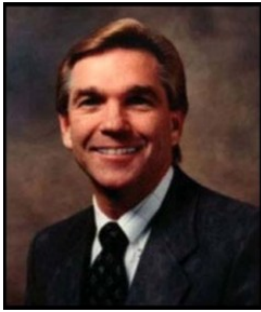


Our Namesake,
Vincent Lovell Triggs



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

SCHOOL COLORS

Green and **Silver**

CLARK COUNTY SCHOOL DISTRICT BOARD OF TRUSTEES

President	Dr. Linda Young, District C
Vice President	Deanna Wright, District A
Clerk	Lorraine Alderman, District D
Member	Dr. René Cantú Jr., District E
Member	Erin Cranor, District G
Member	Carolyn Edwards, District F
Member	Chris Garvey, District B

SUPERINTENDENT OF SCHOOLS

Mr. Dwight Jones

ASSOCIATE SUPERINTENDENT AREA 1

Dr. Andre Denson

ACADEMIC MANAGER PERFORMANCE ZONE 1

Mr. Joseph Murphy

IMPORTANT PHONE NUMBERS

School Police	799-5411
North Las Vegas Police	633-9111
Triggs Elementary School Office	799-1890
Area Service Center 1	799-1719
SafeKey @ Triggs Elementary	799-1890 X 4030
SafeKey office @ NLV Parks & Recreation	633-1637
Animal Control Dispatch	229-6348



Vincent L. Triggs Elementary School

Travel Guide

2012-13 Student-Family Handbook

Triggs Elementary - the greenest school in the silver state!



Vincent L. Triggs Elementary School

4470 West Rome Boulevard
North Las Vegas, Nevada 89084
799-1890 799-1865 FAX
<http://schools.ccsd.net/triggs/>

Mrs. Sheila Cooper, Principal

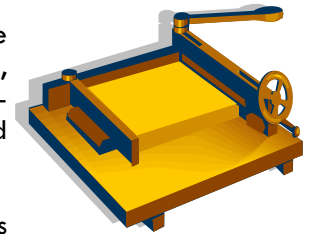
Greetings, Triggs Travelers! This handbook provides an overview of the policies and procedures at our school to help all students experience success. Parent(s)/Guardian(s), please read and discuss all the contents of this handbook together, then sign and return the acknowledgement form, along with the other registration packet materials by Friday, August 31, 2012.

TABLE OF CONTENTS

Emergency Procedures EMERGENCY CALL 911	3	Instructional Program	8-9
Arrival & Departure Hours Playground Safety	3	Six-day Instructional Cycle Textbooks Homework Voyages Evaluation of Student Achievement Parent-Student-Teacher Academic Planning Time Testing Calendar	
Attendance Check-out During School Hours Daily Attendance Make-up Work Tardiness Withdrawal/Moving	4	Important Dates and 6-Day Schedule	10-11
Dress Code CCSD Policy General Guidelines Student ID Badges	5	Instructional Time Assemblies Birthdays Holidays	12
Health Services Medication	5	Meals	12-13
Home-School Communication Registration PTSO Triggs Telegraph Newsletter ParentLink Classroom Websites Voicemail & E-mail Concerns	6-7	Positive Behavior Supports	14-17
		Volunteers & Visitors	18-19
		Namesake, Mission, Motto, & School Colors	20
		CCSD Leadership	20
		Important Phone Numbers	20

6. All parent/guardian cell phones and/or pagers must be silenced while at school—no exceptions. If volunteers must make or take phone calls, please exit classroom and move to a location away from students.

7. The lounge and all workrooms are for adults only. Teachers are given priority with all materials and at all copy machines, printers, fax machines, etc. Volunteers are respectfully asked to pause projects if machines are needed by a teacher. Visitors are encouraged to work in classrooms or workrooms and not wander hallways.



8. Volunteers/visitors must be trained prior to using copy machines and are asked to help us be the “GREENEST SCHOOL IN THE SILVER STATE” by using paper, toner, and ink sparingly in all instances, and by recycling/reducing/reusing whenever possible.

9. The revised Family Education Rights and Privacy Act (FERPA) prevents volunteers from access to confidential records, including administration of grades and attendance markings.

10. Smoking is strictly prohibited on all school grounds, including the parking lot, sidewalks, and the vacant lot on the east side of campus.

11. The same **dress code** in place for teachers applies to school volunteers/visitors. Please, no exceptions. (Also see CCSD REGULATION 4280.) The Clark County School District reserves the right to insist that the dress and grooming of employees and volunteers/visitors are within the limits of generally accepted community and professional standards.

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

- For men: Jeans with tears or ragged edges, shorts, tank tops, muscle shirts, sweat suits, or warm-ups, collarless t-shirts, spandex/lycra as an outer garment or similar tight outfits;



- For women: Jeans with tears or ragged edges, shorts or skirts more than four inches above the knee, provocative shirts, tank or crop tops, muscle shirts, sweat suits, warm-ups, spandex/lycra as an outer garment or similar tight outfits; and
- Slippers, house shoes, work boots, flip flops, and other similar foot apparel.

Thank you in advance for your cooperation!

VOLUNTEERS & VISITORS



Parents/guardians listed on registration documents are always welcome at Triggs Elementary, and are encouraged to volunteer at school. Opportunities to volunteer include but are not limited to:

- helping in the classroom
- putting up bulletin boards
- assisting in the Front Office
- creating sets/costumes/etc. for musical performances
- presenting in classrooms
- and much, much, more!

Volunteer/Visitor Policy

If volunteering in a classroom, parents/guardians must read and sign that they understand and will abide by the following guidelines:

1. To ensure student safety, anyone entering the building for any reason must report to the office and 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. Volunteering in classrooms must be prearranged. Classrooms may not be disturbed and conferencing with a teacher about a student is strictly prohibited during instructional time.

3. Classroom observations must be prearranged with the teacher and the principal. Parents/guardians will be accompanied by the principal during such visits.

4. Children who are not enrolled at Triggs Elementary School are not permitted to visit classrooms or volunteer in classrooms during regular school hours, except with prior authorization by the principal. Children who are not enrolled at Triggs Elementary School are welcome to attend Classroom Celebrations such as Nevada Day, Winter Holiday, Valentine's Day, and the last day of school.



5. Food and/or drink (other than water) are not allowed in the classroom except during designated celebration times.

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.

ARRIVAL AND DEPARTURE



Hours

The school office hours are 7:30 AM - 4:00 PM.

Playground

8:40 AM	Students may arrive (students arriving earlier than 8:40 AM will be sent home or to SafeKey (at parent expense)
8:55 AM	"Freeze" bell
9:00 AM	Morning announcements; instruction begins
11:30 AM	AM Kindergarten dismissal
12:30 PM	PM Kinder playground supervision begins
12:40 PM	PM Kinder begins
3:11 PM	PM & full-day Kindergarten and Grades 1-5 dismissal (Students not picked up by 3:25 p.m. will be referred to an Attendance Officer and then transported to an outside agency if attempts to contact parent(s)/guardian(s) are unsuccessful.)

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 until buses have cleared (as noted clearly by existing 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. Unattended illegally parked vehicles may be towed.
- Drop off and pick up is outside gates. Access to 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, nor are students allowed to touch or pet unfamiliar animals.
- Parents/Guardians are strongly encouraged to make after-school arrangements ahead of time, and to register for SafeKey. Students may be picked up by **ONE** student-age (11-17) family member identified on the pick-up list who may arrive no earlier than 3:00 p.m., 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.
- We are unable to deliver phone messages to students. Please report to the office and present a driver's license or Identification Card matching the name of an authorized adult on student records so that we may deliver your message.

ATTENDANCE

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

Check-out During School Hours

Parents/guardians must present ID at the office when removing a child from the building during school instructional hours—NO EXCEPTIONS. The ID must match that of an authorized person on student enrollment information. Parents/guardians will also be asked to present proof of doctor's appointment, etc. Habitual "early-outs" and requests for student checkout between 2:45 and 3:11 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 time missed will not be counted in the absence total for the purpose of attendance enforcement. In these cases, the student must be present as much of the school day as possible. An elementary student can be retained at the current grade if the total number of absences exceeds 20 for the school year. Students must bring in a valid written excuse for a school absence within three days for the absence to be considered excused.



Make-Up 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, the appropriate number of days in which to complete makeup work is three (3) days (CCSD Regulation 5113). Directly after any absence, the student and/or the parents/guardians must contact the teacher to obtain appropriate makeup work.

Tardiness

Students are considered tardy if they arrive after 9:05 AM.

Withdrawal/Moving

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

POSITIVE BEHAVIOR SUPPORTS (continued)

At Triggs, positive choices lead to positive consequences and all Travelers are expected to understand and adhere to school-wide expectations for conduct. Likewise, negative choices lead to negative consequences. The school 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.

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** parents/guardians 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 (i.e., lunch recess) 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 the principal. 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).

POSITIVE BEHAVIOR SUPPORTS (continued)

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

Cellular Phones (see CCSD Policy 5136)

The use by students of personal communication devices such as cell phones, pagers/beepers or other similar electronic communication devices, is prohibited at **all** district school campuses during the instructional day. As long as use is not disruptive, students may use these devices prior to the first bell, after the last bell, during scheduled nutrition or lunch periods and while on district buses. These devices must remain off during instructional time and will be confiscated if they ring or vibrate. Phones confiscated in violation of CCSD guidelines will only be returned to a parent or guardian during non-instructional hours.

School Telephone

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

Elevator

The elevator is not accessible to the general school population, as it is reserved for use by persons unable to take stairs.

Nuisance Items

Toys, games, radios, cameras, sports equipment, individual sound/video equipment, or other personal amusement items, are strictly prohibited. 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, and scooters)

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.



Lost and Found

Lost and found items will be donated to a local charity at the end of each trimester. Please encourage your student to check the Lost and Found for missing items. We encourage you to write your student's name on outerwear.

DRESS CODE

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

- shoes with soles and straps around ankle
- shirts or blouses extending beyond the belt level
- appropriately buttoned shirts
- skirts, dresses and shorts at fingertip length
- pants and shorts that are hemmed and without fraying
- sleeveless shirts with straps at least three inches wide and cover the shoulder

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

- see-through tops, bare midriff, strapless, low-cut clothing
- clothing with slits
- the wearing of headgear, except for authorized activities
- clothes with controversial/obscene slogans/advertising that disrupt educational setting
- clothing with spikes or studs
- flip flops and sandals without ankle strap

General Guidelines:

Coats, mittens, hats and scarves must be removed upon entering the classroom. School administration designates which types of dress, fashion, fads, or appearance disrupt or distract from the educational program and may be a potential safety hazard. At Triggs ES, such fads include, but are not limited to, colored hair gels, hair color or styles that draw unusual attention, fake tattoos, fake nails, makeup, and dangly earrings. Such fashions include, but are not limited to, shirts with inappropriate words/phrases, clothing more than one size too large, undergarments showing, and any gang symbols. The principal shall retain the authority to grant exception for special occasions and/or special conditions.

Identification Badges

Students will be issued clip-on ID badges to be worn every day. In addition to their use for identification purposes, ID badges will serve as lunch cards. Students will be issued one replacement ID without charge. A \$5 fee will be collected for each additional replacement ID.

HEALTH SERVICES

The FASA (First Aid Safety 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. If a child becomes ill during school hours, the child must be removed from school immediately. Please inform the health office of any medical concerns as soon as possible.

Medication

It is recommended that all medication be given at home. 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 note from a physician (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 FOR THIS CHILD, PHYSICIAN'S NAME, DATE PRESCRIBED.

HOME-SCHOOL COMMUNICATION

Registration Packet

Please complete all forms included in the registration packet and return with your child by August 31.

PTSO

The Triggs Parent Teacher Student Organization is comprised of numerous parent volunteers, teachers, administration, and students. Dates and times of monthly meetings are posted on the school website and in the monthly newsletter. All families are encouraged to join!



Triggs Telegraph

The newsletter will be sent home with your child each month. It will include important information about upcoming events, feature articles, and much more!

ParentLink is a computer-based tool that allows parents/guardians access to their child's progress as well as to contact school staff via e-mail or voice message. It can be utilized both online and by telephone, and is available in English and Spanish for grades K through 12. The 24-hour system provides up-to-date information of each student's attendance, grade book assignments, links to teachers' e-mail and class websites, announcements, cafeteria information and much more useful information. School announcements delivered by telephone to parents are also available to view online. For added convenience, parents with more than one student at CCSD are able to access all of their children's information at various schools from the same Web page. Parents' first-time login and password are assigned by the child's school at the beginning of the school year. For further information and assistance please contact the school at 799-1890.



Classroom Websites

All grade levels will maintain a website which can be found at our school homepage. Parents/guardians are encouraged to utilize classroom websites to access up-to-date information about classroom activities, homework, resources, and much more. Ideas and suggestions are welcome and should be directed to the teacher.

POSITIVE BEHAVIOR SUPPORTS (continued)

Compass Points

Students demonstrating positive behavior above and beyond expectations are rewarded with Compass Points which are redeemable for prizes in a weekly raffle.

Story & Snack

One student from each classroom will enjoy listening to a story and eating a healthy snack every "S-Day" afternoon with Administration.

Pizza & Progress with the Principal

One student per classroom each month is recognized for demonstrating academic and/or behavioral progress and will enjoy pizza with the Principal during lunch.

Golden Trash Can

Custodial staff and Principal will award this honor and provide a treat once a month to the classes that maintain the cleanest rooms.

Governor's Attendance Awards

At the end of the year, students in grades K-5 receive this award if they have no more than three excused absences. (Three tardies equal one absence.)

Honor Roll

Students who consistently exceed standards in reading, writing, and/or math will earn Honor Roll status at the third trimester awards ceremony.

President's Awards for Educational Achievement and Excellence

At the end of the year, students in grades 4 & 5 are recognized for academic success in the classroom based upon grades and standardized testing results (Excellence). Students in grades 4 & 5 who show outstanding educational growth, improvement, commitment, or intellectual development may also be recognized (Achievement).



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.

TRIGGS Awards

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

The TRIGGS Award is awarded each trimester to Travelers for demonstrating these traits as modeled by our namesake, Vincent L. Triggs. Each trimester, teachers in grades 1-3 will recognize three (3) students, and teachers in kindergarten and grades 4 and 5 will recognize four (4) students.

Voyages

Voyages are designed to enrich grade level curriculum and broaden students' experiences with extra-curricular activities. See Voyages application the second week of school for detailed descriptions, application process, and participation requirements.

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:**

Triggs students are first CLASS Travelers who take PRIDE in our school!

- **C** onserve resources
- **L** isten for directions
- **A** sk for assistance
- **S** tay on task
- **S** olve problems



- **P** ay attention
- **R** espect people & property
- **I** ncrease knowledge & skills
- **D** emonstrate best effort
- **E** nter & exit quietly

Travelers ROCK the restrooms:

- **R** espect people & property
- **O** bserve privacy
- **C** onserve resources
- **K** eep it clean



Travelers PERFORM on the playground:

- **P** lay fair
- **E** nter & exit safely
- **R** espect people & property
- **F** reeze, wait for whistle, walk
- **O** bey school game rules
- **R** emember water & restroom
- **M** anage conflict peacefully



Travelers THREAD through the halls:

- **T** ake a hall pass
- **H** old handrail & hands to self
- **R** emain on right
- **E** nter & exit quietly
- **A** ddress others appropriately
- **D** irect eyes forward



HOME-SCHOOL COMMUNICATION (continued)

Voicemail & E-mail



Teachers will provide parents/guardians with a work e-mail 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 799-1890, and they will be connected to the teacher's voicemail to leave a message. Teachers will respond to e-mail and/or voicemail within 24 hours.

Concerns

Occasionally students and/or parents/guardians 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(s)/ guardian(s) to make an appointment to speak directly to the teacher. If the concern still persists, an appointment can be made with Administration.

Any concerns related to overall school operations should be directed to office personnel. Unresolved concerns should be put in writing on the appropriate form (available in school office), signed, and then delivered to the front office. A written or verbal acknowledgement will be provided within two school days (48 hours).

All conferences with school personnel must be pre-arranged. Parents/guardians are kindly asked not to detain teachers before or after school without an appointment. School personnel are only authorized to discuss concerns with adults listed on the registration documents.

Thank you for your cooperation!



INSTRUCTIONAL PROGRAM

Six-day Instructional Cycle

Classroom instruction and Ventures (Art, Computer Lab, Library, Music, and PE) are on a 6-day schedule (instead of the traditional M-F schedule). See school calendar on pages 9-10 for more details.

Textbooks

Students are responsible for proper care of textbooks and library books, must pay for lost or damaged books, and will return all books in a timely manner.

Students with missing library books will not be permitted to participate in Field Day.



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. Homework may be assigned on V, T, R, I, and G days, except if one of those days is on Friday. Students are responsible for completing the work and returning it to the teacher within the time allowed. The general guidelines for homework assignments are as follows:

	Minutes of Assigned Homework	Suggested Reinforcement Minutes at Home	
		Minimum Reading	Minimum Math Facts
Grades K-1:	10-20 minutes	10 minutes	5 minutes
Grades 2-3:	20-30 minutes	20 minutes	10 minutes
Grades 4-5:	40-50 minutes	30 minutes	10 minutes



We ask that parents/guardians 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, must align directly with curriculum standards, and must be pre-approved by the Principal (CCSD Regulation 6150).

MEALS (continued)

School meals are still a good value and beneficial in so many ways:

Brain Fuel

Kids who regularly eat school meals have higher test scores, greater attention spans, better attendance rates, less tardiness, and fewer discipline problems.

Nutrition

School meals give students the recommended nutrients for their age groups, and meet all established nutritional guidelines.

Time Saver

No time to make breakfast or lunch? No worries---tasty, healthy meals are already planned and prepared for your child.

Choices

Students can choose from a variety of meals every day. Visit our website at www.ccsd.net/foodservice to view menus and learn more!

Pay for meals online with your debit or credit card. See where your money goes and see what your kids are eating. Save time *and* gas by paying from home. Log on to:

www.schoolpaymentsolutions.com

Applications for free or reduced price meals are available in school kitchens and will soon be available at the website below. Families can qualify by income level and an application must be submitted each new school year. For more information please visit www.ccsd.net/foodservice or call the Food Service Department at 1-800-819-7556.

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

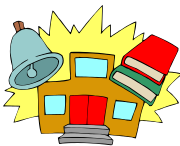
- exchange or sharing of food between students
- the consumption of hard candy
- the consumption of any/all food items on a stick

Thank you for your cooperation!



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.



Assemblies

Students will attend assemblies that support CCSD curriculum standards. Other information, such as the introduction of fundraising efforts, will be shared with students during lunch or Voyages.

Birthdays

Instructional time will not be used to celebrate students' birthdays, as they are considered a function of the home.

Holidays

One hour of classroom time has been designated for each of the following classroom celebrations: 10/31/12 Nevada Day, 12/21/12 Winter Holiday Celebrations, 02/14/13 Valentine's Day, and 06/05/12 Last Day of School. 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



Students are encouraged and expected to eat both a healthy breakfast and lunch every day to ensure that they have adequate energy for morning and afternoon learning activities. Research indicates a clear connection between good nutrition, student achievement, and classroom behavior.

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

This wellness regulation is in effect in all schools in the 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. For the complete Student Wellness Policy, please go to http://ccsd.net/pol-reg/pdf/5157_R.pdf.

INSTRUCTIONAL PROGRAM (continued)

Evaluation of Student Achievement

Grades

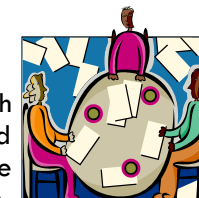
Each classroom teacher is dedicated to providing instruction throughout the school year that addresses the Common Core State Standards. Students are expected to master grade level curriculum and are graded accordingly. Teachers adjust strategies as needed to promote mastery levels.

Reporting student progress is achieved through the following formats:

1. Progress reports are issued by the teacher every 2-3 TRIGGS weeks.
2. Report cards are issued at Trimester (12-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.

Parent-Student-Teacher Academic Planning Time (PSTAPT)

These important conferences are scheduled for October 18-25, 2012, with no school for students on Tuesday, October 23, so that teachers can hold PSTAPT all day. 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

As part of the *No Child Left Behind* legislation, schools are responsible for 100% student participation during testing periods. **Please put these dates on your calendar now**, and ensure that your child is present, well-rested, and understands the importance of doing his/her personal best on every test item. Students in grade five will take the NPEW (Nevada Proficiency Exam in Writing). Students in grades three, four, and five will take the State Criterion Referenced Test (CRT).

Grade 5	Nevada Proficiency Exam in Writing	April 15-May 10
Grades 3-5	Criterion-Referenced Test	April 9-May 7, 2013

**Triggs Travelers are on a quest
to do their best on every test!**

Important Dates and 6-Day Schedule

August 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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/V	28/T	29/R	30/l	31/G	

24 Open House 1:00-3:00

27 **First day of school**
Trimester 1 begins

Fridays are Spirit Days. Students are encouraged to wear a school shirt or other green clothing that meets dress code requirements.

September 2012						
Sun	Mon	Tue	We	Thu	Fri	Sat
						1
2	3	4/S	5/V	6/T	7/R	8
9	10/l	11/G	12/S	13/V	14/T	15
16	17/R	18/l	19/G	20/S	21/V	22
23	24/T	25/R	26/l	27/G	28/S	29
30						

3 **No School—Labor Day**

5 Voyages Fair 5:30-7:00

6 Picture Day

17 Constitution Day

19 PTSO meeting @ 8:15

24 Progress Report #1

9/15-10/15 Hispanic Heritage Month

October 2012						
Sun	Mon	Tue	We	Thu	Fri	Sat
	1/V	2/T	3/R	4/l	5/G	6
7	8/S	9/V	10/T	11/R	12	13
14	15/l	16/G	17/S	18/V	19/T	20
21	22/R	23	24/l	25/G	26	27
28	29/S	30/V	31/T			

10 Science/Technology Family Learning Night 5:30-7:00

12 **No School—Professional Learning Day**

16 PTSO meeting @ 8:15

18-25 Parent-Student-Teacher Academic Planning Time (PSTAPT)

23 **No School—PSTAPT** Progress Report #2 distributed during PSTAPT

25 PTSO Fall Festival 5:30-8:30

26 **No School—Nevada Day Observed**

30 Fall Picture retakes Crime Prevention Month

31 Nevada Day Celebrations

November 2012						
Sun	Mon	Tue	We	Thu	Fri	Sat
				1/R	2/l	3
4	5/G	6	7/S	8/V	9/T	10
11	12	13/R	14/l	15/G	16/S	17
18	19/V	20/T	21/R	22	23	24
25	26/l	27/G	28/S	29/V	30/T	

6 **No School—Professional Learning Day**

7 Triggs Night at Fresh & Easy 4-8

9 Veterans' Day Program @ 10:00

12 **No School—Veterans' Day**

13 Progress Report # 3

15 PTSO meeting @ 8:15

22-23 **No School—Thanksgiving break**

30 End of Trimester 1 American Indian Heritage Month

December 2012						
Sun	Mon	Tue	We	Thu	Fri	Sat
						1
2	3/R	4/l	5/G	6/S	7/V	8
9	10/T	11/R	12/l	13/G	14/S	15
16	17/V	18/T	19/R	20/l	21/G	22
23	24	25	26	27	28	29
30	31					

3 Trimester 2 begins

5 Report Card distribution

5 PTSO meeting @ 8:15

7 TRIGGS Awards; Gr. K-2 @ 10:00, Gr. 3-5 @ 2:00

10-14 PTSO Penguin Patch Holiday Shop

21 Holiday Classroom Celebrations

24-1/7/13 **No School—Winter Break**

January 2013						
Sun	Mon	Tue	We	Thu	Fri	Sa
		1	2	3	4	5
6	7/S	8/V	9/T	10/R	11/l	12
13	14/G	15/S	16/V	17/T	18/R	19
20	21	22/l	23/G	24/S	25/V	26
27	28/T	29/R	30/l	31/G		

7 School resumes

21 **No School—ML King Day**

23 PTSO meeting @ 8:15

25 Progress Report #4

30 Math Family Learning Night 5:30-7:00

Important Dates and 6-Day Schedule

February 2013						
Su	Mo	Tue	We	Thu	Fri	Sat
					1/S	2
3	4/V	5/T	6/R	7/l	8/G	9
10	11/S	12/V	13/T	14/R	15/l	16
17	18	19	20/G	21/S	22/V	23
24	25/T	26/R	27/l	28/G		

11 Chinese New Year Fortune Cookies

14 Valentine's Day Classroom Celebrations

18 **No School—Presidents' Day**

19 **No School—Professional Learning Day**

20 PTSO meeting @ 8:15

25-3/1 Nevada Reading Week

25 Progress Report #5

27 Reading Family Learning Night @ 5:30 African-American History Month

29

March 2013						
Sun	Mon	Tue	We	Thu	Fri	Sat
					1/S	2
3	4/V	5/T	6/R	7/l	8/G	9
10	11/S	12/V	13/T	14/R	15/l	16
17	18/G	19/S	20/V	21/T	22/R	23
24	25	26	27	28	29	30
31						

7 Class Pictures

8 PTSO Art Walk/End of Trimester 2

8 TRIGGS Awards; Gr. K-2 @ 10:00, Gr. 3-5 @ 2:00

11 Trimester 3 begins

12 Report Card distribution

18 PTSO meeting @ 8:15

22 PTSO Walk A Thon

25-29 **No School—Spring Break**
Women's "Herstory" Month Music in our Schools Month Youth Art Month

April 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1/l	2/G	3/S	4/V	5/T	6
7	8/R	9/l	10/G	11/S	12/V	13
14	15/T	16/R	17/l	18/G	19/S	20
21	22/V	23/T	24/R	25/l	26/G	27
28	29/S	30/V				

15-5/10 NV Writing Proficiency Exam Window

15-5/7 Nevada Criterion Referenced Test Window (CRT's ~ Gr. 3-5)

12 Career Day

18 PTSO meeting @ 8:15

20 PTSO Craft Fair

25 Take Our Daughters and Sons to Work Day

25 Progress Report #5

May 2013						
Sun	Mon	Tue	We	Thu	Fri	Sat
			1/T	2/R	3/l	4
5	6/G	7/S	8/V	9/T	10/R	11
12	13/l	14/G	15/S	16/V	17/T	18
19	20/R	21/l	22/G	23/S	24	25
26	27	28/V	29/T	30/R	31/l	

1-3 Criterion Referenced Tests (CRT's ~ Gr. 3-5)

6-10 Teacher Appreciation Week

10 Spring Musical @ 5:30

22 PTSO meeting @8:15

22 Multicultural Showcase @ 5:30

24 **No School Professional Learning Day**

27 **No School—Memorial Day**

31 Field Day

June 2013						
Sun	Mon	Tue	We	Thu	Fri	Sat
						1
2	3/G	4/S	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						

3 TRIGGS Awards Gr. 1-2 @ 10:00; Gr. 3-4 @ 2:00

4 TRIGGS Awards Gr. K @ 10:00; Gr. 5 @ 2:00

5 Report Card Distribution

12:30 Dismissal – Last Day of School – End of Trimester 3

July 2013						
Sun	Mon	Tue	We	Thu	Fri	Sat
	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			

Summer Learning Ideas:

- Visit the library, Lied Discovery Museum &/or the Springs Preserve
- Read every day
- Practice math facts
- Write a story, song or poem

Ask your parents how you can help around the house.