

## MARTIN LUTHER KING, JR. ELEMENTARY STUDENT HANDBOOK

### School Hours

School hours are from 8:40 a.m. until 3:11 p.m. **Children should not arrive earlier than 8:30 a.m. or remain on campus later than 3:21 p.m.** Supervision will not be provided for students before or after these times. These procedures are designed for the safety of your children.

### Change of Address/Phone

**If you change your address or phone number, please notify the school office immediately.** In case of an emergency, this will ensure quick notification of parents/guardians.

### Early Pick Up

We ask parents to please not take students out of school before the end of the school day unless it is unavoidable as it disrupts instruction. When students are picked up early, they must be signed out at the office. Students can only be released to persons who are listed on the student record card.

**All persons are required to show picture identification.**

### Tardies

Please make every effort to have students at school prior to the tardy bell. Students who enter late are very disruptive to the classroom and miss valuable instruction.

### Dismissal

Please teach your children to use the crosswalks when crossing the street. **Please observe the 15-mph school zone and do not pass stopped school busses.**

### Meeting Place

Please have a designated meeting spot for your child upon dismissal. Middle School and High School students are not allowed on campus between the hours of 8:40am-4:00pm without permission from administration.

### Homework Policy

Homework at Martin Luther King, Jr. will be regularly assigned and used to extend, expand or reinforce skills presented in the school. It will be given to all students M-Th evenings.

Homework will accomplish the following:

- enhance student responsibility and build independent study habits
- provide students with added opportunities to practice designated skills
- provide parents with an idea of what is taking place in the classroom
- enhance retention of concepts and skills taught

### Missing Homework

When homework is missing, logical consequences will be enforced regularly and consistently. Some possibilities include lowered final grade, loss of privilege such as recess, parent contact, behavior report, or in school detention.

### Homework for Students Who are ill

When a student is unavoidably absent from school, he/she is responsible for making up the work covered during the absence. Parents should provide teachers 24 hours notice to compile makeup work.

### School Breakfast and Lunch

An application for the free/reduced lunch program is available through our lunch room manager.

### Supplies

The Clark County School District provides necessary supplies for all students in order to meet their educational needs.

### **Attendance Incentive Plan Format**

As a school, in order to give students every opportunity to be successful, we stress attendance. If your child is ill, home is the best place; otherwise, your child needs to be at school every day. A written excuse must accompany students upon their return to school following an absence. After 3 absences or tardies, the parent/guardian will receive a letter from the school. If the student reaches 6 absences/tardies, the school office will mail a letter to the parent/guardian. In the event the number of absences/tardies continues to 7 or more, a home visit will be made or a truant officer will be sent the home.

### **Dress Code**

Students should adhere to the following guidelines for dress as outlined in CCSD Regulation 5131:

- wear shoes with soles
- no crop tops, strapless, low-cut clothing, or other outfits that provide minimum coverage
- no spaghetti straps; all sleeveless shirts must have straps at least 3 fingers wide and cover the shoulders
- all attire must be below fingertip length when arms are down, and shorts must be hemmed and not frayed
- no slogans or advertising on clothing which by their controversial or obscene nature disrupt the educational setting; no spiked or studded clothing
- hair must not be disruptive to educational process

### **Visiting the School**

We encourage parent involvement and visitation to the school. For the safety and well being of all children, **all visitors must sign in at the office and get a visitor's badge.**

### **Champion Rules**

- I listen and follow directions the first time.
- I keep my hands and feet to myself.
- I work hard and do my best.
- I respect myself, others and my school.

### **Discipline**

Students at Martin Luther King, Jr. will be treated fairly and with respect. As a staff and community, we believe that proper procedures are an important element to the safety and learning of the each child. Rules are applicable in all situations and will be enforced by all school personnel. Please be reminded that the intent of any school rule is not to infringe upon anyone's individual right, but to insure that all students and staff have a safe place in which to learn.

### **Personal Items**

We discourage bringing personal items to school as the school cannot guarantee that items will not be vandalized or stolen. .

### **Medication**

All medication, including over-the-counter must be brought to the health office and a Medical Release form completed by the parent or guardian.

### Champion Bucks

"Champion Bucks" for good citizenship are issued by the teacher or other school personnel. When a student earns a Champion Buck, he/she places it in the Champion Buck drawing. Drawings are held monthly and students can win prizes.

### Life Skills

Caring	Showing respect for others
Responsibility	Doing the right thing
Honesty	Being truthful with yourself and others
Respect	To be polite and considerate
Confidence	A firm trust in yourself and others
Motivation	To move to action
Cooperation	Working with others as a team
Friendship	Helping and caring for each other
Patience	Waiting calmly
Sense of Humor	Having fun without hurting others
Curiosity	Wanting to learn
Initiative	Doing something without being asked
Effort	Doing your best
Perseverance	Finishing what you start
Courage	Being brave and confident
Organization	Planning well and following through
Flexibility	Being able to change
Common Sense	Using good judgement
Problem Solving	Using what you know to find solutions

### One Hundred Most Frequently Used Words

a	did	in	over	this
about	do	into	people	three
after	dog	is	play	time
all	down	it	ran	to
an	for	just	said	too
and	from	like	saw	two
are	get	little	school	up
as	go	man	see	us
at	going	me	she	very
back	good	morning	so	was
be	got	mother	some	water
because	had	my	soon	we
big	have	night	started	went
but	he	not	that	were
by	her	of	the	what
call	him	off	their	when
came	his	on	them	will
can	home	one	then	with
could	I	our	there	would
day	if	out	they	you

### Martin Luther King Rap

We will clap and we will sing  
We are the Champions at Martin Luther King!

The man whose name is on our door  
Fought for freedom forever more.

Every day we'll do our best  
And spread the word to all the rest.

Black or white or red or green  
The color of our skin doesn't mean a thing.

All that matters is what's inside  
Love for each other and lots of pride.

The dream he spoke of years ago  
Within these walls will grow and grow.

We will clap and we will sing  
We are the Champions at Martin Luther King!  
Diane Norton, August 1988

