent.

ASSEMBLY EXPECTATIONS

During assemblies, students are expected to adhere to the following guidelines:

Respectful:

- Enter with "level 0" voice and in a single class line.
- Look at and listen to the presenter.

Responsible:

- Get seated quickly.
- Remain quiet while waiting for the speaker

Safe:

- Keep hands, feet, and property to yourself.

ATTENDANCE POLICY

It is important that your child is at school each day to receive the maximum benefit from the classroom environment. Instruction and classroom participation occur each day and are important for continuous learning. Please make attendance at school a priority for your child.

To ensure all students receive a quality education, Elko County School District policy requires a minimum number of days (90% of days enrolled) that a student must be in attendance. (Please see Elko County School District Attendance policy-J.B.B.A, for further information).

Excused absences are generally ones that involve parental or medical professional permission for illness, family emergency, and other pre-approved absences. An excused absence will allow a student to make up missed work and will not result in truancy.

Unexcused absences are unauthorized absences from school and mean that a student may not be allowed to make up missed work. Students may also suffer disciplinary actions such as being declared truant.

Quick Reference Guide

These are sample situations to assist parents in understanding the attendance policy.

| <u>Type of Absence</u> | <u>PARENTAL ACTION</u> | <u>Excused/Unexcused Status</u> |
|---|---------------------------------------|--|
| Child is sick. | Notify School | Excused |
| Child is on a school sponsored trip. | None | Student is considered in attendance. |
| Child gets sick at school and is sent home. | Sign student out at office. | Excused |
| Child is on family vacation while school is in session. | Absence needs to be pre-arranged. | Excused |
| Child is absent due to a serious illness or death of a relative. | Notify School | Excused |
| Child is absent due to an educational experience outside of school. | Absence needs to be pre-arranged. | Excused. Principal needs to pre-approve the educational experience. |
| Child is absent for unknown reason. | No note or call received from parent. | Unexcused. Child will be considered truant. |

Minimum Days Of Attendance Required For Kindergarten Through Fifth Grade

Less than 90 percent attendance of days enrolled may result in a student's loss of promotion into the next grade.

Parent Notification Procedures For Kindergarten Through Fifth Grade

Step 1 Letter indicating a student has missed five (5) days. This letter shall include a copy of this policy, a copy of the student's attendance records, and contact numbers and names of school staff members who can assist parents with questions.

Step 2 Letter indicating a student has missed ten (10) days. This letter shall include a request for a parent/student conference with school administration and a reminder of the danger of not being promoted.

Step 3 Letter indicating a student has missed fifteen (15) days. This letter shall include a request for a parent/student conference with school administration and a reminder of the consequence of continued poor attendance.

Step 4 Letter indicating a student has exceeded the District's attendance policy. This letter will include a request for a conference with the parent and student to discuss the school's decision regarding non-promotion and/or appeal. Include a statement clarifying the appeal process and the name and number of the individual to contact for assistance.

Appeal Process

Each school will notify parents, in writing, whether their child will be promoted or will lose credit(s). Parents may appeal this decision per the following:

District Review and Fact-Finding Committee Members:

Central Office Administration
Building Level Administrator
Teacher
Parent

Appeal Procedure

A student and/or parent shall notify the principal within ten (10) working days after notification of promotion or loss of credit(s) if they wish to appeal the school's decision. The principal will inform the Superintendent, in writing, of the parent's decision to appeal. District staff will schedule a hearing in which the review committee, parents of the student, student, and school principal will review all relevant data. This will include the student attendance records, reasons for absences, academic status, copies of written parental notices and/or any other relevant information.

The District review committee will determine, based upon the information provided, whether the student's circumstance warrants promotion or non-promotion (loss of credit). All parties involved will be immediately notified of the decision.

The decision of the District Review Committee may be appealed to the Board of Trustees.

BIKES

Students who ride bikes to school are to park them in the designated bike rack. All bikes should be locked. No bikes are to be ridden on school lawn, parking lots, or playground. For safety reasons, students must walk bikes while on school property. The district assumes no responsibility or liability for loss or damage to bicycles.

CHROMEBOOKS, TEXTBOOKS & LIBRARY BOOKS

Students are issued chromebooks, textbooks, and library books needed for the year. Students are responsible for the reasonable care of textbooks and other educational supplies. Willful neglect or destruction of school property will result in the student, through his parent/s or guardian, being required to provide compensation for their replacement or repair.

BULLYING/HARASSMENT/INTIMIDATION POLICY

It is the policy and goal of the Elko County School District to provide a safe and respectful learning environment for all students and staff. No member of the Board of Trustees of the school district, nor employee of the Board of Trustees, including, without limitation, an administrator, principal, teacher or other staff member, nor any student of the school district shall engage in any conduct on or off school property which results in "bullying", "cyber-bullying", "harassment" or "intimidation" of any student on school property, at an activity sponsored by a school or on any school bus.

If any such activity is suspected contact your child's teacher, school administrator or to the Nevada's Safe Voice reporting system.

BUS ASSIGNMENTS

Students must ride their assigned bus during the school year. District policy does not allow for a bus change due to extra-curricular activities (sports, visiting friends, etc.). Only changes made on a permanent basis or for family emergencies will be permitted. Please contact the office should a change in bus assignment become necessary (moving, new childcare location, etc.).

In an emergency situation involving the bus, parents may call the Transportation Department at **738-4360 or 753-5545**.

BUS CONDUCT

The school bus is an extension of the classroom. Expectations for student behavior are similar to those of the classroom. Refer to ECSD Policy JCCC and material distributed by your child's bus driver for details. Also refer to the Discipline Procedure section in this handbook for consequences associated with failure to comply with the rules for bus conduct.

CELL PHONES

Cell phones may be used before or after school, as long as they meet the requirements of the ECSD Acceptable Use Policy. Cell phones may NOT be used during the instructional day.

(Refer to Elko County School District Policy JDBA)

CHECKING STUDENTS OUT DURING SCHOOL HOURS

Students are involved in educational learning at all times during the school day. **PLEASE DO NOT CHECK YOUR STUDENT OUT OF SCHOOL EARLIER THAN THE REGULAR DISMISSAL TIME.** If the student needs to be taken out of class early, a parent or guardian **MUST SIGN THE STUDENT OUT AT THE OFFICE** regardless of classroom location. For the safety of all students, **parents/guardians need to wait at the office for their child. Students will be called down to the office for pick-up so that disruptions to the classroom learning environment are kept to a minimum.**

If someone other than the parent is picking the student up, the school must be notified in writing by the parent, the name of the person picking up the student. That person must show picture identification and be listed as an emergency contact in Infinite Campus before the school will release the student to them.

CHROMEBOOK RESPONSIBILITIES AND CARE

Chromebooks will be issued to every student by the student's teachers for use at home and in the classroom. The Chromebook is ECSD property and is continually monitored for use so the Chromebook is always under the ECSD acceptable use policy regardless of its location, i.e., at home or school. Proper care should be taken by students when issued a Chromebook for their use either at home or in the classroom. Chromebooks should be charged daily and whenever a problem is noted it should immediately be brought to the attention of the teacher. When a Chromebook is issued to a student it should be kept in a safe place for transport between school and home.

CLASS PARTIES

We recognize the need to celebrate seasonal holidays with respect for individual beliefs. Classrooms may hold seasonal celebrations at the teacher's discretion. Any costumes worn should be appropriate for school and not include any look-alike weapons, or be threatening or disrespectful. Treats for parties must meet the district's guidelines in the ECSD Wellness Policy. Contact our child's teacher prior to bringing treats to school.

CLOSED CAMPUS

Sage Elementary operates under a closed campus policy. This means students are not to leave the school grounds during the day unless permission is arranged ahead of time through the office.

DISCIPLINE PROCEDURE

It is our goal to ensure all students have a positive learning environment in order to be successful. In order for that to occur, we must establish and enforce the rules that make all students and adults safe. The following pages show the Definitions of Terms, Sage Elementary Progressive Discipline Plan, and Behavior Expectations.

Please follow this link to review the ECSD Restorative Behavior Plan:

https://drive.google.com/file/d/1yjT_q0FgVYDEPFSSk_L6rdaL5oXDFkR4/view?usp=sharing

| Sage Elementary Definitions of Terms | | |
|---|--|--|
| Behavior | Minor | Major |
| Profanity/Inappropriate Speech (including teasing, taunting/name calling) | Unintentional profanity used as an exclamation and not directed toward an individual. Negative or unkind comments, written messages, or actions directed at another person that hurt feelings. | Swears, racial slurs, offensive gestures, or sexually oriented comments directed at a person. Repeated teasing/name calling minor offenses. |
| Impairing Health, Safety, or Welfare | Contact with another person such as pushing, play fighting, or roughhousing that may or may not leave marks. Accidental contact is not a minor infraction. | Contact with another person that is done out of anger, is disruptive and/or delivered with the <u>intent to harm</u> that may or may not leave marks. |
| Insubordination | Failure to follow directions within a reasonable amount of time. | Continued or overt failure to follow directions. |
| Classroom/Activity Disruption | Any low intensity activity that interrupts the educational process but is not persistent, purposely intended to draw attention, and doesn't require administrative attention. | Any activity of such intensity that it interrupts the educational process, is persistent, purposely intended to draw attention, and requires administrative attention. |
| Vandalism/Damage to School Property | Not using materials/items for its intended use or causing harm to materials/items. | Repetitious misuse or destruction or substantial destruction to items of high value. |
| Cheating | Passing off someone else's work or ideas as your own. Giving yourself an advantage through unethical means. | Repeatedly passing off someone else's work or ideas as your own and/or sharing it with others. |
| Bullying, Cyber-Bullying, Harassment, Verbal, Physical, or Sexual | No minor offense level. | Disrespectful, hurtful messages, delivered through verbal, sexual, written or physical means or by gesture, to another person that results in that person feeling threatened or intimidated. |
| Theft | No minor offense level. | The deliberate or purposeful taking of something that belongs to someone else. |

| Behavior Expectations | | | | | | |
|------------------------------|---|--|--|--|--|--|
| Common Values | Hallway | Cafeteria | Playground | Assemblies | Bus | Bathroom |
| Respectful | <ul style="list-style-type: none"> • Be silent (Level 0 voice). • Walk quietly in single file on the right side of the hall. | <ul style="list-style-type: none"> • Use level 1 voices. • Use kind and appropriate language. • Use “Please” and “Thank you.” • Chew with your mouth closed. • Keep within your tray’s space. | <ul style="list-style-type: none"> • Share and take turns with equipment. • Ask the duty teacher permission to use the bathroom. • Include everyone. • Use appropriate language. | <ul style="list-style-type: none"> • Enter with level 0 voice and in a single class line. • Look at and listen to the presenter. | <ul style="list-style-type: none"> • Use appropriate language. • Use a level 1 voice. | <ul style="list-style-type: none"> • Use the facility appropriately. • Respect privacy of self and others. |
| Responsible | <ul style="list-style-type: none"> • Go directly to your destination. | <ul style="list-style-type: none"> • Clean up after yourself. • Stay in your seat until dismissed. | <ul style="list-style-type: none"> • Clean up equipment. • Line up immediately. • Agree on and follow game rules. • Stay on the playground area. | <ul style="list-style-type: none"> • Get seated quickly. • Remain quiet while waiting for the speaker | <ul style="list-style-type: none"> • Be on time to the bus stop. • Remain seated on your bottom. | <ul style="list-style-type: none"> • Report problems immediately to your teacher. • Use the bathroom quickly. |
| Safe | <ul style="list-style-type: none"> • Walk slowly. • Keep hands, feet, and belongings to yourself. • Hold doors for your own class. | <ul style="list-style-type: none"> • Use all equipment appropriately. • Keep hands, feet, and belongings to yourself. | <ul style="list-style-type: none"> • Use all equipment appropriately. • Keep hands, feet, and belongings to yourself. | <ul style="list-style-type: none"> • Keep hands, feet, and property to yourself. | <ul style="list-style-type: none"> • Follow bus drivers’ rules. • Keep hands, feet, and belongings to yourself. • Stay in your assigned area. | <ul style="list-style-type: none"> • Wash hands after using the bathroom. • Keep floors and walls clean and dry. |

Level 0: No talking.

Level 1: Whisper.

Level 2: Talking voice.

Level 3: Loud talking or yelling.

DRESS CODE

The following guidelines are enforced for the **SAFETY, HEALTH AND WELL-BEING** of all students:

1. Footwear of some kind must be worn that is appropriate for weather & activities (recess, P.E., etc.).
2. Clothes must be clean, neat, and must meet reasonable standards of health and hygiene
3. Extremes are not permitted (swimwear, bare chests, etc.)
4. Nothing that would damage school property may be worn
5. Distracting attire is not permitted
6. Shorts and skirts are to be as long as the tip of the fingers when arms are held to the side of the body.
7. Appropriate tank tops are permitted-NO spaghetti straps.
8. No baggie pants or shirts where student underclothing is visible.

EMERGENCY CONTACT INFORMATION

Please see that current address and phone numbers are on file at the school along with an emergency contact person. This information is crucial in the event of an emergency.

FERPA

FERPA is a federal law that allows parents and students certain rights with regard to students' education records.

- Parents and eligible students have the right to review education records within 45 days of the day the school receives the request for access.
- Parents and eligible students have the right to request an amendment to the student's education records they believe to be inaccurate or misleading.
- FERPA authorizes exceptions in disclosure of student's education records without consent; i.e. school officials to fulfill professional responsibilities, records sent to other schools which a student intends to enroll, and directory information publicly provided as designated by Elko County School District (but not limited to name, address, telephone number, email address, date/place of birth, photographs or likenesses, audio and video tapes, participation in officially recognized activities and sports, field of study, height and weight of members of athletic teams, enrollment status, dates of attendance, awards received, the most recent previous school attended, grade level, honor roll status, and class list).
- Parents or eligible students may refuse to let the school designate any or all of those types of information about the student as directory information by notifying the school in writing that the parent or eligible student does not want any or all of this information designated as directory information.

To review the complete FERPA federal law, contact the school office.

FIELD TRIPS

Field trips represent wonderful learning experiences for students. A field trip permission slip will be sent home for each field trip for parents to sign. This must be completed before a student is allowed to attend any trip. Parents will be notified of details for each individual field trip prior to students attending.

If administration deems a child's behavior so inappropriate throughout the year, that child may not be allowed to attend a field trip. As an alternative to not allowing a student to go on a field trip we will offer the parents an opportunity to go with their child on the field trip as a chaperone. Students with excessive amounts of incomplete work may not be allowed to attend field trips. Parents and students will be notified prior to the field trip if this is a possibility.

A student can only be released to a parent from a field trip if the appropriate form is completed and signed by a school administrator prior to the trip. The correct form can be found on the Elko County School District website or at the front office of the school.

FIRE/EMERGENCY DRILLS

Students and staff at Sage will participate in regularly scheduled emergency drills, including but not limited to, fire drills, shelter in place drills, and lockdown drills.

GAMES AND TOYS

Students should not bring games, toys, iPods, etc. to school without prior permission. The school is not responsible for and will not provide compensation for personal items that are lost or stolen at school.

HEALTH SCREENING

Students participate in basic health screening (weight, height, hearing, vision, etc.) throughout the year. Should further evaluation be needed, parents will be contacted for permission to perform a more thorough assessment.

HOMEWORK

Homework assignments are an integral part of the school program and are determined by each individual teacher. They may consist of long-range assignments, work not completed during the day, work on which students need additional practice, or make-up work. Homework will not be assigned as busy work or for disciplinary reasons. Students are expected to complete homework as assigned. A daily Homework Room is available for students if homework is not completed.

Any concerns with homework should first be addressed with the classroom teacher. Refer to ECSD Policy IHB for details.

IMMUNIZATION RECORDS

Nevada law requires that any child entering school have the minimum dosages or be currently taking the required immunization series. Copies of immunization records will be taken to include in school records. Immunization requirements are available from the school nurse.

INCENTIVE PROGRAM

All teachers recognize and appreciate classroom efforts. Some of these efforts are recognized on a school wide basis. They include:

- Perfect Attendance students are eligible for an end of the year incentive party and are given certificates at the end of the year. Also, those students in grades K-2nd receiving Academic and Behavioral Excellence in all areas will be eligible for an end of the year incentive party. 3rd-5th grade students getting Straight A's and/or S's in all subjects will be eligible for an end of the year incentive party.
- Honor Roll – Students in 3rd-5th grade achieve the honor roll for a grade point average of 3.5 higher. Students receive a certificate at the End of the Year Awards Assembly, and a gift from the staff for this achievement.
- Positive Behavior Support program (PBS) – this program awards students with Dusty tickets. Classes following PBS expectations the best are awarded the “Dusty” trophy for a week.
- “Dusty” store- Students receive points for the “Dusty” tickets and trade them for store items.
- Bicycle Drawing – There will be a drawing for 6 bikes at the end of the year for Perfect Attendance, Straight A's, Academic Excellence, Principal's Award, and Citizenship.

INSURANCE

Accident insurance for students is available through the school district. Information concerning this insurance is sent at the start of the school year or can be found at the office.

LIBRARY/MEDIA CENTER

Students are encouraged to read books and use other materials available in the school media center. Students are allowed to check out during the Computer Science Special, before school, after school and during additional designated check out times during the school day. Kindergarten and 1st Grade students are allowed to have up to TWO books checked out at one time. 2nd through 5th Grade students are allowed to have up to FOUR books checked out at one time. Books are checked out for a ONE week time period. Books may be returned sooner or renewed up to four times, unless the book is needed by another student or teacher.

Students may reserve Sage library books, or request books from other Elko County School District (ECSD) Library (interlibrary loans). If you have overdue books and/or fines from another ECSD library, you will not be allowed to check out Sage library books until your account is cleared. If you have paid for a lost book and find and return the book within one year, you will be reimbursed for the cost of the book. Please remember, report cards will not be issued at the end of the school year if a student owes Library fines, or damaged book fines.

LOST AND FOUND

All articles found should be turned into "Lost and Found". If an article is lost, check Lost and Found as soon as possible as articles are removed from the school every nine weeks.

LUNCH

Currently school lunch is provided free of charge to all students, when this change occurs we will notify you of the change and the cost for student lunches at that time.

LUNCHROOM EXPECTATIONS

Much like the school bus, the lunchroom is an extension of the classroom and the same rules for behavior are expected. Students should be respectful of other people's food, polite to each other and lunch room staff, and speak at a quiet volume with those close to them. Because the amount of time to eat is limited, it is expected that students will eat first and visit second. When it is determined to be appropriate, lunchroom monitors may ask students to stop conversing so they have time to consume their food. Nutrition is an important part of the learning process and we want to ensure that all students have adequate opportunity to finish their meal.

MEDICATION

Medication can only be given to students by the school nurse and only with proper verification from a doctor that the medication is necessary. No medication may be kept by students or in classrooms. Contact the school nurse should it become necessary for medication to be given during school.

MUSIC PROGRAMS

Grades 1-2 & 5 will have a music program sometime throughout the year. Please look for the announcements coming home.

NEW STUDENTS

Parents/guardians must register all new students online on the ECSD website. Please contact the school office with any questions.

PARENT CONCERNS PROCEDURES

If, during the course of the school year, you have questions or concerns about your child's education, please follow this process:

1. Meet with your child's teacher and work through the problem-solving process:
 - A. What is the problem?
 - B. What are the causes of the problem?
 - C. How can the problem be solved? (Identify all the options.)

2. If you were unable to solve the problem after meeting with your child's teacher, please schedule an appointment to meet with the school administration and the teacher.

PARENT/TEACHER CONFERENCES

There are two scheduled times for parent/teacher conferences throughout the school year. You will be contacted by your child's teacher with exact times for your conference.

Conference Dates: November 3rd and 4th and March 30th and 31st.

Informal conferences between teachers and parents are always welcomed should the need arise. In order to maintain the school schedule, it is encouraged to arrange these conferences in advance through your child's teacher. Generally, the best time is before or after school.

PHONE MESSAGES

Classes will not be interrupted for phone messages from parents, unless it is an emergency. Please make all arrangements prior to school time with your child, or let the office know prior to 2:00.

PICK UP/DROP OFF

Sage Elementary will use the following pick up/drop off procedures to maximize student safety:

- The loop in front of the school will **ONLY** be used for quick drop off or pick up (**NO PARKING ALLOWED**)
- There is parking available in the parking lot

PTA

The PTA is a parent-teacher organization developed to help improve our school. Each year the PTA helps with programs for students, volunteering in classrooms, and fundraising for numerous school improvements. Members are always welcome. For meeting dates or membership information contact the school.

RECESS POLICY

All students will be sent outside for recess. Students who are ill will not be allowed to stay indoors without a doctor's excuse stating they are well enough to be at school but not well enough to go outside. In the event that a student needs to stay indoors, only that student will be allowed to stay inside.

REPORT CARDS

Report cards are issued at nine-week intervals throughout the school year for a total of four report cards, two in the first semester and two in the second semester. For any concerns in between reporting periods, contact your child's teacher.

Report cards will not be issued at the end of the school year if a student owes lunch money, Library fines, or damaged book/school property fines.

SAFETY/SECURITY

To ensure the safety of all staff and students, all doors to the school will remain locked. Please ring the doorbell or call the school to enter. Once in, please sign in and get a visitor's pass. While this may seem inconvenient at times, this helps to ensure the safety of your child and everyone in the building.

SCHOOL CLOSING

If for any reason school should be closed, an automated phone call to parents will be generated. It is imperative that phone numbers be kept current in the school office. You can also listen to the following radio stations:

KRJC 95.3 FM

KELK 1240 AM

The superintendent will make the final determination on any school closing. There is an "Alert" page on the district website that will advise of any school closures (www.ecsdnv.net).

SICKNESS

Students who are ill should not be at school. Refer to the Absence Procedures section of this handbook for details on how to report a student's illness to the school.

Please do not request that students stay indoors during the day as this doesn't allow teachers a chance to leave their classrooms. If a doctor has told you that your child is able to attend school but should remain indoors, please provide verification of this.

STUDENT EXPECTATIONS

Walkways

Be safe - Never slide or run on walkways.

Be polite - Don't yell and talk loudly around other buildings while school is in session

Property

Respect others - Never get into another student's desk

Show Honesty - Bring any lost possession to the lost and found

Playground

Be safe - The playground at school is under direct supervision of the building principal or teachers in charge during the designated school day. Students using these grounds other than the designated time will do so without supervision.

Be unharmed - No snowball/rock throwing

Be sensible - No standing on monkey bars

Be considerate - No fighting

Be aware - No one is allowed inside the buildings during recess unless permission is granted from their teacher.

Be smart - Use common sense at all times to avoid getting hurt, hurting others, and getting in trouble.

Be safe and clean - Candy or chewing gum is not allowed on the playground

Be careful - Tackle football is prohibited

Be well mannered - Profanity is prohibited

Money and Valuables

Be wise - Do not bring extra money or valuable possessions to school (i.e. cell phones, iPods, remote control cars, gaming systems, etc.)

Medication

Be healthy - Do not bring any medicine to school, unless your parent, healthcare provider, and school nurse have approved it.

Leaving School

Be cautious - Do not ever leave school during the day without checking with the office

Lunch Room

Be organized - Once seated, do not change places

Be well mannered - Eat politely and use good table manners

Be clean - Clear table of trash

TARDY POLICY

The first bell rings at 8:05 a.m. and the tardy bell at 8:10 a.m. Students who are not in the classroom by 8:10 a.m. are considered tardy. **All students need to check in at the office if they are tardy. Students will receive a tardy slip and be sent to class.**

Excessive student tardies will result in a phone call home to parents/guardians.

TEACHER REQUESTS

Sage does not accept requests for next year's teacher. Student placement for the next year is generated and compiled while considering multiple factors. Sage teachers and administration strive to create balanced classroom groupings for the upcoming school year. If there are extenuating circumstances that would be pertinent when placing your child in a certain class, please contact the administration before the end of the school year. Compliance with any requests cannot be guaranteed.

TELEPHONE CALLS

Use of the telephone by students is limited to **emergency calls and school business calls ONLY.** Calls for permission to attend parties and ride buses with friends, etc. will not be permitted. Please address these matters at home before school starts. A note from the student's teacher is required before the telephone may be used.

TESTING

In order to thoroughly evaluate each student's progress and achievement, a comprehensive testing program is scheduled during the year. Students in grades 3-5 will be tested utilizing state mandated assessments.

All children entering Kindergarten will be required to take a Kindergarten screening test to determine if they are ready for Kindergarten.

Those students who did not attend Kindergarten must take a criteria reference test to determine grade placement.

TRUANCY POLICY

Per Nevada Revised Statute (NRS 392.130), the parent or legal guardian or other person having control or charge of the pupil shall notify the teacher or principal of the school orally or in writing within 3 days after the pupil returns to school.

Sage will adhere to the following procedure when the above conditions are not met and a student is deemed truant:

Truancy #1: Parents will receive a letter indicating that their child has been deemed truant.

Truancy #2: Parents will receive a letter indicating that their child has been deemed truant a second time. The letter will indicate that if the student is declared truant a third time they will be deemed a habitual truant and a citation will be issued.

Truancy #3: A Truancy Citation will be issued and signed by the student. Parents will receive a copy of the citation and a letter indicating their child has been deemed a habitual truant. The Elko County Juvenile Detention Center will be sent a copy of the truancy citation and all three truancy letters.

VISITORS

ANY individual visiting the school for any reason **MUST** report to the school office, sign in and wear the appropriate name tag. If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements. If you will be attending a field trip with your student, please sign in at the office and wear the appropriate name tag. Regardless of reason, all visitors need to report their presence in the building to the office first. Visitors must also sign out at the front office when leaving the school. Per Directive 48 sent from Governor Sisolak, masks are required for any adult in the school building.

VOLUNTEERS

Classroom volunteers are always appreciated. Please make arrangements with individual teachers when selecting times/dates to volunteer at the school. **ALL** volunteers must sign in at the front office when arriving **AND** sign out when leaving. Additionally **ALL** volunteers must sign the Volunteer Confidentiality Agreement on their first visit. Classroom teachers will have these forms. Per Directive 48 sent from Governor Sisolak, masks are required for any adult in the school building.

WITHDRAW

When it is necessary for a student to withdraw from Sage, their parent or guardian needs to contact the office to fill out the necessary paperwork and make sure all accounts and books are accounted for prior to last day of school.

SAGE ELEMENTARY

2022 - 2023

I have read and reviewed the Sage Elementary Student Handbook.
I will adhere to the policies and procedures outlined in the
handbook.

Parent/Guardian Signature

Student Signature

Teacher's Name and Room Number

The classroom teacher will keep this on file for the 2022-2023 school year.