

# **Student/Parent Handbook 2022-2023**



# **Home of the Challengers**

**Mabel Hoggard  
Math and Science Magnet School**

950 N. Tonopah Dr.  
Las Vegas, Nevada 89106  
Telephone: (702) 799-4740  
Fax: (702) 799-4884

Dear Parents/Guardians:

The staff of Mabel Hoggard Magnet School presents this handbook as a way to summarize our educational goals and to inform you about the basic operations of the school. We have listed the information in alphabetical order for easy reference throughout the school year. We believe that it is important for parents and students to know expectations for academic and behavior performance. These expectations can best be achieved through close cooperation between home and school. Please review the handbook with your child, sign the bottom portion of this page, and return it to your child's teacher. If you have any questions, please feel free to call us at 702-799-4740 or stop by for a visit. Upon entering the school, please remember to report to the office to sign in and receive a visitor's badge.

Sincerely,  
Mabel Hoggard Staff



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*Please detach and return this portion to your child's teacher.*

My child and I have read and discussed the expectations, procedures, policies, and regulations contained in the Mabel Hoggard Student/Parent Handbook.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Child's Name*

\_\_\_\_\_  
*Grade*

\_\_\_\_\_  
*Teacher's Name*

# *Home of the Challengers*

## **Mission**

Mabel Hoggard Magnet School's mission is to challenge and empower all students by providing an enriched education with an emphasis on science, mathematics, and technology.

## **Motto**

Our Children Are The Future And... The Future Is Now

## **Mascot**

The Challenger

## **School Colors**

Blue and Gray and White

## **Hoggard Student Expectations – To Be Followed Each Day**

**H**elp one another.

**O**wn your actions.

**G**et along with others.

**G**oal setting

**A**re you doing your best?

**R**espect self, others, property.

**D**edicate yourself to excellence.



## **Mabel Hoggard Beliefs for Student Learning**

**Established March 2010**

- **All students have the capacity to learn and become cooperative, respectful, and independent citizens achieving success through active participation and commitment to a challenging and stimulating curriculum.**
- **Students learn best through inquiry based, hands-on academic programs that set high expectations, offer a balanced curriculum and a variety of teaching styles, as well as differentiated instruction.**
- **The integration of math, science, and technology is used to enhance instruction across the curriculum and grade levels.**
- **Working as a team of staff, students, and parents ensures the emergence of leadership qualities, offers assistance to those approaching mastery, and helps include all in a constructive way.**
- **Our school community values and promotes character and social skills development through daily modeling of respect, conflict resolution, and personal responsibility.**
- **Parents and community must actively participate in, and support, our educational program at school and at home.**

## ADMINISTRATION AND OFFICE

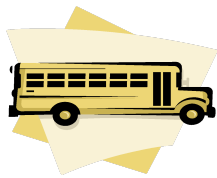
Stacey Scott-Cherry  
Debra Huckins  
Olga Ross  
Lucia Chavez  
Evelyn Leyva  
Ana Arellano  
Carmen Chavez  
Mary Jane Figueroa  
Angela Coleman  
Da Vonna Coleman  
Savanna Heidorn  
Dana Veasley  
James Coleman  
Bryan Mireles Bello

Principal  
Assistant Principal  
Counselor  
School Office Manager  
Elementary School Clerk  
School / Community Facilitator  
School Office Aide  
School Nurse  
School Health Assistant  
Head Custodian  
Night Custodian  
Kitchen Manager  
Campus Monitor  
Campus Monitor

## BUSINESS HOURS

<b>Office Hours</b>	<b>7:30 a.m. to 4:00 p.m.</b>
<b>Student Day</b> <b>Grades Kindergarten - 5th Grade</b>	<b>8:50 a.m. to 3:15 p.m.</b> <b>8:50 a.m. to 3:15 p.m.</b>
<b>Gates for Entry Open</b> <b>Students Check in as TARDY</b>	<b>8:15 a.m.</b> <b>8:45 a.m.</b>
<b>Teacher Work Day</b>	<b>7:55 a.m. to 3:26 p.m.</b>





### **Arrival and Departure**

The gates for morning entry open at 8:15 a.m. The bell rings for line-up procedures at 8:20 a.m. Students walk to their designated class area and line up. At that time, Morning Opening begins with the Pledge of Allegiance, 30 seconds of silence, the Mission Statement, and the Manner of the Week. A tardy bell rings at 8:45 a.m. If students arrive after this time, they must report to the office to sign in and receive a tardy slip before being admitted to class. Students are dismissed at 3:15 p.m. **All students should be picked up or signed in at Safe Key at the end of the school day.**

***\*Students are not permitted on school grounds prior to 8:00 a.m. unless registered for Safekey. You may pick-up a Safekey application from the Safekey supervisor at school during Safekey hours (7:00 a.m. to 8:25 a.m.) or (3:15 p.m. to 6:30 p.m.) or you may contact the City of Las Vegas Safekey office at 702-229-3399.***

### **Attendance and Absences**

Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent or legal guardian. The parent or legal guardian is required to send the student to school during all times that public school is in session. The primary aim of attendance enforcement is to increase student achievement through improved attendance.

If a child has an excessive number of absences, the parent/guardian will be notified, in writing, by the school. An elementary student may be required to repeat the current grade if the total number of absences exceeds 20 for the school year. Please review the Clark County School District Policy for Elementary Schools.

### **Bus Transportation**

Students who live more than two miles from school and are in the Mabel Hoggard Magnet School Zone are provided bus transportation by the Clark County School District. Transportation by school bus is a privilege that can be temporarily or permanently taken away when a student does not obey bus safety rules. For more information regarding bus routes, contact the Transportation Department at 799-8110 or online at <http://ccsd.net/schools/transportation/>.

### **Bike Riding**

*A locked bike area is provided for students that ride their bikes/scooters. Parents are asked to provide bike locks. The school is not responsible for any loss or damage to bikes/scooters. Bikes must be walked on school grounds. Skateboards and rollerblades are not allowed on the school campus.*



### **Class Parties/Birthday Parties**

In observance of special days, teachers and classes may prepare and carry out suitable educational activities. It is expected that these special activities will function as educational projects and that social activities will not begin earlier than one hour prior to dismissal time.

In light of food allergies and sensitivities, food items, such as cupcakes, will not be distributed to students for birthday celebrations. Parents are welcome to bring non-food items to distribute to classes, such as stickers, pens, or small trinkets or toys for birthday celebrations.

Balloon and/or flower bouquets will be held in the office until the end of the day. To avoid hurt feelings, we request that invitations to private birthday parties *not be distributed* at school unless they include the entire class.

### **Classroom Observations**

On occasion, parents request to observe their child in the classroom setting. We do allow classroom observations; however, to limit disruptions to the classroom setting, we have established the following guidelines:

- Classroom observations must be scheduled with your child's classroom teacher at least one day in advance.
- Classroom observations will be limited to thirty minutes in length.
- The parent may not disrupt the educational setting, i.e., talk to or distract the child or classroom teacher during instruction.
- Upon arrival, parents need to sign in at the front office and receive a visitor's badge. Once in the classroom, the teacher will show you where to be seated during the observation.
- If your presence or actions cause a distraction to the learning environment, the observation will be concluded. Any further observations will be scheduled at the discretion of the principal.

After a classroom observation, any conversation with the teacher should be held when students are not present. We would be happy to set up a conference time with you to provide the time and attention you deserve.

### **Discipline**

The Mabel Hoggard staff has high expectations for student behavior. We feel that every student should be able to attend classes without fear of being threatened or hurt by another student. We also feel strongly that teachers and staff deserve the same respect that parents expect from their children. The following are our behavioral expectations:

Help one another.

Own your actions.

Get along with others.

Goal setting



Are you doing your best?

Respect self, others, property.

Dedicate yourself to excellence.

We feel that if students follow these guidelines, they will have successful interactions with peers and adults alike. **If a student is not able to follow these behavioral guidelines, the following progressive discipline plan will be utilized.**

The first step involved in correcting misbehavior is discussion between the student and the teacher. Depending upon the severity, the teacher may decide to contact the parents and discuss the concern with them as well as with the child.


If the misbehavior continues after informal conferences, or when the offense is too disruptive or severe, the teacher will issue a Discipline Referral form and the student will be referred to the building administrator. Parents may be contacted by the administrator, and the student may be assigned lunch detention or a consequence related to the offense. Depending upon the severity of the offense, a Required Parent Conference (RPC) may result.

When the Required Parent Conference does not eliminate the problem, additional misbehavior may result in additional RPC's, suspension from school, or Magnet School Probation.

### **Dress and Appearance**

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



1. Students are required to wear shoes with soles. At the elementary level, students run and play during lunch recess and P.E. Slippers, flip-flops, strapless, or open toe sandals are discouraged because they can create a hazardous safety concern. 
2. Students are prohibited from 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.
3. Students are prohibited from wearing clothing with spaghetti straps. All sleeveless shirts must have straps at least three inches wide and cover the shoulder. Tank tops/A-shirts are prohibited.
4. All shorts, skirts and dresses must be fingertip length. If shorts are worn, they must be hemmed and without fraying.



5. Students are prohibited from wearing outer wear such as coats, mittens, gloves, scarves and hats upon entering the classroom. Hats may be worn to school for special activities or when the students are outside.
6. Students are prohibited from wearing slogans or advertising on clothing which by their controversial or obscene nature disrupt the educational setting. No spiked or studded clothing.

***If students come to school with inappropriate clothing, they will be sent to the Health Office and the parents will be called to bring a change of clothing.***

### **Emergency Data**

The school office must have current home and emergency telephone numbers and current addresses. It is essential that we have this information in case of an accident or illness. Please call the office whenever this information is changed. If we cannot reach you, we will use the emergency contact information that you have provided.

### **SafeVoice**

SafeVoice is an anonymous tip report system with live response 24/7/365. It can be accessed by toll-free phone, website, or mobile app. Tips are delivered to the school, and to law enforcement or crisis responders when necessary. SafeVoice includes and goes beyond anonymous reports of bullying or threats of school violence and friends at risk of suicide, self-harm, drugs, or more. Reports can be submitted via mobile app : Hotline 833-216-7233 Website [www.safevoicenv.org](http://www.safevoicenv.org).

### **Food Services**

Since the 2019-2020 school year, our school has been designated as a Community Eligibility Provision (CEP) school. This means that all students will be provided with a free breakfast and lunch regardless of individual household eligibility. Applications will not need to be submitted for this school year. All students attending our school will be able to participate in the program and will be offered breakfast at no charge every morning. Please contact the office for information.



### **Health Services/Medication**



The School Nurse is available on a limited schedule, usually one day a week. We do have a School Health Assistant available on a daily basis.

Students who become ill at school should report to the Health Office. If the illness or injury is of such a nature that the student should go home, the parent/guardian will be notified. Students are not permitted to leave the school without a parent/guardian signing them out and presenting a photo identification. ***It is the responsibility of the Health Office, not the student, to notify the parent of the student's illness.***

A student needing medication during school hours must have a completed Medication Release form which can be obtained from the Health Office personnel. The medication must have been prescribed by a licensed prescribing practitioner. ***No over-the-counter***

*medication may be given without a prescription, this includes cough drops or common cold medications.*

### **Homework**



Homework is an extension of the daily instructional program at Hoggard. Homework comes in many forms: reading, studying for exams, finishing assignments, and practicing skills. In doing an assignment at home, your child exercises his/her skills and develops good work habits. The number, frequency, and degree of difficulty of homework assignments are based on the ability of the students.

### **Lost and Found**

Children are inclined to lose things. Please mark all items clearly with your child's name. This simple measure will help us to return items quickly. Students may claim lost items by checking the lost and found bin on the stage in the Multipurpose Room. Lost items such as money, purses, jewelry, and glasses can be claimed in the front office. Items are only stored for a brief duration and then given to a local charity.

### **Parental 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. A concern not related to your child should be brought to the attention of the administration.

### **Parent/Teacher Conferences**

You will be asked to attend a formal parent-teacher conference during the school year to discuss your child's progress. Other conferences may be requested by the teacher or parent as needed. Please make every effort to attend conferences when they are scheduled. By working cooperatively, we can provide the best education for your child.

### **Personal Belongings/Toys**

Items brought to school should be kept inside the child's backpack, a paper bag, or other containers until needed in the classroom. Parents are urged to print names on items such as lunch bags/boxes, coats, sweaters and backpacks.



***Do not allow your child to bring toys, skateboards, roller blades, wheelies, electronic devices, cameras, balls smaller than six inches in diameter, or other items to school which are not part of the educational program.*** If an item becomes a distraction to the educational environment, the staff may hold onto the item until the end of the day.

### **Pick-Up of Students During and After School Hours**



Whenever it is necessary to pick up your child during school hours, please send a note to your child's teacher informing him/her of the early release. All persons must check in at the office and present photo identification before a student is released. Students will not be released between the hours of 2:45 p.m. and 3:15 p.m.

In order to provide our students with a full day of instruction, **please do not pick your child up early unless it is absolutely necessary.** We understand that there are times

when a doctor's appointment is scheduled immediately after school or when there are emergencies; however, every time we call into a classroom to dismiss a student, we are disrupting the learning and instructional environment of all the students in the classroom. The end of the school day is an important time for teachers to explain homework, to remind students of assignments, and to allow students to ask questions and receive final instructions and directions.

All older siblings of our students who do not attend Mabel Hoggard ES (i.e. middle or high school students) must remain off campus on sidewalks outside of school until 3:15 p.m. when the bell rings unless they are here with their parents. Disruptive behavior that interrupts the educational environment is not acceptable and will not be tolerated.

Dismissal is at 3:15 p.m. At 3:30 p.m., all students who have not been picked up will be directed to the front office. Office staff will assist students with sign-in procedures and parents/emergency contacts will be contacted. Parents and guardians are required to sign out their children after 3:30 p. m. This ensures the safety of all students. Please be advised that late pick-ups will be documented in Infinite Campus. After the third late pick-up, parents will be notified and students will be RPC'd. If you are unable to pick up your child by 3:30 p. m., please consider registering him/her for Safekey. It is difficult for the front office personnel and administration to provide supervision after school hours.

### **Probation**

Once students are selected and enrolled in a magnet school, they will remain until they complete the program. Any transfers normally occur at the end of a school year.

While each student's progress should be reviewed on an individual basis, there are some overall guidelines that will be utilized to determine acceptable performance. The guiding principle is progress toward successful completion of the magnet program. For a student with marginal grades, assistance will be provided as needed, and magnet school staff will make a determination regarding whether the student's overall progress is negatively affected by the student's enrollment in the magnet school. Assistance will be provided as soon as a student performance problem or the potential for a problem is identified. The teacher, counselor and principals will meet with the student and the parent/guardian, to assist the student in defining the problem, and help the student to determine a proper course of action that will alleviate the problem. The purpose of this preliminary measure is to provide immediate assistance to a student as needed and to make the student aware of his/her responsibility to correct the problem. When a student has been made aware of a performance problem and continues to make poor progress, a scheduled conference between the student, parent/guardian, teacher, and principal will occur to discuss the placement of the student on probation.

Please refer to the Magnet Program Contract that was signed to attend Mabel Hoggard. The contract outlines the expectations for the performance and continuation in Mabel Hoggard Math & Science Magnet School.

### **Progress Reports/Report Cards**

Progress reports will be issued by teachers once a quarter. *\*Some teachers may communicate through Class DoJo.* Unsatisfactory progress reports are sent



home each quarter. Report cards are available online at the end of each semester.

## Grading Policy for Mabel Hoggard ES 2022 - 2023

### **Late Assignment Policy:**

Students are allowed to submit late work up until 5 days before the end of each grading period. The specific deadlines to submit late work at Mabel Hoggard ES are:

October 3, 2022  
December 12, 2022  
March 6, 2023  
May 15, 2023

### **Reassessment Policy:**

All students will have the opportunity to be reassessed one time for each test or quiz. The best score for each assessment will be entered into the gradebook.

Teachers will provide students with a reassessment opportunity for test scores below the minimum F of 50%. Parents may request a reassessment opportunity for all other assessment scores.



### **Recognition Activities**

Each teacher will develop a classroom program to recognize and reward positive actions on a consistent basis. Students who demonstrate outstanding or improved citizenship and/or academic achievement will be selected by their teacher to participate in the Student of the Month Recognition. Other special recognition activities include Accelerated Reader Awards and end of the year academic and citizenship awards.

### **Student Insurance**

Student accident insurance is available to all students. Forms are available online. All necessary information and online enrollment are available on the following web link:

<https://sites.google.com/nv.ccsd.net/ccsd-risk-management/insurance-services/voluntary-student-medical-insurance-information>

### **Student Tardy Procedures**

Students are expected to arrive promptly every day. When students arrive after 8:45 a.m., they must come to the office, **sign in**, and receive a tardy slip before being admitted to class. A parent conference will be held with a parent of any student who has excessive late arrivals to review the attendance policy.



### **Student Withdrawals**

If you are planning to withdraw your child, the office should be notified in order to complete the required paperwork. You must also bring in photo identification and sign the withdrawal paper. Students in grades 1 through 5, attending the Magnet School Program must meet with an administrator before they are withdrawn. *Lost or missing textbooks, library books, and charges in the lunchroom must be paid in full on or before the student's last day of school.*

### **Telephone/Cell Phone Use**

The school office is an important center of activity at the school and is busy the majority of the time. The office telephone may be used by students only in cases of emergency and with the permission of the classroom teacher/office personnel. Students that are not feeling well should not use the office telephone to call home. They must report to the office if they are not feeling well and personnel from the Health Office will notify the parent if the student needs to go home. The phone cannot be used to obtain permission to visit with friends after school is dismissed. ***Cell phones are permitted, but are to be turned off and kept in a student's backpack and may only be used before and after school.***



### **Visitors/Visiting Students**

***ALL VISITORS MUST REPORT TO THE OFFICE AND CHECK-IN.*** Individuals who wish to visit a classroom must make prior arrangements with the teacher or principals. So as not to disturb classroom instruction, classroom visits should not exceed 30 minutes. Children visiting your home from other areas **are not allowed** to attend class.



### **Volunteers**

School volunteers are encouraged and welcomed within our school to assist in the classrooms, on the playground, and in the office. As with all visitors, the procedure for checking in at the office applies. A special register is kept on school volunteer attendance and as a method of determining who is on campus. As adults, it is very important that we model the school-wide expectations and dress code expected of staff and students. Volunteers are asked to follow the same dress code as the staff and students. Please refer to the Dress and Appearance Section in this handbook.

**SB 287 requires all volunteers to be fingerprinted and CCSD badged if they have unsupervised or regular contact with students. "Regular" is defined as at least four times a month.**

More information about completing the online application for being a regular volunteer can be found at [ccsd.net](http://ccsd.net) in the Parent tab, under District Information, and then click on Protect Our Kids. Questions or assistance can also be provided by emailing [volunteers@nv.ccsd.net](mailto:volunteers@nv.ccsd.net).