



Student/Parent Handbook
2016-2017

GENERAL INFORMATION

Discovery Charter School
Hillpointe Campus
8941 Hillpointe Rd.
Las Vegas, NV 89134
Phone: 702-240-0359 Fax: 702-240-0432

Discovery Charter School
Mesa Vista Campus
3883 E Mesa Vista Way
Las Vegas, NV 89120
Phone: 702-547-5682 Fax: 702-547-5685

Office Hours 7:30 a.m.- 4:00 p.m.

School Hours: 8:00 a.m.- 3:30 p.m.

Administration and Support Staff

Clark Price-Administrator
Amanda Kettleon-Administrator
Angie Story-Parent/Student/Community Liaison
Kristen Diasparra-Finance Officer/Hillpointe Office
Deanna McBrayer-Office Manager
Iris Ajuziem-Special Education
Gwenna Fierro-FASA (Mesa Vista)
Debbie Parshall-FASA (Hillpointe)

What is a Charter School?

Defined by the National Alliance of Public Charter Schools (www.publiccharters.org): Charter schools are independent public schools allowed freedom to be more innovative, while being held accountable for improved student achievement. They foster a partnership between parents, teachers, and students to create an environment in which parents can be more involved, teachers are given freedom to innovate and students are provided structure they need to learn, with all three held accountable for improved student achievement.

Discovery Charter School Mission Statement

Discovery Charter School's mission is to promote a safe, nurturing environment that fosters student success through community involvement, progressive educational practices, and innovative use of technology.



Arrival/Dismissal Procedures

Mesa Vista Campus

Morning Drop Off (7:45am-8:00am)-Please use the drive way in front of the building as a staging area to allow students to exit vehicles quickly while driver remains in the vehicle. Please do not park and leave your car unattended in the drive way. There is no staging or parking on the left side of the driveway. Parents wishing to park and walk their students up must park on the street. **Students must enter building through the front office entrance and proceed to the playground.**

Afternoon Dismissal (3:30pm-3:45pm)-Students will be released on playground. Parents may park on street and enter through playground gate to retrieve their student. Staging may occur on the right side of the driveway only. Please stay with your vehicle if you are in the staging lane waiting for your student. There is no parking or staging on the left side of the driveway. Students not picked up by 3:45pm will be sent to the office.

Hillpointe Campus

Morning Drop Off (7:45am-8:00am)- *Kinder & Grades 6-8* will use the main Hillpointe Road entrance. Parents will use the staging method to drop off students. Advisors will be helping students in and out of vehicles to ensure efficient traffic flow. If you wish to walk your student up, we ask that you park in a parking space. Do not leave your vehicle unattended in the staging lanes. Kinder students will enter through the main office door and proceed to the playground. Middle school students will enter through the middle school playground gate. Please avoid making a left turn on Hillpointe Road when exiting the lot. This will help maintain traffic flow.

Grades 3-5 will enter on Hillsgate Road and turn right onto Bald Eagle Drive. Proceed to right before the median (there is no staging or parking beyond the median, this will interfere with entrance to gated residences behind Discovery. Advisors will be waiting along Bald Eagle Drive. Parents may park/stage before the median and students will enter through back gate and proceed to playground.

Grades 1-2 will use the second parking lot entrance located right behind Discovery. The staging method is utilized for this lot, please drive forward and make a u-turn at the end of the lot and proceed to gate entrance where Advisors will be waiting. Parents may park in a provided space and walk their student up. Students will proceed through the 1-2 playground gate.

Afternoon Dismissal (3:30pm-3:45pm)-Kinder & Grades 6-8 please follow the drop off staging procedures. Advisors will help place students in their vehicles to ensure constant traffic flow. Please do not leave vehicle unattended in staging lanes. Students not picked up by 3:45pm will be sent to the office.

Grades 3-5 will park and stage along Bald Eagle Drive before the median. Advisors will help with placing students in their vehicles. Students not picked up by 3:45pm will sent to the office.

Grades 1-2 will follow drop off staging procedures in parking lot behind Discovery. Advisors will help place students in their vehicles. Please do not leave vehicle unattended in staging lane. Students not picked up by 3:45pm will be sent to the office.

Students that participate in an afterschool care program will be sent to the main office at dismissal and walked over to afterschool care program.

Attendance

Regular attendance and participation in class leads to increased student achievement. On the first day of return after an absence a student should bring a written note explaining/excusing the absence signed by parent/guardian. An absence note is provided on the website .

If your student is absent for any reason, please call the school office.

Hillpointe Campus: 702-240-0359

Mesa Vista Campus: 702-547-5682

Students who expect to be absent from school for 3 days or more for any reason should meet with the classroom advisor to arrange for makeup assignments.

If your child does acquire a contagious illness, please notify the office immediately.

Tardies

It is very important that each student be on time to school and class each day. Promptness is not only a necessary courtesy to the teacher and other students but, more important, it assures the child of getting off to a good start each day. Students arriving late miss out on morning classroom activities and become an interruption to the classroom when they enter late. Helping students to realize the importance of being on time is part of building good habits for life.

Early Student Dismissal

We have been entrusted with the safety and overall care of your child. If it is necessary for your child to be released during the school day, parent/guardian must come to the office and sign the student out. If someone other than the parent/guardian is picking up the student, he or she must be identified as an emergency contact. If the student returns during the same school day he/she must be signed back in.

Emergency Contact Information

It is extremely important for the school to have current home and emergency telephone numbers as well as your current address so that you may notified in case of an accident, illness or emergency. Also be certain that people listed as emergency contacts for your children have been notified that they may be contacted to pick up your child in an emergency situation and that their information is current.

Emergencies

First Aid and accident procedures are followed by the Discovery Charter School staff. All accidents are reported to the office/FASA (First Aid Safety Assistant). Each teacher has a first aid kit in the classroom for minor injuries. Students with more serious injuries or illness are sent to the office. Parents will be called in an emergency situation. If a parent cannot be contacted, the person designated as an emergency contact will be notified.

Medication Policy

Any parent/guardian requesting that Discovery Charter School personnel assist with the administration of medication to their child must provide to the school health office a signed and witnessed Medication Release form. Medications must be in the original prescribed container and must be kept in a locked cabinet in the health office. If the student's condition requires the medication to be immediately available at all times, the student may personally maintain possession of the medication. The student's health records must contain a health practitioner's statement indicating this need. The medication shall be kept at all times in a labeled container which sets forth the name of the student to receive the medication, the name and dosage of the medication, the name of the prescribing practitioner, and the instructions for administration. The school is not liable for loss or misuse of such medication. Under no circumstances may a student provide medication to any other student. Over the counter medications will not be administered without a prescription from a licensed health care provider.

Illness

If your child shows signs of not feeling well, please keep your child home and inform the office. Children should be kept home whenever they have a fever and within 24 hours after vomiting. If your child complains of feeling sick at school, depending on the severity, you may be contacted to pick him or her up from school.

Communicable Diseases

Communicable diseases can spread quickly through a school and dramatically affect the attendance and learning of children. Examples of common communicable disease are conjunctivitis (pink eye), lice, strep throat, chicken pox and ring worm. Please notify the office immediately if your child becomes ill with a communicable disease.

Immunizations

Students are required to have immunizations current or an exemption on file.

Student Attire

Discovery Charter School encourages students to dress appropriately for school activities. School attire should not distract from the learning environment. Students are expected to use good hygiene and wear clean clothes. Students should wear shoes with hard soles and refrain from wearing slippers or flip flops. Tennis shoes are required for physical education.

Lost & Found

Please label personal items such as coats, lunch boxes, backpacks, etc. so that these items can be returned to their owners. The lost and found boxes are located in the front office. Please check immediately upon losing an item. Unclaimed items will be donated to a charitable organization prior to the winter break and again in June.

Food Allergies

It is important that we work together to prevent the exposure of students with severe allergy issues to identified allergens. We develop and implement food allergy management plans on an individual basis. Parents need to make the school aware of any know allergies and make sure they are aware of the policies in place in each classroom. Policies will be posted in each classroom.

Snacks & Lunch

Students are responsible for bringing their own snacks to school. We strongly promote healthy eating habits, especially limiting high sugar foods and soda. Students have the option of bringing their own lunch to school or purchasing a hot lunch provided by an outside vendor that Discovery uses. Please visit www.DCSLV.org to view updated menus and lunch order forms. ***Check homeroom for specific classroom allergy policies.*

School Parties/Celebrations

School parties and celebrations are held to recognize special holidays or events. Details of celebrations will be announced during the year. Parents may be asked to assist advisors with preparations. If parents wish to send in a treat with their child for the class to share, the advisor must be notified in advance to ensure a snack that will meet all the dietary needs of the classroom. ***Check homeroom for specific classroom allergy policies.*

Field Trips

At Discovery Charter School we believe field trips are an important part of project based learning and realistic connection to the greater community. The advisor shall provide parents/guardians with information concerning the purpose and destination of the trip, transportation, eating arrangements, date and time of departure, estimated time of return, arrangements for supervision, and cost to the student. Attendance on field trips is voluntary, but if your child does attend, it is mandatory that a permission slip be signed by a parent or guardian. Students must have permission slips turned in by designated date in order to participate. Parents that are chaperoning the field trip must check in at the front office before proceeding to student's classroom.

Volunteers

Discovery Charter School thrives because of our volunteers. There are many ways that parents and guardians can volunteer their time at school. We encourage you to assist in a classroom, help supervise the playground during lunch, chaperone for a field trip, read to students, or lead a seminar. Please schedule volunteer hours directly with teachers. When volunteering, please check in at the front office before heading to a classroom.

Parent Voice Meetings

Parent Voice meetings take place on the 1st and 3rd Wednesday mornings of the month at 8:15am at the Hillpointe campus and on the 1st and 3rd Thursday mornings of the month at 8:15am at the Mesa Vista campus. These meetings are led by Mr. Price, Mrs. Kettleson and Mrs. Story and provide opportunity for parents to voice their questions, concerns, and provide feedback. Updates will be provided about events and school opportunities.

School/Advisor Websites

Discovery Charter School maintains a website to keep families current on events and activities. Please be sure to visit www.dcsv.org weekly. Each advisor maintains an individual classroom website that will be updated on a weekly basis. A complete directory to their sites can be found at <http://dicovchartersc.wpenline.com/advisors/> please visit advisor sites regularly to stay current with classroom happenings.

Staff E-Mail

Each member of the staff and the Board of Directors has an assigned email address to allow for convenient communication between staff, parents and board members. All email addresses consist of the person's first initial and last name followed by dcslv.org.

Phone Calls & Messages

Emergency messages from parents to students at school will be handled promptly at any time. Routine plans for the day should be made known to the child before he/she leaves for school. This will assist the office and eliminate classroom interruptions.

Parent Conferences

Advisors are on the playground before and after school to address a quick question a parent may have. If you would like to schedule a meeting with your student's advisor please email them directly to plan accordingly. ***Advisors are not to be interrupted during class time under any circumstances to discuss a student.*

Report Cards

Students receive report cards at the end of the first semester (18 weeks) and again at the end of the school year (36 weeks). Parent/Teacher and/or student led conferences will be held at the end of 9 weeks and again at the 27 weeks.

Academic Assistance

Discovery Charter School uses the Response to Intervention (RTI) approach to address any academic, grade placement, social, emotional, or attendance concerns brought to the team's attention via referral submitted by staff member or parent. The purpose of this approach is to broaden the expertise available to help us evaluate issues that impact a child's overall school experience, and to develop a strategy, if appropriate to address the concern. RTI is a method of academic intervention which is designed to provide early, effective assistance to children who are having difficulty learning.

Special Education

At Discovery Charter School, we aim to have an inclusive model for our children with special needs. We believe the regular classroom is often the best environment for our special needs children to learn. Students with identified physical, emotional, learning, or developmental disabilities have the right to placement in the least restrictive environment and may receive special education services according to a written Individualized Education Plan (IEP). When it is necessary, we will contract with licensed specialists to provide special education services to our students.

Discovery Charter School Retention Plan

Moving automatically from one grade to the next is not always the best thing for all children. Some children have a better chance for success if they remain at a grade level for an extra year. The following criteria are to be used when considering the retention of a student:

1. The concerns, feelings, and judgement of the parent/guardian.
2. In the instance of children on IEP's, the recommendation of the RTI team will have precedence.
3. Individual Education Plans, if any, have been reviewed.
4. A review of standardized testing, if available.
5. A review of achievement, both past and present.
6. Report cards, progress reports and general performance on daily assignments have been reviewed and discussed.
7. Attendance records of the student have been reviewed.
8. Documentation exists indicating the parents and students were consistently involved and informed regarding the student's lack of adequate progress.
9. All viable options have been considered, e.g.: tutoring, special reading, and/or special education.
10. A second retention of a child should be used only in rare and extreme circumstances.
11. A parent/guardian that does not agree with a recommendation to retain may request in writing that the governing board review the decision.

Code of Conduct

In order to ensure that Discovery Charter School is a place where learning is a priority, the school must be safe at all times. Students should be aware of the possible consequences of their behavior. Disciplinary action taken by school officials is a direct consequence of unacceptable behavior by a student. Rules and regulations are established to maintain an atmosphere conducive to learning. Family conferences, direct intervention by school administrators, and

support of teacher discipline teams will provide a consistent option for classroom advisors.

The staff, families, students and community at Discovery Charter School values:

- Being respectful of ourselves, others, and our environment
- Taking responsibility for our actions
- Being an active listener
- Doing our personal best
- Being prepared to learn
- Being resourceful problem solvers
- Safety of self and others

Respect for Property

Building upon the need to have a safe and nurturing school, students must respect the property of the school and others at all times. Any student action or intention that can be deemed as damaging the property of the school or others can result serious consequences. Examples of property violations include:

- Stealing
- Defacing school property or property of others
- Unauthorized use of equipment
- Inappropriate use of the internet

Bullying, Student Violence, and Reporting Requirements

Discovery Charter School will not tolerate student threats, acts of violence, bullying, or jokes referring to violence. The welfare of our students requires that the school be notified immediately of potential security risks. Immediately notify the administrator, advisor, or other school employee:

- When a person is acting in a suspicious manner in or around the school
- When you know, suspect, or have heard that an individual has a weapon or dangerous object at school
- When you know, suspect, or have heard of any violent or potentially violent incidents, threats, bullying, jokes of threats or violence, or concerns of a risk for violence or other disturbance
- When you believe the school is otherwise not secure or safe

Common Core State Standards

As a public school funded by the state of Nevada, we are required to implement Common Core State Standards. We are required as a school to show growth. Although we are held accountable to teach these standards, it is completely up to us HOW we do that.

Project Based Learning

Discovery Charter School implements Project Based Learning in the classrooms. Project Based Learning is a teaching method, in which students gain knowledge and skills by working for an extended period of time to investigate and respond to a complex question, problem or challenge. Essential project design elements include:

- **Key Knowledge, Understanding, and Success Skills-** The project is focused on student learning goals, including standards-based content and skills such as critical thinking/problem solving, collaboration, and self-management.
- **Challenging Problem or Question-** The project is framed by a meaningful problem to solve or a question to answer, at the appropriate level of challenge.
- **Sustained Inquiry-** Students engage in a rigorous, extended process of asking questions, finding resources, and applying information.
- **Authenticity-** The project features real world context, tasks and tools, quality standards, impacts or speaks to students' personal concerns, interests, and issues in their lives.
- **Student Voice & Choice-** Students make some decisions about the project, including how they work and what they create.
- **Reflection-** Students and teachers reflect on learning, the effectiveness of their inquiry and project activities, the quality of student work, obstacles and how to overcome them.
- **Critique & Revision-** Students give, receive, and use feedback to improve their process and products.
- **Public Product-** Students make their project work public by explaining, displaying and/or presenting it to people beyond the classroom.

Seminars

Daily classes called seminars provide an opportunity for students to explore areas of interest outside the standard curriculum. Seminars in the past have included robotics, sewing, dance, kickboxing, Legos, dinosaurs, and performing arts. Opportunities for children to pursue a variety of interests encourage a lifelong love of learning.

Extra-Curricular Activities

Discovery Charter School offers many after school activities for students to participate in. Some are created and led by a staff member and others are provided by outside vendors. Extra-curricular opportunities have included sports, Lego League, music, dance, and many more. Information on activities are provided via the DCS website, emails and within the classrooms.

Fridays

Discovery students attend school four (4) extended learning days each week, Monday through Thursday. Fridays are independent student learning days. Advisors are on campus and available for tutoring, project assistance, and conferences. In the 2016-17 school year, Discovery will add 3(three) Fridays of required attendance to the academic calendar. These Fridays will be used for large scale projects, community service and field trips.

Fundraising

There are many ways to help fundraise for Discovery Charter School. In addition to attending large fundraising events such as the art gala, musicals and the spring carnival, you can help Discovery earn through activities you do every day.

- Amazon.com-Use <http://amazon.dcslvfoundation.org> the next time you need to order. Discovery earns cash back on all purchases through this link.
- Café Press-Visit www.cafepress.com/dcsfoundation for an amazing assortment of DCS items.
- Box Tops for Education- Please turn in any box tops you have saved to the front office. Every box top is worth 10 cents!
- Office Max/Office Depot-Back to School Code 70227705
- Labels for Education-We collect these too! Please turn in to the front office.
- <http://Walmart.dcslvfoundation.org>
- <http://bestbuy.dcslvfoundation.org>
- Work Place Giving-Check with your employer, this may be something they offer.

Discovery Charter School Governing Board

The business, affairs, and property of the school shall be managed by a Board of Trustees. The Board of Trustees will be in full compliance with NAC 386.345. Meetings are open for all to attend. Agendas are posted three business days prior.

2016-2017 Board of Trustees

- Heidi Onbongan-President
- Steve Weaver-Vice President
- Carol Hutchison-Secretary
- Megan Hubble-Treasurer
- Glen Smallman

DCS Foundation

Most fundraising is done through the DCS Foundation. The foundation is a non-profit, community based organization whose purpose is to provide resources and opportunities to support educational, community, arts and cultural programs, activities and events for students, family members, and staff of the Discovery Charter School. The DCS Foundation meets monthly and the public is welcome to attend.