

ROBERT L. FORBUSS

Elementary School

Student Handbook



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Christine Vasquez, Principal
Danielle Jordan, Assistant Principal

Student _____ Teacher _____

Welcome to Robert L. Forbuss Elementary School. This handbook has been prepared to give you a general understanding of our school. The staff of Forbuss Elementary is extremely proud of our school and is committed to ensuring that your child is provided a quality education that will prepare each learner with the skills necessary to become a lifelong learner. I hope that you have a rewarding experience as a student at Robert L. Forbuss Elementary School. Parents or guardians may contact their child's teacher at any time via email. Parents or guardians may contact me at any time via email as well at: vasqucm@nv.ccsd.net.

Ms. Vasquez, Principal

<p>VISION STATEMENT Build a learning community which inspires leadership, excitement, and imagination as together we envision the future.</p>	<p>SCHOOL TELEPHONE The school office is the center of activities and is busy at all times. The school telephone may be used by students in case of emergency or necessity; however, it should be used with discretion-not to obtain permission to visit with friends, etc. Encourage your child(ren) to use good judgment in asking for permission to use the phone and to be patient when the office is busy.</p>
<p>MISSION STATEMENT Our community will ensure a challenging and engaging environment where children realize their unique potential in a diverse global society.</p>	<p>PHONE MESSAGES Parent-to-student phone messages should be kept to a minimum. Please make any necessary arrangements (transportation, lunch, etc.) prior to school. A message to a student involves class disruption, use of clerical time, and a possible violation of the Family Rights and Privacy Act as there isn't any way to positively verify the legal parent or guardian over the phone. If you have an emergency, and therefore need to contact your child, please come to the office and provide identification.</p>
<p>SCHOOL HOURS Students are not to arrive before 8:40 a.m., as no adult supervision is provided before that time. Office Hours.....7:30 a.m. - 4:00 p.m. Student Day.....9:00 a.m. - 3:11 p.m.</p>	<p>STUDENT NUTRITION Student nutrition guidelines must follow the CCSD Student Wellness Regulation 5157 and CCSD Food Service Regulation 96.02.00. All food sold in the Snack Shack, from the cafeteria, and on the school's approved party list are approved under these two regulations.</p>
<p>SAFEKEY Safekey is a before and after school supervised program for school children. The program is a service provided by the Recreation Department. For further information regarding the Safekey program, please call the Safekey office at (702) 455-8251.</p>	<p>BICYCLES/SKATEBOARDS/ROLLERBLADES Students may ride bicycles to school and lock the bicycle in one of two bike racks provided. The two bicycle racks are locked. However, students should also provide their own chain and lock to best secure their bicycle. Students are highly encouraged to wear a helmet when riding their bicycle. Scooters, skateboards, rollerblades, and Heely-type shoes are not permitted on campus. There is no exception to this rule.</p>
<p>STUDENT RECORDS Please keep the office updated with all changes of address and/or phone numbers. This will assist in prompt communication in case of emergencies. Please allow 24-hour written notice for copies of school documents.</p>	<p>EDUCATIONAL NEGLECT A student with a significant number of unexcused absences may be classified as truant, and three truancy events in a school year may trigger a referral for educational neglect.</p>
<p>STUDENT EARLY CHECK-OUT POLICY Extreme care is exercised at all times in the release of children to adults. If it is necessary to remove your child(ren) from school prior to dismissal time, please send a note to your child's teacher(s) stating the time he/she is to be dismissed. At that time, you will be required to sign the office release log and will be asked to show a photo ID prior to your child's release. A child will not be released to a person who is not listed on the enrollment card. To minimize instructional interruptions, students will not be released after 2:40 p.m.</p>	<p>SCHOOL EXPECTATIONS If students conduct themselves in such a manner that the best interest of the school, students, and/or staff are in jeopardy, redirective, restorative, and/or disciplinary action may be necessary. Possible consequences are a removal from the activity/area (classroom or outside area), Think Sheet, apology, conference with administration, required parent conference, and/or suspension. Further, bus stop and/or bus incidents will result in consequences ranging from a parent conference to the loss of riding privileges for a designated period of time or for the remainder of the school year.</p> <p>Behavior NOT in the best interest of the school is defined as:</p> <ul style="list-style-type: none"> • Aggression, assault, or fighting • Vulgarity • Harassment or intimidation • Leaving campus without permission • Having dangerous items, drugs, or alcohol • Destruction of school or private property • Insubordination • Theft and/or extortion • Pulling fire alarms • Bus citations <p>Please refer to the CCSD K-12 Student Code of Conduct for more information.</p>
<p>NUISANCE ITEMS Nuisance items are items that are not associated with the educational program and are NOT to be brought to school. Nuisance items will be confiscated and returned only to the parent or guardian. Some nuisance item examples are: electronic devices, gum, frisbees, cards-such as Pokemon or other trading cards, sports balls, toys, fidgets, gaming devices, laser pointers, etc.</p>	<p>PARENT ADVISORY COMMITTEE We have a very active Parent Advisory Committee (PAC) and hope that you will join this meaningful and productive organization. The PAC works to exemplify the cooperation between parents and school that builds the best educational environment for children. Please sign up and be a part of this very important organization.</p>

<p>TRANSPORTATION</p> <p>Riding the bus is a privilege. Students who live farther than two miles from school are eligible for bus transportation. Strict rules of behavior for students have been adopted by the school district in order to protect the safety of the students. Safety is a priority at Robert L. Forbuss Elementary. The bus driver will issue citations to students who do not obey school bus regulations. If a student misses his/her bus after school, he/she is to report to the school office immediately. If you have bus transportation questions, call (702)799-8111 or log on to www.ccsd.net/transportation.</p>	<p>CELL PHONES AND OTHER ELECTRONIC DEVICES</p> <p>For safety reasons, students are allowed to carry a cell phone and/or other similar electronic device (i.e. smart watch) to and from school. Therefore, cell phones and other similar electronic devices are allowed on campus. However, they must remain TURNED OFF during the instructional day and kept in a backpack all day, including during lunch, outside recesses, and in the restroom. Students can be asked to put away such items or have them confiscated, pending pickup by a parent or guardian. Cell phone use on CCSD buses is strictly the decision of the driver.</p>
<p>SCHOOL RULES</p> <ol style="list-style-type: none"> 1. Treat others the way you would want to be treated. 2. Be prepared. 3. Try your best at all times. 4. Follow directions the first time. 5. Keep hands, feet, and objects to yourself. <p>S.O.A.R EXPECTATIONS</p> <p>At Forbuss Elementary, we SOAR with good behavior. We are:</p> <ol style="list-style-type: none"> 1. Safe 2. On-task 3. Accountable 4. Respectful 	<p>CELL PHONES AND OTHER ELECTRONIC DEVICES CONTINUED...</p> <p>With the breathtaking pace of technology comes unanticipated consequences that can negatively impact the learning environment. One such example of this is the potential inappropriate use of cell phones and other similar electronic devices. Inappropriate cell phone/other similar electronic device use impacting instruction may include:</p> <ol style="list-style-type: none"> 1. Cheating on schoolwork via text messages and cameras 2. Circulation of inappropriate photos taken in restrooms and locker rooms 3. Video game distractions 4. Ringing/texting/notifications that are distracting during instructional time 5. Signaling or leaving class/ditching/contact outside of school 6. Loss of instructional time to address electronic devices 7. Time spent investigating phone theft rather than focusing on student instruction
<p>LUNCH</p> <p>CCSD will continue to provide free meals (breakfast and lunch) throughout the 2023-2024 school year. Please visit the following website for school meals' menus: https://www.ccsd.net/departments/food-service/school-meal-menus.</p> <p>Food: Eating lunch food or drinking a beverage is permitted only in the cafeteria. Snack Shack items may be eaten in the designated Snack Shack area outside. Students may have a WATER bottle in the classroom and outside. However, frozen water bottles and bottles that leak are NOT allowed as they may leak on student work, instructional materials, and/or textbooks.</p> <p>Gum: Gum is prohibited anywhere on campus because it is a potential safety hazard for students and a nuisance item that can deface school property. Forbuss Elementary School is a NO GUM campus. Forbuss Elementary will adhere to CCSD Nutrition Policies.</p>	<p>Of greater concern is the use of cell phones to compromise your child's safety. Nationwide, incidents of this nature include:</p> <ol style="list-style-type: none"> 1. Setting up fights and fight locations 2. Electronic threats, harassment, and/or cyberbullying 3. Making drug deals 4. Impeding emergency efforts through rumors and incorrect information 5. Overloading phone systems, which can be severely limiting in emergency communication(s)
<p>REPORT CARDS</p> <p>Report cards are issued two times per year.</p> <p><i>Learner Progress Scale:</i></p> <p>A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = 59% and below</p> <p><i>Special Subjects & Learner Behaviors:</i></p> <p>E = Exceptional Progress S = Satisfactory Progress N = Needs Improvement</p>	<p>To address these issues, the Clark County School District is reminding parents/guardians of the following guidelines:</p> <ul style="list-style-type: none"> • Phones must be turned off and remain off and in a backpack during the instructional day, at lunch and recesses, in the restroom, and during passing periods. Phones left on vibrate/silent mode are subject to seizure as well. (CCSD Policy 5136) • Cellular phones and other similar electronic devices may only be used prior to walking through the gates on campus or into the school building and after the final bell when already outside. Cell phones should be stored in a non-visible location (i.e. backpacks). • Phones or other similar electronic devices confiscated in violation of these guidelines will only be returned to a parent/guardian during non-instructional hours. • Cell phones and other similar electronic devices must remain turned off during a school evacuation, lockdown, or drill. During these situations, tell your child NOT to try and contact you by cell phone until given the okay by school staff, thus allowing emergency communication channels to remain open. The Parent Link communication system has the capability of contacting parents/guardians in an emergency. • As a condition of possessing a device on campus, the student agrees to a search of the device's content if reasonable suspicion of violating the cell phone use policy exists.
<p>PARENT TEACHER COMMUNICATION</p> <p>Parents and guardians are encouraged to communicate with their child's teacher via phone, email, written expression, or through a mutually agreed upon parent-teacher conference. Parents should access the Infinite Campus Portal to view students grades and attendance.</p>	<p>AWARDS AND RECOGNITION</p> <p>Forbuss Elementary School students are rewarded for academic excellence, attendance, and positive behavior and citizenship. Forbuss is proud to acknowledge and reward students by implementing a variety of recognition programs in the first and second semesters. Students will have the opportunity to earn rewards and prizes in accordance with our Positive Behavioral Interventions and Supports (PBIS) schoolwide system, such as extra recess, guest readers, crazy hat day, a popsicle party, Makerspace/STEAM activity,etc.</p>

LIBRARY POLICY

Students may check out books from the library. Books are checked out for one week and may be renewed. Please be aware that students are responsible for the books they check out. If a book is lost or damaged, the student must pay for it.

BIRTHDAY CELEBRATIONS

Birthday celebrations ARE permitted dependent upon PRIOR communication/arrangements being made with the classroom teacher for the day and time. Food items must be store bought and nut free. Students may bring birthday invitations to pass out for the whole class. Please refrain from bringing balloons into the building for birthday and/or awards celebrations due latex allergies and posing a potential safety hazard.

SAFETY

Fire Drills: Fire drills occur at regular intervals. They are required by law and are an important safety precaution. Exit routes are posted in every classroom. It is essential that when the alarm sounds, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students must follow exact directions of a teacher or other Forbuss staff. Students are to remain outside of the building with their teacher/class until given permission to return to the building.

Shelter-In-Place-Drills: Shelter-In-Place drills are conducted by the fire department and school administration during the school year to instruct pupils on appropriate procedures in the event of a chemical release incident or other related emergency. The drill essentially consists of securing the school facility to trap breathable air and protect against an external toxic gas release. Shelter-In-Place can be used to protect students and staff during an emergency which involves an area-wide release of toxic gas when a timely means of evacuation is not available (NRS 392.450).

Evacuation/Reverse Evacuation Drills: Evacuation and reverse evacuation drills are conducted by the school administration and the Crisis Response Team to instruct pupils on appropriate procedures in the event of a safety situation or related emergency when there is a threat in or near the facility.

Lockdown Drills: Lockdown drills are conducted by the school administration during the school year to instruct pupils on appropriate procedures in the event of a safety situation or related emergency.

- **Soft Lockdown:** Response to an outside event or threat near the building requiring security actions to take place; preventative action.
- **Hard Lockdown:** Response to an emergency situation within the building, on school grounds, or immediate surroundings of the school.

ILLNESS OR ACCIDENT

Any student who becomes ill during the school day should communicate with a staff member and notification (verbally and in written form if necessary and applicable) will be provided to the health office by that adult. Accidents or injuries occurring during school hours and any injury occurring during a school-sponsored event should be reported immediately to the adult in charge and/or to the school health assistant. A student who is too ill to remain in class should inform their classroom teacher or other school staff member so that the adult can report it to the health office and the appropriate action(s) will be taken, including parent notification. School personnel may NOT dispense nonprescription medication such as aspirin, Tylenol, or cough drops unless specifically outlined in a prescription from the doctor that has been provided and approved through the school nurse. If prescription medication must be taken during school hours, arrangements are to be made with the school nurse, and all medication is to be left in the health office. State law does not allow school health personnel to diagnose illness or injury. Parents should check with their family physician if they have a question(s) about their child(ren)'s health.

It is imperative that current home and emergency phone numbers be on file at the school at all times. Any changes should be reported to the registrar immediately.

Medication: All over-the-counter and prescription medication must be given to the school nurse. Students are not permitted to carry personal inhalers in their backpack. Students may possess Chapstick but are not permitted to share.

SAFETY CONTINUED...

Please note: The mentioned drills are conducted frequently in order to ensure that students and staff learn all of the school's safety procedures and terminology. Your child's safety is our NUMBER ONE PRIORITY. For safety reasons, parents and guardians MAY NOT enter the school building during any drills or emergency situations to check-out or speak to students. Parents and guardians will be allowed to speak to and check-out students once the school administration and local law enforcement deems the emergency situation resolved. Students WILL NOT be able to use cell phones and/or other similar electronic devices during any emergencies.

PERSONAL BELONGINGS

Students who bring personal belongings to school are responsible for their security and safety. The school is not responsible for any items lost or stolen from anywhere within the school at any time. These items include bicycles, calculators, backpacks, clothing, confiscated nuisance items, etc. Students are responsible for all books and materials issued to or checked out by them during the school year. Lost and Found is located in the Multi-Purpose Room.

VISITOR/VOLUNTEER POLICY

A volunteer works within the school programs by interacting with teachers and students directly or indirectly (i.e. working with small groups, assisting the teacher with instructional materials preparation), while a visitor observes his/her child without distracting instructional activities, such as bringing in birthday treats for a prearranged celebration or attending a school or classroom event during the instructional day. A visitor does not interact with other students. CCSD has updated guidelines on the process of becoming a volunteer. Please visit the following website for applicable information: <http://ccsd.net/community/protect-our-kids/>.

All volunteers and visitors to Forbuss Elementary School must sign in at the front office using the IDENT-A-KID software program and provide a photo ID.

WEAPONS

There are stringent guidelines, according to Nevada State Law and CCSD Regulation 5141.1, regarding weapons. Please be sure that the following items DO NOT come to school with your child:

- Guns, knives, and other weapons (including but not limited to razor blades, ice picks, dirks, or other sharp instruments, nunchucks, brass knuckles, pipes, Chinese Stars, billy clubs, and machetes).
- Flammable material (including but not limited to bombs, fireworks or firecrackers, or any other items that may cause bodily injury or death).

Please talk to your child(ren) about the importance of these regulations. When we have reasonable safety concerns, backpacks and/or desks will be searched. Be advised also that if weapons are found in your child's possession, he/she can and will be suspended.

DRESS CODE

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

Students' dress, personal appearance, and conduct are required to be of such character as to not disrupt or detract from the educational environment of the school. Any style that tends to diminish instructional effectiveness or discipline control by teachers, or which is a potential safety hazard is not acceptable.

CCSD Regulation 5131 stipulates the following:

- Require the wearing of shoes with soles. House slippers, sandals without a backing, or shoes with wheels are NOT permitted.
- All clothing must be sufficient to conceal any and all undergarments. No skin will show between the bottom of shirt/blouse and top of pants or skirts at any time.
- All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimal coverage.
- All shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.
- All jeans, pants, and trousers must be secured at waist-level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
- Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) are not permitted on campus, except for designated school approved uniforms, special events, authorized athletic practices, documented medical conditions, bonafide religious reasons, or CCSD/school sanctioned activities.
- Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited.
- Any clothing, jewelry, buttons, and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct, such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats are prohibited.
- Spiked or studded clothing, jewelry, and/or accessories are prohibited.
- Outerwear such as coats, mittens, and scarves must be removed upon entering the classrooms/buildings. Administrators, teachers, and staff may use their discretion as appropriate based on the temperature of the facility.

Forbuss School Rules Prohibit:

Tattoos - Students may not apply tattoos to their face, neck, or other noticeable parts of their body that may cause a distraction to the learning environment. This includes the application of multiple tattoos on the body, creating a distraction from learning. The school administration has final authority to decide if tattoos on students create a distraction from the learning environment.

Earrings - Students may not wear earrings that may create a safety concern for themselves or other students. Earrings that may pose a safety concern may be, but are not limited to: large hoops and earrings with pointed stud backings. The school administration has final authority to decide if certain types of earrings create a distraction from the learning environment.

ATTENDANCE AND TRUANCY (R-5113)

School attendance is vital to your child's academic success in school. **THE FOLLOWING INFORMATION OUTLINES THE MAJOR PROVISIONS OF THE REGULATIONS:**

- Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent/guardian.
- Student tardiness is a serious disruption to the educational program and infringes on the educational rights of other students.
- Individual student absences should be limited to twenty (20) total absences per school year.
- Students who exceed twenty (20) unapproved absences during the school year may be retained in the current grade.
- A student that is declared truant three times during a school year could be referred for educational neglect.
- Parents are to request make-up work within three days of the absence.
- Students shall be allowed a minimum of three days to make up work.

THE FOLLOWING TERMS ARE USED IN THE REGULATION: TRUANCY-

- When a student is absent from school and neither the parent nor the school knows the whereabouts of the students (i.e. playing hooky, ditching school).

PRE-ARRANGED ABSENCES-

- When a parent/guardian informs the principal in advance, in writing, that their child will be absent. Pre-arranged absences count toward the student's total number of absences. All pre-arranged absences in excess of ten (10) during the school year shall be considered unapproved. All arranged absences for which the makeup work was not completed and submitted as specified by the teacher shall be considered unapproved.

APPROVED ABSENCES-

- When a student is physically or mentally unable to attend school, or the absence is related to the student's disability and the coursework has been completed.
- When the parent/guardian explains the cause of an absence within three days after the student returns to school.
- When the approval of the teacher or principal has been given for an unavoidable absence due to an emergency.
- When a student is participating in a school sanctioned activity outside of the classroom during regular school hours, as approved by the principal or designee.
- When a student is absent due to a required court appearance or a required religious holiday.

UNAPPROVED ABSENCES-

- When a parent/guardian fails to notify the school to excuse the student's absence within three days after the pupil returns to school.
- When a student failed or refused to attend school when directed to do so by a parent or guardian.
- When a parent/guardian willfully and knowingly refuses or fails to require the student's attendance in school.

TARDIES-

- When a student is not physically present in the classroom at the start of the instructional day.
- A tardy becomes a half-day absence if more than one hour and fifty-five minutes are missed (after 10:55 a.m.) and becomes a full-day absence if more than three hours and forty-five minutes are missed of the instructional day.

MAKE-UP WORK-

- Assigned classroom work which can be made up following an absence (i.e. worksheets, textbook assignments, etc.). It is virtually impossible to make up work directly related to oral instruction and discussion provided by the teacher, classroom discussions, video presentation, guest speakers, etc.; obtained within three (3) days of the absence and provided a minimum of three (3) days to complete.

WHAT IS BULLYING?

Bullying is a deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status.

The Clark County School District responds promptly and takes a strong stance against bullying and cyber-bullying. CCSD is committed to providing a safe, secure, and respectful learning environment for all students and employees in all District facilities, school buildings, school buses, on school grounds, and at school-sponsored activities.

Bullying and cyber-bullying have a harmful social, physical, psychological, and academic impact on targets, bystanders, and even the bullies themselves. The school district strives to consistently and vigorously address bullying and cyber-bullying so that there isn't any disruption to the learning environment and learning process.

NRS 388.122 "Bullying" Defined

"Bullying means a willful act which is written, verbal or physical, or course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:

1. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
2. Exploits an imbalance in power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
3. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
4. Places the person in reasonable fear of harm or serious emotional distress; or
5. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

Cyberbullying

NRS 388.123 "Cyberbullying" defined. "Cyberbullying" means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, "sexual image" has the meaning ascribed to it in NRS 200.737. (Added to NRS by 2009, 687; A 2011, 1062)

NRS 388.124 "Electronic communication" defined. "Electronic communication" means the communication of any written, verbal, or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer, or any similar means of communication.

Reporting Bullying, Cyber-Bullying, Aggression, or Harassment Procedures

The procedures that students should follow to report a bullying or harassment concern are:

1. If the incident occurs on campus, students should immediately report the incident to the nearest school staff member.
2. Request to complete a witness/incident report and state the facts of the incident including witnesses.
3. A teacher and/or administrator will investigate the incident and follow the progressive discipline plan that is located in the CCSD Code of Conduct and Policy 5137 Investigation Process that is located on our school website.
4. If the incident occurs off campus, students should immediately report the incident to his/her guardian.
5. Students or guardians may go to the school link: SafeVoice Reporting System and/or fill out an incident report and/or email a teacher or administrator.
6. The next school day, students should also report the incident to the office, their teacher, or an administrator.
7. An administrator will investigate the incident and follow all protocols outlined in the required Bullying Checklist.