Grace Warner

Elementary

Family Handbook

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3075 Heights Dr.

Reno, NV 89503



**Vision:**

As a courageous, innovative leader in education, Washoe County School District (WCSD) will be one of the nation’s top performing school districts, graduating all students college and highly-skilled career ready.

**Mission:**

To create an education system where all students achieve academic success, develop personal and civic responsibility, and achieve college and career readiness for the 21st century.

The Warner Way

**Vision**– We believe everyone can learn, achieve, and succeed together.

**Mission** –We will ensure a challenging, holistic, equitable, and safe environment within the community to prepare scholars\* to be life-long learners, critical thinkers, and

responsible, productive citizens.

\* If you have a brain, you are a scholar!

\*

 Wolves are…

 Welcoming

 Optimistic

 Loyal

 Valuable

 Empathetic

 Scholars





Welcome to Grace Warner Elementary School!

This handbook will serve as an introduction to Grace Warner Elementary School. Please take some time to sit down with your child to read over and talk about some of the important information contained herein. We will update the calendar on our website to keep you informed of school-wide events. We are looking forward to a year of fun and your participation will be important for the success of your children!



**Disclaimer:** This document contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District.  The District reserves the right to revise any of these documents during the course of the school year.  For the current version of any of these documents, please check the District’s website at [www.washoeschools.net/Policy](http://www.washoeschools.net/Policy).

 **Before School Routine**

**Students cannot be at school before 8:40 am.**  Parents, please remind your child that they need to go directly to the playground area or cafeteria for breakfast upon arrival on campus. Teachers are often very busy preparing for the school day before school and cannot provide direct supervision for your child. Thank you for helping to keep your student well-supervised and safe!

**Tardiness**

Promptness is a skill that will benefit your child throughout his or her life. We appreciate your support in stressing being prompt as extremely important.

· Bell rings at 8:55

· Students are ready to be in their seat and ready for breakfast when the final bell rings at 9:00.

· Students arriving late are to first report to the office and request a tardy slip to take to their teacher.

· With a note from a doctor or dentist, the tardy will be marked as excused.

· If tardiness becomes a concern, a parent conference will be scheduled.

**Dismissal**

Parents may pick up students outside their doors or at a mutually agreed upon location.

**Middle School students will not be allowed on campus after school.**

**Parking Lot is CLOSED to cars in the afternoon for safety reasons.**

Students are dismissed at 3:00 pm and are expected to go directly home or to an after-school program. Please remember that there is no adult supervision available for your child if he/she decides to stay and play on the playground. For their safety, students being picked up by parents should be picked up promptly. If a child is forgotten at school, the office staff will contact their parent. Please make sure all phone numbers are up to date. If children are not picked up after school, School Police or Child Protective Services will be called to transport the child home.

 **Who Can Pick Up Your Child?**

Pursuant to Nevada Revised Statutes and Washoe County School Board Policy, students will be released only to those parents or guardians who have officially signed and enrolled that child in school.

If anyone other than the parent of a child wants to pick up said child, the office will need a written note.

If, as a result of a court action, there is a restriction on who may remove your child from school, we MUST have a certified copy of the court order on file in the school office.

**Leaving School Grounds Early**

Students are not allowed to leave campus at any time during the school day without permission from a parent/guardian. When students leave campus, before 3:00, parents must sign the Parent Release Log in the office. Parents/guardians or emergency contacts are the only people allowed to pick up a student early. You will need to present identification when picking up your child early.

**Parents, Guardians Volunteers & Visitors:** We warmly welcome visitors, but MUST ensure the safety of our students at all times. All persons, including parents, guardians, guests, volunteers, or other visitors who come to Grace Warner Elementary School must sign in at the school office before entering any classroom, the multi-purpose room, library, or playground area. All visitors and volunteers are asked to please use the following guidelines:

1. Those wishing to volunteer must **fill out an application form and submit to a background check. Some volunteer opportunities require fingerprinting conducted by the District**. This can be done at the district office. A background check typically takes 2-3 week to be completed and is good for a 12-month period. Fingerprinting may take 6-8 weeks.

2. For the safety of our students and staff, Washoe County School District performs a background and picture ID check for any and all volunteers and parents going on fieldtrips. Volunteers applications are available in and should be returned to the office.

3. Curriculum and classroom activities and the number of volunteers needed for assistance will affect the scheduling of volunteers. Volunteers must consult with the teacher to determine which days and times when volunteer services are needed.

4. Please DO NOT make unscheduled classroom visits as a volunteer. This is important to help avoid disrupting instructional program or activities.

5. Please DO NOT bring preschool children or other visitors with you when you come to volunteer. For safety reasons, and for maintaining the integrity of instructional time, there should be no additional people with the volunteer when he or she arrives to the classroom. This rule also applies to volunteers serving as chaperones. Field trips are planned for students in the grades or classes that are going on the fieldtrip and it is inappropriate to bring siblings of any age.

6. Teachers depend on volunteers. Please be sure you can support and assist at the school as planned before you make a commitment to volunteer.

7. Please be conscientious in the staff lounge and workroom of teachers or staff members who may have limited time during breaks or lunch and need full access to these areas or the copiers.

8. CONFIDENTIALITY IS CRITICAL. All observed interactions and exchanges between and amongst teachers, parents, and students are to be kept confidential.

**Grace Warner’s Daily Schedules**

**Please call our 24-hour attendance line if your student will be late or absent: 746-5830 X1**

**School Hours:**

**8:55-3:00**

**Early Release Wednesday**

**8:55-2:15**

**\*Students should NOT arrive to school earlier than 15 minutes prior to announced start time.**

**Recess Schedule:**

**PreK 9:30 & 2:00**

**Kindergarten 10:45 & 2:30**

**1st and 2nd 10:30**

**3rd and 4th 1:30**

**Lunch Schedule:**

**3rd and 4th 11:30-12:05**

**1st and 2nd 12:00-12:35**

**Kinder and 5th 12:30-1:05**

**School Closure/Delayed Start: A Connect-Ed call from WCSD will be sent to your designated telephone number and email announcing a delayed start or school cancelation. Information will also be on local TV and radio stations, or you can visit** [**www.washoeschools.net**](http://www.washoeschools.net) **for more information.**

**Calling to Leave a Message**

We know emergencies come up and sometimes you need to get messages to your child. Unfortunately, if the message comes in between 2:30-3:00 pm, there is a possibility that we wont be able to get the message to your child in time. Things get hectic around the office toward the end of the day and the phone lines are often tied up. Your child’s safety is extremely important and often your messages deal with safety issues. The best time to leave a message is between 10:00 am– 2:00 pm.

Before leaving for school in the morning, please make sure your child knows where to go afterschool.

**Communication**

We have several ways to keep parents informed. We hope you will call or come in whenever you need information and or help.

· Infinite Campus Parent Portal allows parents to register, check grades, and attendance through the internet.

· The WCSD Connect Ed System informs you of important district or school events and reminders as well as attendance via your telephone and/or email.

· Teachers us Class Dojo to communicate daily.

· Flyers will be sent home as needed with upcoming event details and our website will be updated regularly to keep you informed.

· Our marquee sign in the front of our school is updated with upcoming events.

**Emergency Data**

It is the responsibility of the parent to keep emergency information accurate and current. This information is extremely important to enable the school to contact you if your child becomes ill or is involved in an accident at school. Please notify the office immediately if there are any changes during the school year.

**Conferences**

Parent/teacher conferences are scheduled twice this year. Please make every attempt to attend the conferences.

· Parents are encouraged to meet with teachers anytime during the year. Parents are asked to contact the teachers and make prior arrangements for those conferences.

· Teachers spend a great deal of time preparing for your child’s curriculum before and after school. Therefore, we ask you to schedule an appointment, rather than dropping in.

· Teachers are happy to meet with you and ask for your full cooperation in making an appointment so they can prepare for the meeting and schedule their time efficiently.

**Lost and Found**

A lost and found box is located in the cafeteria.

· Please mark your child’s belongings for easy identification.

· Parents and students may check the lost and found box anytime.

· Please DO NOT send toys or games to school. The school cannot be responsible for these personal items.

· Unclaimed items will be donated to charity twice a year.

**Telephones**

· Students can use school phone for emergency calls only and must have permission from staff before using the phone.

**· Students may not use cell phones at school, they must be off and stored in their backpacks.**

· Students are not allowed to make calls from the classroom or personal cell phones.

· We would appreciate you making prior arrangements with your child regarding after school plans. We thank you for your help in this matter.

· Our goal is to get your message to your child with as little classroom disruption as possible.

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Student Drop Off and Pick Up

**Safety and Patience are Crucial during Drop Off and Pick Up**

**During afternoon pickup, our parking lot is CLOSED to traffic. This helps ensure the safety of students and staff.**

If you drop your students off in the parking lot in the morning, please follow the rules below:

· Parking lot speed limit is 5 mph.

· Please park in designated spaces and only walk your student to and from the curb.

· Do not park in the bus loading zone or block busses.

· Have your children ready to get out of car promptly at the drop off area. Encourage them to get out of the car on the curb side.

· Do not allow your students to walk or run through the parking lot unattended.

· Please do not drop your child from a “double parked” position or pick them up by calling your child(ren) across traffic into a “double parked” position.

· Observe pedestrians in crosswalks: they have the right of way.

· Have lots of patience when dropping off and picking up your child(ren)

· Please exercise the courtesy we all expect from our students!

**Attendance Policy**

**Consistent attendance is essential for your child’s educational progress; therefore, absences should be kept to a minimum. Students should be in school except in case of illness or an emergency.**

**If your child is going to be absent, please follow these steps:**

1. Call Grace Warner Elementary at 775-746-5830 before 9:30 am. We have a 24-hour answering machine for you to leave a message after hours.

2. When your student returns to school, you must send a note within three (3) days stating date(s) and reason for the absence along with your signature. Absences reported after 3 days are not excused.

3. Absences for other reasons other than medical and emergencies, must be prearranged with the principal.

4. Please be aware, ten (10) consecutive days absent without any contact with the school will be cause for automatic withdrawal from Grace Warner ES. Twenty (20) consecutive days absent, WITH OR without contact with the school, will be cause for automatic withdrawal from Grace Warner ES.

5. If your child arrives after 9:00 am, he/she will be counted as Tardy

6.  If your child misses more than 1/2 of an am or pm session, he/she will be counted as absent.

**Attendance is a shared responsibility, and we appreciate your support. Please see link below for the district policy.**

[WCSD Attendance Policy](https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf)



**Health/Clinic Procedures**

If your child becomes ill or gets hurt at school, we have a clinical aide who will attend to his/her immediate needs. If your child states that he/she is sick, we will take his/her temperature. If she/he is running a fever, we will make every effort to contact you to come and pick up your child. If your child is not running a fever, it is likely he/she will be sent back to class.

Please do not send your child if he/she has any of the following:

· Vomited or diarrhea in the last 24 hours

· A fever of 100.4 degrees or higher in the past 24 hours.

· Obvious severe cold symptoms (sneezing, nasal congestion, runny nose, persistent cough, sore throat).

· Eyes that itch, burn, are bloodshot or draining. These can be symptoms of conjunctivitis or pink eye, which is extremely contagious and needs treatment by a doctor. A child may return to school after a minimum of 24 hours of antibiotic eye treatment.

· A rash or other questionable symptoms.

Please contact your physician if you have concerns regarding your child’s health. The clinical aide is not able to assume responsibility for diagnosing health problems.

**Medication**

**A signed note from the physician and parent must be presented to the clinical aide or nurse if any medication (including over-the-counter medicines) need to be taken at school by your child. All medication will be kept in a locked cabinet and dispensed by the clinical aide, nurse, or secretary.**

**Hot Lunch / Nutrition Services**

Grace Warner offers hot breakfast and lunch daily. Breakfast is free for all students and served daily in the classroom from 9:00-9:15

Your child may bring a cold lunch from home or choose to have hot lunch. Hot lunch is served buffet style and each student must take a hot entrée and at least one other item from the cart. Milk is included.

For the 2022/23 school year **ALL** students will be provided free breakfast and lunch.

Menus can be found on the school district’s website, washoeschools.org, click the *Parent’s* tab, menu is listed under *Nutrition Services.* You may also pick up a copy of the menu in the school office.

**Homework**

The purpose of homework is to practice and maintain previously learned skills from the classroom. Additionally, homework builds responsibility, develops study habits, and promotes adult involvement in the child’s education. Along with regular homework, your child will be required to read on average 15 minutes per night in the primary grades and at least 20 minutes per night in the intermediate grades five days per week.



Below is the link to the WCSD Homework Policy:

[WASHOE COUNTY SCHOOL DISTRICT Homework Policy](https://www.washoeschools.net/cms/lib/NV01912265/Centricity/Domain/393/Homework%20Policy.pdf)

Daily Average Amount of Time Spent on Homework Per Day…

Kinder 15 minutes

1st/2nd/3rd 30 minutes

4th/5th 45 minutes

**DRESS CODE**

 We expect appropriate dress at school at all times; suitable for playground activities and weather conditions. The home and school need to cooperate in the matter of dress. Students may wear sandals and open toed shoes, but please be prepared with a pair of tennis shoes on PE day. Remember, the playground is unforgiving.

School is a child’s place of business and the children who are dressed in appropriate school clothing seem to do a better job. Therefore, to promote an academic environment and provide for your child’s safety on the playground, we will enforce the following dress code.

STUDENT DRESS CODE:  You can view the entire dress code in the District’s Parent/Student Handbook using the link below.

The primary responsibility for dress rests with students and their families (parent/guardian). However, the District reserves the right to establish and enforce a student dress code with expectations and limitations for students that address what clothing may be worn and how students may wear that clothing. The requirements of the dress code are not intended to silence expressive conduct, but instead, constitute an attempt to maintain a productive, safe, learning environment. Therefore, in order to promote an appropriate academic environment and to provide for your child’s safety, students must adhere to the following standards:

¨ 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.

¨ 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.

¨ Proper footwear must be worn at all times and shall not pose a potential health or safety problem.

*Thank you*

[WASHOE COUNTY SCHOOL DISTRICT Dress code](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf)