

Hannah Marie Brown Elementary School

Family Handbook and Calendar

2024 - 2025



Watch what we do, to see what we believe.

We are so excited to kick off the 2024-25 school year! This collection of information should give our families a good understanding and resource for procedures, policies, and routines within our school and CCSD.

Contact Information

Mrs. Megan Sensibaugh, Principal
Mrs. Anna Sumsion, Assistant Principal

Ms. Sharon Felice, Office Manager
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Ms. Kaylee Barnes, Clerk
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School Office: 702-799-2250
School Fax: 702-799-2225

Facebook: Hannah Marie Brown Elementary School
Visit our website at: hannahmariebrownelementaryschool.com
Address: 10 Chapata Drive, Henderson, NV 89012

School Hours

*Office Hours: 7:45 a.m.- 3:45 p.m.

*Instructional Hours: 9:00 a.m. - 3:11 p.m.





Welcome to Hannah Marie Brown Elementary School!

Home of the Brown Bears and the Bears Code!



Our Vision

At Hannah Marie Brown Elementary School, we are a community where all children will be seen, heard, loved, and encouraged to develop to their fullest potential. Our entire community is dedicated to building lifelong learners and contributing members of society with cross-cultural understandings.

Five Pillars of Hannah Marie Brown Elementary School

As a staff, we are fully committed to nurturing our students so that they all can and will learn, build confidence and intelligence, dream of what their future will be, and achieve goals that can make that dream a reality. Everything we do will be based on the following five mindsets or "Pillars:"

1. Create a safe, kind, and respectful environment where everyone belongs, and the whole child is developed.
2. All students engage in **rigorous academic work** that is relevant, developmentally appropriate, culturally responsive, and innovative.
3. All students feel a sense of **value and success for effort and growth** as they progress through a **differentiated curriculum**.
4. All hands on deck! Family **engagement and communication** are critical in the Hannah Marie Brown Elementary School community.
5. **Have fun, smile, and be a kid!**

Mascot Information and BEARS CODE

As a community we voted and decided that we are the Brown Bears! Bears are strong, brave, cuddly, and nurturing. Along with those characteristics, our character education plan will focus on some additional specific attributes. All students will learn about, practice, internalize, and be celebrated for these attributes during their time in our school.

- B: Be brave, believe in yourself, and be kind.**
- E: Encourage and have empathy for others. Encouragement leads to excellence.**
- A: Acceptance of all, celebrate differences**
- R: Respect for self, others, and your community**
- S: Smile. Smiles are contagious!**



Hannah Marie Brown ES

Policies and Routines



Arrival & Dismissal

When students come to school, the playground will be open and supervised beginning at 8:35 a.m. The lineup bell will ring at 8:50 a.m. Students will line up in the designated area with their classmates at that time. A second bell will ring at 9:00 a.m. to begin the instructional day. All students should be in their classrooms at that time. Students are to walk home, ride the school bus, or be picked up as soon as school dismisses at 3:11 p.m. Supervision is provided only until 3:21 p.m. **Arrangements for after school or getting home must be made prior to the child arriving at school each morning. Since we cannot verify who is calling, we cannot relay phone messages to students regarding changes in plans for after-school plans/dismissal.**

Parents are strongly encouraged to register their children for Safekey, even if they do not plan to have their children attend Safekey. In the case of a late pick-up or an unforeseen event, parents can rely on Safekey to ensure their children are safe and being taken care of after school. Children must be pre-registered for Safekey through the City of Henderson Parks and Recreation Department (702-267-4100). If registration and payment are not made, the student will not be allowed to attend Safekey - even in the case of an emergency.

Closed Campus: For safety and security purposes, Brown ES will be a closed campus. This means that parents are not allowed on to the blacktop or playground during arrival/drop off and dismissal times. Staff will be on duty on the playground and blacktop area as students enter the gates before school, as well as at dismissal. After school, parents/guardians will meet their students outside of the gate. Gates will be open on Chapata Drive and Drawback Street for students to enter and exit. Please make sure your child is very clear on where they are going to meet their parent/guardian after school. This can cause a lot of worry and fear if a child does not know where they are meeting their parent/guardian. It is encouraged that older students walk to the Reunion Trails park to reunite with the parent/guardian picking them up.

Points of Entry & Exit for Arrival/Dismissal

***Chapata Street (& bike rack)**

Drop off/Arrival: Beginning at 8:35 a.m., students may be dropped off on the curb that lines the blacktop. They will enter the playground through the bike rack. Students can ride their bikes and lock them in the bike rack. The bike rack will be locked at 8:52 a.m.

Pick Up/Dismissal: Students may exit through the Chapata Street bike rack at dismissal.

***Drawback Street (& bike rack)**

Car drop-off line/Arrival: Students can be dropped off at the front of the single-file car line on Drawback Street. Beginning at 8:35 a.m., staff members will be at the front of the line assisting students with quickly exiting the car and ensuring they enter the playground safely. Please make sure that your student is packed up and ready to exit the car upon the approach to the front of the car line. This will help expedite the process and keep the line moving. Do not release your child from the car until you reach the front of the line. Thank you for waiting, as cars will not be allowed to pass and exit the line.

Pick Up/Dismissal: There will not be a car line for pick up. Parents/guardians may park along the drop-off curb during dismissal and wait for their students outside the gate. Do not double park, block the driveways of homeowners, or park in red zones. U-turns are illegal. Please use the crosswalk.

***Front of the School**

Morning Drop off: While this is the primary drop-off location for Kindergarten students and students in special programs, all students may be dropped off at the front of the building. Beginning at 8:35 a.m., parents may either park in the front parking lot and walk their students up to the awaiting staff member or access the car line at the front curb. Your student will exit the car to an awaiting staff member once you feel your student is ready to do this. Again, please do not allow your child to exit the car until you reach the front of the line and a staff member can assist. **1st-5th grade students will enter the MP room and proceed to the blacktop.** For kindergarteners, it is an excellent way to promote independence, confidence, and pride. They seem to walk a little taller when they know they are old enough to walk into the Kindergarten playground on their own. Staff will be on duty to ensure safety and supervision. If a bus is dropping off students in front of the school, do not pass it if the red lights are flashing and the STOP sign is out. Cars are to follow in a single file line, with no passing to exit the parking lot before the car in front. Cars exit the parking lot onto Drawback Street.

***NOTE:** Students will not be allowed to enter the building via the front office if dropped off in the front before 9:00 a.m. They will be redirected to the playground, which may result in a tardy if their class has already entered the building. This is not the preferred way to start the day. Please arrive before 8:50 a.m. so they may begin the day with their classmates on the playground.

Pick Up/Dismissal: At the end of the day, kindergarteners will be released to parents/guardians waiting outside the gate.

Parents/guardians must park and walk up to the kindergarten gates to pick up their child. Kindergarten students will be released one at a time from their teacher, once the staff member identifies the person picking up the student. Kindergarten students will not be released without an adult being present for them. Thank you for your patience as our staff members get to know and recognize our families. This may take a few extra minutes in the beginning. Safety is our number one priority, and will not be rushed. Older siblings of kindergarteners who attend HMB ES will be sent to the kindergarten pick-up spot to reunite with the kindergarten siblings for dismissal.

***Bus lane:** Students may enter and exit the bus lane gate; however, cars may not drop off students from within the bus lane gate.

***Please do not leave students/children unattended in the car. It is a safety concern and against NRS (Nevada Revised Statutes).**

***Please do not park in a handicapped/disabled parking spot without appropriate placards or plates.**

Patience and safety: As always, we are role models for our children. Packing your patience and planning for a few extra minutes will keep everyone safe and calm during this process. Above all, be kind to your fellow parent drivers and staff members on duty.

Attendance & Absences

The Board of School Trustees and the Nevada Revised Statutes ([CCSD Policy 5113](#)) require school attendance. It is the position of the Board that if a student is absent, no learning can take place. It is the parent's responsibility to ensure that regular attendance is maintained throughout the school year and that the child is on time to school every day.

Absences are for illness and unavoidable events; not vacations, family outings, camps, or any other recreational or non-academic event. Attendance contracts may be implemented if concerning patterns of

attendance begin to develop. Educational neglect may be filed if poor patterns of attendance continue.

When a student is absent, parents should send a DOJO message or email to their teacher, or they can call the office at 702-799-2250. Within three days of an absence, a signed letter of explanation must accompany the child to school or complete the [digital link](#) (also available on the school website). The note must include the child's name, date of absence, reason the child was unable to attend school and a signature by parent, guardian or doctor. Excused absences include: illness, medical appointments, death in the family, mandated court appearances, and approved religious holidays. Unexcused absences include, but are not limited to: babysitting, personal business, vehicle breakdowns, a missed bus, a malfunctioning alarm clock, and truancy. **It is the student's responsibility to make up any missed work due to an absence.** Parents may request excused, prearranged absences up to a maximum of five (5) school days a semester, subject to the principal's approval. No absences will be approved during standardized testing weeks. Missed work will be assigned **AFTER** the student returns from the absence (excused or prearranged) and cannot be given out ahead of time. **More than 20 absences (excused or unexcused) during the school year will trigger an automatic retention review. Fewer absences combined with failure to meet grade level standards may also be a reason for retention.**

If a student misses ten percent of the days in school, they are deemed "chronically absent" per the Nevada Department of Education and are closely monitored.

Tardiness disrupts the educational process. A late arriving student causes the loss of instructional time to himself/herself and other students, as well as interrupting instruction. Hannah Marie Brown Elementary School's tardy policy will be enforced.

Absences (excused/unexcused) and tardies are monitored, along with being documented through computer generated reports and letters at three, six, nine, and fifteen absences. A required parent conference with administration may be set up to discuss attendance concerns and to sign an Attendance Contract. If the attendance issue continues, educational neglect may be filed. Attendance Officer home visits may be set up to follow up on whereabouts, unknown concerns, or lack of parent response to administrative requests for a conference.

Students will NOT be dismissed any time after 2:45 p.m. to protect your child's learning time and safety in school. We encourage you to make appointments after school hours so that your child does not miss instruction.

Bikes & Scooters

Two locked bike racks are provided at school. For safety, all students must walk their bikes or scooters on the sidewalk once they arrive on Brown's campus. Bikes and scooters must be parked in the bike racks provided during the school day. Parents must provide bike locks for their children. The school is not responsible for any loss or damage to bikes or scooters. **Skateboards are prohibited for safety reasons.**

Bus Rules

Students who ride the bus to and from school must follow the rules set forth by the bus driver and the Clark County School District. Bus transportation is a privilege, and all CCSD rules and regulations are strictly enforced. Citations are issued to students who do not follow the rules of safety and conduct. With three citations, students may be suspended from riding the bus a minimum of three days. This is not a valid reason for being absent from school. Students should not arrive at the bus stop more than **five minutes** before the scheduled pick-up time. Students who miss the bus after school are to report to the front office. Bus transportation questions may be directed to 702-799-8100.

****There are no toys (balls, games, playground equipment, etc.) or electronic equipment beyond cellular phones permitted on the school bus and/or at school. These items will be confiscated if brought on the bus or to school and will not be returned until a Required Parent Conference is held.***

Classroom Communication, Progress Reports, and Unsatisfactory Progress Notices

Progress grades will be available in Infinite Campus at the end of each month. Please contact your child's teacher if you would like to receive a paper copy. Report cards are issued at the end of each semester for all students.

During the sixth week of each grading period, teachers are required to send notices of unsatisfactory progress to parents/guardians. Whenever a student's grade appears likely to drop two or more grades, or if a student appears likely to get an N for "needs improvement" for that semester, a notice of unsatisfactory progress is sent home.

Should you desire a conference with your child's teacher beyond this ongoing communication, please contact him/her directly so arrangements can be made. We encourage parent involvement and frequent conferences.

If you do not have access to your child's Infinite Campus database, please contact the school office for log-in information or contact the CCSD Infinite Campus Hotline at 702-799-PORT (7678).

Classroom Disruptions

Brown ES staff is committed to using instructional time to its fullest advantage, and we ask for your cooperation in this ongoing effort. Messages, delivery of items, etc., to students who are in class will be limited to emergency situations only. Please make every effort to plan students' appointments before or after school.

Lunch brought in after the instructional bell will be placed on a table in the lunchroom for the student to pick up when they enter the MPR for lunch. Please make sure the bag/lunch box is clearly labeled with the student's name.

Water bottles with a name on them will be placed in the teacher's mailbox for pickup. Please remember that we do have plenty of water fountains around the building that students may use throughout the day if they forget their water bottle.

Any student work that is delivered (forgotten homework, projects, books, etc..) to the front office will be placed in the teacher's mailbox (not delivered to the classroom). It is the student's responsibility to bring in items that are due to the teacher at the beginning of the day—not a family member. Scores are not reduced on assignments submitted within two weeks (10 school days) of the due date; however, chronic late/missing assignments will impact the Citizenship/Learner Behavior Grade.

Class Parties/Birthday Celebrations

****NOTE: Due to latex allergies, latex balloons are never allowed in the building for any reason.**

Sweet Treats such as cupcakes, donuts, or candy should only be brought in on celebration days (Halloween, Holiday party, or Valentine's Day). Items must be pre-approved by the classroom teacher ahead of time based on appropriate timing and knowledge of any food allergies. The front office will confirm with the teacher that these items were pre-approved before sending them back to the classroom. If they were not pre-approved, the food items will not be delivered to the classroom.

Homemade items are not permitted. Items purchased from a store must have a label clearly stating that they are *made without nuts and in a nut-free factory or facility. No colored punch is permitted in the school.* Water or clear juice is preferred.

Birthday bags may be brought in and given out at the end of the day to all students in the class by the classroom teacher. **Birthday bags CANNOT contain food, candy, or sweet treats due to unknown food allergies.** Birthday bags must be approved by the classroom teacher at least 24 hours before handing out the goody bags. Classroom teachers may not approve of this practice, so it's important to check with them first. Birthday party invitations cannot be handed out in school unless there is one for every student in the class. This can be a source of hurt feelings and a disruption in the learning environment when all children are not included in the fun.

Communications from and with Teachers

Monthly classroom newsletters will be provided by your child's teacher. The monthly newsletter will contain information about current skills and concepts taught and other happenings within your child's classroom.

All teachers will use Class DOJO to communicate with parents or groups of parents. Please work with your teacher to set up the accounts. Furthermore, teachers will communicate with parents through phone calls, emails, and newsletters. Teachers are not required to share their personal contact information with parents. Parents are encouraged to communicate with teachers whenever there is a concern. Please understand that teachers have 24 business hours to respond to a voicemail or email. We are unable to pull a teacher out of the classroom during the school day to take a parent phone call or discuss a matter. Please contact the teacher to set up a conference time. Face to face conversations are always the best option for the most effective communication.

Teachers are not required to monitor email beyond contract time. Emails sent to teachers after 3:21 p.m. will be returned within 24 business hours. Also, teachers do not check their emails throughout the day because they are engaged with students or preparing for instruction. Do not send teachers emails in the middle of the instructional day for last-minute changes of plans for pick up/dismissal or other time-dependent information. Chances are they will not get the information.

Contact Information

It is critical that the office has the most current contact information for parents/guardians in case of an emergency. Please make sure to list at least one emergency contact person in case you are not available. Furthermore, be sure to include information for anyone who may be asked to pick up your child from school. If they are not listed in Infinite Campus, your child will not be released to them. Anyone picking up a student must be prepared to show identification.

Counseling Program

The Hannah Marie Brown Elementary School Counseling Program will help set the foundation for developing the whole child through knowledge, attitudes, and skills necessary to become a healthy, competent, and confident learner. The HMB School Counseling Program collaborates with school staff, families, and the community to proactively create a safe and respectful learning environment. By providing research-based education, prevention, early identification, and intervention, Elementary School Counselors help their students achieve academic goals, develop an understanding of college/career opportunities, and develop social/emotional skills in response to the challenges they face. The HMB School Counseling Program offers short-term, solution-focused counseling that seeks to reduce barriers to learning. School Counselors do not provide long-term therapeutic counseling services.

Statement of Confidentiality:

Your school counselor keeps all information confidential unless disclosure is required to prevent clear and imminent danger to you or others or when the law requires that confidential information be revealed. Should your child or family have a need, concern, or question, please contact Mrs. Davidson, the Hannah Marie Brown School Counselor, at 702-299-2250, or email her directly at davidjm@nv.ccsd.net.

***Emergency Matters:** Dial 911 or contact SafeVoice at safevoicenv.org or call 1-833-216-SAFE (7233).*

The Hannah Marie Brown Elementary School Counselor believes:

- All students have inherent dignity, strengths, and worth; should be treated with respect.
- All students have the right to access a school counselor who serves as their advocate.
- All students succeed best in safe, nurturing, developmentally appropriate environments.
- All students can become productive members of society.
- All students can achieve academic, college/career, and social/emotional success when given appropriate and timely support and interventions.
- All students can learn to be resilient in the face of challenges.
- All students deserve to be members of a school community that is culturally compassionate, responsive, and equitable.
- Data should be used to design, implement, evaluate, and continuously improve the school counseling program.
- School Counselors serve as leaders and collaborators in assessing barriers to academic success.
- School Counselors collaborate with families, stakeholders, and community resources to meet student needs and to work toward common student goals.

Crossing Guards

Crossing guards are employed by the Henderson Police Department to ensure the safety of students while crossing streets to and from school. All students walking to and from school are expected to follow the crosswalk guidelines as developed by the crossing guards for their own safety. Make sure to give them a smile and thank you for their tireless efforts.

Enrollment and/or Withdrawal

Students must officially enroll through the school office before they can attend class. A birth certificate and immunization records are required for students new to the school district. Proof of residency is required by all students. Falsifying address information is subject to immediate withdrawal of the student.

Field Trips

We recognize the value of Field/School Trips as a way to enhance and enrich the school experience for students. With this in mind, it is important that the safety of our staff and students is a top priority when on and off campus. As voluntary participants in District-authorized social events and school trips, students shall comply with established district regulations and rules for student conduct. Students who do not comply with these rules and regulations shall be subject to disciplinary action. Participation in District-authorized social events and school trips is a privilege that may be denied to students who demonstrate a disregard for District regulations and rules for student conduct.

Food Services

As of this printing, there is no charge for breakfast and lunch for all students for the 2024-2025 school year. A variety of items, such as milk, juice, sweet rolls, pancakes, French toast, and cereal, are available. Breakfast is served only from 8:35-8:50 a.m. in the lunchroom. Additionally, our school is a supper meal site. All students are currently eligible to receive an additional meal at the end of the school day. The supper meal must be consumed in the cafeteria. ***Prices and no charge for breakfast, lunch, and supper meals are subject to change.***

Grading Information and Policy

All schools must utilize the grading scale, which is an equal interval balanced scale. The District reports student achievement to identify mastery of grade-level NVACS/NVACS Connectors and District curriculum in designated content areas ensuring equity and accuracy in reporting. Grades shall not be influenced by behavior or other nonacademic measures (e.g., late or missing assignments, attendance, participation, responsibility). The complete HMB ES grading policy (including information on reassessments, homework, learner responsibility grades, and W grade) is posted on our school website at www.hannahmariebrownelementaryschool.com.

Health Services/Medication

The school nurse is available on a limited schedule per week. Students who become ill or injured at school should report to the health office. Our School Health Assistant (SHA) will assist the student and notify his or her family if the illness or injury is of such a nature that the student must go home. Students are not permitted to leave the school without permission from the school office. Only the school administration and/or Health Office staff may send a student home for an illness or injury.

If your child feels ill, is vomiting, has diarrhea, or has a fever greater than 100 degrees Fahrenheit, please keep them home from school. In accordance with CCSD's health guidelines, students with a fever may return to school when they have been fever-free (less than 100 degrees Fahrenheit) for 24 hours without the use of fever-reducing medication.

Many children must be on medication around the clock. A student needing medication during school hours must have a completed Medication Release (CCF-643) form on file, which can be obtained from the office personnel or by visiting the "Student Health" tab of our website. The medication must have been prescribed by a licensed prescribing practitioner. No over-the-counter medication may be given without a prescription or be carried by the student.

If your child requires a specialized health procedure on campus (i.e., diabetic care, g-tube feeding, tracheostomy care, Epi Pen, etc.) please contact the school nurse for more information about which forms, supplies, and equipment will be needed on campus.

If a child has a cast, splint, or other medical device that limits mobility to aid in healing, we MUST have a doctor's note in order for the child to attend school. The doctor's note should clearly state how long the student will have it and limitations for PE, recess, etc. NO EXCEPTIONS. This will allow us to do our best to accommodate any special needs or adaptations because of an injury.

Students may have vision or hearing screening performed, based on state mandates (NRS 392.420). Please notify the school nurse in writing if you do not want your child to participate in any of these screenings. This screening exemption will remain active unless revoked in writing.

Homework

At Brown Elementary School we believe that the reinforcement of skills, development of self-discipline, and the good study habits daily homework develops are of great importance in the development of successful students. During the school year, you can expect your child to have homework on a daily basis, Monday through Thursday, which includes nightly reading. We ask that you help your child develop these important skills by making certain the homework is completed accurately and returned. Teachers will be communicating with you if your child does not fulfill his or her part of the commitment. The approximate number of minutes you can expect your child to be engaged in homework Monday through Thursday evenings is listed by grade level below. This is a range and naturally will vary with each child. If you have any questions or concerns, please feel free to contact your child's teacher.

Kindergarten and First Grade:	10-20 minutes of homework
Second and Third Grades:	20-30 minutes of homework
Fourth and Fifth Grades:	40-50 minutes of homework

There may be rare times your child does not have homework. This will be the exception, not the rule.

Additionally, students will be provided makeup work for excused absences when they return to school (not before or during an absence).

Lost and Found

We will not be able to collect lost items or hold them in one central place anymore. Please do not allow students to bring valuables to school. Please mark all items clearly with your child's name. This simple measure will help us return lost items quickly. Items that are not marked with a name or other identifiable information will be recycled or donated bi-weekly.

Parent Concern

We want everyone to be pleased and satisfied with every aspect of the school operations; however, we know that on occasion, you may have a concern. If the concern relates to your child, the first step is to contact your child's teacher. If not satisfied after talking with the teacher, you may also fill out a parent concern form for administration to address, or request an appointment with an administrator. Administration will facilitate a conference with the teacher and the parent in order to find a resolution.

Personal Belongings/Toys

Items brought to school should be kept inside the child's backpack, a paper bag, or other container until needed in the classroom. Parents are urged to print names on items such as lunch bags/boxes, coats, sweaters, and backpacks. Do not allow your child to bring balls, toys, or other items to school which are not part of the educational program. Toys brought to school will be confiscated and returned at the end of the school year or during a Required Parent Conference. This includes electronics such as iPods, MP3 players, Game Boys, Pokémon cards, etc. This **does not** include student cellular devices; yet if they ring/vibrate during instructional time, they will be confiscated per CCSD policies and regulations. Cellular devices must be turned off and in backpacks or book bags during the school day, including lunchtime (not carried on the student's person). Students are not permitted to take photographs or videos with their cellular devices while on school campus. Non-locking signal locking bags have been provided to Hannah Marie Brown ES and will be used for cellular devices throughout the year during testing/assessments.

Picking Up Children During School Hours

If it is necessary to pick up your child during school hours, you must come to the Front Office first to provide us with a photo I.D. as required by the Clark County School District. After verification, we will call the student out of class. All persons **must** check in at the office before picking up a student. We exercise extreme care when releasing children from our school for their safety. We also ask that you do not pick up students between 2:45 and 3:11 p.m. for the safety of our children. Students will **not** be released after 2:45 p.m. unless it is an emergency.

Safekey

Safekey (sponsored by the Parks and Recreation Department of the City of Henderson) is a supervised before-and-after-school program that provides a fun, safe environment for children. For a nominal fee, this program features crafts and games, study and homework time, special programs, and snacks. Advanced registration and payment is required. We are requesting every parent to register his or her child in case you have an emergency and are unable to pick up your child on time. You will know that your child will be waiting safely for you in Safekey until you arrive. If payment has not been made, the student will not be allowed in Safekey. They will be sent to the front office to contact parents for an immediate pick-up. **Reminder: The front office is not a location for students to wait for parents after school. For more information regarding Safekey, please call 702-267-4100.**

School Communications

Monthly school newsletters, **entitled the Brown Bear Necessities**, will be electronically provided by the school the **first week of each month**. Parentlink emails will be sent for school-wide information and events. We will send out Facebook messages and post information on our school website. NOTE: Please ensure that the office has your most up-to-date contact information so you will receive any Parentlink notifications sent out. Our goal is to not ever have someone say, "I didn't know that" because of something that we did not share.

****NOTE regarding Facebook:** Please understand that staff do not actively monitor for questions posted on Facebook or questions sent via Facebook Messenger. Response times may vary. It is best to call the front office for questions. Furthermore, Facebook is a communication resource and not a platform for complaints, controversy, threats, or negative communications. Administration retains the right to delete any inappropriate, negative, threatening, or controversial comments or messages. If a parent has a concern or complaint, they are encouraged to schedule a conference with administration to address the issue and find a resolution.

Siblings & Classroom Visits

Younger, non-school-aged siblings CAN attend with parents any formal class events or performances (i.e. Readers Theater) that are held in the classroom, MP room or amphitheater. They are not permitted to attend class parties in any location in the building or be with the parent while volunteering in the classroom or workroom/area.

Parents must supervise and monitor younger siblings for any behaviors or actions that may be disruptive or distracting to the students performing or participating. When antsy behaviors occur, please remove the younger sibling from the room for a break and return once settled down.

Other siblings who attend Brown ES cannot be pulled from their classroom to attend a sibling's classroom event.

Standard Student Attire (SSA)

****Note: Masks, protective face coverings, or shoes do not need to be SSA colors.**

Brown ES is a Standard Student Attire (SSA) school. Daily, students must wear the SSA colors only (navy blue, red, gray, white, and khaki). Clothing cannot have any embellishments, such as rhinestones or sequins. Lace trim is permitted (minimal amount). Apparel must be a solid color (no stripes, designs, logos, etc.). Apparel with our school mascot, logo, or school design is permitted. Jeans and denim are **ONLY** permitted on free dress or spirit days.

If a student is out of dress code (the standard student attire and/or CCSD dress code), they will be sent to the Health Office. At that point, the parent will be notified that their child will be given an SSA alternative from the health office to wear for the day; or the parent can bring in clothes from home so that the student meets the appropriate dress code for school. Repeated SSA violations will result in an SSA Citation and a required parent conference with administration. **NOTE: When returning any garments back to the Front Office, please make sure they are washed and sealed in a bag.**

Whether it is a normal SSA day, a free dress day, or a spirit day, students must follow the CCSD dress code, which includes no spaghetti straps, no bare midriff, no holes or frayed jeans, shorts/skirts/dresses must be at least fingertip length, tank tops/shoulder sleeves must be three inches wide, and no flip-flop sandals. Crocs and similar footwear should have straps around the heel/ankle. Leggings, tights and fitted exercise leggings/pants, are not considered pants. If worn, they must be solid SSA colors and must be worn underneath garments that are fingertip length, such as skirts, shorts, tunics or dresses.

Student Insurance

Student accident insurance is available to all students. Forms and additional information are online at ccsd.net>Parents.

Student Records

An active record of students' progress is kept at school. Students' school records remain after they graduate. Colleges they may attend, prospective employers, or even the students themselves may desire information from their school records. The major items found in the permanent records are:

- * Factual Information (parents' name, student's date of birth, home address)
- * Grades Earned Throughout the Child's School Years
- * Attendance Record
- * Honors Received
- * Health Records
- * Academic Progress

The Family Educational Rights and Privacy Act of 1974 provides parents access to records that are directly related to their child. It also provides parents or guardians an opportunity to seek correction of records they believe to be inaccurate or misleading.

Records may be requested through the Front Office. The school has ten days to provide requested copies.

Technology Information & Device Responsibilities

Students will be assigned a chromebook or similar device to use for instructional purposes. Students must follow the Acceptable Use Policy (AUP) at all times, while in possession of the device. Students are responsible for the condition and functionality of the device.

Students who are issued a CCSD owned device will be assessed a \$20 fee (per damaged part) for each instance of accidental damage. The fees/fines listed in the updated CCSD Cost Table will be used in cases of intentional damage or in the event of stolen devices. Note: Lost devices will incur a charge of the full replacement cost of the device.

Parents may refer to the Safety and Your Mobile Device document, as well as the Mobile Device Guidelines and Expectations document for more information. They are posted on the school website.

Telephone Use

The school office is the center of activities and is busy at all times. Students may use the phone only in case of an emergency. It must be used with discretion and with the permission of the office personnel. Your cooperation in guiding your child in this area is appreciated. Student cellular devices (including Smart Watches) cannot be used during the instructional day. This includes texting, watching videos, or taking pictures/videos. The cellular devices may be used before or after school.

Non-locking signal blocking bags have been provided to Hannah Marie Brown ES and will be used for cellular devices throughout the year during testing/assessments.

Traffic Safety

Please help us keep your children safe by observing our Traffic Safety Rules. With your cooperation, the parking lot and streets will be safe for our students and families.

- **Front Parking Lot directionality during Drop off and Pick up times:** The front parking lot is one way from 8:30-9:00 a.m. and from 3:00-3:30 p.m. Enter from Chapata Drive and exit onto Drawback Street. When exiting Drawback, it is a right turn only for the safety of our pedestrians and the cross traffic. Please always be on the lookout for unexpected pedestrians walking through the parking lot.
- **It is ILLEGAL to make a U-turn in a school zone.** Chapata Drive and Drawback Street are both in a school zone. For Chapata Drive, you must follow the Drive to the end and U-turn at the end of the circle in a natural traffic pattern. Do not drop off your student and do a U-turn to decrease waiting time. This is illegal and very dangerous for other drivers.
- Cars may not enter the bus lane, which runs between the park and the school.
- Do not park in the parking lot, and release your student from a parked car. Careless drivers may not be watching or expecting a child to be walking in the parking lot area.
- School buses may be parked on the front curb as well. **DO NOT PASS A SCHOOL BUS WITH ITS FLASHING STOP SIGN OUT. That is the law, even in a parking lot.** They are actively loading students when the STOP SIGN is out.
- Do not double park anywhere in the parking areas including surrounding neighborhoods or drop off zones. Do not block other cars or driveways in the neighborhood.
- Do not park in any red zone around the school building. Your vehicle may be towed at your expense, or you may receive a ticket from the Henderson Police Department.
- Do not park in handicapped parking spaces unless you have the proper documentation and identification in/on the vehicle.
- **Do not leave students/children unattended in the car. It is a safety concern and against NRS.**



Hannah Marie Brown ES

Social-Emotional Learning, Recognitions, Character Education, and Behavior Expectations



Positive Actions and Recognition Activities

GOTCHAS: Throughout the year we will be working hard to learn about and apply the Brown BEARS Code. These traits and conflict resolution skills will be modeled, taught, and reinforced by all staff members. Students who demonstrate exceptional applications of the traits and conflict resolution skills may be given a GOTCHA. The student can place the GOTCHA in the raffle box to win a BEARS CODE FOLLOWER bracelet each Friday.

BEARS CODE EXPERTS: Students who demonstrate an exceptional effort or act that exceeds the BEARS Code expectations may earn a BEARS Code EXPERT bracelet immediately. Their name and efforts will be shared on morning announcements, written on a "BEARS CODE EXPERT: FOUND" poster, and posted in the EXPERT Gallery hall.

PACK OF THE WEEK: Every Friday afternoon, one primary class and one intermediate class will be selected as Pack of the Week. This recognition is based on class actions, behaviors, efforts, and culture outside of the classroom (i.e. specialist's class, hallways, lunchroom). The Principal and/or AP will visit the classroom with snacks and read a story to celebrate the "pack." The class will receive a certificate and a banner to hang outside of the classroom for the next week.

STUDENT OF THE MONTH: One student from each class will be selected by their teacher to attend the Student of the Month luncheon with the Principal and/or AP. This student is someone who consistently demonstrates the BEARS Code at a high level, works hard, and does the right thing when nobody's watching.

ATTENDANCE: Attendance incentives will be announced monthly for students with 90% or higher monthly attendance rates. Students with 100% attendance will be recognized and celebrated at the end of each semester.

We are very proud to be a "*Beary*" *Kind* school! As a result, we will be focusing on character traits, acts of kindness (AOKs), conflict resolution skills and how they relate to kindness. Special recognitions will be given to the students who demonstrate great choices related to their actions and interactions with their classmates.

Every Monday, students and staff are encouraged to proudly wear any type of BE KIND t-shirts or t-shirts with messages about kindness **with SSA bottoms**, to celebrate and remind ourselves of the exceptional kindness at Brown Elementary.

Bullying and Cyberbullying

Bullying is when a person deliberately hurts, intimidates, harasses, or embarrasses another person repeatedly. It may also be a one-time, traumatic, and/or extreme event. Cyberbullying is when a person or persons deliberately and repeatedly bullies another person through the use of electronic devices.

The Clark County School District and Hannah Marie Brown Elementary School are committed to providing all students with a safe and respectful learning environment in which persons of differing beliefs, characteristics, and backgrounds can realize their full academic and personal potential. **We have a zero tolerance for bullying and cyberbullying.** We encourage students who are targets of bullying, cyberbullying, harassment, and/or intimidation and students who have firsthand knowledge of such behaviors to report such claims to a trusted adult, such as a teacher, counselor, or school administration. Students are taught, “Don’t stand by; stand up.” We appreciate your help in supporting and encouraging our efforts to eliminate bullying on our campus.

If a bullying allegation is made by a student, parent, or staff member, a formal bullying investigation will be completed by administration. This includes notifying all parents of the investigation, and interviewing parents and all students involved, along with witnesses. A decision will be made within five to seven school days to either substantiate the allegation or dismiss the allegation. If the allegation is substantiated, disciplinary action will follow, along with creation of safety plans for each of the main students involved (victim and perpetrator).

School Wide Progressive Discipline Plan

Our staff is committed to coaching and teaching students through character education, social skills, natural consequences, and teachable moments; however, sometimes coaching and redirecting may not be successful, or incidents may occur that impact the safety and the well-being of the students (not bullying-related). At that time, our staff will follow the Progressive Discipline Plan.

Level 1: Teacher & Student The first step involved in correcting misbehavior is a discussion between the student and the teacher to create a plan for understanding and correcting bad choices. Depending upon the student’s response to the coaching and redirecting approach, the teacher will judge how long to pursue this until the next step is taken (if not successful). As a best practice, parents should be contacted regarding a recurring issue as soon as a pattern is suspected or there is a concern that seems to endure one or two reminders/redirections. The counselor may become involved to assist in reshaping the concerning behaviors or teaching strategies to correct behaviors.

Level 2: Teacher, Student & Parent After repeated, informal conferences to assist the student in making better choices about a chronic minor issue or when a misbehavior is more severe/disruptive, the teacher will issue a Brown Citation or other written notice. This serves as a “heads-up” for the child and the parent. The teacher keeps a record of the notice and will call parents to discuss the concern and formulate a new plan. If the behavior that warranted the citation is repeated, teachers may schedule a formal conference with the parents, child, counselor, and/or administration. At this stage, an individualized behavior/reinforcement plan or behavior contract may be created to encourage and teach positive behaviors.

Level 3: Teacher Follow-Up/Parent Contact After three (3) Citations for the same behavior, or when the offense is more severe (i.e. a first-time event that impacts the learning environment for others), a parent conference will be held with the teacher, parents, and child. Teacher’s may request the counselor, behavior interventionist, and/or administration depending on the severity of the misbehavior.

Level 4: Administrative Involvement Unsuccessful, corrective action at the classroom level (habitual discipline issues) or a first-time event that severely impacts the safety and well-being of others and the learning environment will be followed by documenting the misbehavior/incident in Infinite Campus and referring the student to the Principal or Assistant Principal. A Required Parent Conference (RPC) (with or without removal) will be scheduled with administration. The student may be removed from school prior to the RPC (the student cannot attend school until the conference has been held), depending on the severity of the initial administrative referral and the circumstances affecting the learning environment.

Level 5: Required Parent Conference with Removal or Suspension Extreme behaviors, violence towards students/staff, or continued misbehavior will result in a Required Parent Conference (RPC) with removal from school or a suspension with instruction (SWI), depending on the infraction and the level of previous progressive discipline. School Police may be involved.

Level 6: Suspension: Additional/continuing misbehavior will result in the continuation of progressive discipline, which includes (but not limited to) additional RPCs, removal from school, suspension from school, and/or expulsion from CCSD.

*The exceptions to the above progression are serious offenses that include physical aggression, drugs, weapons, inappropriate contact, etc. They will begin at Level 4 or above and may result in the involvement of school police.

*Due to FERPA laws, we cannot discuss information or share discipline regarding other students with parents (i.e. students who are not their children or not legally responsible for).

*504s and IEP/BIPs will be followed if the behavior or incident is related to the information outlined within the documents; however, a 504 or IEP does not exclude a child from progressive discipline, if appropriate.

*Bullying and physical violence are not condoned, and weapons are not allowed on campus. Students with a weapon will be dealt with according to CCSD guidelines. **Please be aware that in addition to fighting, “play fighting” is NOT allowed. Also, any toy/replica weapons or ordinary items utilized as weapons may also be considered as weapons and disciplinary consequences may apply.

Student Searches

Students are hereby informed that they will be subject to search while on campus or school sponsored events. Searches of a student's person or possessions while at school must be reasonable and require that the search be justified. A reasonable suspicion of wrongdoing should be present. Students have no expectation of privacy when using district-assigned property and routine searches may be conducted.



Hannah Marie Brown ES

Volunteer and Visitor Guidelines



A Message to Our Volunteers

Volunteers are an integral component of Brown Elementary School's educational program. Our school serves as an important link between family, friends, and the community. Parent participation in learning is vital for achieving the educational goals that help children become successful. We can never have too many volunteers!

The entire Brown Elementary staff is committed to making sure each volunteer has an opportunity to make significant and productive contributions. Please let us know how the school can best utilize the talents of our community to enhance our educational goals and the school's mission.

CCSD Parent Volunteers (SB 287)

On November 1, 2017, a new state law went into effect regarding volunteering within schools. Senate Bill (SB) 287 was passed during the 2017 Legislature and is outlined in CCSD Policy/Regulation 4100. Based on SB 287, the district is required to have cleared fingerprints and background checks for all volunteers who:

- 1.) Have regular contact with students on the school site (8:35 a.m.-3:11 p.m.) or volunteer at school-sponsored events (i.e. 5th-grade Promotion Ceremony) MORE than four times a month (combined).
- 2.) Will be unsupervised with students at any time ONE time (i.e. field trips). Parent volunteers (who volunteer more than four times a month or one time unsupervised) must complete the CCSD Representative/Volunteer application and background/fingerprinting application on CCSD.net. There is a fee for the background check and fingerprinting that must be paid online prior to reporting to Human Resources for fingerprinting. Once the applicant has been approved, they will receive a CCSD Representative/Volunteer badge that is good for five years. Lastly, per SB 287, the approved applicant will become a mandatory reporter in which they have a duty to report child abuse, neglect, sexual conduct, luring, or corporal punishment.

*****HMB ES Volunteer Expectations*****

Because the safety and security of our staff and students are our top priority, we have added an additional layer of safety and precaution to our procedures. HMB ES mandates that ALL volunteers must have a CCSD Volunteer Badge in order to assist or volunteer in the school building/classroom at any time and to be a field trip chaperone, no exceptions. Go to <http://ccsd.net/community/protect-our-kids/> for information on the application process. This does include a background check.

After receiving the CCSD Volunteer Badge, each volunteer must complete the HMB ES Volunteer training to familiarize themselves with the building, the staff and the expectations for all volunteers. Volunteer privileges and access may be removed at any time due to unprofessionalism, inappropriate conduct, interrupting instruction, breach of confidentiality, or other unacceptable behaviors. Volunteers must remember that they are role models for students.

Volunteers must make arrangements ahead of time with the classroom teacher about the time and type of activity you are to participate in. This allows the teacher to have materials or plans prepared for you ahead of time. When volunteering or visiting, check in at the front office, sign in, and pick up a visitor's badge to wear. Unscheduled volunteering pop-ins will not be allowed.

Appropriate Dress for volunteers and visitors

Volunteers are asked to please follow the CCSD dress code while working in the building. This includes no spaghetti straps, skirts/shorts/dresses must be at least fingertip length, no bare midriff or low-cut shirts, and no inappropriate slogans or pictures on shirts. Thank you for being a role model to our students in our learning environment.

Classroom observations

Classroom observations and visits are welcome; however, we request at least 24-hour notice so the teacher will be prepared for your visit. In order to avoid distractions, we ask that observations are no longer than 30 minutes. We ask that all visitors and volunteers view the school environment with the understanding that they do not have the full perspective. Parents must be cautious about conclusions or assumptions that are made and should discuss their perceptions with their teacher if they are concerned.

Confidentiality

Volunteer and visitor access to classrooms, staff lounge, and the school office can increase the exposure to confidential information. Parents must always maintain the confidentiality of all students, staff, and parents. Students' academic performance, behavior or activity is never to be discussed with individuals other than Brown staff or put on any social media platform (FERPA). Failure to follow the FERPA guidelines regarding student information will result in revocation of volunteering privileges. Furthermore, staff members may only discuss children with a parent/guardian who is listed in their household.

Discipline of Students

While working in the school or classrooms, volunteers should notify the teacher of any concerning or inappropriate behaviors by a student. The authority to discipline students remains with the classroom teacher.

Office

In order for office personnel to continue to perform their functions in an exemplary manner, volunteers are asked to independently sign in and out on the Visitor Management System (VMS), retrieve their own visitor's badge from the attached printer, and limit all incoming telephone calls to emergencies only. **The use of cellular devices within the classrooms at Brown Elementary School is prohibited in an effort to protect students' allocated learning time and privacy.** Thank you in advance for your cooperation.

Parent Teacher Association (PTA)

Parents are encouraged to join the Hannah Marie Brown Elementary School Parent/Teacher Association. Many school activities and events would not occur without the often tireless efforts of the PTA members. They are commended for their efforts and request that you become part of this fine organization.

PTA information will be sent home with students during the first few weeks of school. If you have any questions regarding our PTA, please feel free to call the school at 702-799-2250.

Parent Work Areas

The appropriate place for parents/volunteers to work is in designated areas. We do encourage parents, however, to use the workroom when needed while volunteering at the teacher's request. We insist that parents/volunteers not bring children with them while doing volunteer work. This is a liability to CCSD and is not permitted during instructional time. Younger siblings are not allowed in the work areas or classrooms.

Staff Lounge

It is our goal to provide staff members an area where they can go to have privacy and be free to eat, rest, and work without the possibility of interruptions by parents and children. **The lounge area is reserved for the staff ONLY from 10:50 a.m. – 1:20 p.m.** Thank you for your understanding.

Universal Precautions

Direct skin contact with bodily fluids should be avoided. Disposable gloves are available in each classroom and upon request from the nurse's office. Gloves are recommended when direct hand contact with bodily fluid is anticipated (i.e., treating bloody noses, handling soiled clothing, etc.). If contact is made with bodily fluid, hands should be washed afterward, even with glove use. Gloves should be disposed of in a secured, plastic bag or lined trash can. Contact the Front Office ASAP to report the incident.

Use of Equipment

Instructional equipment such as the letterpress and computers are available for use by volunteers after the completion of a training session with a teacher or experienced volunteer. Copy machines are to be used by trained volunteers and Brown ES Staff only, as equipment is expensive and difficult to repair and replace. Please ask for help to operate unfamiliar equipment and report any problems to the office staff.

With our families' help and support, Hannah Marie Brown Elementary School will be the most amazing place for kids! It will be a place where children will be heard, seen, valued, and loved. It will be a place where children will feel safe enough to take risks, make mistakes, learn and achieve their goals and dreams.

