



Student - Parent Handbook

Hybrid Edition 2021

Message from the Administration

Jodi Notch - Principal

Lisa Dalton - Assistant Principal

Welcome Cozine Climbers!

Welcome to this new Hybrid Instructional Model. We have been hard at work preparing for this return to school and the arrival of your child. At Cozine Elementary we pride ourselves on the academic achievement and growth of our students and this, along with their social and emotional development, is at the heart of everything that we do. To assist you with any questions that you might have, we have created this parent guide with some of our most frequently discussed subjects. In this guide, you will find everything from attendance guidelines and health records to birthday party procedures and volunteer opportunities. While this parent guide in no way encompasses everything that we do for our students and parents, we hope that you will find this a valuable resource for you during your child's time at Cozine. While we attempt to be as thorough as possible with our handbook, information continues to be updated for this new model and is subject to change.

We believe in the importance of building strong relationships with our parents and the school community. If you ever have any questions regarding the items that you find in this guide or about any aspect of life at Cozine please do not hesitate to ask. Our office, whether in person or virtually, is always open to our parents and Cozine Community. Thank you, and enjoy the rest of the school year.

Cozine Administration Team
Ms. Notch and Mrs. Dalton

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School Overview

Vision

The vision of Steve Cozine Elementary School is that working together as a professional, cohesive team, we will provide a structured, positive learning environment for our students, where every students' needs are met. We will do this by using only the best teaching practices, and by working with parents and the community, as our partners, in order to ensure student achievement.

Mission Statement

The diverse citizens of the Steve Cozine Elementary School Community pledge our commitment to establish productive, lifelong learners, through inclusive practices in a cooperative environment.

Cozine Code Of Conduct

Be Kind
Be Safe
Be Honest
Be Scholarly

Schedule For The Day

8:40 am	Front Gate opens for student arrival Optional Breakfast is served in the multipurpose room
9:00 am	School Day begins!
9:05 am	Tardy bell
11:10 am	2nd (and 5th) grade lunch
11:55 am	1st and 3rd grade lunch
12:40 pm	Kinder (and 4th) grade lunch
3:00-3:11 pm	Dismissal

Dates To Remember

March 29 - April 5	Spring Break (No School)
April 6	Classes Resume
April 26	Staff Development Day (No School)
May 3-7	Teacher Appreciation Week
May 26	Last Day of School (half-day)

News And Updates

Cozine Elementary utilizes Class Dojo, Remind, ParentLink, and our school website to communicate class, school, and community updates. Parents can access Remind and Class Dojo online or through the app on a mobile device.

Business Partners

Cozine Elementary welcomes the support and involvement of businesses in the community. If you have a business or do business in our community, we need your help. Please contact the school office if you are interested in becoming involved in a school-business partnership.

Academics & Learning

Academic Progress Reports / Report Cards

Report cards come home twice during the year: January 7, 2021, for the first semester and on the last day of school, May 26, 2021, for the second semester. Your child's progress may also be checked through Infinite Campus. Parents may log into Infinite Campus to view their child's report cards and progress reports. These reports are all based on grade-level standards. If you have concerns regarding your child's academic progress, please contact your child's teacher before or after school.

Cohorts

The District's primary structure of the hybrid model requires that students be divided into three student cohorts. Students in Cohort A will attend school face-to-face on Mondays and Tuesdays and engage in distance learning Wednesdays, Thursdays, and Fridays. Students in Cohort B will attend school face-to-face on Thursdays and Fridays, and engage in distance learning Mondays, Tuesdays, and Wednesdays. Students in Cohort C will remain in full-time distance learning five days per week.

On Wednesdays, students will engage in distance learning. Teachers will provide 60-90 minutes of live instruction via Google Meet and the rest of the day will be asynchronous for teachers to participate in professional development, planning, and other important meetings. In addition, this is the time used to complete a deep clean of the building in between cohort groups.

Computer Instruction & Chromebooks

Computer instruction provides an opportunity for children to use an extremely powerful learning tool. Our goal is that our children become computer literate and are able to use the computer for word processing, learning a new skill, drill or practice for mastery of previously learned skills, and to design multimedia presentations.

As students will be participating in face-to-face instruction and distance education with the utilization of Canvas and other technology tools, all students will transport Chromebooks between home and school. There may be a situation in alignment with health and safety protocols that require a cohort and/or school to transition to full distance education; therefore, students must have their Chromebooks to seamlessly transition from the hybrid instructional model to full-time distance education, as necessary.

Curriculum & Learning Platforms

Instruction in the Clark County School District is based on the Nevada Academic Content Standards (NVACS). Discussions, demonstrations, computer activities, books, hands-on materials, etc., are ways teachers help students understand skills or concepts. At Cozine Elementary, an emphasis is placed on meaningful and enjoyable learning. At the same time, students share in the responsibility for their learning. The most carefully planned and exciting lessons still require an attentive and receptive student.

Students will access course content via the CCSD prescribed Canvas LMS system. Students can easily log in to their Canvas account via their Clever account, which can be accessed at this link: clever.ccsd.net.

Students will participate in synchronous and asynchronous learning sessions during distance learning days, as they would in the in-person setting. Synchronous instruction is live, online sessions, conducted via Google Meets. Students will log in to Google Meets with their class' unique code, found in the student's Canvas course.

Students will also participate in asynchronous learning time. This is independent work time, where students work on the coursework they were assigned during the synchronous session. Teachers will be available in Google Meet to answer any questions the students may have about the assignment, but ultimately, students work independently during this time.

Supplies

Students will be assigned a personal workspace with personal instructional materials (i.e. manipulative bags, supply bags, etc.). Students will also use their individual Chromebooks for instruction within the classroom. The school has purchased supplies for each student. Please check with your teacher before sending in additional supplies with your child, as all supplies need to be stored and kept in the classroom.

Grading Policy

In accordance with the Clark County School District, it is the policy at Cozine to grade students on their achievement towards mastery of grade-level standards. It is the responsibility of each teacher to regularly grade student work, keep an accurate record of grades, and communicate their specific grading policies to parents.

Work that is turned in late because of an excused absence will be accepted and given full credit if made up within a reasonable time. Work turned in late because of an unexcused absence or because the student failed to meet the presented deadline may be given reduced credit or no credit at the teacher's discretion. Homework is due on the date specified. Assignments that are late will receive at least partial credit as determined by the individual teacher. Progress reports show an average of the grades students

have received in the academic and social standards. Parents are encouraged to discuss the report with their children. If there are concerns or questions, contact the teacher to arrange for a conference.

Parent/Student/Teacher Academic Planning Time (PSTAPT)

The parent-teacher conference is one of the most effective ways of sharing information about a student's educational progress. Parents have an opportunity to help teachers understand their child, and teachers can clarify in greater detail the kinds of experiences the student is having in school. All parents are encouraged to attend PSTAPT during the week of October 12. There will be no school for students on Wednesday, October 14, 2020, so that teachers have the opportunity to meet with every parent.

Other conferences may be requested by the teacher or parent as needed and a specific day and time will be scheduled. Please make every effort to attend conferences when they are scheduled. Parents can contact their child's teacher via email or Class Dojo. It is by working cooperatively that we can provide the best education for your child.

Parent 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. If, after meeting with the teacher, your concern has not been resolved, you may call the school office to schedule a conference with the administration.

Technology - Textbooks - Library Books

All technology, textbooks, and library books are loaned to students for their use during the school year. Children must understand that these items are very expensive to replace and therefore must be handled carefully. Students will be required to pay for lost or damaged technology and/or books.

Arrival, Dismissal, and Attendance

Arrival At School

The bell rings at 8:40 am. Breakfast opens for students at 8:40 am. Children are not to arrive at school in the morning before 8:40 am. Since safety is foremost in our minds, we ask your help in this matter as there is no supervision prior to 8:40 a.m. When arriving, students will walk through the multipurpose room, get breakfast if wanted, then walk directly to their classroom. The tardy bell rings at 9:00 am.

SafeKey begins at 7:00 am. For more information, call the City of North Las Vegas SafeKey at (702) 633-1608. Registration and prepayment are required via their website. Student capacity is 45. To ensure space for your child, we highly recommend prepaying 24 hours in advance.

Arrival And Drop Off Of Students At School

Students will only be permitted to enter the building through the MP Room. Students can enter the playground either from the gates on Hammer or, preferably, through the double gates at the front of the building. Since parents are not permitted on the blacktop, we are instituting “Goodbye at the Gate”.

Once students are in the MP Room, they will get breakfast and then be directed to their classrooms. Students will travel through the hallways to get to their rooms in the morning.



Attendance

Parents are required to provide a written or emailed excuse note within three days of the student’s absence. For students attending in person, school begins at 9:00 am and the tardy bell rings at 9:05 am. For those attending via Distance Learning, students must attend the entire Google Meet session with their teacher, or submit all assignments for the day to receive credit for that day’s attendance.

Attendance Regulations

Regular attendance in school leads to increased student achievement and students benefit from the educational opportunities provided by our excellent staff. 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.

Bike Riding

Students riding bikes to school are required to walk their bikes while on the school grounds. Due to the large number of students and cars at dismissal time, this rule will be strictly enforced. To ensure the safety of your child’s bike at school, please invest in a bike lock. All bikes are to be parked in the bike

parking area. The school is not responsible for damaged, lost, or stolen bikes. Students are not to share a lock with another student.

Closed Campus

The Cozine campus is a closed campus. Visitors are not allowed on the playground or in the school building without an appointment. Visitors must make an appointment to visit the front office, and protocols must be followed including a temperature check and completed visitor form. If arriving without an appointment, ring the doorbell so staff may assist you.

Dismissal Before 2:45 P.M.

Students will not be released from class from 2:45-3:00 p.m. All arranged pickups should be made prior to your child leaving for school. Please be advised that we are not responsible for delivering messages to students. If you need to get a message to your child, please come to the front office with a proper ID. A picture ID is required for the release of all students. Students will not be released to anyone other than the person(s) listed in the student's emergency contacts in Infinite Campus. This is for the safety of your child.

Whenever it is necessary to pick up your child during school hours the following procedures will be followed:

- All persons must call the front office once they have arrived in the parking lot.
- Our office staff will take your name and your child's name over the phone. The office staff will then tell you when you can approach the front office door, with your photo ID ready and available, and your face mask on.
- A front office staff member will meet you at the door to verify your ID.
- Once the staff member has verified that the person picking up is on the approved list and checked the photo ID, the person picking up will wait outside the office while the child is called down to the front office.
- The front office staff member will escort the child out the front of the school to meet the adult.
- Extreme care is exercised at all times when releasing children from our school. At no point will a child be called from the classroom before the adult picking up is verified. Plan accordingly and give yourself enough time if you are heading to an appointment.
- If the person picking up the child is not listed on the emergency contact list for the current school year, the child WILL NOT be released. Anyone picking a student up during the school day must be 18+ years of age.
- Anyone picking up a student WILL BE asked to show picture identification.
- No exceptions will be given to this process.

Dismissal After-School

For dismissal, families that walk or drive to pick up their students will use our new pickup system. Student dismissal is at 3:00 for kindergarteners, first graders, and students with siblings at Cozine. Kindergarten students will be dismissed from the Kindergarten playground. First-grade students will be dismissed from the double gates that lead to the playground on the north side of the building.

Second and third-grade students will be dismissed between 3:05-3:10 from the double gates. For students going to Safekey or riding a bus, they will be dropped off in the multipurpose room at this time.

Safekey

The SafeKey Program is run by the City of North Las Vegas is conveniently located on our campus. SafeKey provides children with a safe and supervised environment before and after school hours. SafeKey hours are 7:00 am - 8:40 am and 3:11 pm - 6:00 pm. SafeKey is available for a fee. For additional information call (702) 633-1608.

Behavior Expectations

Birthday Celebrations

We are delighted to share in the excitement of your child's birthday. However, at this time, sharing treats for any occasion is not permitted.

Cell Phones

Students' cell phones and personal electronic devices must be turned off and remain off during the instructional day and passing periods. Cell phones may only be used prior to the first bell and after the final bell. When the usage of devices is not allowed, devices must be turned off and stored in an unseen location such as a backpack, purse, or pocket. Confiscated devices will be returned to a parent/guardian.

Discipline

At Cozine, we feel that positive discipline is essential in the teaching/learning process. An educational environment based on respect, courtesy, care, and productivity in which teachers can successfully teach,

and children can comfortably learn, with minimal disruptions and maximum satisfaction will be emphasized. All CCSD Regulations will be followed as related to student discipline.

The entire staff is involved in teaching and reinforcing appropriate student behavior. School-wide behavior incentive programs will be utilized to reward appropriate behavior. Students will be encouraged to consistently follow school rules of conduct, set a good example for others, and reflect upon how their behavior affects others. Throughout the school year, priority attention will be given to the teaching of self-discipline and the development of student self-responsibility.

We believe that the success of a school discipline program is dependent upon your support and shared responsibility. We ask that you carefully review and discuss the importance of the Cozine student expectations, rules of conduct, and discipline procedures with your child.

With your cooperation and help, we can provide a positive, productive learning environment for your child. Your involvement and support are respectfully requested. If at any time you have questions, please feel free to contact the school.

Dress Code

The school may regulate dress and grooming in the interest of health, safety, and effective instruction. Children are expected to be neat and well-groomed. Forms of dress that are considered distracting or disruptive to the learning atmosphere will not be allowed.

Students and staff are required to wear a mask while on campus. The exception to this is when they are eating or drinking, the mask may be taken off. We highly recommend that students use a lanyard to keep the mask easily accessible and bring an extra mask each day.

According to the Clark County School District regulations, Cozine's dress code will require the following:

- Require the wearing of shoes with soles.
- Prohibit 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.
- No spaghetti straps permitted; all sleeveless shirts must have straps at least three inches wide and cover the shoulder.
- Require that all shorts, skirts, and dresses must be at fingertip length. If shorts are worn, they must be hemmed and without fraying. All pants and shorts must fit the child's waist appropriately or a belt must be worn.
- Prohibit the wearing of headgear including hoods and hats on campus except for designated school-approved events.
- Prohibit slogans or advertising on clothing which by their nature disrupts the educational setting. No spiked or studded clothing.
- Coats, mittens, and scarves must be removed upon entering the classrooms.

- Hairstyles should not be disruptive to the educational environment in their length, style, or color.

Parents need to ensure that their children adhere to these guidelines.

Masks

Students and staff are required to wear a mask while on campus. The exception to this is when they are eating or drinking, the mask may be taken off. We highly recommend that students use a lanyard to keep the mask easily accessible and bring an extra mask each day.

Recess

Students are provided a supervised, structured recess during the school day. Unless there are special circumstances limiting a child's participation in outdoor play, all children are expected to go out for recess. All playground equipment will be closed until further notice. Please be aware of weather conditions and dress your child appropriately. If inclement weather is determined, the students will remain inside.

School Property

Students are responsible to respect and care for school property and the property of others. Parents of children who destroy or vandalize school property will be required to pay for losses or damages. If children willfully destroy school property, suspensions may be necessary. If a child should happen to damage something accidentally, he/she should report it to a teacher or the office immediately.

Student Expected Behaviors

At Cozine Elementary we implement school-wide expectations; Be Kind, Be Safe, Be Honest, Be Scholarly. These outline our behavior expectations for all common areas of the school. A big part of our success has been establishing, communicating, and maintaining high expectations. High expectations bring higher achievement. These school-wide expectations build a safe, warm, and inviting learning environment.

Student Rights And Responsibilities

The Clark County School District's Board of Trustees believes that an atmosphere must prevail in the schools where learning can flourish in an atmosphere free of oppression, uncertainty, and discrimination but also free of fear, disruption, and disorder - an atmosphere where each student will be safe from harm or threat of harm to his person, his property, his peace of mind and his right to learn. Each person associated with the Clark County Schools is expected to adhere to all laws, policies, rules, and regulations designed to promote such an atmosphere.

Students are entitled to certain constitutional rights; students also have certain responsibilities. In general, these involve the commitment of each individual to assure that the rights of others are preserved. Students are responsible for knowing what the school rules are and acting in accordance with them. It is the intent of the Cozine staff to make certain that the rights of all students and school personnel are carefully protected.

Students, parents, or legal guardians have the right to review a student's school records with a member of the professional staff. A request to review records should normally be honored within three days. The Clark County Schools' "Behavior Guidelines" publication is available for review by parents in the school office. A copy will be sent home at the beginning of the school year.

Students are hereby informed that they will be subject to search when they enter campus after the beginning of the school day. This includes, but is not limited to, unauthorized returns. This notice includes searching a student at any time should there be reasonable suspicion of wrongdoing. Notice is thus given that students have no expectations of privacy when using district assigned property, such as student desks.

Health and Safety

Accidents

All accidents are reported to the health office. It is very important for the office to have on file the home, cell, and business numbers of parents so that they can be reached easily and quickly in case of an emergency. In the case of serious accidents, parents are notified and emergency assistance will be obtained.

Asbestos Management Plan

As required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA), an Asbestos Management Plan (AMP) has been developed for our school.

The AMP identifies the location, type, and amount of asbestos-containing material (ACM) in the school and describes actions taken to prevent exposure. An AMP is required for all school buildings whether or not they contain ACM.

The AMP is available in the school office during regular office hours. Copies of all AMPs are kept in the office of the Environmental Services Section of the Facilities Division.

Face Coverings

Except as otherwise set forth below, all CCSD students and employees MUST wear an approved face covering that covers the face from the bridge of the nose to snugly under the chin at all times while on CCSD property, including all buildings, grounds, and school buses, and/or while engaged in CCSD activities.

Approved face coverings include homemade or store-bought cloth face masks, surgical masks, masks with filters, or transparent/clear face masks that cover the face from the bridge of the nose to snugly under the chin. Face coverings with exhalation vents, those that are open at the top or bottom (such as bandanas or clear plastic face shields without an approved face covering underneath).

Face coverings must comply with all applicable CCSD policies, regulations, and dress codes pertaining to student and employee attire.

Fire Drills

State law requires that schools have regular fire and other emergency drills, such as Shelter-In-Place and Earthquake drills. Careful procedures are worked out to provide protection for students in the event of a fire or other emergencies. Teachers review the procedures with students periodically. It is mandatory that all students obey and understand the procedures for such drills. Successful drills can mean lives saved in an emergency.

Handwashing

Handwashing and the use of alcohol-based hand sanitizers help to prevent infections and reduce the number of viable pathogens on the hands. According to the CDC, handwashing is the single most effective infection control intervention. Students are encourage to wash their hands or use hand sanitizer often, at times such as:

- After coughing, sneezing, or blowing their nose.
- After using the restroom.
- Before eating or preparing food.
- Before and after touching the face.
- Prior to boarding the school bus.
- Prior to school entry.
- After touching frequently touched areas.

Hazardous Materials

In the event that the school or outside areas need to be sprayed for bugs or weeds, painted, etc., parents will be notified by letter 5 days prior so students who may have allergies or are sensitive to certain chemicals will have an early notification, and parents can plan accordingly.

Health Office

The school will operate three points of services for students requiring attention for medical needs. This information is subject to change based on any new or updated information from the Southern Nevada Health District, and/or CCSD Health Services.

Point of Service #1: Classroom

The management of minor first aid injuries will be handled by the teacher in the classroom to prevent health office congregation and possible cross exposure risk with sick students. Such minor injuries may include: minor bleeding, disinfection of cuts and scrapes, application of adhesive bandages, a lost tooth, and dry lips or skin. Teachers will be able to contact the health office with any questions and health office staff will assist in the classroom.

Point of Service #2: Well Room

The well room will be used for health care needs that cannot be addressed in the classroom, such as administering medication. Health office staff will conduct a contactless temperature check of the student before entry. If a student's temperature is elevated to 100°F or higher, the student will be immediately directed to the sick room. Students will be required to wash their hands upon entry, wear their face mask, and maintain physical distancing.

Point of Service #3: Sick Room

The sick room will be designed for any students or staff reporting they feel ill or displaying any sign of COVID-19. Only trained staff will access the sick room and will utilize full medical grade PPE when providing direct care.

The following criteria has been established for quarantine or isolation procedures:

1. Student reports exposure to someone with COVID-19 within the last 10 days, but is not experiencing symptoms.
 - a. Student will be placed in the sick room
 - b. Health office staff will notify parent to pick up child ASAP
 - c. Student must quarantine
 - d. Student may return:
 - i. 10 days after the most recent exposure if the student remains asymptomatic during the quarantine OR
 - ii. 5 days after the most recent exposure if the student remains asymptomatic during the quarantine and tests negative on or after the 5th day of quarantine.
2. Student reports that they were diagnosed with COVID-19 within the last 10 days, but is not experiencing symptoms.
 - a. Student will be placed in the sick room
 - b. Health office staff will notify parent to pick up child ASAP
 - c. Student must isolate
 - d. Student may return:
 - i. 10 days since the first positive COVID-19 test and does not develop symptoms

3. Student presents with one or more of the following: fever of 100,0 or higher, new or worsening cough, new or worsening shortness of breath, new loss of taste or smell OR two or more of the following: new or worsening headache, sore throat, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new nasal congestion/runny nose
 - a. Student will be placed in the sick room
 - b. Health office staff will notify parent to pick up child ASAP
 - c. Student must isolate
 - d. Student may return:
 - i. If diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has symptoms, student may return after 10 days have passed since symptoms first appeared and fever free for 24 hours without the use of fever-reducing medications and improvement in symptoms OR
 - ii. If Licensed Health Care Provider evaluates the student and determines the symptoms are associated with another illness/infection, a release to return to school will be required for return. If tests to see if they still have COVID-19, must have 2 negative tests at least 24 hours apart and fever is resolved and symptoms are improved.

Information Updates

Parents are required to promptly notify the school office if there is a change of address or phone number. Please be sure all home, work, and emergency contact phone numbers are kept current. Correct phone numbers are essential in case of an accident or other emergencies.

When it becomes necessary to update information on your child's registration, please do so immediately either by sending in a note to the office signed by the parent or guardian, email esparmr1@nv.ccsd.net, or by coming into the office. Office visits are by appointment only. For the safety of your child, no changes will be made over the phone.

Illness At School

If a student becomes ill at school, parents or emergency contacts will be contacted. Please do not send an ill child to school. Children returning to school from an absence due to a contagious or infectious disease should bring a note from a competent medical authority releasing the student to return to school.

Injury

If a child is injured at school, every attempt will be made to contact parents. It is very important to fill out and return emergency contact/phone numbers, etc. Any changes in this information should be reported to the school immediately. Health cards should also be completed yearly. Be sure to note allergies and other special needs both for teacher and office records. All students of CCSD shall be made

aware of the availability of student accident insurance with flyers sent home at the beginning of the school year. The school assumes no legal responsibility for accidental injury.

Student & Front Office Information

Emergency Closing Of School

An Emergency Crisis Response Plan has been developed for Cozine Elementary. A letter is sent home to parents annually discussing all pertinent information regarding this review and update of the plan.

Enrolling And Withdrawing

Students must officially enroll through the school office 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. Any technology checked out to students, including Chromebooks or iPads, must be returned prior to withdrawal. 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.

Family Rights And Privacy Act

Parents or guardians have a right to review educational records kept by the district pertaining to their child, according to the Family Educational Rights and Privacy Act of 1974 (FERPA). The law also allows parents or guardians to challenge any items in the records that they believe are inappropriate.

To inspect these records, parents or guardians should call the school office to arrange an appointment with the principal to review the records. A copy of school district regulations pertaining to the privacy rights of parents and students is available upon request from the principal's office.

The federal law, however, does allow school officials to provide what is called "directory information" without the consent of parents. Other information may be released only by parental consent or by court order. Directory information includes the student's name, address, telephone number, date and place of birth, dates of attendance, and names of schools attended.

Parents who do not want directory information released must choose this option during the online registration process each year.

Lost And Found

Each year, many items of clothing are lost in an elementary school. **Please mark all items clearly with your child's name.** This simple measure will help us to return lost items quickly. Students may claim lost items directly from their teacher. The lost and found box in the multi-purpose will NOT be used due to safety and health concerns. Items not claimed after a two-week period will be thrown away or

donated. The school will NOT be held responsible for items lost or not claimed at school. KEEP CHEWING GUM, CANDY, TOYS, AND SPORTS EQUIPMENT AT HOME.

Lunch And Breakfast

Cozine is a Community Eligibility Provision school, which means breakfast and lunch are FREE for ALL students. Students may bring a sack lunch from home or they can eat hot lunch from the cafeteria. Hot lunch contains several healthy food options, as well as a choice of white or chocolate milk. Breakfast is available consisting of juice, milk, as well as several food items. A monthly menu is available online at www.cozineclimbers.com.

Water fountains are currently turned off and are not available for use. Students may bring a water bottle from home. Soda and juice are not permitted.

Office Telephones

The office telephones are for school business only. Students may only use the phone with the permission of the office personnel. Messages cannot be delivered to students during instructional time. This is for the safety of our students as there is no way to confirm parent/guardian identity over the phone.

Transfers

All students attend their assigned school based on grade level and address of parent or guardian. When the parent or guardian moves, the student is re-assigned to the appropriate school.

Visitors

Though we wish we could invite you in to visit, at this time, due to current regulations and social distancing guidelines, visitors are not permitted on campus unless there is a valid reason to do so. Valid reasons may include meetings with staff and student testing. Dropping off a special lunch to students is not permitted.

If you feel you need to visit the school for any reason, please contact the office to schedule an appointment. All visitors will be subject to a temperature check and health questionnaire before they are allowed to enter the building. Visitors that are 5 or more minutes late for their appointment will have to reschedule per current district policies. Anyone with a temperature of 100.4 or higher will have to reschedule. Anyone who answers "yes" to any of the questions on the health questionnaire will have to reschedule. All visitors must wear a mask while on campus and maintain social distancing guidelines at all times. Should a visitor test positive for COVID-19 within 14 days of their visit, they must advise the school of the positive test.

Volunteers

At this time, volunteers are not permitted on campus.

ACRONYMS TO KNOW

In any school, you'll hear acronyms that are important to life in that school. To help you acclimate to the acronyms that you may hear around Cozine, those we use most are listed here.

SOT - School Organizational Team. This is a team made up of those who support our school - teachers, support staff, and parents. The SOT meets once a month and the meetings are open to the public. Our website has more details if you're interested.

GATE - Gifted and Talented Education. Our GATE specialist provides academically appropriate instruction to students identified as gifted. Students qualify for GATE services when they score at or above the 98th percentile on a measure of general ability.

IC - Infinite Campus. IC is our student management program. We use this to register students and keep family's addresses, phone numbers, and emergency contacts up to date. It's also for you to keep up with your student's grades and assignments. If you don't remember your login, call the front office so we can help you.

SBAC - Smarter Balanced Assessment Consortium. This is the big summative test 3rd - 5th graders take in the spring each year. It covers five days of testing to include English Language Arts and Math. In addition, 5th graders also take a two-day Science SBAC test.

CRT - Criterion-Referenced Test. These types of tests are designed to measure student performance. The SBAC is considered a Criterion-Referenced Test, or CRT.

MAP - Measure of Academic Progress. MAP Growth is a computer adaptive test created by NWEA that students take three times per school year. The test covers English Language Arts and Math. In addition, 3rd-5th graders take a Science portion. The results provide teachers with information to help them deliver appropriate content for each student and determine each student's academic growth over time.

RBG3 - Read by Grade 3. Nevada's Read by Grade 3 Act, became effective on July 1, 2015. This statute was designed to dramatically improve student achievement by ensuring that all students will be able to read proficiently by the end of the 3rd grade. SB 391 requires all public school districts and charter schools to develop local K-3 literacy plans aimed at improving the literacy of all K-3 grade level students.

PSTAPT - Parent-Student-Teacher Academic Planning Time. This is also known as Parent-Teacher Conferences. This time is so important that in elementary school, students stay home from school one day in the fall to give teachers time to meet with every parent individually. The conferences are about 20 minutes in length and very worthwhile to teachers and parents. If you have questions or concerns

about what's happening with your student or in class, you don't have to wait to meet your child's teacher. Teachers are happy to meet with you at any time in the school year.

WIDA - World-Class Instructional Design and Assessment. The WIDA consortium is a group of states dedicated to the design and implementation of high standards and equitable educational opportunities for English learners. The WIDA assessment is an English Language Proficiency Assessment (WIDA) given to English language learners annually to determine growth and proficiency of learning English.