**Alice Maxwell Elementary School**

2300 N. Rock BLVD Sparks, NV 89421

775-353-5580

HTTPS://Washoeschools.net/Maxwell



Colleen Winter, Principal

Kristin Cassel, Assistant Principal

2025-2026

PARENT/STUDENT HANDBOOK

Dear Parents/Guardians:

 **Maxwell Mission**

* To create a safe and equitable learning environment for life-long learners with a growth mindset.
* To partner with families and the greater community to provide a positive, enriching learning climate and culture.

 **Maxwell Vision**

* We are a diverse learning community of lifelong learners who strive for excellence through demonstrating responsibility, accountability, independence, kindness and empathy for others.

Respectfully

# Colleen Winter

Principal

## ATTENDANCE

**Student Attendance**

[https://www.wcsdpolicy.net/pdf\_files/board\_polic](https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf)

[y/5400\_Policy-Student\_Attendance\_v5\_Final.pdf](https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf)

A student is considered as chronically absent when they miss 10% of school days or class periods. Chronic absenteeism can hind a student’s ability to read by the third grade, to succeed in middle school and to graduate from high school.

1. Parent’s must notify their child’s school of an absence. Absences from exclusions by the health district or school district due to Covid do not count towards chronic absenteeism.
2. Student are responsible for requesting make up work from their teacher when they return from an absence. They have the number of days +1 from the day they receive the make-up work to complete it.
3. To exempt an absence, parents must provide documentation from a medical, mental, or behavioral professional. Once this documentation has been provided, the absence will not count towards chronic absenteeism.
4. Students who are excluded from school due to Covid will be provided with a temporary distance leaning plan. Each school has developed a temporary distance plan for students.
5. Parent can monitor their student’s attendance using the Infinite Campus Portal. For assistance setting up the parent Infinite Campus account, please contact the main office at the school.

***Absences:***

**Exempt Absences:** verification documentation is provided by medical professional, mental health professional or behavioral professional. **Does not count towards chronic absenteeism.**

**Pre-arranged:**

* + Must give a 2-day advance notice when gone 1-2 days.
	+ Must give one week’s notice (5 school days) when gone for 3 or more days.  **Does count towards chronic absenteeism unless it is verified by medical, mental, or behavioral health professional.**

**Retention and Chronic Absence**

* + Students will not be retained or fail a course (high school) solely due to attendance.
	+ Chronic absence: missing 10% or more of school.
	+ Students who are **chronically absent** from school have an **increased risk of falling behind and dropping out of school**
	+ School principals may consider chronic absence when making decisions regarding retention or course failure.

**Make-Up Work**

* + It is responsibility of the student to request make-up work from their teachers when they return to school after an absence. Families may request this work for our youngest children.
	+ Teachers must provide students makeup work or concepts missed by the student within two-days of the student returning to class.
	+ Students have the number of days absent +1 day to complete the work. o For example: If a student is absent 2 days, they have 3 days to complete the work and submit it to their teacher.

##  ARRIVAL/DISMISSAL

**School Hours:**

Computer Program………8:15 am-8:45 am

Pre-K………….……………8:45am-2:45 pm

Grades KG-5 ………….…9:00 am-3:00 pm

***Wednesdays ONLY***

PREK……………………………No School

Grades K-5 dismissed………….…2:15 pm

Any student in PreK arriving at school after 8:45 am and students in grades K-5 arriving at school after 9:00 am is **tardy** and must report to the office to sign in. **Students in K-5 arriving to school after 9:15 am must be accompanied by a parent or guardian to the office to be signed in**.

**Dismissal:** Students must leave the school grounds immediately after dismissal. Parents/guardians who pick up their children must wait **outside** the gates.

**Transportation of Students:** [https://www.wcsdpolicy.net/pdf\_files/administra tive\_regulations/7501\_RegTransport\_of\_Students-v9.1\_Final.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7501_Reg-Transport_of_Students-v9.1_Final.pdf)

**Early Dismissal:**

Only individuals listed in Infinite Campus will be allowed to pick up students from school during the school day. A valid state issued photo identification is required. If a parent or guardian cannot be contacted, the student will not be permitted to leave. If the student returns to school the same day after an appointment, he/she must check in with attendance personnel before going to class. Students leaving early will be marked absent in all classes missed.

It is strongly suggested that all appointments be made for after-school hours on non-school days.

There will be no early dismissals **10 minutes** prior to the regular dismissal time. Students will not be allowed to leave early on a scheduled field trip day.

[https://www.wcsdpolicy.net/pdf\_files/5146%2](https://www.wcsdpolicy.net/pdf_files/5146%20Reg%20-%20Release%20of%20Students.pdf)

[0Reg%20-%20Release%20of%20Students.pdf](https://www.wcsdpolicy.net/pdf_files/5146%20Reg%20-%20Release%20of%20Students.pdf)

##  CAFETERIA PROGRAM

Breakfast and lunch are provided daily for ALL students at no cost.

**Lunch**

Students will have lunch followed by recess daily.

## MOBILE DEVICES and INTERNET SAFETY

**Use of Personal Devices by Students:** [https://www.wcsdpolicy.net/pdf\_files/administr ative\_regulations/5810%20Reg%20%20Cell%20Phones%20v1.1.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5810%20Reg%20-%20Cell%20Phones%20v1.1.pdf)

Please leave video games devices, cell-phones, iPod’s and MP3 players at home! They disrupt the educational environment. The school is not responsible for personal devices that are lost on campus. The best place to keep these devices is at home. If they must be brought to school, please keep them off and in your backpacks.

If a student must bring a cell phone — it is not to be carried into classrooms during assessments, semester exams, or other testing situations. Phones and all such devices shall be in the “off” position at all times and should be stored in the student’s locker or backpack while on school grounds, inside the school and during the school day. If a cell phone is visible it will be confiscated and a student/parent will have to claim it at the office. Ear buds are not allowed nor should be visible.

We do understand the need for parents to be connected to their children throughout the day. If you must text or talk with your student during the school day, please call the office.

**Responsible Use and Internet Safety:**

[https://www.wcsdpolicy.net/pdf\_files/administra tive\_regulations/7211-Reg-RUA\_Internet\_Safetyv4.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7211-Reg-RUA_Internet_Safety-v4.pdf)

**Student Email:**

[hhttps://www.wcsdpolicy.net/pdf\_files/administ rative\_regulations/5007-Reg-Student\_Emailv3\_FINAL.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5007-Reg-Student_Email-v2.pdf)

##  DRESS POLICY

The dress or grooming of students must not present potential health or safety problems. Clothing should fit so that it does not create a health or safety issue.

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

Clothing must cover the body from the chest/breasts to below the buttocks. This includes all private/intimate parts of the body, to include the midriff. i. Shirts that expose the shoulders, tank tops, and thin or “spaghetti” straps that adhere to the other provisions of this dress code are allowed. ii. Undergarments shall not be intentionally exposed (e.g., bras, boxer shorts). iii. Shorts, skirts, skorts, and dresses must be an appropriate length, extending to the student’s mid-thigh. iv. 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). v. Nylons/panty hose/tights may be worn as an undergarment under clothing but not alone as pants/bottoms. vi. Leggings, to include yoga pants, are acceptable worn as pants.

-Allowable head coverings are those which are worn for medical or religious (e.g. hijab, yarmulke, turban) reasons. Head coverings which are neither religious nor medical in nature are not permitted to be worn inside a school building during school hours (e.g., sweatshirt hoods, ball caps, cowboy hats).

* Sunglasses may not be worn inside the building during school hours except for medical reasons, to include prescription transition lenses. Administrative Regulation

5102 Student Dress Code Pg 3

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

-Unless an exception has been provided by the school administrator (i.e. for spirit days, etc.), wearing pajamas, lounge wear, bath robes, or blankets is prohibited.

-The District’s dress code does not extend to hair style or hair color.

 -Jewelry and accessories with extended spikes or studs or which are of sufficient weight or length as to risk injury to the wearer or another are prohibited.

-Gang attire and accessories. In accordance with state law, items that have been identified as gang-related are prohibited. WCSD school police, in conjunction with local law enforcement and other agencies, shall determine current prohibitions related to gang appearance, dress, accessories, and activities and shall inform school administrators as needed. Prohibited items may include but are not limited to: altered insignias or graffiti; jewelry or belt buckles symbolizing any gangs; and Graffiti in or on personal belongings symbolizing any identified gang activity.

-Students are permitted to wear coats, jackets, zippered sweatshirts

**Student Dress Code:**

[https://www.wcsdpolicy.net/pdf\_files/administra](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf)

[tive\_regulations/5102\_Reg-Dress\_Code-v1.1.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf)

## EMERGENCIES Emergency Contact - Change of Address - Telephone

Please maintain contact information up to date in Infinite Campus so that parents and/or designated persons may be reached in an emergency. **If a telephone number or address changes, please notify the school office immediately.**

**Illness**: Notify the school immediately for any chronic (i.e., asthma, diabetes, heart conditions, or seizures) illness. **Injury**: The parent(s) will be notified. If necessary, Fire-Rescue will be called.

##  FAMILY RIGHTS AND PRIVACY ACT

**Student Records and Information:** [https://www.wcsdpolicy.net/pdf\_files/board\_p olicy/5000\_Policy-Student\_Recordsv3\_Final.pdf](https://www.wcsdpolicy.net/pdf_files/board_policy/5000_Policy-Student_Records-v3_Final.pdf)

The Family **Rights and Privacy Law** is to protect the accuracy and privacy of student educational records. Without parental consent, only you and authorized individuals having legitimate educational interests can access your child's educational records. You may waive this right of access to allow other agencies working with your child to access these records.

##  FIELD TRIPS

Participation in field trips is a **privilege**. Students represent the school; therefore, they may be excluded for reasons related to behavior, conduct and/or academic progress. Students who do not attend field trips **must** be in school, or it will be an unexcused absence. Chaperones must complete the official WCSD Volunteer registration forms.

##  REPORTING STUDENT PROGRESS

Student grades, Interim Progress Reports, and parent conferences serve as the primary means of communicating student progress and achievement. The teacher will explain the requirements for each grade including at the opening of school meetings. In addition, the teacher will offer suggestions and recommendations that will assist you and your child.

**Kindergarten**

Progress Reports -Grading Periods 1-2

Report Cards Grading Period 4

4 =Exceeds Standards

3 =Meets Standards

2 =Approaching Standards

1 =Below Standards

**Grade 1 and Grade 2**

 **S+** = Outstanding

 **S** = Very Good

 **S-** = Satisfactory

 **I** = Improvement Needed

**Grades 3-5 Academic Grades**

1. (90-100%)= Outstanding Progress
2. (80-89%) = Above Average Progress
3. (70-79%) = Average Progress
4. (60-69%) = Lowest Acceptable Progress

**F** (0-59%) = Failure

## HOME LEARNING

[https://www.wcsdpolicy.net/pdf\_files/board\_pol](https://www.wcsdpolicy.net/pdf_files/board_policy/5300-Policy-Activities-v2_Final.pdf)

[icy/5300-Policy-Activities-v2\_Final.pdf](https://www.wcsdpolicy.net/pdf_files/board_policy/5300-Policy-Activities-v2_Final.pdf)

Home learning provides students with opportunities to practice and extend learning. It will enhance and/or reinforce assignments completed at school. Home learning helps to develop student’s responsibility.

##  INSTRUCTIONAL PROGRAM

Students in grades K-5 will received daily instruction in ELA, Math, Science, and Social Studies. Students will receive 1 hour of Music instruction each week. In addition, students will receive computer/STEM instruction weekly for 30 minutes and visit the library weekly for 30 minutes. **Library:** The Library is a very important place in our school. Kindergarten and first grade students may check out one book per week, students in grades 2-8 may check out two or more books per week. Books are usually **returned** within one week. All lost or damaged books must be paid for before the student will be able to check out any additional books.

## FIELD TRIPS

Students will have the opportunity to participate in educational and incentive driven grade level field trips throughout the school year. Parents who wish to serve as a chaperone must complete the WCSD Volunteer Form , online, through the WCSD website, at least four weeks in advance of the field trip. Volunteer clearance is valid for five calendar years.

## LOST AND FOUND

Lost and found items are turned in to the school office.

Items will be displayed daily outside the school at arrival and dismissal Problems with missing clothing and or personal belongings would be avoided if **clothing is clearly labeled with your child's name.** Items not claimed are donated regularly to various charitable institutions.

## MEDICATION

Parents/guardians should make every effort to avoid the necessity of medicating students during the school day and, whenever possible, parents/guardians should develop medication schedules that provide for the administration of medication before or after school hours. When there is no reasonable alternative and students are required to take prescription or non-prescription medication during school hours, with assistance from school personnel, there must be on file in the school health office a “Consent & Request for Medication Assistance During School Hours” form, signed by the parent/guardian and a physician or authorized health care provider. Please note there are specialized forms required for students requiring anaphylaxis medication or insulin.

Forms are available on the Washoe

Schools website or can be obtained from the health office at the school.

## PARENT TEACHER ORGANIZATION

The Alice Maxwell Parent Teacher Organization enhances the partnership between parents, faculty, staff, and administration. We encourage all our parents to participate. The PTO/A looks to sponsor various activities throughout the school year. Monies from fundraising events are used for our students and our school community.

## PARENT CONCERNS

The faculty and staff at Alice Maxwell Elementary School recognize that parents are the students’ first teachers. To ensure that all students achieve to their fullest potential, a collaborative effort between the school and home is necessary. Your child's teacher should be your first and most important contact. Most concerns can be addressed at this level. If additional help is needed, we have counselors, and as always the assistant principal and the principal are also available. Before school and at dismissal is not the appropriate time to hold a conference. Please schedule a time to meet regarding your child, so that the teacher may give you his/her full attention.

## SAFETY and STUDENT BEHAVIOR

**Safe and Respectful Learning**

**Environment:**

[https://www.wcsdpolicy.net/pdf\_files/board\_polic](https://www.wcsdpolicy.net/pdf_files/board_policy/5700_Policy-SRLE-v6_FINAL.pdf)

[y/5700\_Policy-SRLE-v6\_FINAL.pdf](https://www.wcsdpolicy.net/pdf_files/board_policy/5700_Policy-SRLE-v6_FINAL.pdf)

**Student Behavior:**

[https://www.wcsdpolicy.net/pdf\_files/board\_pol](https://www.wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v7_Final.pdf)

[icy/5100\_Policy-Student\_Behavior-v7\_Final.pdf](https://www.wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v7_Final.pdf)

**Student Bullying and Harassment:**

[https://www.wcsdpolicy.net/pdf\_files/administrati ve\_regulations/5701-Reg-Student\_Bullyingv4.2\_FINAL.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5701-Reg-Student_Bullying-v4.2_FINAL.pdf)

**Arrival and Dismissal:**

The personal safety of students is everyone's job. Everyone **must** cooperate by being always patient and cautious. Please use great care while driving to ensure the safety of all students. Please **DO NOT** blow horns to get your child’s attention. With cooperation and patience, a safe environment will be created and maintained. **Please respect neighbors by not blocking driveways.**

**Automobiles:** Automobile traffic is very congested during arrival and dismissal times. Traffic laws must be observed around school. For the safety of our boys and girls, children must observe all traffic laws and cross at the **crosswalk**. Please do not stop along Rock BLVD to drop off/pick up students. This is very dangerous.

**Bicycles:** Bicycle rules and policies are taught to students. Students must walk the bicycle on school grounds, at crosswalks and busy intersections. Bicycles should be parked in the bicycle rack.

**Walking:** Students who walk to and from school must be well-informed about the route they are expected to take. All students must use crosswalks and stop lights when crossing streets.

**Plagiarism and Cheating Prohibited:** [https://www.wcsdpolicy.net/pdf\_files/6642%20](https://www.wcsdpolicy.net/pdf_files/6642%20AP%20-%20Plagiarism%20and%20Cheating%20v3.pdf)

[AP%20-](https://www.wcsdpolicy.net/pdf_files/6642%20AP%20-%20Plagiarism%20and%20Cheating%20v3.pdf)

[%20Plagiarism%20and%20Cheating%20v3.pdf](https://www.wcsdpolicy.net/pdf_files/6642%20AP%20-%20Plagiarism%20and%20Cheating%20v3.pdf)

**Student Behavior Manual:**

[Student Behavior Manual](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.wcsdpolicy.net%2Fsearch.php%3Fsearch%3DAM%25205115%26rd%3DTRUE&data=05%7C01%7CVRussell%40washoeschools.net%7C79c50e21b94947e9cf1708da32d78c80%7C3cacf5495e3641cca3de89459e121def%7C1%7C0%7C637878198591290183%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=TLNU5X6cHLt5886fNvex8I6taVLGclf2TZezIxDqWPo%3D&reserved=0)

**Gender Identity:**

[https://www.wcsdpolicy.net/pdf\_files/administ rative\_regulations/5161\_Reg-Gender\_Identifyv2.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5161_Reg-Gender_Identify-v2.pdf)

## SOCIAL EVENTS

Special recognition ceremonies for students are authorized by the administration only. Individual birthday parties **are not** permitted.

## STUDENT SERVICES

As part of our program, we have available some special resource personnel to assist with our students and parents. We have a school counselor, a safe schools coordinator, school psychologist and speech pathologist.

## TEXTBOOKS & MATERIALS

We urge students to realize that books and materials are expensive and that they should be cared for properly.

## VISITORS & VOLUNTEERS

**Protocols for Visitors to District Property:** [https://www.wcsdpolicy.net/pdf\_files/administra](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1506-Reg-Visitors-v3.pdf)

[tive\_regulations/1506-Reg-Visitors-v3.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1506-Reg-Visitors-v3.pdf)

For the safety and protection of all students, **visitors (including parents) must provide a valid state issued photo identification and sign in and out in the office and obtain a pass when entering the building.** Cooperation will enable the school to provide a safe and orderly learning environment for the students. Any unauthorized person on school property will be requested to leave. Failure to leave when requested may result in an arrest for trespassing.

**Volunteer Screens and Background Checks:**

[https://www.wcsdpolicy.net/pdf\_files/administra](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1501_Reg-Volunteers-v1.pdf)

[tive\_regulations/1501\_Reg-Volunteers-v1.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1501_Reg-Volunteers-v1.pdf)

**Service Animals:**

[https://www.wcsdpolicy.net/pdf\_files/administra tive\_regulations/7521-Reg-Service\_Animalsv5.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7521-Reg-Service_Animals-v5.pdf)

## SOCIAL MEDIA

Please follow us on Twitter @maxwellbulldogs and Facebook to keep up to date with all the exciting activities occurring at the school.