



Important School Information

Positive Behavior Interventions & Supports (PBIS)

C.C. Meneley Elementary utilizes the Positive Behavior Interventions and Supports (PBIS) approach to student discipline.

1. Our primary goal is to create a safe and responsible learning environment. To do this we...

- a) Teach, model and expect students to display the expectations: **Be Safe, Be Responsible, Be Respectful.**
- b) Treat students in a positive and respectful way.
- c) Expect students to follow all established routines and procedures. Know the expected procedures for the classroom, halls, restrooms, cafeteria and playground.
- e) Reinforce positive behavior.
 - Frequently point out and show appreciation for appropriate behavior.
 - Award **Positive Behavior Tickets** to students who display notable examples of safe, responsible, and respectful behavior
 - Positive behavior rewards are established school-wide and in classrooms.

School Safety Is Our Priority

Our school is a single point of entry, therefore, adults will need to check in and receive office clearance prior to being let into the building.

In the event of an emergency at our school, which we would need to evacuate the campus, our school would evacuate to Aspen Park. If you need information in the event of an emergency, you could access the following sources:

- Douglas County School District Office 782-7177
- Douglas County Sheriff's Office 782-5126
- East Fork Fire District 782-9040

We will use the following procedure to release students after we have moved them to a secure location: physical release of students to parent/guardian with sign-out required, student may be released on their regular bus run if deemed appropriate or student release to emergency medical, law enforcement or fire personnel if needed. If you have any questions about this emergency evacuation process, please contact Katie Emm at C. C. Meneley (265-3154).

Student/Parent/Teacher Communication

Plans for after school should be made in the morning before your child leaves home. Please refrain from calling the school to talk to your child or to leave messages for him/her.

School telephones are business phones and may be used by students only on an emergency basis. In an emergency situation, messages will be relayed through the office to your child.

If a parent wishes to talk with a teacher, please call the school at 265-3154. If it is during instruction, the office will give you the teacher's voicemail and they will return your call within 24 hours.

We cannot stress enough the importance of keeping addresses and phone numbers up to date at all times. These are our only source of contacting you in case of illness or emergency. You may notify us of any change by calling the office or preferably, by sending a note with your child. We ask you include at least two names and numbers of people in the immediate area who may be contacted to come to school in case of accident or illness. We cannot release a student unless individuals are listed on the emergency list.

The main method of getting information to you about your child and the school is through the weekly Student Folder (Peechee). Each student is given a personalized folder at the beginning of the year (or upon enrollment). All flyers, schoolwork, and notes from the teacher are put in the Student Folder.

Transportation Pick-up/Drop-Off

If you bring your child (or pick them up from school), please use the **west side/upper parking lot** directly west of the basketball courts. Making *advanced* arrangements with your child as to where this pick-up area is located will help both parent and child know where they will meet.



We thank you for following the signs we have posted. Please be sure to keep your vehicle outside of our lower parking lot during the designated bus times shown above.



Students do not have supervision in the morning until 8:30 a.m. and if you are dropping your child off, you should use the upper parking lot so we can avoid students crossing the

C. C. Meneley Elementary School

1446 Muir Drive, Gardnerville, NV 89460 • PH 775.265.3154 • FX 775.265.7193

Website: <http://ccmes.dcsd.net/>

street or getting between busses. At the end of the day, we have many students being taken out of class early for pickup or getting messages that there is a change of plans. This is a disruption in the classroom and causes stress and confusion to the child. We make every effort to deliver messages from parents to students. Please be aware any messages left on voicemail or received after 2:30 PM may not make it to your student before they are dismissed. Keeping a consistent schedule children can rely upon is best. If you are picking up your child please keep our dismissal time in mind and plan accordingly.



A call or written note by a parent or guardian must be presented to the school office prior to or within three days of an absence. Students will be marked truant when such notification is not provided. Parents are asked to call the school at 775-265-3154 between 7:30 AM and 9:00 AM to report an absence. If there is no answer leave a message with your student's name, teacher name and reason for the absence. Missed classwork may be requested if the student is absent for more than one day. If your child will be leaving school early, a parent or an adult designated by the parent must sign the student out at the office. You must be present, in the building, in order for us to call your student out of class for an early out. For the safety of our students, please be prepared to show identification when picking up your student. You have **three** days after the absence to verify it or the absence will be considered truant.

School Supplies

Students need a backpack. We have supplies and backpacks available if your child needs them. Some teachers may have additional supply suggestions to help your child succeed. If you would like to donate supplies, you are welcome to do so.

As a parent, you might find that a box of school supplies with items such as pencils, crayons, scissors, glue, etc. is great to have at home for your child to use when doing their homework. It saves time and is always available when needed.

Textbooks, Library Books & Electronic Equipment

Students have full responsibility for textbooks, library books and any electronic equipment issued to (or used by) them. Any book or electronic item which is lost or damaged must be paid for, and the assessed fine for damaged textbooks must be paid before any school records and reports can be released.



90-Minute Late Start Day Schedule

We have district-wide mandated staff training/meetings on the following days:
 Sept. 14, Oct. 12, Nov. 9, Dec. 14, Jan. 18, Feb. 8, Mar. 8, April 12. Our school will start 90 minutes later at 10:20 AM. If your student purchases breakfast at school, they may arrive at 10:00 AM to buy breakfast. All other students may report to the playground at 10:00 AM. There will be no supervision prior to this timeframe as staff will be in meetings.

Late To School?

If your child is tardy to school please bring them to the office to sign them in and for the student to receive a pass to class. School begins promptly at 8:50 AM.



Breakfast/Snack/Lunch Program

2017-2018 Elementary Lunch Prices

Full Paid Lunch	\$2.75
2 nd Lunch	\$3.75
Reduced Lunch	\$.40
Adult & Non-Student Lunch	\$3.75
Full Paid Breakfast	\$1.50
Reduced Breakfast	\$.30
Adult & Non-Student Breakfast	\$2.00

For your convenience, you may pay online for meals and/or snacks at any time and for any amount you choose. You may elect to have a note added to your students' account(s) indicating "No Snacks". If you would like to prepay for your child's meals, there are several options available. Although your child can pay the cashier for meals, we prefer meals are prepaid. This way, your child is not responsible for handling money and the cafeteria is able to serve the children faster. The cafeteria and office are unable to lend money, please be sure you have sufficient funds on your child's account for them to enjoy hot lunch.

One option available for making payments is paying online through the parent portal in Infinite Campus. You should receive a letter explaining Infinite Campus and how to set up your Parent Portal. Through the portal you can pay for your children's meals using a credit card or scheduling a direct withdrawal from your checking/savings account. Please be aware there is a service charge per transaction. From this site you can also view your child's account balance and

purchasing history as well. Additionally, you may elect to receive email notifications on low balances.

The breakfast and lunch menus are posted on our School District website at <https://dcsd.k12.nv.us/main.aspx>. Simply click on the parent tab and a drop down menu will appear which includes the lunch menus, Infinite Campus Portal (where you can add money to your child's account), school calendars and more.



As a reminder, Yellow Free and Reduced Meal Applications have been sent home with your child. If you wish to utilize this service, you need to complete the application form and return it to the school for our Nutrition Office to review. **Remember you must reapply for the Free and Reduced Meal Program every school year.** If you have access to a computer we recommend you complete the application online as the process is much quicker.

Visitors, Volunteers and Picking Up Children

For your child's safety it is important we know who everyone is in our building. **All visitors and volunteers must sign in at the office. When leaving, please sign out – this way we know you are no longer on campus. Additionally, if you wish to volunteer at school, you will need to complete a School District Volunteer packet for review and approval.**

If you are picking up your child during the day, you **must** sign them out at the office and we will call for your child. **We do not pull students out of the classroom early to wait in the office.** Absences which involve the student being picked up by someone other than those listed in the student's emergency listing, must have a written request by the student's parent in advance. No student will be permitted to leave the school before the close of the school day unless he/she is met in the school office by a parent or a person authorized by the parents to act in their behalf. **We will not guarantee messages will be delivered to students after 2:30 PM.** Additionally, these changes cause interruptions to the classroom which in turn disrupts student's learning. It is best for children to have a consistent routine. Thank you!

If you are picking up your child at the end of the day, please wait on the hill on our intermediate (west) side of the school for your children to be brought to you. We cannot have parents standing outside the classroom doors as it creates a distraction for the classes and adds to the congestion in the hallways as we dismiss students. Your help is greatly appreciated.

Flu Vaccination Clinic

The Carson City Health and Human Services will offer a Flu Vaccination Clinic on October 10 at C. C. Meneley. For your child to participate, you must complete and sign a Consent Form and send the consent form to your child's teacher - watch for the form in your child's Student Folder.

Sick Children

Some of you might be unsure of when/if you should keep your child home. Below are guidelines from the Douglas County School District to help you: If your child exhibits any of the following symptoms, they should stay home until these symptoms are not occurring:

- Vomiting – in the last 24 hours
- Diarrhea (more than 3 loose stools) in the last 24 hours
- Fever of 100 or higher, in the last 24 hours
- Severe cold symptoms – colored drainage from nose, sore throat or persistent cough
- Rashes with fever or behavioral change
- Unusual color of eyes, eye drainage, or matted eyes in the morning

Attendance & Punctuality

When your child misses a day of school she/he misses many learning opportunities. Having your child at school and on time are of primary importance to us.

1. If your child is absent for any reason, please call the office by 8:30 a.m. the morning of the absence or earlier if you know (we have an answering machine in which you can leave a message). Unverified absences will be considered truanancies.
2. All students arriving at school after the first bell must report to the office for a tardy slip. Repeated tardies to school will result in loss of privileges and potential truancy documentation.

A letter will be sent to you if your child has more than five absences, regardless of the reason. You may need to meet with an administrator, or in some cases, be referred to the District Truant Officer.

In line with your child's scholastic achievements, student attendance is vital to their success at school. Our district has an attendance policy that is aligned with the Nevada Revised Statute (NRS 392.040) that states students must be in attendance 90% of the days, which equates to missing 18 days, or they could be retained in that grade level for the following year. Please keep in mind that all excused absences still count toward those 18 days. This policy is not intended to be punitive in nature. On the contrary, it reinforces the importance of direct instruction in the classroom. Even though

C. C. Meneley Elementary School

1446 Muir Drive, Gardnerville, NV 89460 • PH 775.265.3154 • FX 775.265.7193

Website: <http://cmes.dcsd.net/>

we can send class work home, we cannot duplicate the activities that take place in the classroom daily. As a courtesy we send home letters when a child has missed ten days to make you aware that your student is approaching the 90% attendance requirement. If a student does reach the 90% mark, another letter is sent requesting a conference with an administrator. At this time, the student's academic standing will be reviewed as well as the attendance policy and NRS. Please keep in mind that we are not requesting you send a sick child to school, only that you are aware of the policy when considering avoidable absences. Thank you.

Parent Portal & Parent Computer Kiosk at CCMES

One of the ways to stay current on your child's progress is through the Internet with our Infinite Campus Parent Portal. You can email a teacher, view real-time attendance, and catch up on your child's class assignments and grades (in grades 3-6). To access on the Internet, go to this website: <http://dcsd.k12.nv.us> under Parents Quick Links. Click on "Infinite Campus Parent Portal". If you don't have access to the Internet at home, we have a Computer in the entryway at CCMES to provide you with the capability to access your child's grades.

Important Automated Phone/Email Messages to Families

Our school district uses an automated message service provider. Automated messages can go to phone, email and text. For the text messaging to work parents / guardians need to "opt in" through Infinite Campus. Important school announcements are sent to remind families of the free vaccination clinics, snow days and other important events. Please be sure we have your current telephone number(s) and email address(es) so you can receive these important announcements. If you now utilize your cell phone as your main number and/or have an email address, please log into Infinite Campus and update your information. If you have any questions, please call the school office at 265-3154.

Field Trips, Assemblies & School Activities

Should students choose not to follow expected behaviors, those students may have an alternative placement or assignment instead of participating in a field trip, assembly or school activity.



Spirit Fridays!

Remember to wear your C. C. Meneley shirt or our school colors (blue, white, silver) on Fridays. If you do not already have a Meneley shirt we have them for sale in the office (thank you to the Douglas High School screen printing students who created these fabulous designs). Go Meneley Mountain Lions!



School Bus Behavior

Riding the school bus is a privilege and school/district rules apply. Please remind your child of the following school bus rules:

1. The driver is in complete charge of the students they are transporting.
2. Students are to remain seated, facing forward with hands to themselves
3. No loud or vulgar language – student's must observe "quiet time" when instructed by driver.
4. Fighting, violence of any kind, or harassment of others can result in suspension of riding privileges.
5. No eating or drinking on the bus.

Students need to follow the driver's instructions the first time they are issued. Thank you for reviewing these rules with your child.



Our lost and found cart is located across from the kitchen door. Please check with your child and see if they have misplaced any clothing or other personal items on a regular basis. We display all items in the hallway the first of each month. Clothing which goes unclaimed is donated. *Please be sure to put your child's name inside clothing (and lunchboxes) that may be shed during recess and/or PE so these articles of clothing can be found in the event they are left somewhere.*



Bike, Scooter & Skateboard Racks

Students who enjoy riding their bicycle, skateboard or other wheeled mode of transportation to school, are encouraged to bring a locking system to secure their property during the day. The bike rack is located on the west field of the school. Additionally, please remind your child they need to walk their mode of transportation while on school property to avoid an accident.

Prevention of Sexual Misconduct Towards Students (Board Policy 450)

The District prohibits and will not tolerate any form of sexual misconduct (including sexual abuse, sexual molestation, and sexual harassment) toward students on the part of District employees, administrators, officials, volunteers, or third parties.

This policy expands upon, and is established in addition to, the District policy on the prevention of unlawful

harassment. Because the District has a particular interest in maintaining student safety and well-being, it has established this additional policy to specifically address sexual misconduct toward students.



Parent Teacher Organization (PTO)

PTO welcomes all parents, grandparents and staff to be active in your school. Come learn about your school and all the fun things PTO helps to support behind the scenes. Help us with your time and talents. Come enjoy and meet your neighbors and let's make this a great year at CCMES. Be a part of your child's future. We meet the first Tuesday of each month at 3:30 p.m. in the library. You can also reach our PTO via email at ccmespto@gmail.com.



Don't forget to clip and save! Every box top means ten cents for our school. They add up quickly and allow us to buy school materials for our students.



For those who shop at Raley's, please go online to Raleys.com and register for the scrip program. Upon registration, the new reward's program will automatically give credit to the school and a percentage of your shopping will also go to the school.



The Grocery Outlet Gardnerville store offers 5% of your total purchase to be donated to our school. Please remember to mention your child attends C. C. Meneley Elementary School when checking out at the register.



We have various events throughout the school year including Welcome Back Ice Cream Social, Kindergarten Orientation, Back To School Nights, Grandparents Breakfast, ESL Family Night, Fall & Spring Pictures, Walk-A-Thon Fundraiser Event, PTO Meetings, Bingo, Parent Teacher Conferences, Scholastic Book Fair, Winter Concert, Friendship Dinner, Invention Convention/Science Fair, Literacy Fair, Field Trips, Art Show, GT Family Fun Day and much more! Watch our Monthly Newsletter for details. Below is our beginning of the school year events:

- August 10 – Welcome Back Ice Cream Social, 4:30-6 PM
- August 14 – First Day Of School (except Kindergarten)
- August 15 – Bingo, 5:30-7 PM
- August 17 – Kindergarten Orientation, 5-6:30 PM
- August 18 – First Day of School for Kindergarten
- August 21 – Solar Eclipse
- August 22 – Grades 1-4 Back To School Night, 5:30-7:30 PM
- August 29 – 5th Grade Food For Thought, 5-7:00 PM
- September 1 – Walk-A-Thon Kick Off Assembly
- September 4 – Labor Day Holiday
- September 5 – PTO Meeting, 3:30 PM
- September 11 – Grandparents Breakfast, 7-8:45 AM
- September 12 – 3rd Grade Food For Thought, 5-7:00 PM
- September 13 – Late Start Day – school starts at 10:20 AM
- September 14 – Fall Pictures
- September 15 – Walk-A-Thon, 9-11:00 AM
- September 19 – Preschool Food For Thought, 5-7:00 PM
- September 22 – Walk-A-Thon Prize Assembly
- September 25 – Professional Development Day – No School
- September 26 – 4th Grade Food For Thought, 5-7:00 PM
- September 27 – Free & Reduced Meal Application Deadline
- October 3 – PTO Meeting, 3:30 PM
- October 3 – Grades 1-5 Reading Food For Thought Program
- October 4 – Walk To School Day
- October 6 – Great American Giftwrap Assembly
- October 9-13 – National School Lunch Week
- October 10 – Flu Immunization Clinic
- October 11 – Late Start Day – school starts at 10:20 AM
- October 12 – Bingo, 5:30-7 PM
- October 13 – Lunch with Parents Day
- October 17 – Kindergarten Reading Food For Thought, 5-7PM
- October 19 – Fall Pictures Retakes
- October 19 – Great Nevada Shakeout
- October 23-27 – Fall Break

Questions or ideas to share? Please feel free to stop by the office or call us at 775-265-3154. Welcome again, we look forward to a great school year with your child!

C. C. Meneley Elementary School

1446 Muir Drive, Gardnerville, NV 89460 • PH 775.265.3154 • FX 775.265.7193

Website: <http://ccmes.dcsd.net/>