



Dream It! Believe It! Achieve It! Cub Family Handbook

David M. Cox Mission Statement

The teachers, staff, students, families, and community members who share the David M. Cox Elementary School will ensure a positive and safe environment where learning is the highest priority. All students will experience success socially and academically, enabling them to become respectful, responsible, and reliable citizens in a changing society. We will reach every student, in every subject, in every classroom, every day without exceptions, without excuses.

Contact Numbers

Health Office:

799-5730 ext 4020
FASA: Cristina Pham

Food Service:

799-5730 ext 4012
Manager: Leanda Heckman
Menus available on website

Henderson Safekey:

Before/After School Care
267-4100
All payments must be made online at the Henderson Safekey website and registration must be completed prior to students being dropped off at the Cox MP Room.

PTA Meetings

Our PTA meets once a month at 6 pm in our Library and children are welcome to attend. The meetings usually last about an hour and there is important school information shared each month.

SOT Meetings

Our School Organizational Team meets monthly either prior to or just after each PTA meeting.

280 Clark Dr.
Henderson, NV, 89074
(702) 799-5730
Fax (702) 799-5759

Welcome to David Cox Elementary Home of the Cubs!

davidmcoxelementaryschool.com

- Mrs. Tara Imboden, Principal (imbodtr@nv.ccsd.net)
- Mrs. Andrea Heinlen, Asst. Principal (heinlam@nv.ccsd.net)
- Mrs. Athena Janosik, Office Manager (janoss@nv.ccsd.net)
- Ms. Gianna Penney, Clerk (penneg@nv.ccsd.net)
- Mrs. Shannon Grau, School Aide (graus@nv.ccsd.net)

We are glad your child is here at David Cox Elementary School. We intend to do our best to make each child feel safe, welcome, and excited about learning. We are proud of our educational program and follow the state adopted curriculum. Our teaching staff has developed strategies so each child can achieve commensurate with his or her

ability. We ask that parents demonstrate the importance of a good education by making school a priority, ensuring school assignments are completed accurately, volunteering in their child's classroom, and communicating with and supporting ALL teachers. If during the school year you have questions or concerns please contact your

child's teacher first and if further resolution is needed, please contact the administration. This handbook serves as a year-long reference and is based on regulations and policies of the Clark County School District (CCSD).

Office Hours
7:30 a.m. to 4:00 p.m.
Instructional Hours
9:00 a.m. to 3:11 p.m.
Grades K-5
***Students will not be released early from school after 3:00 p.m.**

School-Wide Behavior Expectations

A big part of our success has been establishing, communicating, and maintaining high expectations. Higher expectations bring higher achievement. We have established **School-wide Expectations** to build a safe, warm, and inviting learning environment. They are:

- Follow directions the first time they are given. Walk quietly through the halls.**
- Keep your hands, feet, and other objects to yourself.**
- Show respect toward one and another. Do your best.**

Recognition Activities:

Each teacher will develop their own classroom rules which support the school's expectations and recognize outstanding behavior on a consistent basis. Students demonstrating behaviors and academic achievement will be selected by their teacher or staff for "Cub of the Week." Other special programs include End of Year Honor Roll Assembly, Positive Paws, "Caught Being Good," Accelerated Reader, and Math Awards, Behavior Awards, and Academic Awards.

Steps to Handle Misbehavior:

***Behavior infractions can result in removal from class/school fieldtrips, student clubs, or school/class events.**

- Level 1** – Handled between teacher and student, note may/may not come home for signature and depending on severity, teacher will contact parent.
- Level 2** – If behavior continues student receives a **note home** to be signed by parent and privileges taken away.
- Level 3** – After 4 notes home are given, a **discipline referral** is completed and the student is sent to administration where parents will be notified.
- Level 4** – Continued misbehavior will result in a **Required Parent Conference (RPC)** which may result in removal from school.
- Level 5** – When an RPC does not eliminate the problem, additional misbehavior will result in RPC's, suspensions, or expulsion from David Cox ES.

***Serious offenses which include physical aggression, weapons, drugs, etc. will begin at a Level 4 or 5. Bullying of ANY form both on and off campus will not be tolerated and treated as a level 5.**

Parking Lot

Please park in the spaces provided or on the street where designated. There is no parking and leaving your vehicle in the Red Zones or the bus zone. We are asking that all vehicles **make ONLY right turns** out of our parking lot for the safety of students crossing and to keep traffic flowing. Please be courteous to all individuals when dropping off or picking up your student. CCSDPD will cite drivers for violations on and around our campus. **Profanity will not be tolerated. We have designated parking spaces; please do not park in any of these spaces, even if it's just for a minute!**

ARRIVAL and DEPARTURE

David Cox Elementary has a **closed campus in the morning** (parents drop off their children at gates) and an **open campus in the afternoon** (parents allowed to pick up their child at their building exit door/dot).

Parents may not enter through the school building hallways after school, all visitors must check-in at front office.

Any unprofessional conduct by parent or sibling(s) picking up their student will result in a removal from campus for the year and/or citation from CCSDPD.

Students cannot be on campus before 8:45 a.m. when playground supervision begins (campus gates will not open until 8:45 a.m.). The line up bell rings at 8:55 a.m. at that time students will line up in the designated area with their classmates. The tardy bell rings at 9:00 a.m. Gates open at 3:00 p.m. for afternoon pickup.

Students cannot be released from class after 3:00 p.m.

Students not picked up by 3:21 p.m. will be taken to Safekey if signed up. If not, CCSD Truancy will be called and student taken to the designated Boys and Girls Club or Child Haven.

Students cannot be released to individuals who aren't on the pick-up list and/or don't have valid ID.



Transportation

Families must make arrangements for drop-off and pick-up prior to school.

CCSD Bus Transportation: 799-8111

Students must be registered for the school bus by the transportation office, riding privileges may be revoked due to inappropriate bus behavior, and transportation is provided for students residing more than two miles from campus.

The school does not schedule transportation or manage the bus drivers. We have NO ability to contact drivers directly.

Bikes, Cell Phones, Equipment, Toys...

For those students who ride bicycles to school, a locked parking area is provided. All bikes must be inside the bike-rack during the day and parents are to provide bike locks. **The school is not responsible for any loss or damage to bikes.** Bikes must be walked on all school grounds, which include the sidewalk at the front and side of the school. CCSD does not allow students to use cell

phones during the instructional day (9:00 a.m.-3:11 p.m.). If you allow your child to carry a cell phone it is to remain **OFF** and in their backpack throughout the instructional day. If the phone rings or student is texting or taking pictures/video during the day, the phone will be confiscated and returned during a parent/administrator conference. *Administration is not responsible for investigating theft of phones or damage to phones caused by other student.*

Personal items such as toys and electronic devices are not allowed at school.

Basketballs, tennis balls, racquetballs, footballs, soccer balls may be brought to school at the student's risk. **The school is not responsible for lost sports equipment, trading cards, or equipment.** Baseballs, softballs, and golf balls are not allowed.

Attendance and Make-up Work

CCSD Policy 5113 states that students enrolled in district schools must attend regularly in accordance with the Nevada Revised Statutes. **When a child is absent from school a WRITTEN NOTICE from the parent/guardian must be sent to schools within 3 school days after the child returns from absence.**

Computer generated letters are sent to parents informing them of a child's absence along with any unexcused absence through Parentlink.

Whether the student is excused or unexcused letters are sent at 6, 10, and 16 absences.

Administration will request a required parent conference upon the third letter. **The limitation for elementary school students per year is 20** and the consequence for excessive absences may be retention of the child's current grade or Educational Neglect Charges filed against the parent. When a child is absent, it is his or her responsibility to complete and turn in the make-up work

provided by the teacher. **The teacher is not required to provide pre-arranged absence work and the minimum make-up assignment completion time is three days per absence after their return to school.** Communication between the teacher, child, and parent is essential to ensure that proper instruction is received for missed skills.

***Take Your Child to Work Day" is considered excused and does not count AGAINST a student's "Perfect Attendance."**

Classroom Observations and Volunteers

We welcome parents to our campus and value your support! All visitors must check in at front office and receive a visitor's sticker. **We do allow classroom observations; however they must be scheduled in advance with the teacher, limited to 30 minutes in length, and observers will be accompanied by administration.** The parent cannot disrupt the educational setting to talk to or distract the teacher during instruction. Should an observation cause

distractions to the learning environment, the observation will be concluded, and future observations will be schedule at the discretion of the Principal. **We do not allow outside agencies to come into the building to observe students.** We welcome Parent Volunteers for the classrooms, lunchroom, playground, and the front office! Check in is the same for visitors to campus and we ask that all volunteers not use the staff lounge during

teacher lunches. Also, any supplies and/or copies needed may be obtained through Mrs. Grau in the front office. We also ask that children remain outside the teacher's lounge at all times.

***Please understand that there are a limited number of hours in the school day and not all volunteer requests may be able to be honored within the classroom. However, there are many opportunities throughout the building to help us! We comply with the Nevada State Volunteer Regulation.**

Emergency Data, Enrollment, & Health Information

The school office must have current home and emergency telephone/cell numbers along with current addresses. It is essential that we have this information in case of accident or illness. **Please come to the office whenever this information changes to complete a change of information form. If we cannot reach you, we will use the emergency contact information you have provided.** Students must update registration each year through Infinite Campus before they can attend class. Proof of residency and updated health information are

required of all students EACH YEAR. If you are planning to withdraw your child, the office needs to be notified at least one week in advance in order to complete the required paperwork. Lost or missing textbooks, library books, and charges in the lunchroom must be paid on or before the student's last day. Our school nurse has a limited schedule on our campus and we have a FASA daily. If the student's injury or illness is of such a nature that a student should go home, the parent will be notified. Students are not permitted to leave the school without permission from the

nurse's office and/or the parent or guardian. If your child needs to take medication during the school day, the medicine must be brought to the health office in a medicine bottle from a physician's prescription and contain detailed dosing. No medication including over-the-counter medication may be administered by staff without a valid prescription from a licensed physician. Students may be removed from school if vaccinations are not current.



Class

Parties/Birthdays

In observance of recognized special holidays, teacher and students may prepare and carry out educational activities which are appropriate for grades K-5 (Halloween, Thanksgiving, Winter Holiday, Valentine's Day, etc.) **at the discretion of the teacher.** Colored punch/juice is not allowed in classrooms.

We have an extremely high population of students with life threatening food allergies in our school.

Birthday celebrations for students are not allowed during instructional time. Birthday treats or lunches for an entire class are NOT allowed on campus; during lunches or classrooms.



Excessive Heat Policy

When temperatures reach 100 degrees students are given the option to remain inside during recess. Once temperatures reach 105 degrees, indoor recess is initiated.

Supplies

Textbooks and other instructional supplies (including technology) will be provided for your child for classroom use and sometimes home use. In the event that your child damages or loses an instructional tool, the family will need to pay for the replacement of the item prior to the final day of school.

Homework

Students will have homework in K-5 Monday through Thursday evenings. Students need to establish good study habits early on in their educational careers. Students in grades K-2 should expect 30 minutes or less of homework each night, while older students can expect to spend up to an hour on their homework. Unless noted by the teacher through Class Dojo, parents should expect homework each night. Communication between the parent and teacher should be made if your child is spending more than the estimated time to complete their homework. Please expect teachers to send homework home in packet form, online lessons, and/or daily assignments.

Dress Code & Grooming

CCSD reserves the right to insist that dress and grooming of students are within the limits of generally accepted community standards. In accordance with CCSD Regulation 5131 the **school administration** shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard.

The following are implemented at David Cox Elementary: 1) Facial piercings and/or studded jewelry are not permitted (excluding earrings), 2) Shoes must be worn which stay securely on student's feet at all times (students will not be allowed to take shoes off during instructional breaks), 3) Skirts and shorts shall reach within 5 inches from kneecap, 4) Shirts must extend past the belt level (no bare mid-drifts or spaghetti straps), 5) Pants must be worn at waist, **8) Hats and sunglasses may be worn outside and at PE but not inside the building during the instructional time.**

Children's skin is very sensitive and always developing, children wearing make-up is strongly discouraged and unnecessary. Students will be asked to remove make-up during the instructional day should it become an academic distraction.

Lunch

David Cox Elementary was randomly selected to provide free breakfast and lunches to all students for four consecutive years. There is no cost for breakfast or lunch. Questions relating to this can be directed to the Kitchen Manager, Ms. Heckman.

LUNCH SCHEDULES

Kinder & First: 11:15-11:50

11:15-11:35 Lunch

11:35-11:50 Recess

Second & Third 11:50-12:25

11:50-12:10 Lunch

12:10-12:25 Recess

Fourth & Fifth 12:20-12:55

12:20-12:40 Lunch

12:40-12:55 Recess

Classroom Communication

All teachers and staff at DMC utilize "Class Dojo." It is a free web-based communication program and available on all Android and iPhone. It is used for behavior communication, messaging, and posting class and school events.

Administrative Appointments

We appreciate whenever parents are able to stop by and say hello. We also must remain available for matters which come up with our students and teachers during the instructional day. As with any professional office, appointments scheduled in advance are appreciated and given first priority. As we need to be in classrooms we are not always able to take phone calls as they come in but we will return your call or email within 24 hours.

Counselor/Teacher Appointments

The Counselor, Specialists, and Teachers will not be pulled away from their classes for calls or parent meetings during the instructional day.

Parent Concerns

Should you have a concern throughout your child's year we ask that you follow the following process: Should the concern relate to your child the **first contact must be with your child's teacher (no exceptions)**, after that if your concern has not been addressed you may call the school to schedule an appointment or speak to the administration. A concern not relating to your child should be brought to the building administration immediately.

Emails are accepted too!

Infinite Campus, "Unsats," and Parent Conferences

David Cox utilizes and uploads your child's graded work onto the district's communication system, **Infinite Campus weekly**. You may check your child's grades at all times throughout the year on this system. All parents can get access to their students' grades at any time. Please notify Ms. Penney and your child's teacher should you

have difficulty with the system.

Unsatisfactory notices and progress reports are sent at each quarter for any students not progressing in academics **and/or behavior**. Report cards are issued at the end of each 18 week semester.

Parent conferences occur once a year and will be scheduled in the Fall.

These are formal meetings to discuss your child's progress and how to improve their achievement levels. Informal conferences may be requested by the parent or teacher throughout the year.

Positive Reinforcement / Incentives at David Cox

Daily

Staff recognizes outstanding student behavior and present students with "Positive Paw" tickets which can be redeemed for treasure box items and/or class rewards.

Weekly

Students are chosen by their teachers/staff for "Cub of the Week" which highlights outstanding student behavior and academics.

Quarterly

Students will be recognized for attendance and behavior at end of quarters 1-3. Class AR points are awarded at end of quarters 1-3.

Semester Honor Roll Requirements (Gr. 1-5)

Straight A Honor Roll (earned all A's in all subject content and **no N's in any category**).

A/B Honor Roll (earned A's and B's in all subject content and **no N's in any category**).

Perfect Attendance (had **zero** absences for the entire 18 week semester – tardies excluded).

Citizenship Honor Roll (earned E's in at least 5 of the 8 behavior trait categories, no discipline of RPC or Suspension, and **no N's in the specialists' categories**).

Students are awarded for Accelerated Reader, Governor's Attendance, Milers, and Calculating Cubs at the end of year Academic Assembly (May). **No first semester Honor Roll Assembly is given only certificates with report cards.* Students also earn class incentives for good behaviors in specialists.

Special Achievements

The following are special achievement recognitions offered to students in addition to the Semester Honor Rolls and Attendance (at the final semester assembly only):

Grade 5 **Only** – Presidential Excellence, Great American Award, Principal's Award, Specialist's.

Grades K-5 – Governor's Attendance (based on state participation), Milers

4th Grade Great Nevadan (throughout the year as earned)

Clubs and Programs at DMC

Clubs, Programs, Events are not guaranteed annually, are all subject to change from year to year based on instructor availability.

Cub Leadership (5th)
Applecote Reading (K-5)
Sports Camps
Spanish Class
STEM Club
Church Club
Garden Club
Golf Camps
Ukulele Club

Accelerated Reading
Calculating Cubs
Milers
Honor Choir
Guitar Class
Counseling Groups
Tutoring
Drama Club