

Vincent L. Triggs Elementary School



Travel Guide Student Handbook 2024-2025

Vincent L. Triggs Elementary School
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triggsges.com

Annemarie Stover, Principal

Greetings, Triggs Travelers! This handbook provides an overview of the policies and procedures at our school to help all students experience success. Families, please read and discuss all the contents of this handbook together.

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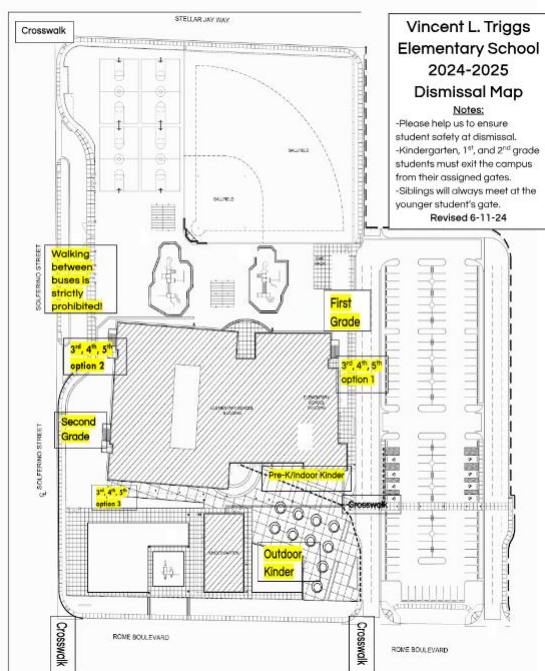
ARRIVAL AND DEPARTURE

Hours

The school office hours are 7:30 AM - 4:00 PM when school is in session.

Playground

8:40 AM	Students may arrive (students arriving earlier than 8:40 AM will be sent home); breakfast served
8:55 AM	School starts – Gates closed
9:00 AM	Tardy bell, Morning Announcements, Instruction begins
11:30 AM	A.M. Half-day Pre-K Dismissal
12:40 PM	P.M. Half-day Pre-K Start
3:11 PM	Dismissal for all grades (Students not picked up by 3:21 PM will be referred to an Attendance Officer and then transported to an outside agency if attempts to contact parents/guardians are unsuccessful).



At dismissal, Kindergarten, 1st, and 2nd grade students must exit the campus from their assigned gates as identified below. To pick up Kindergarten, 1st grade, or 2nd grade students, come to the gate where the teacher will release them to you. If siblings are walking home together, they will always meet at the younger student's gate. If you are picking up siblings, you may meet them at the younger student's gate. Please remember to use the crosswalks and that walking through the bus lane and the lanes adjacent to the parking lot is strictly prohibited.

Safety: Our number 1 priority!

We count on parents/guardians to model lawful pedestrian crossing and patient, cautious, safe driving.

Drop off and/or pick up students on Rome Boulevard, Inca Dove Street, Stellar Jay Way, or in the parking lot. The bus-loading zone on Solferino Street is for buses only—NO parent/guardian vehicle traffic is allowed (as noted clearly by signage). Do not park in any **red zone** or bus-loading zone. Vehicles observed not adhering to drop-off and dismissal safety rules will be reported to CCSD Police and/or North Las Vegas Police. Citable Traffic Offenses include:

parking within 30 feet of a stop sign, double parking, crossing the street outside of a crosswalk, not stopping at a crosswalk, and making a U-turn in a school zone. Unattended, illegally parked vehicles may be towed. A crossing guard is assigned to the parking lot exit on Rome Boulevard. Please note: There is no crossing guard assigned to the intersection of Solferino and Stellar Jay Way.

Student drop off and pick up is outside the gates. Access to the playground area during morning recess and afternoon dismissal requires a visitor's badge and check-in with the front office. Pets are not allowed for any reason at any time on campus.

Families are strongly encouraged to make after-school arrangements ahead of time. SafeKey is available for a fee. Students may be picked up by **ONE** student-age (11-17) family member who may arrive no earlier than 3:00 PM, and who will respect all CCSD rules while on campus—no exceptions. Please designate a specific meeting place to avoid confusion. Other siblings and/or friends will wait off school property.

Always bring legal identification (driver's license or passport). For the safety of your child, students will not be released to anyone who is not listed on the enrollment form as a parent/guardian/emergency contact. They will also not be released to anyone on the enrollment form that has no identification.

Please note that phone messages cannot be delivered to your child during the school day.

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 does not exclude personnel, however, from searching a student at any time should there be reasonable suspicion of wrong doing.

ATTENDANCE

Attendance enforcement is a shared responsibility between home and school. Parents/guardians are required to send students to school during all times that public school is in session (NRS 392.040).

Check-out During School Hours

Parents/guardians/emergency contacts must present a valid ID at the office when removing a child from the building during school instructional hours — NO EXCEPTIONS. The identification must match that of an authorized person on student enrollment information. Parents/guardians will also be asked to present proof of a doctor's appointment, etc. Habitual "early-outs" and requests for student checkout between 2:45 PM and 3:11 PM will not be permitted.

Daily Attendance

Students are expected to attend school for the entire school day. A student is recorded as absent for half of the day if more than 1 hour and 55 minutes of the instructional day are missed, and recorded as absent for the entire day if more than 3 hours and 45 minutes of the instructional day are missed. Routine medical appointments should be scheduled outside of the school day whenever possible. However, if these appointments occur within the school day, the absence may be marked as excused with a note from the doctor. Excused absences are still counted as absences and will negate perfect attendance awards. In these cases, the student must be present as much of the school day as possible. An elementary student **may be retained** at the current grade if the total number of absences exceeds twenty (20) for the school year. Students must provide a valid written excuse to their teacher for a school absence within three days for the absence to be considered excused. The determination of the proper classification of an absence (excused/unexcused) requires the judgment on the part of the principal or designee. To evaluate the proper classification of the absence, the school may reasonably inquire, investigate, and/or request further documentation from the parent/guardian.

Makeup Work

Teachers shall provide an opportunity for a student to make up missed work due to any absence, and students shall be held accountable for the work. When a student is absent, however, the educational experiences lost during that absence might be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through makeup work. Additionally, students are allowed a minimum of three (3) days (CCSD Regulation 5113) to complete makeup work. Directly after any absence, the student and/or the parent/guardian shall contact the teacher to request appropriate makeup work.

Tardiness

Students are considered tardy if they arrive after 9:00 AM.

Withdrawal/Moving

Please notify the teacher and the office if you know your student will be withdrawn from Triggs Elementary School. Proper identification is required to receive the "Release and Transfer" paperwork.

DRESS CODE



Clark County School District's dress code requires that students wear:

- Shoes with soles
- All clothing sufficient to conceal any and all undergarments
- Skirts, dresses/jumpers, skorts, and shorts at fingertip length
- Jeans, pants and trousers secured at waist level
- Sleeveless shirts with straps at least three inches wide

Clark County School District's dress code prohibits students wearing:

- Clothing that shows skin between the bottom of shirt/blouse and top of pants/skirts/short
- House slippers, shoes with wheels
- Jeans, pants and trousers that are sagging, have rips or tears that expose undergarments and or are located mid-high or higher
- The wearing of headgear (hats, hoods, caps, bandanas, hair grooming aids), except for designated school approved uniforms, athletic practices, documented medical conditions, bona fide religious reasons, culturally responsive practices or CCSD/school sanctioned activities.
- Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited.
- Any clothing, jewelry, buttons, and or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct, such as, but not limited to, the unlawful use of weapons, drugs, alcohol, prejudice, discrimination, tobacco, drug paraphernalia, or clothing that contains threats
- Clothing, jewelry, and/or accessories with spikes or studs
- Crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage

To minimize the impact on instruction, students with dress code violations will be sent to the health office to change. If necessary, parents will be called to drop off appropriate clothing.

General Guidelines:

Outerwear such as coats, mittens, hats and scarves must be removed upon entering the building/classroom. Administration, teachers, and staff may use their discretion as appropriate based on the temperature in the facility. School Administration designates which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard. The Principal shall retain the authority to grant exception for spirit days, special event dress days, and schoolwide free dress days. Families will be notified by the school of unique dress provisions on those days.

Identification Badges

Students will be issued clip-on ID badges and lanyards to be worn every day. Students will be issued one replacement ID without charge. A \$5 fee will be collected for each additional replacement ID. ID badges will be kept at school in the classroom when not being worn.

EMERGENCY PROCEDURES

All students will be oriented to emergency procedures by their teachers during the first week of school and those procedures will be reviewed periodically thereafter. In the event of an emergency, students must listen to and follow directions from the teacher and/or from office personnel transmitted over the intercom. Decisions will be made by the Principal or designee as to what students need to do and when it is safe to proceed with normal activities. If necessary, lunch periods, recesses, and dismissal schedules may be altered.

HEALTH SERVICES

The SHA (School Health Assistant) may not take responsibility for evaluating signs of illness or injury that have occurred at home. A child who has been vomiting or has a fever should remain home until symptoms have subsided. Students must be fever free for 24 hours without the use of fever-reducing medication before they can return to school. Students placed on antibiotics must not return to school until treated with the antibiotics for 24 hours. If a child becomes ill during school hours, the child must be removed from school immediately. Please inform the school of any medical concerns (casts, injuries, etc.) ASAP.

Medication

If your child must be given medication at school, please fill out a medication release form. **No over-the-counter medication can be dispensed without a physician's note (including cough drops).** All medication should be brought to school by the parent/guardian in the original pharmacy container with the following information on it: CHILD'S NAME, NAME OF MEDICATION, STRENGTH OF MEDICATION, DOSAGE, PHYSICIAN, DATE PRESCRIBED.

HOME-SCHOOL COMMUNICATION

Canvas is CCSD's Learning Management System. Teachers will share information with families in the event that use of Canvas becomes necessary.

Infinite Campus is CCSD's student information system which includes real-time student grades and attendance information. Parents may access their student's information through the campus portal. Please contact the office if you are in need of login credentials.

Parent Link is a computer-based tool that allows for school-home communication. It is used to deliver school announcements by telephone, text, and email. Parents with more than one student in CCSD are able to access all of their children's messages from various schools through the same interface.

Required Forms

To ensure the safety of your child, there are multiple forms that are required to be turned in at the beginning of the school year. The forms will be sent home on the first day of school. Forms are due by August 16, 2024.

Triggs Telegraph

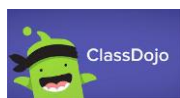
The newsletter will be posted on the school website and on the Class Dojo App each month. It will include important information about upcoming events, featured articles, and more! The Telegraph can be found at: triggses.com

Class Dojo

Class Dojo is used school-wide for communication. Parents and families will be able to contact staff, receive updates, access quick links, and school publications.

Schoolwide Homework Folder

All students will receive a Triggs Elementary Homework folder to take home their homework and school communication each night. The folder contains two internal pockets detailing which documents should stay at home and which documents should return to school



Voicemail & Email

Teachers will provide families with a work email address for those who wish to communicate electronically. Teachers cannot accept phone calls during instructional time; however, parents/guardians are welcome to call the Front Office at 702-799-1890, and they will be connected to the teacher's voicemail to leave a message. Teachers will respond to email and/or voicemail within 24 hours. Please note: Teachers' first priority during the instructional day is to meet students' needs. Therefore Class Dojo, email, and phone responses may not take place during instructional time.

Concerns

Occasionally students and/or family members have school-related concerns. First, the student should be urged and coached to speak directly and respectfully to the teacher or student with whom s/he has a concern. If the concern persists, the next step is for the parent/guardian to speak directly to the teacher. If the concern still persists, parents/guardians may call the school office to leave a message for Administration. Please note: an Administrator will respond within 24 hours. Any concerns related to overall school operations should be directed to office personnel. Administrators are willing to meet with families about concerns, but **their schedules do not allow for walk-in meetings.** Please call to request a meeting with an administrator if you require one.

All conferences with school personnel **must be pre-arranged**. School personnel are only authorized to discuss concerns with adults listed on the registration documents.

INSTRUCTIONAL PROGRAM

Six-Day Venture Cycle

Ventures (Art, Library, Music, Explorations, and PE) are on a 6-day schedule (instead of the traditional Monday-Friday schedule). See the school calendar on our website or the Triggs Telegraph for more details.

Learning Sessions/Platforms

Students may occasionally need to 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: [CCSD Clever Account](#)

Instructional Materials

Students are responsible for proper care of textbooks, library books, technology, and all instructional materials. Students must pay for lost or damaged books/materials/technology and return all items in a timely manner. In the event that your child brings home a Chromebook, please ensure it is fully charged prior to arrival at school.

Homework

Homework is used as an extension/reinforcement of concepts taught in school. It provides students the opportunity to develop responsibility, good study habits, and mastery of skills taught. Students are responsible for completing the work and returning it to the teacher within the time allowed. Students should read and practice math facts daily. We ask that families reinforce the importance of homework by providing a well-lit and quiet place for homework every evening at a regularly scheduled time.



Videos/Movies

Only movies rated "G" may be shown in grades K-5. Movies must align directly with curriculum standards and be pre-approved by Administration (CCSD Regulation 6150).

Evaluation of Student Achievement

Grades

Each classroom teacher is dedicated to providing instruction throughout the school year that supports the Nevada Academic Content Standards (NVACS). Students are expected to master grade level curriculum and are graded accordingly. Teachers adjust strategies as needed to promote mastery levels. Triggs Elementary utilizes a Standards-Based Report Card. Student achievement levels are based on a 4-point scale where 1=Emergent, 2=Approaches, 3=Meets Standard, and 4=Exceeds Standard.

The purpose of standards-based grading is to identify what a student knows, or is able to do, as opposed to simply averaging grades/scores over the course of a grading period. In a standards-based system, a student who may have struggled when first learning new concepts may still be able to demonstrate mastery by the end of a grading period. In addition, standards-based report cards separate academic performance from work habits and behavior in order to provide a more accurate view of a student's progress. Scores on practice assignments are reported as formative assessments but are not factored into the student's academic grade. They are used by teachers to monitor progress and to modify instruction based upon student need. Summative assessments are used to determine if students have mastered specific standards. Summative assessments are administered less frequently than formative assessments. They include end-of-unit tests, common assessments, and projects. These are counted toward the final grade in the gradebook and students have multiple opportunities to reassess their learning so that grades reflect their most current performance. The most recent scores on summative assessments carry more weight when the overall grade is determined at the end of the semester.

Reporting student progress is achieved through the following formats:

1. Grades are accessible via Campus Portal at any time.
2. Report cards are issued at Semester (18-week) intervals.
3. Parents/guardians are encouraged to contact their child's teacher(s) **EARLY IN THE REPORTING PERIOD** with any questions or concerns they may have regarding student progress and achievement.

You can find more information on Standards Based Grading [here](#).

Progress Reports-Report Cards

Parents/guardians will access student progress reports and report cards through *Campus Parent* by clicking on the *Documents Tab* in the *Index Menu*. This method allows immediate access for parents/guardians to review students' progress and grades. As parents/guardians have immediate access to grades through *Campus Parent*, schools will no longer print and distribute progress reports. Report cards will be printed and sent home at the end of each semester. If you need assistance logging in to your *Campus Parent* account, please contact the front office.

Parent Teacher Conferences

These important conferences are scheduled for Monday, October 14, 2024 to Friday, October 18, 2024. There will be no school on Monday, October 14, 2024 so staff are able to meet with families for conferences. All three members of the learning team—the teacher, the student, and the parent—**must be present** to discuss progress toward mastery of grade level curriculum.

Testing Calendar

Schools are responsible for 100% student participation during testing periods. Testing typically occurs after Spring Break and before the end of the school year. Please refrain from scheduling family vacations during this time period. During testing, please ensure that your child is present, well-rested, and understands the importance of doing his/her personal best on every test item. Fifth grade students will take the Science Criterion-Referenced Test (CRT). Students in grades three, four, and five will take the Smarter Balanced Assessment Consortium (SBAC) test which measures achievement in Reading/Language Arts and Math. Teachers will communicate testing dates in advance. More specific information on testing will be sent home as it becomes available. Students in grade K-5 will be assessed three times per year using the NWEA MAP (Measures of Academic Progress).

Clark County School District 2024-2025 School Calendar for Students* August 2024 - May 2025



First and last day of school

No School for Students on Shaded Days

Parent-Teacher Conferences Day

August 2024						
No School for Students on Shaded Days						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2024
Monday, August 12 - Classes Begin

September 2024						
No School for Students on Shaded Days						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2024
Monday, September 2 - Labor Day (No School)
Monday, September 16 - Staff Development Day (No School for Students)

October 2024						
No School for Students on Shaded Days						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2024
Friday, October 11 - End of First Grading Period (44 days)
Monday, October 14 - Elementary School Parent-Teacher Conferences (No School for Elementary Students Only)
Friday, October 25 - Nevada Day Observed (No School)

November 2024						
No School for Students on Shaded Days						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2024
Tuesday, November 5 - Election Day, Staff Development Day (No School)
Monday, November 11 - Veterans Day (No School)
Wednesday, November 27 - No School for Students First Contingency Day (if needed)
Thursday-Friday, November 28-29 - Thanksgiving Day and Family Day (No School)

December 2024						
No School for Students on Shaded Days						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2024
Friday, December 20 - End of Second Grading Period (45 days) End of First Semester (89 days)
Friday, December 20 - Winter Break Begins - End of Day No School December 23 - January 3

January 2025						
No School for Students on Shaded Days						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2025
Monday, January 6 - Classes Resume Second Semester Begins
Monday, January 20 - Martin Luther King, Jr. Day (No School)
Monday, January 27 - Staff Development Day (No School for Students)

*Subject to change

**Clark County School District
2024-2025 School Calendar for Students* (continued)
August 2024 - May 2025**

February 2025						
No School for Students on Shaded Days						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February 2025
Monday, February 10 - No School for Students
Monday, February 17 - Presidents' Day (No School)

March 2025						
No School for Students on Shaded Days						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2025
Friday, March 14 - End of Third Grading Period (47 days)
Friday, March 14 - Spring Break Begins - End of Day
No School March 17 - March 21
Monday, March 24 - Classes Resume

April 2025						
No School for Students on Shaded Days						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 2025
Friday, April 18 - No School for Students
Second Contingency Day (if needed)
Monday, April 28 - Staff Development Day (No School for Students)

May 2025						
No School for Students on Shaded Days						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2025
Friday, May 23 - End of Fourth Grading Period (44 Days)
End of Second Semester (91 days)
End of School Year (180 days)
Tuesday, May 27 - Third Contingency Day (if needed)

*Subject to change

12/20/23

To find out what letter day we are on for the Venture schedule please see the TRIGGS calendar. The TRIGGS calendar can be found on the front page of the Triggs website (triggses.com).

INSTRUCTIONAL TIME



CCSD requires that teachers provide “bell-to-bell” instruction, thus using all instructional minutes for learning activities. Therefore, classroom instructional time will not be interrupted by visits or announcements (other than daily morning announcements) except in emergency situations.

Birthdays

Instructional time will not be used to celebrate students’ birthdays, as they are considered a function of the home. However, if you would like to bring treats for your child’s birthday, please notify your child’s teacher at least 24 hours in advance. Treats must be on the [CCSD approved snack and beverage list](#), commercially prepared, individually prepackaged, and may not contain any nuts or nut products. Teachers will only distribute the treats to the class during lunch or at dismissal. Treats that do not meet guidelines will be returned to families.

Suggested Snacks for Classroom Functions

Quaker Chewy Bar—chocolate chip (25% less sugar), Cookies and Cream (25% less sugar), Oatmeal Raisin, S’mores (all .85 oz), Keebler Elf, Original (1 oz), Keebler Scooby Doo Cracker Sticks (1 oz), Keebler Cinnamon Cracker (.9 oz).

Holidays

One hour of classroom time has been designated for each of the following classroom celebrations: Nevada Day (10/24/24), Winter Holiday Celebrations (12/20/24), Valentine’s Day (2/14/25), and the Last Day of School (5/23/25). If the teacher decides that her/his class will participate in these voluntary classroom celebrations, all refreshments should be on the CCSD list of approved healthy snacks. Please see below for more information.

MEALS

We are committed, through the Student Wellness Policy (CCSD Regulation 5157), to provide an environment in which students can make healthy food choices and have opportunities to be physically active in order to grow, learn, and thrive. Staff members will encourage children to eat lunch before consuming snacks/desserts.

This wellness regulation is in effect in all schools in CCSD and designed so that all food and beverage choices provided to students will meet the nutrient standards. Foods of minimal nutritional value will not be given away, sold, or used as incentives for students or student activities during the school day.

FREE MEALS FOR ALL!

All students will receive free breakfast and lunch daily for the 2024-2025 school year. All students may participate in this meal program without having to pay a fee or submit a meal application. You can find updated menus [here](#). The purchase of a la carte items will require payment. For more information, please visit www.ccsd.net/foodservice or call the Food Service Department at 702-799-8123 or call 1-800-819-7556 if you have questions about the no-fee meal program.

Allergies

The most common food allergies in children are milk, egg, and peanuts. Other common allergens include wheat, soy, fish, shellfish, and tree nuts. When a child has a food allergy, the only current management to prevent a reaction is strict avoidance. Special diets are provided to students with a disability or medical condition that limits a major life activity such as breathing or learning; or students with severe or life-threatening food allergies or intolerances. Children with food allergies must have completed and submitted a current CCSD Medical Statement to Request a Special Diet to the CCSD Food Service Department Dietitian for approval prior to initiation of special diet. Unfortunately, the CCSD Food Service Department is unable to accommodate special diets based on personal preferences or religious convictions.

For health and safety reasons such as unknown allergies, nutritional restrictions, and choking the following are **strictly prohibited**:

- Exchange or sharing of food between students
- The consumption of hard candy
- The consumption of any/all food items on a stick

POSITIVE BEHAVIOR SUPPORTS

School wide and classroom behavior expectations are established at Triggs Elementary School to maintain an orderly and safe learning environment and to protect the rights of all students and staff members. **At Triggs Elementary School, positive choices lead to positive consequences.**

Core Values at Triggs Elementary are our guiding principles: **Take care of yourself, take care of each other, and take care of this place.**

CHAMPS is a set of guidelines that define what students must do to be successful in our school. CHAMPS guidelines are specific, observable, and are stated positively. Teachers will be proactive in putting in place procedures and routines that help students develop structure, independence, and responsibility. Expectations are also established so that students understand what they are expected to do and how they are expected to do it. CHAMPS is an acronym that helps students understand the expectations.

Conversation: Can students talk to each other during this activity/transition?

Help: How can students ask questions during this activity/transition? How do they get the teacher's attention?

Activity: What is the task/objective of this activity/transition? What is the expected end product?

Movement: Can students move about during this activity/transition? Can they sharpen their pencil?

Participation: What does appropriate student work behavior for this activity/transition look/sound like?

Success: The S indicates that success is the goal and can be reached by following these expectations and guidelines.



The Leader in Me is a program focused on developing children's individual abilities by encouraging their creativity, curiosity, and leadership potential. Rooted in the *7 Habits of Highly Effective People*, *The Leader in Me* focuses on developing the personal skills that lead to success in our modern society.

Traveler's Checks

Students exceeding positive behavior expectations are rewarded with Traveler's Checks which are redeemable for rewards each month.

Lemonade and Leaders/Hot Cocoa and Habits

Select students from each classroom will be selected based on their demonstration of the Seven Habits to have a treat in recognition of their leadership.

Goodies, Goals, and Growth

Students from each classroom are recognized monthly for demonstrating academic and/or behavioral progress.



Spotlight on Leaders Celebration

Each semester students with outstanding behavior (no calls home or major/minor office referrals for behavior), no missing work, and 4 or fewer absences will be invited to attend the Spotlight on Leaders party!

Semester Attendance Award

Semester Attendance Awards will be awarded to students with no more than 1 excused absence within a given semester (3 tardies = 1 absence).

Honor Roll

Students who consistently exceed standards in reading, writing, and/or math will earn Honor Roll status at the **end of year** awards ceremony. Students need to have earned a combination of meets and exceeds on all grades (at least 1/3 of grades are exceeding) in reading, writing, and/or math (only those subject areas, no citizenship).

President's Awards for Educational Achievement/Excellence

- The President's Award for Excellence will be awarded to fourth and fifth graders at the end of the year. This award recognizes academic success in the classroom. To be eligible, students must have a combination of exceeds and meets in all standards at a minimum 50/ 50 ratio. Teachers choose no more than 4 students.
- The President's Award for Achievement will be awarded to fourth and fifth graders at the end of the year. Students receiving this award have shown tremendous growth but did not meet all the criteria for the President's Award for Educational Excellence.

Traveler Award

One student in each 5th grade classroom is honored at the end of the year for extraordinarily and consistently demonstrating the TRIGGS Award traits.

Traveling On Award

At the end of the year, fifth grade students receive this award upon being promoted to sixth grade.

TRIGGS Awards

Trustworthy **R**espectful **I**maginative **G**oal-oriented **G**enerous **S**uccessful

The TRIGGS Award is awarded each semester to Travelers for demonstrating these traits as modeled by our namesake, Vincent L. Triggs. Each semester, teachers in grades K-3 will recognize four (4) students, and teachers in Kindergarten and Grades 4 and 5 will recognize five (5) students.

Voyages

Voyages are designed to enrich grade level curriculum and broaden students' experiences with extra-curricular activities. Voyages will occur Wednesday mornings before school. Detailed information about Voyages will be sent home in August.

In order to ensure student safety, the section below covers several common miscellaneous items related to positive behavior at school.

Personal Communication Devices (see CCSD Policy 5136)

The use by students of personal technology and communication devices such as cell phones, laptops, tablet computers, or other similar electronic devices is permitted during scheduled nutrition or lunch periods (this does not include recesses), and school-sponsored activities at all District campuses and while on District buses. During the instructional day, students may only use these devices with the approval of the Principal. Use that violates state or federal law, any district policy or regulation, or the CCSD Acceptable Use Policy is prohibited. Students must access the internet using the CCSD network. Network filters will be applied to access the internet and cannot be circumvented. Examples of improper use of personal technology and communication devices include but are not limited to the following:

- Interference with or disruption or obstruction of the instructional or educational environment
- Academic dishonesty or plagiarism
- Accessing files or Internet sites which are not relevant to the classroom curriculum
- Sending or displaying offensive messages, pictures, or language
- Cyberbullying, harassing, intimidating, coercing, or threatening others
- Intruding into a person's physical solitude and making public private information without consent
- Engaging in commercial activities
- Damaging computers, networks, or other electronic devise.
- Intentionally wasting network resources.

Students who do not follow school expectations with regard to personal communication devices and technology will have the device taken away by staff. A parent or guardian may retrieve the device at the end of the school day.

School Telephone

Students may use school telephones only in emergency situations and must have permission from school personnel. Please note that neither forgotten homework, forgotten lunch, nor making after school arrangements constitute emergency situations.

Elevator

The elevator is reserved for use by persons unable to take stairs.

Nuisance Items

Toys, games, radios, cameras, sports equipment, individual sound/video equipment, trading cards, or other personal amusement items, etc., are strictly prohibited. This rule includes any 'fidget' type items that become a distraction. Students assume full responsibility for any item(s) brought to the school, and the school does not assume responsibility for lost/stolen and/or damaged items. Items will be confiscated and released only to parents/guardians.

Wheeled Items (bicycles, skateboards, rollerblades, scooters, and all wheeled shoes)



The school supplies a locked area for bicycles and scooters, but **does not assume responsibility for stolen and/or damaged items.** Students are expected to follow these procedures:

1. Wheeled items are to be walked on all school grounds, including all sidewalks, parking lot, and crosswalks located on school property. Students are highly encouraged to walk wheeled items until they are over one block away from school.
2. Wheeled items left in the "bike rack" must be locked, and students are strongly encouraged not to share locks.
3. Helmets are highly recommended.
4. Wheeled items being used unsafely by students and/or student-age (11-17) family members while on school property will be confiscated. Items will only be released to parents/guardians.
5. Wheeled shoes are not permitted.

All Travelers are expected to understand and adhere to schoolwide expectations for conduct. Proper conduct is expected while traveling to/from school, at recess, in classrooms, and in all common areas.

Teachers and administration will take corrective action which most appropriately fits the nature of the problem and the overall citizenship record of the student. Typically, disciplinary action begins at the minimum as listed below; however, immediate serious action may be necessary, depending on the circumstances.

Informal Talk

The student is expected to take responsibility for inappropriate behavior.

Teacher/Student Conference

Teacher and student discuss the expectations for positive behavior that are of concern. The student is expected to contribute ideas for ways to improve. Teachers may implement consequences such as reflection sheets, apology letters, contracts, temporary removal from the group, loss of privileges, or any action that would correct the effects of the misbehavior or limit the likelihood of a repeated misbehavior.

Behavior Contract

Teacher and student develop a contract agreement to improve behavior.

Requested or Required Parent Conference (RPC)

Teacher **requests** parent and student participation in a problem-solving conference. School Administration **requires** parent/guardian to attend a conference in which the situation and consequences are discussed.

Behavior Incentive Plan

Teacher consults with colleagues specializing in behavior management to develop a plan. School faculty and staff implement the plan to assist the student in becoming successful in meeting school-wide expectations for positive behavior.

In-School Discipline

Access to privileges is temporarily withheld and replaced with a character building activity.

Reflection Writing

Student writes about mistake(s) made, reflects on how the situation could have been handled more positively, and envisions how to handle similar situations positively in the future.

Suspension

Student is removed from school for a number of days to be determined by Administration. A Required Parent Conference must be held prior to the student's return (see also CCSD Regulation 5141.1).

Expulsion

Student is removed from school permanently (see also CCSD Regulation 5141.1).

VOLUNTEERS & VISITORS

Parents/guardians are welcome in our school, and their support and assistance is encouraged to enhance the education of our students. Volunteers can help students achieve their maximum potential by working with individuals or small groups and by freeing the teacher of routine paperwork to allow the teacher to devote more time to our students. Opportunities to volunteer include but are not limited to: listening to students read, conducting flash card drills, reproducing materials, assisting with field trips, helping with classroom parties, refreshing bulletin boards, preparing teaching materials, assisting students during learning activities, assisting with learning centers, and making instructional games.

There will be additional opportunities to volunteer this year by coordinating and preparing for school wide events such as the Picture Days, APEX Fun Run, Fall Festival, Career Week, Teacher Appreciation Week, Field Day, and 5th Grade Farewell. If you are interested in volunteering at Triggs, please contact your child's teacher.



Volunteer/Visitor Policy

We appreciate your support. Thank you for reading and abiding by the following guidelines:

1. To ensure student safety, anyone entering the building for any reason must report to the office to sign in, obtain a Visitor's Badge, and present a driver's license or Identification Card—NO EXCEPTIONS. The I.D. **must** match the name of an authorized adult on student records.
2. Senate Bill 287 requires all volunteers with **unsupervised** contact with students to be fingerprinted. For those volunteers who have unsupervised contact with students (including chaperones on all field trips), an application process has been put into place district-wide. Most volunteers will be supervised, and we encourage parents to continue to be engaged in their child's education. If you have any additional questions, contact the office. We thank you for your patience and cooperation. Please visit <http://ccsd.net/community/protect-our-kids/> for more information.
3. Volunteering in classrooms **must be prearranged with the teacher**, as volunteering privileges are granted at the discretion of the principal. Classrooms may not be disturbed, and conferencing with a teacher about a student is strictly prohibited during instruction.
4. Children who are not enrolled at Triggs ES are not permitted to visit classes or volunteer in classes during regular school hours, except with prior authorization by the principal. Children may accompany volunteers working in the teacher workroom but must be supervised at all times. Children who are not enrolled at Triggs ES may attend Classroom Celebrations only under close parent/guardian supervision.
5. All parent/guardian cell phones must be silenced while at school—no exceptions. If volunteers must make or take phone calls, please exit the classroom and move to a location away from students.
6. While volunteers have access to workrooms, the teacher's lounge is reserved for Triggs Elementary staff. Teachers are given priority to access all materials and utilize all copy machines, printers, etc. Volunteers are respectfully asked to pause projects if machines are needed by a teacher. Volunteers are encouraged to work in classrooms or workrooms.
7. Volunteers should only use copiers if they have a clear understanding of how they function. Teachers may offer informal training to volunteers who do not. Please help us conserve resources by using paper, toner, and ink sparingly in all instances, and by recycling/reducing/reusing whenever possible.
8. The revised Family Education Rights and Privacy Act (FERPA) prevents volunteers from accessing confidential student information, including grades and attendance markings. Volunteers must maintain confidentiality with regard to student information.
9. Smoking (including e-cigs) is prohibited on school grounds, including the parking lot, sidewalk, and vacant lot to the east of campus.



The following are not considered appropriate attire at school for volunteers/visitors:

1. Jeans with tears or ragged edges, shorts, tank tops, crop tops, provocative, muscle, or collarless t-shirts, sweat suits or warm-ups, collarless t-shirts, spandex/Lycra as an outer garment or similar tight outfits.
2. Slippers, house shoes, work boots, thongs, and other similar foot apparel.
3. Volunteers shall not wear on the outside of their clothing jewelry or similar artifacts that may be considered obscene or distracting, may cause disruptions, or which may present a safety hazard to the employee and those with whom they work.
4. Hats are not to be worn inside the work site building.

Lunch Visitor Policy

For health and safety reasons, lunch visitors are not permitted.

Visitor, Volunteer, and Parent Expectations

Triggs Elementary will not tolerate persistently disrespectful behavior directed at our dedicated, hardworking staff members. Conduct that makes our staff feel unsafe not only violates our school's Core Values, but also interferes with school operations and prevents a positive and constructive working relationship between the school and the families we proudly serve. When such parental conduct threatens the educational environment we have created, appropriate action will be taken which may include law enforcement.

Our Namesake, Vincent Lovell Triggs



MISSION STATEMENT

The mission of Vincent L. Triggs Elementary School is to achieve high academic success by providing a caring environment in which students work collaboratively, think globally, embrace diversity, and become respectful, productive citizens in an ever-changing world.

MOTTO

A Passport to Success

CORE VALUES

Take care of yourself.
Take care of each other.
Take care of this place.

SCHOOL COLORS

Green and Silver

CLARK COUNTY SCHOOL DISTRICT BOARD OF TRUSTEES

President—Evelyn Garcia Morales, District C

Vice President—Irene Bustamante Adams, District F

Clerk—Lisa Guzman, District A

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Member—Dane Watson, North Las Vegas

INTERIM SUPERINTENDENT OF SCHOOLS

Dr. Brenda Larsen-Mitchell, Ed. D

Region Superintendent, Region 1

Lindsay Tomlinson

School Associate Superintendent, Region 1

Andrea Womack

IMPORTANT PHONE NUMBERS

Triggs Elementary School Office	702-799-1890
SafeKey @ Triggs Elementary	702-799-1890 X 4030
SafeKey office @ NLV Parks & Recreation	702-633-1637
CCSD School Police	702-799-5411
North Las Vegas Police	702-633-9111
Animal Control Dispatch	702-229-6348