



**6575 Archimedes Lane  
Reno, NV 89523**

**Office: 775-746-7440**

**Fax: 775-746-7443**





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***Washoe County School District***

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**Every Child, By Name And Face, To Graduation<sup>SM</sup>**

Rollan Melton Elementary School Mission Statement:

The mission of Rollan Melton Elementary School is to serve  
21<sup>st</sup> Century Learners Inclusively through an Equitable and  
Diverse Community



Dear Melton Parents and Families,

Welcome back! I trust you had a delightful summer break and that you're feeling refreshed and ready to embark on another exciting school year. It brings me great joy to have you as integral members of our exceptional learning community. Your enthusiasm and commitment to excellence in education are deeply valued, and I am eagerly anticipating collaborating with you and your children.

Considerable time, effort, and thought have been invested in the student placement process for the upcoming 2024-2025 school year. We carefully considered feedback from both our staff and families, as well as the diverse learning styles of our students. The composition of our classrooms has been meticulously crafted to ensure a balance, both academically and socially. Our aim is to maintain equitable class sizes across all grade levels. However, it's important to acknowledge that student reassignment can be challenging without creating disparities.

I want to express my gratitude for your positivity and support in helping your child understand that while we strive to accommodate preferences for friends or teachers, it's not always feasible to fulfill every request. Our dedicated staff is committed to fostering a positive learning environment for all students, and we are excited about the opportunities that lie ahead at Rollan Melton. Your understanding during the adjustment period as your child settles into a new grade, peer group, and teacher is greatly appreciated.

A heartfelt thank you to everyone involved in preparing for the upcoming school year. Your unwavering dedication to preserving Rollan Melton's legacy as a distinguished and thriving institution is truly inspiring. I eagerly anticipate reconnecting with students and families alike. Serving as your principal continues to be a privilege and honor for me. I encourage you to drop by and say hello whenever you can. Together, I am confident that we will make this academic year one of immense growth and accomplishment for all our students.

I extend a warm invitation to explore our school's website, which serves as a valuable resource for upcoming events, our student/parent handbook, important announcements, and our amazing Facebook page. This year, we're encouraging our entire Melton community to showcase our school pride by wearing our colors every Friday! Additionally, we have planned various other spirited events, and our message board will keep you updated on forthcoming activities, along with our monthly calendar.

In conclusion, I eagerly await the opportunity to greet both familiar faces and new arrivals on the first day of school. Our journey towards success begins on August 12th.

Warm regards,



Mr. Jeff Batavia  
Melton Elementary Principal







# Rollan Melton Staff 2024-2025



Principal Jeff Batavia

Counselor Lauren. Sabatino

Dean Chris Parrillo

Nurse Alycia Simon

Administrative Assistant Jan Compbel

Clinical Aide Hashna Chowdury

## Kindergarten

Mrs. Baumgardner  
Ms. Jex  
Mrs. White

## Third Grade

Mrs. Guzman  
Mrs. Henry  
Ms. Hutchings  
Mrs. Rivara

## Music

Mrs. Scarbrough

## ELL

Jeni Martinez  
Nick Rhea

## Speech

Ms. Barthel-Rosa

## Psychologist

Asher Moody

## OT

Emily Wuest

## Art

Avery Bencken

## First Grade

Mrs. Guillen  
Mrs. Kloehn  
Mrs. Martin  
Ms. Zastawniak

## Fourth Grade

Mrs. DeMartini  
Mrs. Longoni  
Ms. Speirer

## Resource

Mrs. Altshuler  
Mrs. Peterson

## EC Strategies

Mrs. Von Dem Bussche  
Assistant: Jessica Sparrow  
Aide: Rachel Wilkerson

## LETRS Assistant

Suzy Lancaster

## Second Grade

Mrs. Hunter  
Mrs. Morreale  
Mrs. Reichardt  
Mrs. Stoll

## Fifth Grade

Ms. Chatowsky  
Mrs. Stark  
Mrs. Houston

## CLS

Mrs. Cole  
Assistant:  
Lindsey Harris  
Aide: Jill Ross

## Librarian

Janet Tidrick  
Computers  
Erik Bonesteel  
PE  
Venessa Kemp

## Custodians

Carlos Valdespin  
(SFC)  
Ma Ines Rocha  
Marina Barrera





## Mountain Lion Attitude: Get your claws out!



### We are the Melton Mountain Lions:

We can be strong, driven, gentle, and nurturing. We will use our “paws” to celebrate achievement of our school, others and ourselves. We will use our paws for patting and prodding those who need encouragement. We will use our “claws” to dig in and persevere when the learning gets hard and the challenges are difficult...We will persevere through failure and try again until we master our challenges.

When we master a challenge, we will set a new goal.

We will dig our claws in again, and again each time

Growing stronger, and growing our brains...

To reach our full individual potential,

We will strive to be the best we can be!





# We believe in developing Grit and A Growth Mindset at Rollan Melton!

Grit is being able to keep working toward a goal and overcoming obstacles, even when it's hard. Natural ability by itself isn't as powerful as grit. Students can get stronger and better at something the harder they work at it. Adopting a growth mindset helps students develop their passions towards their long-term goals!

DEVELOPING A **GROWTH MINDSET**

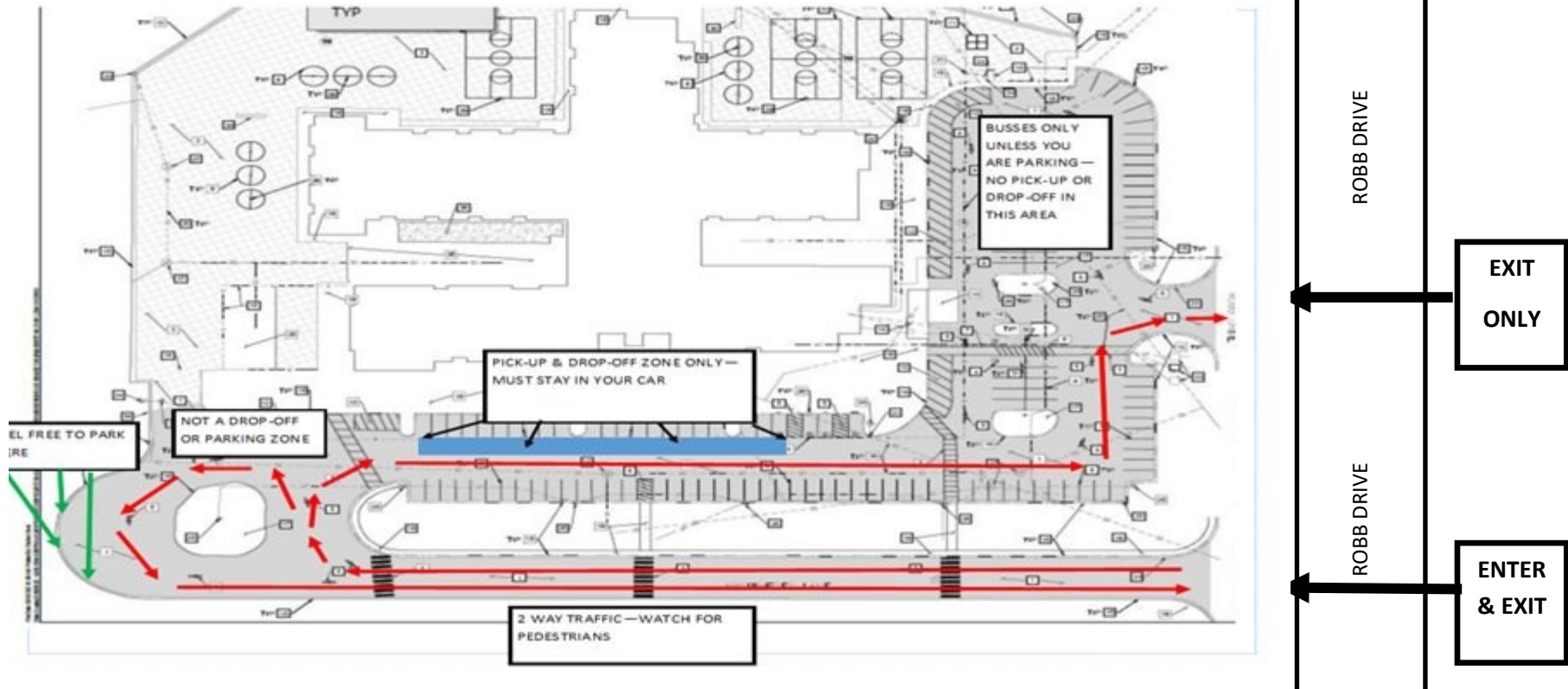


<b>INSTEAD OF.....</b>	<b>TRY THINKING....</b>
I'm not good at this	What am I missing?
I give up	I'll use a different strategy
It's good enough	Is this really my best work?
I can't make this any better	I can always improve
This is too hard	This may take some time
I made a mistake	Mistakes help me to learn
I just can't do this	I am going to train my brain
I'll never be that smart	I will learn how to do this
Plan A didn't work	There's always Plan B
My friend can do it	I will learn from them



### Drop-off/Pick-up Zones "Airport Style"

Drop-off/Pick-up Zones are located in the front of the school where the blue lines are. Drop-off/Pick-up Zones are designated for continuous flow of traffic. Students may enter or exit vehicles on the driver side of the car. Vehicles MAY NOT pull in perpendicular to the curb, idle, or sit and wait in the striped Drop-off/Pick-up Zones. **Instruct your child to stay on the sidewalk until your vehicle comes to a complete STOP.** Watch for other vehicles and children when pulling out into the flow of traffic.



No parking in any red zone/fire lane at any time.

### Park & Walk

No parking in any red zone/fire lane at any time.

If you choose to walk your child to school in the mornings, or pick them up in the front of the school, there are **THREE** parking choices:

- 1) park on Archimedes Lane
- 2) park on Robb Drive which has been approved for before and after school parking,
- 3) park in any spot that is not marked "STAFF" on the east side of the school.

It is best to choose a pick-up spot that will be used daily. **Siblings need to also have a meeting spot outside the building.**



Rollan Melton Elementary School Hours  
School: (MTRF) 9:30 a.m.—3:30 p.m.  
School: (Wednesday) 9:30 a.m.—2:45 p.m.

Office Hours: 8:00 a.m.—4:00 p.m.



Please call our attendance line if your child is going to be absent at:

775-746-7440

For you child's safety, please be sure he/she arrives no earlier than **9:15 a.m.** and leave promptly at **3:30 p.m.** unless enrolled in before/after-school care or attending and extracurricular club.





## Wednesday Early Release Procedures

Please remind your child to promptly report to their destination whether it be meeting a sibling outside of the building, riding the bus, or reporting to Boys and Girls Club.

Melton staff are in trainings or conferences on Early Release days starting at 2:45 and there is no supervision after 3:00 p.m.

## Release of Students during School Hours

Students are not to be released from school at the request of any person other than the parent(s) or guardian(s) with whom they are living as shown on Infinite Campus.

More information can be found here: [https://www.wcsdpolicy.net/pdf\\_files/5146 Reg - Release of Students.pdf](https://www.wcsdpolicy.net/pdf_files/5146_Reg_-_Release_of_Students.pdf)

For WCSD information on Transportation of Students, go here: [https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/7501 Reg-Transport of Students-v9.1 Final.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7501_Reg-Transport_of_Students-v9.1_Final.pdf)





# Snow Day and Delayed Starts

Start time will be 11:30am

Please do not drop-off students prior to 11:15am

Boys and Girls Club, and other before school clubs/meeting will be cancelled in the event of a delayed start or snow day.

Families will be informed of a delayed start or cancelled school day by a district generated Connect-ed call to the phone number we have on file in Infinite Campus. School status will also be broadcasted on the news, as well as the school district website home page.

School busses will run **2 HOURS LATE** as directed by the delay time. As with school cancellations, the announcement will be made on all local radio and TV stations or you may call our WCSD Parent Line at **775-334-8373**.

When a delayed start is announced, ALL schools, K-12 will begin school sessions **2 HOURS LATE**.

Staff will also be arriving late. Those who can get to the school safely before your children arrive are there preparing the campus for student arrival; they are not at the school early to supervise students

We understand that there are occasional unforeseen emergency circumstances that may cause a delay in picking up your child from school. Please call the office if something has happened and your child needs to be held in the office past the allotted time.



# Parents and Visitors: Single Point Entry

**ALL VISITORS ARE REQUIRED TO CHECK IN THROUGH THE SCHOOL OFFICE!!**

In order for us to identify those who are in the building or on the playground, visitors **MUST** sign in and register with WCSD Raptor System. You will need to bring your Drivers License or official state ID card every time you enter the school.

Melton Elementary School and WCSD has implemented a procedure called "Single Secure Point of Entry" to increase the safety and security of our students and staff. Safety of our students is paramount.

At the main entrance, an intercom, video camera and buzzer are installed. The intercom allows visitors to speak with staff in the school office.

All visitors are asked the purpose of their visit. If the visitor has a legitimate reason for coming into our school, the office staff will buzz them in. All visitors that are leaving the vestibule, will be required to sign out of the Raptor System before leaving.

More information can be found here: [https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/1506-Reg-Visitors-v3.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1506-Reg-Visitors-v3.pdf)

## Volunteers


We encourage volunteers at Washoe County School District and wish to thank you in advance for your support. For the safety of all children, WCSD has a volunteer screening policy, and requires ALL volunteers to fill out new forms every school year. We appreciate your patience and compliance in keeping our schools safe.

All volunteers and parents wishing to participate in field trips throughout the school year must complete a School Volunteer Application form and submit a picture ID. ID's need to be official (driver's license, passport, etc.). A picture ID copy is attached to the School Volunteer Application.

Applications are available at your school office or on the WCSD web page at [www.washoeschools.net/volunteering](http://www.washoeschools.net/volunteering). Applications are turned in to the school office. Volunteers may begin volunteering once the volunteer application has been approved – this includes parents wanting to attend field trips. All applications are given a "Background Check" and expect three weeks for processing.

More information can be found here: [https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/1501\\_Reg-Volunteers-v1.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1501_Reg-Volunteers-v1.pdf)



Melton School Rules and Expectations					
	In the Hallways	In the Cafeteria	In the Bathroom	On the Playground	In the Classroom
We are <b>Respectful</b> to all students, staff, and visitors.	We will hold a "bubble" in our mouths.	We will talk with inside voices.	We will use the toilets, sinks, and paper quickly, quietly, and correctly.	We will be kind to everyone and ask adults for help when we need it.	We will work cooperatively with all members of our class to benefit our learning and the learning of others.
We are <b>Responsible</b> for ourselves and our actions.	We will go directly to our destination. We will walk on the right side of the hallway.	We will throw away our trash and we will stay in our seats until given permission to be excused.	We will only go to the bathroom when it is necessary and will stay only as long as we need to.	We will line up as soon as the bell or whistle sounds.	We will be active participants in all learning activities.
We are <b>Safe</b> everywhere in and around the building.	We will keep our hands at our sides.  If we are carrying something, we will hold it carefully in our hands.	We will raise our hand when we need something, walk to go places, and keep our hands and feet to ourselves.	We will flush toilets and wash our hands thoroughly.	We will follow the playground rules, stay in our designated area, and follow adult directions.	We will use all classroom materials and equipment as the teacher directs us.



## Playground Rules

1. Students are to remain in the fenced-in area of the playground at all times.
2. No throwing rocks, sand, bark, etc.
3. No jumping off equipment.
4. No climbing on the fences.
5. No playing in or around the drinking fountains.
6. Use jump ropes for jumping only.
7. Only use softballs, tennis balls, plastic balls, and plastic bats.
8. No throwing balls against the building.
9. Use two-finger touch when playing tag or ANY game.
10. Include other students in team play.
11. If balls or equipment lands on the roof, tell the duty teacher or the custodian.
12. Wait your turn and follow the rules of the game.
13. No hitting or fighting, pushing or pulling each other on their clothes. No piggy back rides.
14. No throwing snowball or sliding on ice.
15. No war games.
16. Bullying will not be tolerated. No rumors, name calling or teasing about looks or actions of other students.
17. No deliberately excluding students from games.
18. Report any bullying action to the duty teacher immediately.





## Safe and Respectful Learning Environment

Rollan Melton seeks to create a safe and respectful learning environment free from race discrimination, bullying, and cyberbullying in order for students to achieve success. This establishes the procedures necessary to create a safe and respectful learning environment, to promptly investigate accusations of bullying, to implement remedies and interventions for all who are involved, and to provide training to employees and students on the prevention and remediation of such behaviors.

More information can be found here: [https://www.wcsdpolicy.net/pdf\\_files/board\\_policy/5700\\_Policy-SRLE-v6\\_FINAL.pdf](https://www.wcsdpolicy.net/pdf_files/board_policy/5700_Policy-SRLE-v6_FINAL.pdf)

## Student Behavior

Rollan Melton Elementary School believes that every student has the right to learn in a respectful, safe, and inclusive learning environment and that every student has the right to learn in an environment that is free from distraction and disruptions that impede learning. The home, school, and community must work together to enhance the quality of the educational experience of all students. A positive school climate and culture characterized by mutual respect and the building of relationships will result in academic, social, and emotional growth for all students.

More information can be found here: [https://www.wcsdpolicy.net/pdf\\_files/board\\_policy/5100\\_Policy-Student\\_Behavior-v7\\_Final.pdf](https://www.wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v7_Final.pdf)

## Student Bullying

Rollan Melton Elementary School does not tolerate bullying. Bullying is defined as by the WCSD Student Behavioral Matrix is: Action that has effect on victim: Harm or threat of harm to a person or their property, generally with an imbalance of power and/or protected class; action is unwelcome; action is severe, persistent or pervasive. When necessary, bullying will be investigated and remedies/consequences implemented per the Progressive Discipline Plan.

More information on bullying: [https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/5701-Reg-Student\\_Bullying-v5.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5701-Reg-Student_Bullying-v5.pdf)

Progressive Discipline Plan: <https://www.washoeschools.net/cms/lib/NV01912265/Centricity/Domain/375/Melton%20ES%20Behavior%20Matrix.pdf>



## Cell Phones and Personal Electronic Devices

We understand why your child may have a cell phone. However; it is important that the phone is turned off during school hours and placed in your child's backpack. Cell phones are to remain in your child's backpack throughout the day unless instructed by their teacher to use during a lesson in the classroom. When a phone is misused at school, the first time the student will receive a warning, the second time the phone is held in the office until the end of the day. If there is a third offense, the phone is held in the office until the parent guardian can retrieve it.

More information can be found here: [https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/5810\\_Reg-Cell\\_Phones\\_v1.1.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5810_Reg-Cell_Phones_v1.1.pdf)

## Responsible Use and Internet Safety

All users of District technology and digital media shall act safely, responsibly, and ethically at all times. Rollan Melton Elementary seeks to emphasize the educational and collaborative value of technology, and outline the expectations and responsibilities of anyone using the District's technology resources. Rollan Melton Elementary emphasizes responsible use of technology for educational and administrative functions. Prohibited uses of technology include, but are not limited to:

- any activity that is illegal under local, state, federal, or international law and/or prohibited under District policies and regulations;
- using a WCSD technology resource to actively engage in procuring or transmitting material that is in violation of District policies and regulations and/or applicable state and federal laws and regulations, to include those related to bullying, cyber-bullying, harassment, discrimination or hostile work environment;

### Student Behavioral Interventions

- Inappropriate use, damage, or loss of District technology resources by a student shall be approached through the use of positive behavioral interventions, with the objective to support students' responsible use of technology. Technology-related offenses shall be subject to the same progressive discipline procedures and positive behavioral interventions as any non-technology-related offense.
- Removal of a student's access to technology resources is not considered a positive behavioral intervention, and shall only be considered in extreme cases. Any removal of a student's access to technology resources shall be temporary and include a provision for the student to regain technology privileges within a reasonable time period.
- In the development of behavioral interventions, schools shall consider appropriate behavioral and educational supports for students to learn the appropriate use of technology.
- Incidents of prohibited behavior, to include cyber-bullying, shall be dealt with in accordance with District policies and regulations, to include the Student Behavior Matrix

More information can be found here: [https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/7211-Reg-RUA\\_Internet\\_Safety-v4.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7211-Reg-RUA_Internet_Safety-v4.pdf)



## Infinite Campus / IC



Did you know that you can access Assessment results, grades, missing assignments, attendance, and much more information about your child at your fingertips? This is all available when you have access to Infinite Campus. If you are currently not able to access this valuable resource, please call or email Jan in the office, and she will provide you with a password and assist you logging in for the first time.

## Report Cards



Report cards are issued quarterly. They are designed to give you a written report on the educational progress of your child. Additionally, some teachers will send home progress reports weekly or in the middle of each grading period. You may access your child's grades and assignments on Infinite Campus. Please follow the link for the WCSD website.

## PETS and Service Animals



We understand that pets can feel like a member of the family. However, not all children react positively to pets and some have allergies. Please comply with WCSD policy 7520 and keep pets off campus.

A service animal may be necessary for certain students. The parent/guardian of the student shall submit written documentation of intent to bring a service animal to the school principal/site administrator. Such documentation should be received not later than 5 school days prior to the animal coming to school to allow the school adequate time to plan and prepare.

More information can be found here: [https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/7521-Reg-Service\\_Animals-v5.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7521-Reg-Service_Animals-v5.pdf)



## Plagiarism and Cheating Prohibited

School is one of many places where students should learn to lead an ethical life. Because words and ideas are the “product” created in schools, plagiarism and cheating are the greatest academic crimes a student can commit. It is the intention of the staff to respect and value the work of others by (1) creating a climate in which plagiarism and cheating is never acceptable and (2) teaching students how to properly cite sources to avoid plagiarism.

Plagiarism occurs when a student uses another writer’s work without giving credit for the source.

Plagiarism typically occurs in school situations in the following ways:

- A student uses the author’s words without using quote marks around the material.
- A student uses an electronic source (internet, tv, lyrics) without citing the source.
- A student uses the author’s ideas or information without giving credit for the material (known in the academic world as “citing the source”).
- A student does both—uses the author’s words and ideas without citing the source

Cheating can take many forms but always involves taking information from another student or individual. Examples of cheating can include but are not limited to:

- taking answers on a test, homework, or quiz from another student or other source, with or without his/her knowledge;
- collaboration on assignments such as taking or sharing answers without teacher permission;
- obtaining test answers and/or questions from other students in advance of an exam;
- stealing test materials from a teacher’s belongings;
- falsifying grade reports or changing a grade book;
- taking pictures of an exam and forwarding the pictures to anyone;
- texting answers or questions to anyone.

More information can be found here: [https://www.wcsdpolicy.net/pdf\\_files/administrative\\_procedures/6642 Admin Proc - Plagiarism and Cheating V4 5.16.24.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_procedures/6642_Admin_Proc_-_Plagiarism_and_Cheating_V4_5.16.24.pdf)





# Homework Policy and Expectations



Homework is defined as any schoolwork that requires completion outside of the regular instructional day, and includes assignments of short-term and long-term duration. Conventional purposes for homework are practice, preparation, check for understanding, and development of work habits.



## General Homework Time

### Guidelines per Grade Level:

Kindergarten 15 minutes per night

Grades 1-3: 30 minutes per night

Grades 4-6: 45 minutes per night



Parents/Guardians, thank you for showing interest in the student's work. Encourage and offer advice, but insist the work be completed through the student's own effort. Students will be provided websites and references to assist them with math homework. Please help your child develop good study habits and encourage them to set a specific study time. Talk with your child's teacher concerning homework policies and assignments. Please contact your child's teacher if you feel that homework is taking an unusually long period of time.

More information can be found here: [https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/6154-Reg-Homework-v5.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/6154-Reg-Homework-v5.pdf)







## Dress Code

1. Clothing shall not contain unprotected speech including, but not limited to: obscene, vulgar, or profane language or illustrations; and nothing that promotes illegal activity, including underage drinking, illegal drug use, domestic abuse, gang membership, battery, assault, or other civil or criminal conduct which would violate state or federal law.
2. Clothing must cover the body from the chest/breasts to below the buttocks including the midriff.
  - Undergarments shall not be intentionally exposed (e.g., bras, boxer shorts). Nylons/panty hose/tights may be worn as an undergarment under clothing but not alone as pants/bottoms.
  - Shorts, skirts, skorts, and dresses must be an appropriate length, extending to the student's mid-thigh.
  - Pants/bottoms with rips, tears, or mesh are acceptable but shall not reveal or expose a private/intimate part of the body nor cause a safety concern (e.g., a tripping hazard because the hem of the pant leg drags on the floor).
  - Leggings, to include yoga pants, are acceptable worn as pants.
3. Head coverings which are neither religious nor medical in nature are not permitted to be worn inside a school building during school hours.
4. Proper footwear must be worn at all times and shall not pose a potential health or safety problem.

More information can be found here: [https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/5102\\_Reg-Dress\\_Code-v1.1.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf)

## Gender Identity

Rollan Melton Elementary is committed to addressing the health and safety needs of all students, including those needs related to a student's actual or perceived gender identity. A safe and respectful environment is necessary for students to have equal access to all school programs and activities and is integral to student success. Rollan Melton Elementary acknowledges its role in providing student with an understanding, appreciation of, and respect for the differences of others.

More information can be found here: [https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/5161\\_Reg-Gender\\_Identify-v2.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5161_Reg-Gender_Identify-v2.pdf)







## Parent/Guardian Attendance Responsibilities

1. It is the parent/guardian responsibility to assure their student(s) attends school every day.
  2. Parent/guardian must call the school each day their student(s) is absent to acknowledge his/her absence on that day to ensure the child's safety.
  3. If the student must miss class for any reason, it is the parent/guardian's responsibility to see that a written/verbal excuse, explaining the cause of the absence, is provided to the school prior to, during, or within three days after an absence. Failure to do so within three days of the student's return to school will result in the absence being coded as Unverified (AUK) and will count against the student's retention or failure and Chronic Absenteeism. Excuses provided after the three days will be coded Parent Note/Call After 3 days (NCU). This code will count against the student's retention or failure and Chronic Absenteeism.
  4. It is the responsibility of the parent/guardian to monitor their student's attendance for accuracy by using the Infinite Campus Parent Portal and to notify the school should inaccuracies be found.
  5. Parent/guardian should make every reasonable effort to schedule medical appointments, legal appointments, vacations, and other activities for times outside the student's school day/calendar.
  6. If the student has any health problems that have been verified by a Health Care Professional, which may result in lengthy/chronic absences (more than a week), the parent/guardian must provide the absence excused note from the Health Care Professional to the school.
- It may be advisable to seek an alternative placement (e.g. Home/Hospital Program) for students who will miss a great deal of school.
- If a student is waiting placement in Home Hospital and work is going back and forth, the student would be coded TEP in the classes work is being returned and a TEP Log must be maintained. This absence will not count against the student's retention or failure and Chronic Absenteeism.
  - If the student is waiting placement in Home Hospital and is not doing work, they would be coded MED. This absence will count against the student's retention or
  - Once the student starts Home Hospital, the student will be coded AEL when services begin. This absence will not count against the student's retention or failure and Chronic Absenteeism.

If an excuse note from a Health Care Professional cannot be provided, parent must provide a written note for the absence to the school and the attendance will be coded MED. This absence will count against the student's retention or failure and Chronic Absenteeism.

For more information can be found here: [https://www.wcsdpolicy.net/pdf\\_files/board\\_policy/5400\\_Policy-Student\\_Attendance\\_v5\\_Final.pdf](https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf)





## Parent/Guardian Attendance Responsibilities Continued

7. If the student exceeds 10% or more of school days and the parent/guardian believe that they have reasons for an attendance appeal, they should request a Final Appeal of Failure Due to Attendance Requirements through the schools administrator.

8. Parent/guardian must provide advanced written notification to the school of the student's absence for an absence to be considered pre-arranged. A minimum of two days in advance is required for the absence to be pre-arranged and a week in advance, if the absence is for an extended period.

Pre-Arranged absences will be coded DOM after 10 absences. This Absence will count against the student's retention or failure and Chronic Absenteeism. If make-up work is returned to the teacher within the timeline, number of days absent plus one, starting the day the work was provided by the teacher, the absence code will be changed. This absence will not count against the student's retention or failure and Chronic Absenteeism.

9. It is the student's responsibility to request make-up assignments, exams and quizzes ON THE DAY he/she misses any part of the class or ON THE DAY he/she returns to class after absence. It is the student's responsibility to abide by the school/teacher's procedures for when and how to request this work. The student has a limited number of days in which to return the made-up work (number of days absent plus one, starting the day the work was provided by the teacher).

10. It is the responsibility of the parent/guardian to communicate regularly with his/her student and the student's teacher(s) regarding attendance issues/concerns and to attend conferences relating to attendance when requested by the school.

11. Maintain accurate contact information by updating phone numbers/email/home address or any new information within 2 school days of changes to the school office.



## Student Records and Information



Student records are the property of WCSD but shall be available in an orderly and timely manner to parents/guardians, eligible students, and other designated individuals. Parents/Guardians and eligible students have the right to inspect, review, and confirm the accuracy of the student's education record and under certain conditions, require permission for WCSD to release those records. Records can be requested at <https://washoeschoolsnv.scriborder.com/>



More information can be found here: <https://www.wcsdpolicy.net/pdf files/board policy/5000 Policy-Student Records-v3 Final.pdf>





## Parent Faculty Association (PFA)

The main goal of PFA is to help support staff financially and provide social and educational experiences for students. The goal shall be achieved by pursuing the following objectives:

1. Raise funds for projects and activities to benefit the students and staff.

(Thanks to PFA, we have a PE teacher, new computers, Art Classes, and so much more!)

2. Encourage parent participation. (We love seeing our families at school!)

3. Plan events, activities, programs and projects to benefit the students and staff.

4. Assist and support the school by working in a cooperative role.

5. Provide parents information pertaining to educational and social issues.

### Officers

Alisha Wulf , President

Jasmine Salinas, 1st Vice President

Nicole Beatie, 2nd Vice President

Amanda Braden , Treasurer

Janna Alther-Flores, Secretary

Jeff Batavia, Principal

Kelsey Rivara, Teacher Representative





## Rollan Melton ELEMENTARY

### Join the Parent Faculty Association (PFA) Today!

#### What We Do:

##### EVENTS

PASTRIES WITH THE PFA  
COOKIES & MILK WELCOME  
HARVEST FESTIVAL  
HOLIDAY BREAKFAST  
TEACHER APPRECIATION  
MELTON CLEAN-UP  
MOVIE & BINGO NIGHTS  
SOCK HOP DANCE

##### FUNDRAISERS

COOKIE DOUGH  
MELTON MINGLE  
PFA MEMBERSHIPS  
AMAZON SMILE, eSCRIP  
CORPORATE MATCHING NIGHTS

##### SUPPORT PROGRAMS

P.E. TEACHER  
ART PROGRAM  
COMMUNITY OUTREACH  
CLASSROOM TECHNOLOGY  
ACCELERATED READER (AR)  
STAFF & CLASSROOM SUPPORT  
PLAYGROUND IMPROVEMENTS  
ALUMNI SCHOLARSHIPS

Please consider becoming a member to stay informed and help to make our school the best it can be for our kids! If we get 150 memberships by Oct. 1<sup>st</sup>, students will earn the opportunity to LAUNCH WATER BALLOONS at MR. BATAVIA!

#### SIGN UP ONLINE TODAY!

Go to [www.meltonpfa.com](http://www.meltonpfa.com) or scan:



Membership must be renewed yearly!

#### MEMBERSHIP LEVELS

##### **PFA Volunteer Member – FREE**

A great way for families, teachers, and staff to stay connected and volunteer at our events.

##### **PFA Individual Membership – \$15**

One parent or guardian demonstrating their commitment to our school.

##### **Lions' Den Family Membership – \$50**

Two parents or guardians plus children. Your donation is appreciated!

##### **Lions' Pride Family Membership – \$100**

Two parents or guardians plus children. Your donation is appreciated!

We hope you will join us for our 4 meetings of the school year!

- PFA meetings are for ALL families, teachers, and staff – members and non-members invited and encouraged.
- Meetings are held in the Melton library OR on Zoom (link will be emailed to PFA members).
- Children are welcome! However, no childcare is provided.

Questions? Concerns? Email: [meltonpfa@gmail.com](mailto:meltonpfa@gmail.com)



# 2024-2025 PFA EVENTS



## PFA Meetings (in Library or on Zoom)



Wednesday, August 28, 2024 at 3:00 p.m.

Wednesday, November 6, 2024 at 3:00 p.m.

Wednesday, February 5, 2025 at 3:00 p.m.

Wednesday, May 7, 2025 at 3:00 p.m.



# PFA Events



## Pastries with the PFA!

Friday, August 23, 2024

8:15 a.m.

## Melton Mingle

Thursday, September 5th, 2024

6:00 p.m.

## Cookie Dough Fundraiser Kick Off

Wednesday, September 4, 2024

## Cookie Dough Orders Due

Wednesday, September 18, 2024

## Cookie Dough Delivery

Tuesday, October 23, 2024

## Harvest Festival

Friday October 4th, 2024

5:00 p.m.- 7:30 p.m.

## Chipotle Night

Exact Date TBD:

Possibly October 2024

## Holiday Breakfast

Saturday, December 7, 2024

9:00 a.m. - 10:30 a.m.

## Chili's Night

Exact Date TBD: Possibly January 2025

## Valentines Bingo Night

Thursday, February 13, 2025

6:00-7:30 p.m.

## Teacher Appreciation Week

May 5-9, 2025

## Melton Clean-Up

Exact Date TBD: Possibly Spring 2025

## Movie Night


Exact Date TBD: Possibly May 2025

## Fun Run Fundraiser

Thursday, May 22, 2025







Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 Back to School Meet and Greet 3:00 PM	10
		Teacher Professional Development				
11	12 First Day of School Grades 1-5	13	14 Early Release	15	16 Kindergarten Kick-Off 10:00 am	17
	iReady Diagnostic begins August 12-30					
	Kindergarten Assessment Week					
18	19 First Day of Kindergarten	20	21 Early Release 2:45	22	23 Spirit Day: Dress Hawaiian Pastries with the PFA - 8:15am	24 
	MAP Reading Grades 1-3 Aug. 19-Sept.11					
25	26	27 Back to school night 5:30 pm	28 PFA Meeting 3:00 Early Release 2:45	29	30 Wellness Exemption Day!	31





# SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day! No School	3 Fall Pictures  MAP Assessment—Reading, Grades 1-3 Early Release 2:45	4 Cookie Dough Fundraiser Kick Off!  Early Release 2:45	5 Melton Mingle 6:00 PM	6	7
8 Don't forget to help sell my favorite food!	9	10  Last Day for MAP Testing	11 Spirit Day: Wear red, white, and blue Early Release 2:45	12 	13	14
15 	16	17	18 Cookie Dough Orders Due  Early Release 2:45	19	20	21
22	23	24	25  Early Release 2:45	26	27 Wellness Exemption Day!	28
29	30		Early Release 2:45			









Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Early Release 2:45	3	4 Spirit Day: Wear Pink Harvest Festival 5 - 7:30pm	5
6	7	8	9	10	11	12
<div style="background-color: #ff0000; color: white; text-align: center; padding: 5px;"> <b>Fall Break - No School!</b> </div>						
13	14 Teacher Work Day— No Students	15 <div style="border: 1px solid black; padding: 2px; transform: rotate(-15deg); display: inline-block;">Cookie Dough Delivery</div>	16 Early Release 2:45	17	18 Conference Week Begins— 1:20 Release End of Grading Period	19
20	21 Make-up Pictures Conference week— 1:20pm Release	22	23	24 Report Cards Go Home	25 Nevada Day No School	26 
27	28 Book Fair Week	29	30 Early Release 2:45	31 Costume Day Wellness Exemption Day!		
<div style="text-align: center;"> </div>						










						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Early Release 2:45	5	6	7 Holiday Breakfast 9-10:30 am
iReady Diagnostic begins December 2-19th						
8	9	10	11 Early Release 2:45	12	13	14
15 	16 Spirit Day: Wear candy cane stripes or plaid!	17 Spirit Day: wear holiday or winter sweater	18 Spirit Day: Winter festive gloves, hats, socks Early Release 2:45	19 Wellness Exemption Day! Pajama Day! End of Grading Period	20 No Students Teacher PD	21
22	23	24	25 Hanukkah Christmas	26 Kwanzaa Begins	27	28
						
29	30	31				





Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Day	2	3	4
	Winter Break Week 2 - No School					
5	6 Teacher Work Day—No Students	7 School Resumes	8 Early Release 2:45	9	10 Report Cards Go Home	11
12 MAP Reading Grades 1-3, Jan 13-Feb 5th	13	14	15 Early Release 2:45	16	17 Spirit Day: Crazy Hair Day!	18 
19 	20 Martin Luther King Day—No School	21	22 Early Release 2:45	23	24	25
26	27	28	29 Early Release 2:45	30	31 Wellness Exemption Day!	



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Online Registration Begins	4	5 PFA Meeting 3:00  Early Release 2:45	6	7 Spirit Day: Sports Day Online Registration Due	8 
9	10	11	12  Early Release 2:45	13 Valentines Day Bingo 6-7:30 pm	14  Wellness Exemption Day!	15
16	17 President's Day  No School	18	19  Early Release 2:45	20	21	22
23	24	25	26	27	28	
Spring Conference Week— 1:20pm Release						





Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Early Release 2:45			1
2	3 Spirit Day: wear a shirt you can read	4 Spirit Day: Tacky tourist day	5 Spirit Day: Bring a riddle or a quote	6 Spirit Day: wear your favorite color	7 Spirit Day: dress like a book character	8
Reading Week and Book Fair						
9	10	11	12 Early Release 2:45	13	14 End of Grading Period Wellness Exemption Day!	15
16	17	18	19	20	21	22
Spring Break Week 1 - No School						
23	24	25	26	27	28	29
30	31	Spring Break Week 2 - No School				

School Resumes





Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Report Cards Go Home Early Release 2:45	3	4	5
6	7	8	9  Early Release 2:45	10	11	12
13	14	15	16 Kinder Spring Pics Panoramic Pic 5th Early Release 2:45	17	18	19
20 Easter Sunday	21	22	23  Early Release 2:45	24	25 Spirit Day: Dress Earthy! Wellness Exemption Day	26  Earth Day
27	28	29	30			
MAP Reading Grades 1-3, April 28- May 21						





Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Early Release 2:45	1	2	3
4	5	6	7 PFA Meeting 3pm Early Release 2:45	8	9	10
11 Mother's Day	12	13	14 Early Release 2:45	15	16	17
18	19	20	21 Early Release 2:45	22 Fun Run Fundraiser	23	24
25	26 Memorial Day No School	27	28 Early Release 2:45	29	30 Spirit Day: Clash day dress mismatched Wellness Exemption Day	31

Teacher Appreciation Week

iReady Diagnostic begins May 12-30th






























Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 Wellness Exemption Day!	6 Last Day of School! End of Grading Period Report Cards Home	7
8	9	10	11	12	13	14
Snow / Smoke Contingency Days						
15 Father's Day	16	17	18	19 Juneteenth Observed	20	21
22	23	24	25	26	27	28
29	30					



## List of QR codes for WUSD Board Policy & Administrative Regulation links.

Policy/Regulation	QR Code	Policy/Regulation	QR Code	Policy/Regulation	QR Code	Policy/Regulation	QR Code
WUSD Board Policy & Admin Regulations Site		Student Uniforms		Service Animals		Student Wellness	
Safe and Respectful Learning Environment		Homework		Transportation of Students		Student Medications at School	
Student Behavior		Plagiarism & Cheating Prohibited		Release of Students during School Hours		Student Immunizations	
Student Behavior Manual		Use of Personal Electronic Device by Students		Student Records & Information		Student Activities (Secondary)	
Student Bullying, Harassment & Discrimination		Responsible Use & Internet Safety		Volunteer Screen & Background Checks		District Recognized Athletics (Secondary)	
Gender Identity		Student E-mail		Volunteer Services			
Student Dress Code		Student Attendance		Protocols for Visitors to District Property	