

# **Student/Parent Handbook 2013-2014**



## ***Home of the Challengers***

**Mabel Hoggard  
Math/Science Magnet School**

950 N. Tonopah Dr.  
Las Vegas, Nevada 89106  
Telephone: (702) 799-4740  
Fax: (702) 799-4884

August 2013

Dear Parents/Guardians:

The staff of Mabel Hoggard Magnet School presents this handbook as a way to summarize our educational goals and to inform you about the basic operations of the school. We have listed the information in alphabetical order for easy reference throughout the school year. We believe that it is important for parents and students to know expectations for academic and behavior performance. These expectations can best be achieved through close cooperation between home and school. Please review the handbook with your child, sign the bottom portion of this page and return it to your child's teacher. If you have any questions, please feel free to call us at 799-4740 or stop by for a visit. Upon entering the school, please remember to first stop by the office to sign-in and receive a visitor's badge.

Sincerely,  
Mabel Hoggard Staff



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*Please detach and return this portion to your child's teacher.*

My child and I have read and discussed the expectations, procedures, policies and regulations contained in the Mabel Hoggard Student/Parent Handbook.

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*Parent/Guardian Signature*

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*Date*

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*Child's Name*

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*Grade*

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*Teacher's Name*

# ***Home of the Challengers***

## **Mission**

Mabel Hoggard Magnet School's mission is to challenge and empower all students by providing an enriched education with an emphasis on science, mathematics, and technology.

## **Motto**

Our Children Are The Future And.....The Future Is Now

## **Mascot**

The Challenger

## **School Colors**

Blue and Grey

## **Hoggard Student Expectations – To Be Followed Each Day**

Help one another

Own your actions.

Get along.

Goal setting

Are you doing your best?

Respect self, others, property

Dedicate yourself to excellence.





## **Mabel Hoggard Beliefs for Student Learning**

**Established March 2010**

- **All students have the capacity to learn and become cooperative, respectful, and independent citizens achieving success through active participation and commitment to a challenging and stimulating curriculum.**
- **Students learn best through inquiry based, hands-on academic programs that set high expectations, offer a balanced curriculum and a variety of teaching styles, as well as differentiated instruction.**
- **The integration of math, science, and technology is used to enhance instruction across the curriculum and grade levels.**
- **Working as a team of staff, students, and parents ensures the emergence of leadership qualities, offers assistance to those approaching mastery, and helps include all in a constructive way.**
- **Our school community values and promotes character and social skills development through daily modeling of respect, conflict resolution, and personal responsibility.**
- **Parents and community must actively participate in and support our educational program at school and at home.**

## **ADMINISTRATION AND OFFICE**

Celese Rayford	Principal
Janice Lewandowski	Assistant Principal
Lucia Chavez	Office Manager
Cindi Chase	School Clerk
Linda Comeaux	Office Aide
Rachel Curilli	School Nurse
LaShanae Davis	First Aide Safety Assistance
Magdalena Greene	Head Custodian
Dana Veasley	Kitchen Manager
Jerry Swan	School Psychologist
Logan Schrumpf	Speech Pathologist
Ana Arellano	School Facilitator
Nancy LaCombe	Counselor
James Coleman	Campus Monitor

## **BUSINESS HOURS**

Office Hours	7:30 a.m. to 4:00 p.m.
Student Day	
Kindergarten	8:35 a.m. to 3:16 p.m.
Grades 1-5	8:35 a.m. to 3:16 p.m.
Teacher Work Day	7:55 a.m. to 3:26 p.m.





### **Arrival and Departure**

Playground supervision begins at 8:00 a.m. and continues throughout the school day. The bell rings for line-up at 8:30 a.m. Students walk to their designated class area and line-up. At that time, Morning Opening begins with the Pledge of Allegiance, 30 seconds of silence, the Mission Statement, and the Manner of the Week. A tardy bell rings at 8:45 a.m. If students arrive after this time, they must report to the office for a tardy slip before being admitted to class. Students are dismissed at 3:16 p.m. **If students are not picked up by 3:30 p.m., and they are not registered and have paid for SafeKey, the Attendance Officer will be called to transport them to the Boys' and Girls' Club.**

***\*Students are not permitted on school grounds prior to 8:00 a.m. unless registered for Safekey. Please come by the office for a Safekey application or you may contact the City of Las Vegas Safekey at 229-2526.***

### **Attendance and Absences**

Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent or legal guardian. The parent or legal guardian is required to send the student to school during all times that public school is in session. The primary aim of attendance enforcement is to increase student achievement through improved attendance.

If a child has an excessive number of absences, the parent/guardian will be notified, in writing, by the school. An elementary student may be required to repeat the current grade if the total number of absences exceeds 20 for the school year. Please review the Clark County School District Policy for Elementary Schools.

### **Bus Transportation**

Students who live more than two miles from school are provided bus transportation by the Clark County School District. Transportation by school bus is a privilege that can be temporarily taken away when a student does not obey bus safety rules. For more information regarding bus routes, contact the Transportation Department at 799-8110 or online at <http://ccsd.net/schools/transportation/>.

### **Bike Riding**

*A locked bike area is provided for students that ride their bikes/scooters. Parents are asked to provide bike locks. The school is not responsible for any loss or damage to bikes/scooters. Bikes must be walked on school grounds. Skateboards and rollerblades are not allowed on the school campus.*

### **Class Parties/Birthday Parties**



In observance of special days, teachers and classes may prepare and carry out suitable educational activities. It is expected that these special activities will function as educational projects and that social activities will not begin earlier than one hour prior to dismissal time.

Students may bring treats for the entire class in recognition of their birthday. Balloon and/or flower bouquets will be held in the office until the end of the day. To avoid hurt feelings, we request that invitations to private birthday parties *not be distributed* at school unless they include the entire class.

### **Classroom Observations**

On occasion, parents request to observe their child in the classroom setting. We do allow classroom observations; however, to limit disruptions to the classroom setting, we have established the following guidelines:

- Classroom observations must be scheduled with your child's classroom teacher at least one day in advance.
- Classroom observations will be limited to thirty minutes in length.
- The parent may not disrupt the educational setting, i.e., talk to or distract the child or classroom teacher during instruction.
- Upon arrival, parents need to sign-in at the front office and receive a visitor's badge. Once in the classroom, the teacher will show you where to be seated during the observation.
- If your presence or actions cause a distraction to the learning environment, the observation will be concluded. Any further observations will be scheduled at the discretion of the Principal.

After a classroom observation, any conversation with the teacher should be held when students are not present. We would be happy to set up a conference time with you to provide the time and attention you deserve.

### **Discipline**

The Mabel Hoggard staff has high expectations for student behavior. We feel that every student should be able to attend classes without fear of being threatened or hurt by another student. We also feel strongly that teachers and staff deserve the same respect that parents expect from their children. The following are our behavioral expectations:

Help one another.  
Own your actions.  
Get along.  
Goal setting  
Are you doing your best?  
Respect self, others, property.  
Dedicate yourself to excellence.



### **Discipline(continued)**

We feel that if students follow these guidelines they will have successful interactions with peers and adults alike. **If a student is not able to follow these behavioral guidelines, the following progressive discipline plan will be utilized.**

The first step involved in correcting misbehavior is discussion between the student and the teacher. Depending upon the severity, the teacher may decide to contact the parents and discuss the concern with them as well as with the child.

If the misbehavior continues after informal conferences, or when the offense is too disruptive or severe, the teacher will issue a Discipline Referral form and the student will be referred to the building administrator. Parents may be contacted by the administrator, and the student may be assigned lunch detention or a consequence related to the offense. Depending upon the severity of the offense, a Required Parent Conference (RPC) may result.

When the Required Parent Conference does not eliminate the problem, additional misbehavior may result in additional RPC's, suspension from school, or probation.

### **Dress and Appearance**

The Clark County School District reserves the right to insist that the dress and grooming of students are within the limits of generally accepted community standards and students shall be required to show proper attention to personal cleanliness.



1. Students are required to wear shoes with soles. At the elementary level, students run and play during lunch recess and P.E. Slippers, flip-flops, strapless, or open toe sandals create a hazardous safety concern.
2. Students are prohibited from wearing crop tops (no skin showing between bottom of shirt/blouse and top of pants or skirts), strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
3. Students are prohibited from wearing clothing with spaghetti straps. All sleeveless shirts must have straps at least three inches wide and cover the shoulder.
4. All shorts, skirts and dresses must be fingertip length. If shorts are worn, they must be hemmed and without fraying.





5. Students are prohibited from wearing outer wear such as coats, mittens, gloves, scarves and hats upon entering the classroom. Hats may be worn to school for special activities.
6. Students are prohibited from wearing slogans or advertising on clothing which by their controversial or obscene nature disrupt the educational setting. No spiked or studded clothing.

***If students come to school with inappropriate clothing, they will be sent to the Health Office and the parents will be called to bring a change of clothing. If parents are unable to come to school, the Health Office will provide a change of clean clothing to the student to wear for the remainder of the day. Clothing items provided to the student are to be washed and returned to the Health Office in a timely manner.***

### **Emergency Data**

The school office must have current home and emergency telephone numbers and current addresses. It is essential that we have this information in case of an accident or illness. Please call or send a note to the office whenever this information is changed. If we cannot reach you, we will use the emergency contact information you have provided.

### **Food Services**

The cost of breakfast is **\$1.25**, cash daily or advanced purchase. A variety of items such as milk, juice, sweet rolls, pancakes, French toast and cereal are available. Breakfast is served from 8:10 a.m. until 8:30 a.m. in the lunchroom. The cost of lunch is **\$2.00**, cash daily or advanced purchase. Lunches also may be purchased on line at <http://ccsd.net/foodservice>. Milk is available for **\$0.25** (1/2 pint carton) for those students who bring their lunch. ***Prices are subject to change. No purchased food may be taken from the lunchroom.*** Instead of using tickets for advanced purchases, students are credited for the amount of breakfast/lunch purchases. These credits are marked off as the student uses them. Accurate records are maintained by our food service manager. This system minimizes the loss of money or lunch tickets. We encourage advance purchases on a weekly or monthly basis.



***Applications for Free or Reduced Lunch are available from the office. A letter will be sent home on the first day of school regarding the criteria for qualifying. It is very important that applications be completed and returned to school even if your child does not purchase a lunch. Schools receive federal funding based on the number of students who qualify for Free or Reduced Lunch.***

### Health Services/Medication



The School Nurse is available on a limited schedule, usually one day a week. We do have a First Aide Safety Assistant available on a daily basis.

Students who become ill at school should report to the Health Office. If the illness or injury is of such a nature that the student should go home, the parent/guardian will be notified. Students are not permitted to leave the school without a parent/guardian signing them out and the presenting of photo identification. ***It is the responsibility of the Health Office, not the student, to notify the parent of the student's illness.***

A student needing medication during school hours must have a completed Medication Release form which can be obtained from the Health Office personnel. The medication must have been prescribed by a licensed prescribing practitioner. ***No over-the-counter medication may be given without a prescription.***

### Homework

Homework is an extension of the daily instructional program at Hoggard. Homework comes in many forms: reading, studying for exams, finishing assignments and practicing skills. In doing an assignment at home, your child exercises his/her skills and develops good work habits. The number, frequency, and degree of difficulty of homework assignments are based on the ability of the students.



### Lost and Found

Children are inclined to lose things. Please mark all items clearly with your child's name. This simple measure will help us to return items quickly. Students may claim lost items by checking the lost and found bin on the stage in the Multi-purpose room. Lost items such as money, purses, jewelry, and glasses can be claimed in the front office. Items are only stored for a brief duration and then given to a local charity.

### Mentor Program

Every student at Mabel Hoggard Magnet School is assigned a mentor who is a member of the staff. Students retain their same mentor for the duration of their school career at Mabel Hoggard. Mentors meet with their mentees throughout the year on a regular basis to provide support, encouragement, and praise.

### **Parental Concerns**

We want everyone to be pleased and satisfied with every aspect of the school operation. 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. A concern not related to your child should be brought to the attention of the Principal.

### **Parent/Teacher Conferences**

You will be asked to attend a formal parent-teacher conference during the school year to discuss your child's progress. Other conferences may be requested by the teacher or parent as needed. Please make every effort to attend conferences when they are scheduled. By working cooperatively, we can provide the best education for your child.

### **Personal Belongings/Toys**

Items brought to school should be kept inside the child's backpack, a paper bag, or other containers 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 toys, skateboards, roller blades, wheelies, electronic devices, cameras, balls smaller than six inches in diameter, or other items to school which are not part of the educational program.*** Toys and balls smaller than six inches in diameter, i.e., tennis balls, bouncy balls, etc., brought to school will be confiscated and returned at the end of the school year.

### **Pick-Up of Students During School Hours**

Whenever it is necessary to pick-up your child during school hours, please send a note to your child's teacher informing them of the early release. All persons must check in at the office and present photo identification before a student is released. We ask that you refrain from picking up students between 3:00 p.m. and 3:16 p.m. to avoid dismissal traffic.



### **Probation**

Once students are selected and enrolled in a magnet school, they will remain until they complete the program. Any transfers normally occur at the end of a school year.

While each student's progress should be reviewed on an individual basis, there are some overall guidelines that will be utilized to determine acceptable performance. The guiding principle is progress toward successful completion of the magnet program. For a student with marginal grades, assistance will be provided as needed, and magnet school staff will make a determination

regarding whether the student's overall progress is negatively affected by the student's enrollment in the magnet school. Assistance will be provided as soon as a student performance problem or the potential for a problem is identified. The teacher, counselor and principal will meet with the student and the parent/guardian, assist the student in defining the problem, and help the student to determine a proper course of action that will alleviate the problem. The purpose of this preliminary measure is to provide immediate assistance to a student as needed and to make the student aware of his/her responsibility to correct the problem. When a student has been made aware of a performance problem and continues to make poor progress, a scheduled conference between the student, parent/guardian, teacher and principal will occur to discuss the placement of the student on probation.

If a student is placed on probation, it is expected that his/her progress will improve with the assistance of the appropriate school staff and with parent/guardian support. This assistance may include remedial work assignments, make-up work, counseling, or tutoring. At the conclusion of the probation period, if the student has not made sufficient improvement, a formal notice will be sent informing the parent/guardian of the decision to return the student to his/her zoned school for the upcoming school year.

### **Progress Reports/Report Cards**

Progress reports will be issued by teachers every three weeks.

*\*Some teachers may issue reports more frequently.*

Unsatisfactory progress reports are sent home on the sixth week of each grading period. Report cards are issued at the end of each twelve weeks.



### **Recognition Activities**

Each teacher will develop a classroom program to recognize and reward positive actions on a consistent basis. Students who demonstrate outstanding or improved citizenship and/or academic achievement will be selected by their teacher to participate in the Student of the Month Luncheon. Teachers may also recognize students each month with a Dog Tag for acts of kindness, or for academic or behavioral improvement. Other special recognitions include Accelerated Reader Awards, The 500 Club Award for students earning a perfect CRT score, and end of the year academic and citizenship awards.

### **Student Insurance**

Student accident insurance is available to all students. Forms are sent home the first day(s) of school describing the program. Extra forms can be obtained in the office.

### **Student Tardy Procedures**

Students are expected to arrive promptly every day. When students arrive after 8:45 a.m., they must come to the office and receive a tardy slip before being admitted to class.



### **Student Withdrawals**

If you are planning to withdraw your child, the office should be notified in order to complete the required paperwork. *Lost or missing textbooks, library books, and charges in the lunchroom must be paid for on or before the student's last day of school.*

### **Telephone/Cell Phone Use**

The school office is an important center of activity at the school and is busy the majority of the time. The office telephone may be used by students only in cases of emergency and with the permission of the classroom teacher/office personnel. The phone cannot be used to obtain permission to visit with friends after school is dismissed. *Cell phones are permitted but are to be turned off and kept in a student's backpack and may only be used before and after school.*



### **Visitors/Visiting Students**

***ALL VISITORS MUST REPORT TO THE OFFICE.*** Individuals who wish to visit a classroom must make prior arrangements with the teacher or principal. Children visiting your home from other areas are not allowed to attend class.

### **Volunteers**

School volunteers are encouraged and welcomed within our school to assist in the classrooms, on the playground, and in the office. As with all visitors, the procedure for checking in at the office applies. A special register is kept on school volunteer attendance and as a method of determining who is on campus. As adults, it is very important that we model the school-wide expectations and dress code expected of staff and students. Volunteers are asked to follow the same dress code as the staff and students. Please refer to the Dress and Appearance Section in this handbook.

