

---

# STEELE PLEDGE

---

Why are we here?

I am here to learn.

To take one step closer to the day of my high school  
graduation:

Therefore, I will at all times,

Follow school rules,

Be responsible for my own behavior,

Be respectful to all people and property,

And be reliable.



# STEELE ES

## Parent & Student

## Handbook



6995 W. Eldorado Lane  
Las Vegas, Nevada 89113

Phone: 702-799-2201

Fax: 702-799-2204

Jennifer Gerber, Principal

Lynette Shipman, Assistant Principal

Tiffany Nay, Assistant Principal

# STEELE VISION

To develop a high quality, diverse instructional program with a focus on accountability and excellence in learning through a safe, supportive environment accessible to all students.

## IMPORTANT INFORMATION

### Emergency Situations

- ◆ Be sure the school has your current telephone number where you can be reached during the school day.
- ◆ The school must also have an emergency number in case you cannot be reached.
- ◆ You will be notified if there is an illness, injury, or if your child misses his/her ride home.
- ◆ Be sure to notify the office of a change of address, work, cell, or home numbers.

# SPECIAL CELEBRATIONS

**Due to CCSD Food Policy 5157, we no longer allow birthday food treats in the classroom.**

If you want to celebrate in the classroom, consider non-food items only, (pencils, stickers, etc.) which will be accepted, but ***it must be pre-arranged with the teacher.***

No balloons will be allowed on campus.

All foods for **scheduled events** must be commercially prepared to minimize risks of food borne allergens.



## MEDICATIONS

If your child must take medication during school hours, the prescribing doctor must state in writing the name and nature of the medication. The medication must be in the original container. The parent must contact the school and sign a legal release form (CCF-643) before medication may be administered at school. All medication will be kept in the Nurse's Office in a locked cabinet.

**Children may not have or take the following medication aids on their own at school: cough drops/throat lozenges, cough syrup (over the counter), aspirin/Tylenol/Advil etc...** A parent may come to the school and administer these medications if necessary.



# LUNCH INFORMATION

## KINDERGARTEN - 5TH GRADE LUNCH SCHEDULE

<b>Kinder &amp; 1st:</b>	Lunch: 11:10 a.m. - 11:30 a.m.	Recess: 11:30 a.m. - 11:50 a.m.
<b>2nd &amp; 3rd Gr:</b>	Lunch: 11:40 a.m. - 12:00 p.m.	Recess: 12:00 p.m. - 12:20 p.m.
<b>4th Grade:</b>	Lunch: 12:15 p.m. - 12:35 p.m.	Recess: 12:35 p.m. - 12:55 p.m.
<b>5th Grade:</b>	Lunch: 12:35 p.m. - 12:55 p.m.	Recess: 12:55 p.m. - 1:15 p.m.

## HOT LUNCH PRICES

Breakfast and lunch are free for all students.

## LUNCH RECESS

Lunch recess will be held for either 20 minutes before or after the student lunch period. **NOTE:** Glass bottles are not allowed. Please discourage canned sodas. Also, do not send meals that need heating. We do not have a microwave oven for student use.

## DROPPED OFF LUNCHES

In order to avoid classroom disruptions, lunches dropped off by parent/guardian after classes have begun will be placed on the bookshelf in the office for students to collect at their designated lunch times.



stu-

# IMPORTANT HOURS

## Steele Elementary Hours

<b>Office Hours:</b>	7:30 a.m. - 4:00 p.m.
<b>Teacher's Contracted Day:</b>	8:10 a.m.- 3:21 p.m.
<b>Breakfast Hours:</b>	8:40 a.m. - 9:00 a.m.
<b>Students Allowed On Campus:</b>	8:40 a.m.
<b>Grades K-5 Hours:</b>	9:00 a.m. -3:11 p.m.
<b>AM Pre-Kindergarten Hours:</b>	9:00 a.m. -11:30 a.m.
<b>AM Pre-Kindergarten Hours:</b>	12:40 p.m. - 3:11 p.m.

# PARENT TEACHER CONFERENCES

Keeping parents informed of student progress is important and conferences are encouraged. Please arrange appointments in advance with teachers, as teachers are unable to meet with parents during instructional class time.

Monday, October 20th is date of Parent Student Teacher Academic Planning Time this school year.

\*Additional information and scheduling will come from your child's teacher directly.



# DRESS CODE

## STUDENT ATTIRE

Steele ES will adhere to the CCSD Student Dress Code for the 2025-2026 school year. Students are responsible for dressing in an appropriate manner at all times while on a school campus or while involved in a school or district sponsored event/activity. Wearing appropriate attire promotes a positive influence on the school climate. In addition to clothing and shoes, student attire includes any jewelry, emblem, badge, symbol, sign, comment, or other items worn or displayed by an individual.

### Guidelines for Attire -

- \* Clothing is to be worn appropriately and in the manner for which it was designed.
- \* Pants shall be worn at waist level and free from holes and tears above the knee.
- \* Undergarments shall not be exposed at any time.
- \* Clothing shall not reveal bare skin between upper chest and mid-thigh.
- \* All sleeveless shirts must have straps at least three inches wide. No crop tops, tank tops, strapless, or low-cut clothing.
- \* Shorts, skirts, and dresses shall be of fingertip length.
- \* Hats/headgear shall not be worn in school (unless approved for health or religious reasons).
- \* Shoes must have an insole, be free from wheels, and shall be worn at all times.
- \* For the safety of all students playing outside and participating in PE, **CROCS** and **FLIP FLOPS** will not be permitted anytime.
- \* Clothing or other attire displaying profanity, obscenity, violence, weapons, symbols of hate, or offensive content should not be worn.
- \* Loungewear, pajamas, and bedroom slippers should not be worn.
- \* Outerwear, such as coats, mittens, and scarves must be removed upon entering the classroom/building.

# ATTENDANCE

## ABSENCES

Parent/Guardian must send an absence note through our website at [ccsdsteele.wixsite.com/steele](https://ccsdsteele.wixsite.com/steele) or email to [0357-inbox@nv.ccsd.net](mailto:0357-inbox@nv.ccsd.net) **and** their teacher **within three (3) school days after their return** from the absence. Parent/Guardian explanations should include the following information:

1. The first and last name of the student;
2. The date(s) the student was absent; and
3. The reason the student was unable to attend

If an acceptable explanation of the absence is not provided within three school days, the absence is unexcused and, in accordance with NRS 392.130, is deemed a truancy.

## PRE-ARRANGED ABSENCE

Parents/Guardians must submit a written request to the school **prior to** the absence (s). The maximum number of arranged absences is **10 per school year**. Forms to request an arranged absence are available in the office.

## LATE/TARDY STUDENTS

Students who are late are marked tardy. It is important for students to arrive on time as they are missing valuable instruction time. The first bell for school rings at 9:00 am.

# CELL PHONE POLICIES

Phones must be turned off and remain off during the instructional day and passing periods in compliance with CCSD Policy 5136. Cell phones should be stored in a non-visible location (backpacks, purses, etc). Phones confiscated in violation of these guidelines will only be returned to a parent/guardian during non-instructional hours. Cell phones must remain off during a school evacuation, lockdown, or drill. During these situations tell your child NOT to try to contact you by cell phone until given the okay by school staff, thus allowing emergency communication channels to remain open. The Parentlink communication system has the capability of contacting parents/guardians in an emergency.

## USE OF SCHOOL PHONE

The school phone is a business phone and students will be permitted to use the phone for emergency calls only. Calling to get permission to go to a friend's house after school is not an emergency. Students are encouraged to be responsible for their educational belongings. Phone calls home for a left book or an assignment will be discouraged.

# WHILE ON CAMPUS

**ALL VISITORS ARE REQUIRED TO SHOW IDENTIFICATION.**  
**ALWAYS BRING YOUR ID.**

## **SECURE CAMPUS**

For the safety of your children, all doors to the school will be locked except one front door.

## **DISMISSAL**

Students must leave the school grounds immediately upon dismissal. For safety reasons, **no one is allowed on the playground equipment after school, including younger siblings.** Gates will be locked at 3:16 pm.

## **DANGEROUS ITEMS/TOYS**

Dangerous items (knives, guns, sticks, etc.) are not to be brought to school. **Toys are not permitted at school** except for in cases when the teacher has given special permission. Toys, radios, electronics, games, balls of any kind, and all other items not related to the educational program will be confiscated and held until the student's parent picks them up. The school will not become involved or held responsible in problems that arise from "valuable" items brought to school. Please do not allow your child to be distracted by bringing inappropriate items to school.

Miniature video games, iPods, iPads, MP3 players, balls, bats, or toys of any sort are not allowed at school. Card collecting and exchange is not permitted.

## **NO PETS**

Do not bring pets on campus at anytime. We especially emphasize dogs or cats, even if on a leash. Pets are not allowed inside or outside on school property, not even in your arms. We have many children who are frightened or allergic to dogs and cats. This policy must be adhered to so that our campus will be a safe place for all students.

## **SCHOOL VISITORS/VOLUNTEERS**

**All visitors must report to the office first.** For student safety, ALL visitors sign in on the office computer to receive a visitor or volunteer badge. The visitor badges signify to students and staff that you are permitted on campus. Thank you for following our school visitor policy, as the safety of students is our primary concern. Please be sure to sign out when leaving.



# SAFEKEY

## **SafeKey Program**

The Clark County Parks and Community Services Department Safekey Program will be offered at Steele Elementary School. Safekey will not accept any students who are not registered. It is recommended that your child is registered for Safekey in the event you are unable to pick your child up at the 3:11 p.m. dismissal. There is a limited number of students that can be registered daily, so register in advance.

**In the event your child is not registered and they need to attend Safekey the same day, you will need to contact Safekey services at 702-455-8251, to register them and pre-pay for the day.**

**AM Safekey: 7:00 a.m. - 8:40 a.m.**

**PM Safekey: 3:11 p.m. - 6:00 p.m.**



**Steele Elementary does not provide before or after school care. All students must be picked up on time. Students not picked up on time will be referred to CCSD's truancy department. Please make arrangements to pick up your child on time or register them for Safekey.**



# DROP OFF & DISMISSAL

## Morning Student Drop Off Time

Students are not allowed on campus prior to 8:40 am.

First through fifth grade students will enter through the double gates or the back gate, line-up on their assigned classroom sunray on the main playground at 8:40 am and wait for the double doors to open, where they will enter and proceed to their classroom.

Kindergarten parents must drop off kindergarten students at the gate of the Kindergarten playground. Students eating breakfast will enter the multi-purpose room doors from the playground.

## Afternoon Dismissal Procedures

Students will be dismissed at 3:11 pm from the same gate they entered in the morning. Older siblings with a kindergarten sibling will exit out the kindergarten playground to make pick-up easier for families. Please reach out to all teachers involved to set up the sibling meet.

## Early Dismissal

Students are dismissed at 3:11 pm. If a parent needs to check a student out prior to 3:11 pm, the parent must do so **before 2:45 pm**. Identification is **required** from the person picking up the student. If someone other than the parent is picking up a student, the parent or guardian will be notified by phone prior to releasing the student.

## School Bus Riders

If a student misses the bus after school, they will need to report to the office. Under no circumstances is the student to walk home without first checking with the office. Students who do not obey school bus regulations will be issued a citation by the bus driver. A parent note to the teacher is required when a student is not riding the bus on a given day.

## Bicycle Riders

The school supplies a bicycle area for students wishing to ride their bikes to school. Students must follow these procedures:

- ◆ Bicycles are not to be ridden on school grounds, and must be locked in the bicycle area.
- ◆ Students must demonstrate bicycle safety rules.

Please note Steele Elementary cannot assume responsibility for stolen and/or damaged bicycles

# DROP OFF ZONES

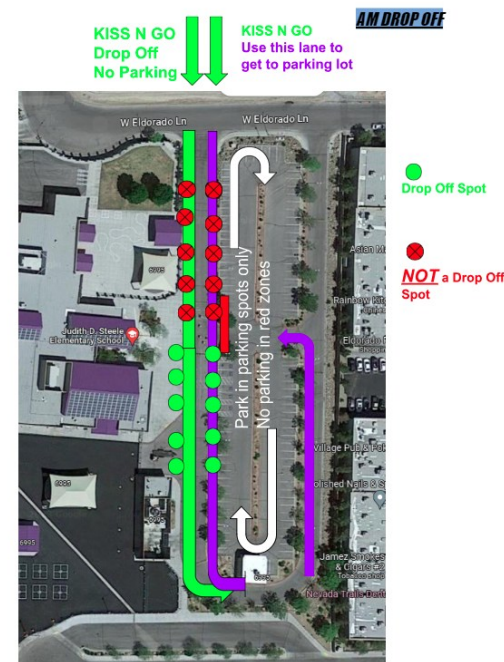
## LOCATED AT THE FRONT OF THE SCHOOL

The Steele drop-off zones accept students in grades K-5 between 8:40 a.m.–9:00 a.m. All student will enter the school through the double gates on the main playground for morning drop off.

The drop off zones are located on the driveway at the front of the school.

**Please pull your vehicle all the way forward** to the very front end of the drop-off area, prior to letting your children exit your car. This is meant to keep the flow of cars moving and to avoid having a line of cars backed up into the street.

The drop-off zone was intended to provide a fast, safe way for students to arrive to school. As a courtesy to the other drop-off zone users, please make sure that your children are ready to quickly exit your car. If you need to assist your child to get out of the car, please park in a parking spot and walk them over to the gate.



Parking is not permitted anywhere in front of the school during drop-off or dismissal. The fire lane access area will be blocked off. The front drive will be for pull through only. Parking is only permitted in the drive outside of the fire lane. We continue to have empty spaces available on the south side of the parking lot. School Police will be issuing citations for those parked in the fire lane.

According to the city, U-turns are not permitted in front of the school, therefore drivers may be ticketed.

**Please remember: We are all picking up our students after school, so please be kind and courteous.**