

Walter E. Jacobson Elementary School

8400 Boseck Drive
Las Vegas, NV 89145

(702)799-4320 fax (702)799-4359

<https://walterjacobson.wixsite.com/jacobson>

STUDENT-PARENT LEADERSHIP HANDBOOK 2026-2027



HOME OF THE CUBS

There is a Leader in us all!!

LeaderinMe®

MISSION STATEMENT

Our mission is to inspire a lifelong love of learning by nurturing the leader in every child.

*Dear Jacobson Parents and Guardians,
Welcome to the 2026-2027 school year!! To ensure that Jacobson Elementary continues to be a safe and positive learning environment, please take time to review this handbook with your child. We look forward to a great year of teaching and learning together.*

Sincerely,



*Dr. Donald A. McKinney
Principal*

SCHOOL ATTENDANCE HOURS

7:30A.M. - 1:41P.M.

**PLAYGROUND OPENS AT 7:20
BREAKFAST BEGINS AT 7:20
TARDY BELL 7:40**



ABSENCES

Nevada state law holds parents/guardians responsible for student attendance. If your child is absent, a written excuse note must be given to the teacher within 3 days of the absence. If your child is absent for (3) three or more days, the office will require a doctor's note.



Also, if you know your child will be absent ahead of time, please stop by the front office, at least 48 hours prior, to fill out a Prearranged Absence Form. Students are only allowed 10 prearranged absences per school year and all make-up work must be completed for the days missed. Please keep in mind that, although you have excused or prearranged these absences, they do still count as absences. Students are allowed 20 absences for the school year, though we do not want students to miss any more days than is absolutely necessary. During any point in the school year, any student who has missed 10% or more of the school year to date is considered chronically absent. At 18 absences, a child is considered chronically absent at the end of the school year. Once a child exceeds this number, the principal and teacher will evaluate his/her academic progress and assess for possible intervention, including the possibility of **RETENTION**. Regardless the reason for the absences, you will be notified by mail when your child reaches the 3rd, 6th, 9th , and 15th absence. These letters are computer generated and are mailed for your records. Students are required to make up any missed work within 3 days upon returning to school.

ARRIVAL

Important: Adults are not allowed beyond the school gates during arrival and dismissal. The playground is opened and supervised beginning at 7:20 A.M. **Students are NOT to be at school before that time.** Breakfast begins at 7:20 A.M. SafeKey is available for students signed up before and after school for grades K-5. See Page 13 for SafeKey information. Siblings will not be allowed to walk each other to class. There will be staff available every day should a student need assistance getting to his/her classroom.

Students may enter any gate in the morning.

Please note: During the first week of school, teachers will meet their students outside in a designated area. Teachers will be holding signs with their names on them so that students can easily identify their new teachers.

*****PLEASE OBSERVE***
15 M.P.H. in SCHOOL ZONE**



TARDIES / LATE ARRIVAL TO SCHOOL

It is imperative that your child attends school on time each day. If your child arrives after the 7:40 tardy bell, he/she must proceed to the front office and receive a tardy pass. Your child will not be admitted into class without a pass.



For the safety of all students and staff, it is imperative that

students and parents NOT enter the building through any door except the main office door after the tardy bell has rung.

Each teacher will keep a record of tardies that each student acquires. Once 6 tardies have been reached, the school counselor and administration will be notified. A parent/guardian may be required to meet with school personnel in order to develop a plan to improve daily school attendance, which may include signing an Attendance Contract, and/or participation in our truancy program.

BIKES/ SCOOTERS/ SKATEBOARDS/ HEELYS



There is a locked bike rack parking area in the front of the school. Parents are strongly encouraged to purchase and have their child(ren) use locks. We are not responsible for stolen or lost bikes, etc. **SCOOTERS, SKATES, AND SKATEBOARDS ARE NOT ALLOWED ON CAMPUS.** Once on school property (sidewalk, driveway, blacktop), bikes must be walked into the bike rack area. This rule also applies to persons visiting the school for any reason (e.g. picking up younger siblings after school). Due to safety concerns and the difficulty in removing the wheels, Heelys are NOT allowed at school. **IMPORTANT NOTE: WHILE THE BIKES ARE LOCKED UP DURING THE DAY BEHIND A GATE, THEFT IS STILL REAL - - EVEN WITH LOCK.**



DISMISSAL

All students will be dismissed by their teacher from a designated area shown clearly on the Student Dismissal map linked below. Please make clear meeting arrangements with your child(ren) at dismissal time **BEFORE** school starts as we cannot interrupt the classroom to relay these messages. If it should become necessary for your child to leave the school campus during the day, a note should be sent to the teacher and school office. This includes doctor appointments, lunches off campus, or any other changes of schedule. **All students must be checked out through the office with a picture ID.** Students who are not picked up by 1:51 will be subject to the CCSD Afterschool Plan which may include transport to the Boys & Girls Club and/or Child Haven by a truancy officer. Parents are responsible for all incurred costs.

Please Note: For the 2026-2027 school year, new procedures for arrival and dismissal were established. For the safety of all of our students, staff, families, and community, we ask that you please follow these guidelines exactly as written on the map below when dropping off and picking up your child from school.



PARKING AND TRAFFIC

The front parking lot has limited spaces available and is closed during arrival and dismissal times. No parking will be permitted outside of designated parking spaces or in fire lanes. **For safety reasons, please follow all Rules of the Road. Also, please do not double park or make u-turns in the middle of the street.**





CROSSWALKS

To ensure student safety, please remind your child(ren) to cross the street at **crosswalks ONLY**. This is especially true on Roland Wiley Road where the nearest crosswalk is at Boseck Drive.

NO ONE SHOULD BE CROSSING ROLAND WILEY ROAD UNLESS IN THE CROSSWALK AT BOSECK DRIVE AND ROLAND WILEY ROAD. Drivers are required to stop at the crosswalk and not proceed until the children have cleared the street and are up on the curb. Officers will ticket vehicles not complying with this law. **For safety reasons, students must cross only at crosswalks. Jaywalking is unsafe and illegal.**

Jacobson staff will be positioned at various locations outside of the school, close to traffic, during arrival and dismissal to monitor student safety. They are NOT in charge of crosswalks or directing traffic; however, if they notice unsafe behavior, you may be notified, or in extreme cases administration and school police will be contacted.

DRESS CODE

Footwear which does not offer sanitary or safety protection, such as flip-flops and high heels, is prohibited. On the days your child has P.E. it is required that he/she wear tennis/gym shoes. Shirts or blouses must be appropriately buttoned in accordance with the design of that shirt or blouse. The length must extend beyond the belt level. All attire must be hemmed and shorts or skirts must be at least fingertip length. Transparent, see-through, bare midriff, strapless, spaghetti strap, low-cut or tank tops and outfits that

provide minimum coverage are prohibited. Straps should be a minimum of three fingers in width. Hats may be worn for protection from the sun outside, but are prohibited in the building. Clothing with slogans or advertising, which by their controversial or obscene nature disrupt the educational setting, is also prohibited. Ear gauges are not permitted to be worn at school.

EMERGENCY INFORMATION



It is imperative that the school maintains current home and emergency phone numbers and current addresses. This is very important in case of a school emergency, accident, or illness. Should your child require immediate medical attention and a parent/guardian cannot be reached, 911 will be called and the parent/guardian will be responsible for any costs incurred.

ENROLLMENTS AND WITHDRAWALS

Students must be officially enrolled through the school office by a parent or legal guardian before they can attend classes. Proof of residence must be provided prior to registration in the form of a lease or a utility bill in the parent/guardian's name (no phone or cable bill). If the student is new to the district, he/she must provide a state birth certificate and an immunization record compliant with Nevada law. When a withdrawal is necessary, please give the office two days notice to prepare records. You will be required to show

I.D. and sign the transfer paperwork.

HOMEWORK POLICY

Homework is encouraged and used by teachers to reinforce the academic material taught during the instructional day. Specific classroom homework expectations will be shared at Open House Night and through classroom welcome letters.



LOST AND FOUND

There are two locations to search for lost items. Large items, such as coats and lunch boxes will be in the multi-purpose room; small or valuable items will be in the school office. When an item is found by a student, it should be turned in at the appropriate lost and found location. All unclaimed items will be donated to a charitable organization at the end of the school year.

BREAKFAST AND LUNCH

Breakfast: FREE

Lunch: FREE

Milk: FREE

(subject to change)





MEDICATION

Any prescription medicines, including inhalers, which your child needs to take at school, must be on record with and kept in the Health Office before the medication can be given. Over the counter medication (such as cough drops, aspirin, etc.) cannot be brought to school or kept in backpacks or desks. Contact the School Health Aid, Ms. Dent, or School Nurse, Ms. Gurion, if you have any specific questions.

PARENT CONCERNS AND COMMUNICATION

To assist parents in successful communication to resolve any problems or concerns, the Clark County School District has developed the following guidelines:

Classroom issue.....Contact the teacher initially at 799-4320 or via Class Dojo.

School issue.....Contact the school's administration.

Area issue.....Contact Region 2 personnel at 702-799-2939.

Please allow for 24-hour response to your call.

Please note: If you have a concern with your child's teacher, you must first address that concern with the teacher. If after discussing the concern with your child's teacher you don't feel like the issue has been resolved, you may contact building administration. Please do not be offended when administration's first question is, "Have you spoken with the teacher?"

PARENT TEACHER ORGANIZATION (PTO)

We are thrilled beyond belief that Jacobson now has a functioning PTO. The purpose of the PTO is to advise administration and the School Organizational Team (SOT), but most importantly, their responsibility is to support the students at Jacobson. The PTO allows us to have dances, assemblies, movie nights, skate nights, and so much more. We encourage ALL of our families to join the PTO. The cost for membership is only \$5.00 per family. You can sign up at the Meet and Greet on August 7th. We will be sending home literature at the start of the school year related to PTO. Please keep in mind that being a member simply means you support your child and Jacobson Elementary School. You can be involved as little or as much as your schedule allows. For specific questions for PTO, please contact Ms. Vertner at Jacobson. We are always looking for new ideas on how PTO can support our families, students, and school.

PERSONAL BELONGINGS

Please do not allow your child(ren) to bring items to school which are not part of the educational program unless specifically requested by the teacher. These items, including balls, toys, cards, electronic games, etc., are considered nuisance items and may be confiscated. Parents are urged to print names on items such as coats, sweaters, and lunch boxes.

REPORT CARDS, PROGRESS REPORTS, CONFERENCES, AND COMMUNICATION

Report cards will be issued to students at the close of each



semester, 2 times a year, and will contain both academic and citizenship grades. Attendance will be listed on the report card as well. Progress reports will be issued monthly, and daily progress can be monitored using Infinite Campus. Toward the middle of the first semester, parent/teacher conferences will be held, but feel free to contact your child's teacher throughout the year if you feel a conference is necessary. Any day can be conference day!

Consistent communication is an essential part of the educational program. We feel it is very important for parents/guardians to keep in close contact with their child's teacher concerning his/her progress.

Please remember to schedule a conference in advance so a time that is convenient for all can be established. Teachers cannot be interrupted during instructional time to conduct a conference.

As always, please sign-in at the office upon arrival.

SAFEKEY



SafeKey is a City of Las Vegas Parks and Recreation Service program. For a prepaid fee, students are safely supervised before school from 6:30 to 7:30a.m. and/or after school from 1:41 to 6:00p.m. For your child's safety, it is strongly recommended that you complete SafeKey paperwork and prepay so that in the event you are late in picking up your child, he/she can go to SafeKey until you arrive. Contact SafeKey directly at (702) 229-3399 for any questions.

ACADEMIC CELEBRATIONS/SCHOOL PARTIES/TREATS

Academic celebrations may be held to recognize certain holidays. Exact days will be announced during the year. Birthday parties are considered a function of the home and are not allowed at school.



TELEPHONE AND CELL PHONE USE

School telephones are for school business and are to be used by students **only in an emergency situation**. Forgetting homework or a signed permission slip or setting up a play date does not constitute an emergency. Only in an extreme emergency will a class be interrupted to deliver a message to a student or teacher; however, a message may be left so the student or teacher can respond during a lunch break or before leaving campus at the end of the day. Guidelines for cell phone use in school have been established by CCSD to ensure that their use does not negatively impact the learning environment.

Students may bring a cell phone to school as long as it is turned off and kept in the child's backpack during the school day. Students will not be allowed to call home during an emergency as excessive use of cell phones during this time may block the airwaves and cause undue panic. Cell phones will be confiscated if this policy is not followed and will be returned only to the parent. Parents are also asked to silence their cell phones while on campus.

STUDENT BEHAVIOR

All students have the right to learn in a safe and respectful environment, and all staff work together to support this goal.

Expected behaviors include following adult directions, using respectful language, staying in assigned areas, keeping hands and feet to self, and treating school property with care. We use proactive strategies such as clear expectations, positive reinforcement, and relationship-building to encourage positive behavior. When students make mistakes, staff members respond with guidance, redirection, and opportunities to reflect and repair.

Inappropriate behavior, such as causing verbal/physical harm or bullying, will be addressed promptly using consistent schoolwide procedures. Depending on the behavior, responses may include a restorative conversation, loss of privileges, parent contact, or other consequences aligned with the CCSD Student Code of Conduct. Teachers and administrators will communicate with families to keep them informed of any ongoing incidents or investigations. Our goal is not to punish, but to teach and support students in making better choices moving forward. Families play an important role in helping reinforce these expectations at home, and we value your partnership in fostering a positive school culture.

SCHOOL-WIDE EXPECTATIONS

At Jacobson, students are expected to follow three simple expectations that help create a positive, respectful, and supportive learning environment for everyone: **Be Safe, Be Kind, and Be Responsible**. Being **safe** means making choices that protect yourself and others—this includes walking in hallways, using materials properly, and reporting unsafe behavior. Being **kind** means treating others with respect, using polite words, including others, and helping those in need. Being **responsible** means taking ownership of your actions, completing your work, following directions, and being prepared for learning.

These expectations apply at all times and in all places. The following

matrix clearly outlines how students show each of the expectations at different areas they visit throughout the schoolday:

 Walter E. Jacobson Elementary School Behavior Expectations Matrix 					
How does a <i>Jacobson Cub</i> BE-have?	CLASSROOM	HALLWAY	RESTROOM	CAFETERIA	EVERYWHERE
BE Safe How can I <i>be safe</i> for myself and around others in the...?	★ Use materials correctly ★ Ask before leaving your seat	★ Walk in line ★ Face the direction you are walking ★ Walk along the sides of the halls	★ Wash hands with soap and water ★ Report problems to an adult immediately	★ Ask before leaving your seat ★ Eat your own food only ★ Sit in your assigned area	★ Walk carefully in the building ★ Keep hands, feet, and objects to yourself
BE Kind How can I <i>be kind</i> to everyone in the...?	★ Encourage classmates ★ Take turns and share ★ Listen politely when others speak	★ Wave or smile quietly to others ★ Allow others to pass by first ★ Give everyone personal space	★ Respect others' privacy ★ Wait your turn patiently ★ Keep area clean for everyone	★ Use good table manners ★ Respect everyone's food choices ★ Use indoor voices	★ Use polite words only ★ Help others when they need it
BE Responsible How can I <i>be responsible</i> for myself and my surroundings in the...?	★ Finish classwork on time ★ Come prepared to learn ★ Keep area organized	★ Go directly to your destination ★ Throw away trash in the bins ★ Be calm and quiet in line	★ Only use what you need ★ Flush after using every time ★ Return to class when finished	★ Raise your hand if you need help ★ Clean your area when finished ★ Be a role model for others	★ Take care of our school ★ Listen carefully and follow directions

When everyone follows these shared values, we build a community where students feel supported, capable, and proud of who they are.

VOLUNTEERS

Volunteers are welcome in our school at any time. If you wish to volunteer, please make arrangements with your child's teacher. Please note: You no longer have to go through the school district to be finger-printed or badged to volunteer. Only volunteers who will be alone with children require this, and we will not have volunteers alone with children at Jacobson.

**PLEASE NOTE: THERE IS NO NEED TO COMPLETE
AND SUBMIT THIS FORM IF YOU ACKNOWLEDGE
ELECTRONICALLY BELOW.**

**ACKNOWLEDGEMENT OF JACOBSON ELEMENTARY
STUDENT-PARENT HANDBOOK**

**Please sign and return this to your child's teacher by
Friday, September 4th.**

I, the undersigned, have read the Jacobson Student-Parent Handbook,
understand its contents, and have reviewed this information with my child.

Child Name: _____

Parent Signature: _____ Date: _____

*Please print, sign, and return this page to your child's teacher. If you would like us
to send a copy of this page home with your child for you to return, please contact
the school office.*

ACKNOWLEDGEMENT OF JACOBSON ELEMENTARY STUDENT-PARENT HANDBOOK

*Please scan the following QR Code or click on the following link to
complete a Google Form that will indicate that you have received,
reviewed, and discussed this handbook with your student by
Friday, September 4th.*



[Click here to access the Google Form signature page!](#)