



# GES Family Handbook

# **GARDNERVILLE ELEMENTARY SCHOOL**

## **“A Great Place to Learn”**

### ***Welcome to Gardnerville Elementary School!***

Our goal is to give your child an education that will provide him or her with a strong academic foundation while at the same time encourage the building of respect for self and others. To accomplish this goal, we need your help.

This family handbook was prepared with this goal in mind. We hope it will give you information about Gardnerville Elementary School that you will find helpful. You are encouraged to ask questions and or visit us at your convenience.

Dr. Marcy Guthrie, Principal  
Veronica Griffith, Vice Principal  
Shaunda Vasey, Counselor

### **A PARENT’S GUIDE TO GARDNERVILLE ELEMENTARY SCHOOL**

Our Program is built on the following beliefs:

- Gardnerville Elementary School will provide a safe, open, and respectful environment in which to work and learn.
- All people are responsible for the choices they make and for accepting responsibility for their actions.
- Learning will be lifelong, enjoyable, and meaningful for both students and staff.
- To promote excellence, staff, students, and parents will work together to create programs designed to meet the needs of the whole child.

### **POLICIES AND PROCEDURES**

#### **What are school office hours?**

Office personnel will generally be available to help you in person or over the phone between the hours of 7:30 a.m. to 4:00 p.m.

#### **What are school hours for students?**

Students should report to class between 8:40 - 8:45 a.m. School starts and the tardy bell rings at 8:50 a.m. The school day ends at 3:14 p.m. Since there is no supervision on the playground, we ask that students arrive at school after 8:40 a.m. The only exception is if they are buying a school breakfast, they can report to the MPR for breakfast at 8:30 a.m.

#### **What is Kids’ Club?**

“Kids’ Club” is available to watch your children before and after school through the Douglas County Recreation Department for a nominal cost. The before school hours are from 7:00 a.m. to 8:30 a.m. and the after school hours are from 3:14 p.m. to 6:00 p.m. For more information, call the Douglas County Recreation Department at 775-782-5500.

#### **What are the attendance policies at Gardnerville Elementary School?**

##### **Unavoidable Absences**

The Douglas County School District Board of Education recognizes the following reasons for valid student absence from school:

1. Illness
2. Death in the immediate family
3. Medical emergency or dental care

## **Administrative Regulation 504**

Douglas County School District believes that regular school attendance is essential to a student's academic growth. The loss of classroom interaction because of absenteeism can never be fully regained. Time is the currency of learning. Therefore, the goal for all students is uninterrupted daily attendance. DCSD has established a regulation requiring 90% attendance (no more than 18 absences) for possible promotion to the next grade.

### **Absence Verification**

A call or written note by a parent or guardian must be presented to the school office prior to or within three days after a student's return to school. Families are asked to call the school at 775-782-5117, then dial 1 for the attendance line) between 7:30 a.m. and 10:00 a.m. to report an absence. In order to help you, the school will give you a courtesy call when our records indicate your child has been marked absent and we have not heard from you by 10:00 a.m. You can also email the school secretaries at [ges-attendance@dcsd.k12.nv.us](mailto:ges-attendance@dcsd.k12.nv.us) to report absences. Doctor/dental notes are critical in waiving absences during the appeal process, particularly should your child exceed 18 absences in one school year. For more information, please see [AR 504 Attendance](#).

### **Tardies**

A student is tardy if he/she arrives to their classroom after the start of the instructional day at 8:50 a.m. Tardy students should report directly to the office before going to their classrooms to obtain a Tardy Slip. All tardies are verified with the front office. If you have a medical note, the tardiness can be excused.

### **Early Leaves**

If your child will be leaving school early, a parent or an adult designated by the parent must sign the student out at the office. Gardnerville Elementary School is a closed campus, and for student safety, it is school practice that students will not leave campus during the school day without an adult. To assist in calling your student to the office, kindly call the office 10 minutes in advance of pick up. Advance communication with the teacher is always appreciated, however please keep in mind, teachers may have a substitute that day or they may not be able to check their email during the last hours of school.

### **How do I get make-up work for my child?**

Make-up work is permitted for excused absences, and is the responsibility of the student to obtain and complete make-up assignments. It is the teacher's role to facilitate the make-up work for students. When your child is absent from school for more than one day, you can make arrangements for your child to complete the work missed before returning to school. Call the school office before 9:30 a.m. to arrange for make-up work or contact the teacher directly. If your student will be absent for more than three days, please pick up a pre-arranged absence form from the Office. The teacher and administrator will review the request. If approved, the teacher will prepare work for the student to complete for the dates of the absence. While absences may be preapproved and considered "excused", they still count against the required number of school days a student must attend school by law.

### **How do I send a message to my child during the school day?**

If you need to get a message to your student, please call the office BEFORE 2:30 p.m. After that time, we can't guarantee the message will be received. If you need to speak with your child during the day, he or she will be allowed to use the telephone at their teacher's convenience or at break. Exceptions to both these guidelines will be made in the case of emergencies. Cell phones are not to be used or visible from 8:30 a.m. to 3:14 p.m. because texts and calls during these times are disruptive to learning. Parents will be required to pick up any cell phone that is confiscated for violations of this policy.

### **May another person pick up my child during school hours?**

Students are only released to individuals listed as emergency contacts on the student registration form. You can update this information in Infinite Campus via the Parent Portal - Annual Updates. Releasing a student to someone else will require written permission from the parent or guardian, and proof of identification. Further, students are required to be signed-out at the Office; therefore, we will not send them out to someone waiting out

front in their vehicle. We are responsible for your child, and we take their personal safety very seriously. Thank you for your understanding in regards to our need to strictly enforce this safeguard.

### **Are students permitted to bring cell phones to school?**

Students may bring cellphones to school, yet they are to be turned off and not visible during school hours from 8:30 a.m. to 3:14 p.m. on the Gardnerville Elementary School campus. If an emergency arises and a student must call a parent, they may ask permission to use the Office or a teacher's classroom phone. Use of a cell phone inside the building or during prohibited times (see above), could result in disciplinary action, confiscation of phone, and parent pick-up of the phone. Use of a cell phone during instructional time could also result in additional consequences if there is any indication of academic dishonesty. Further consequences are listed within the progressive discipline plan. For more information, please see [AR 529](#)

### **May another person or I attend classes with my child?**

Parents or guardians are always welcome to visit and must sign-in at the office before going to a classroom. As a general courtesy to teachers, we do ask you to provide at least 24-hours notice if you plan to attend class with your child. As a general rule, student-aged visitors are not allowed due to the interruption this creates within the learning environment. Volunteers must have their current fingerprints on file with Douglas County School District. Volunteer application packets are available at the district office. Once approved by the District, the status remains active for five years.

### **What if my child needs to take medication at school?**

If your child needs to take medication at school, families complete a medication assistance form. All prescription medications require both a parent/guardian's signature and the physician's signature on the medication assistance form. This form is available in the health aide's office or the office and must be filled-out prior to any medication dispensation. Prescriptions must be in the prescription bottles with patient name and dosages on the label. **All medications must be brought to the nurse's office and secured there.** There are additional procedures required for controlled substances. Over-the-counter medications, such as Ibuprofen, Tylenol, allergy medications, cough drops, etc., are not allowed in the possession of students at any time. They must also be stored in the nurse's office. Contact our Health Aide, Danielle Goldstein for more information at 782-5117 x2507. For more information see [AR 508 Use of Medication](#)

### **Are there items my child should not bring to school?**

Yes! Please help us by monitoring what your child brings to school. Anything that is illegal, unsafe, or a nuisance should not be brought to school. Gardnerville Elementary School prohibits the use of electronic devices that are not part of the educational objectives of the school during instructional time (i.e. iPods, MP3 players, PSP players, etc.). The Gardnerville Elementary School staff and administration will not be responsible for the loss of such items, and we will not investigate the loss of an item which students have been asked not to bring to school.

### **Is there a dress code at Gardnerville Elementary School?**

Our dress code requires that students pay attention to personal cleanliness and not wear clothing that would detract from the educational process. Bare midriffs, tank tops, short-shorts, and clothing printed with inappropriate language, double meanings, or substance abuse messages are prohibited. Shoes or sandals (no flip-flops) must be worn. Mid-thigh shorts and skirts are allowed. Hats may not be worn in the building. For more information, please see [AR 251 Student Dress and Grooming](#)

## **GENERAL INFORMATION**

### **Who should I speak to if I have questions about?**

|                                  |                                                                         |
|----------------------------------|-------------------------------------------------------------------------|
| <b>Attendance:</b>               | Sonia Alvarado-Lyons, School Secretary or Natalie Pitts, Head Secretary |
| <b>Registration/Withdrawals:</b> | Sonia Alvarado-Lyons, School Secretary                                  |
| <b>Homework Requests:</b>        | Natalie Pitts, Head Secretary or Sonia Alvarado-Lyons, School Secretary |

|                          |                                                                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Lunch Program:</b>    | Mary Forte, Head Cook                                                                                                                                           |
| <b>Health Concerns:</b>  | Danielle Goldstein, Health Aide                                                                                                                                 |
| <b>Bus Concerns:</b>     | Blair Hinsz, Transportation Director - 775-782-5194                                                                                                             |
| <b>General Concerns:</b> | Please contact your child's teacher first, if not resolved, contact the office staff, then Shaunda Vasey, Counselor, then the Vice Principal then the Principal |

### **What is the best way to contact a teacher?**

Teachers are focusing on their students for the majority of their day. The best way to communicate with a teacher is by email. You can also call the school office and leave a voicemail message. The teacher will return your email or call at their earliest opportunity. Please visit our website, <https://ges.dcsd.net>. This will provide you with a list of teachers. Click on their landing page and an email is included.

### **What is the best way to contact administration?**

The Principal and Vice Principal would like to be available at all times for parents. However, the Administrators have many responsibilities and each day can bring unexpected events and/or situations that require their immediate attention. If you would like to meet with Dr. Guthrie, we encourage you to contact our Head Secretary, Natalie Pitts, to inquire on best availability and to schedule an appointment. We also ask that you attempt to meet with your child's teacher, then a school counselor, if the situation is in regards to academics or other student concerns. We communicate regularly with our counselor and work collectively to handle concerns that arise.

### **What are "Collaboration" Days?**

The Douglas County School District will continue to have Collaboration Days for the 2025-2026 school year. Collaboration days will be days where students **do not attend school**. The purpose of collaboration is to provide time for teachers to meet professionally with one goal in mind, improve instruction and student achievement. Collaboration Days – August 29, January 20 & 21 and March 27.

### **What should I do if it looks as if school might close due to inclement weather or an emergency?**

This information is posted on the district's website at <https://www.dcsd.net>, DCSD Facebook, the news, or radio. All information about school being delayed or school closures will be posted by 6:30 am. Our phone lines need to remain open for school district information, we ask that you visit the DCSD website for current information. You may also receive an automated phone call from the District Office. Kindly ensure your contact information is up-to-date in Infinite Campus via the Parent Portal. Changes can be made via Infinite Campus, Annual Update.

### **What should I do in case of a threatening situation or an emergency at the school?**

Even though the chance of a life-threatening situation occurring at school is remote, we have worked in collaboration with the Douglas County Sheriff's Office to develop such an emergency plan for Gardnerville Elementary School. While we understand the emotional duress parents must feel when a situation like that occurs, past experience has shown that student safety is enhanced when parents **do not** come to school, thus allowing the police and staff to work with less confusion.

Therefore, we ask our parents to do the following should such an emergency occur:

- Listen to the radio or TV for information and check the [DCSD website](#).
- Make sure your contact information is up to date and accurate in [Infinite Campus - Parent Portal](#) (e.g., cell numbers and email addresses).
- Do not come to or call the school.
- Make sure your student knows how to contact you. We will have students or designated school personnel call and leave a message as soon as possible.
- If instructed to do so, go to the designated gathering location to pick up your child.

### **What do I do if my child knows about an unsafe situation?**

All students, and their families, have a role in maintaining a safe school environment. Students, who have knowledge of an unsafe situation on campus (i.e. weapons, drugs, alcohol, fights, bullying, etc.), are expected to

report such incidents to an adult on campus. All reports are anonymous and can be made in a variety of ways. Please remind your child that being a spectator at a fight, either on campus or on the way to or from school, would fall under the discipline category. [SafeVoice](#) can be reached at 1-833-216-SAFE (7233).

A student doing their part to maintain a safe environment is not a “tattle-tale or nark”. As GES families, you also have a huge role in helping us maintain a safe school. Help your student understand their role within the school and that providing information that could save a life or prevent an accident is the right thing to do! If your child shares information that makes you feel uneasy about their safety, we would always prefer that you err on the side of caution by contacting a school official.

### **Will my child be allowed to leave the school grounds during the day?**

Gardnerville Elementary School has a closed campus and once a student arrives at school, he/she is expected to stay on the school grounds. Students leaving campus without permission will receive serious consequences for this infraction of the progressive discipline plan. This also includes the lunch periods and once they arrive on campus via bus transportation.

However, under certain circumstances, a child may leave during the day. A parent, guardian, or an adult listed in Infinite Campus as an emergency contact may come to school at any time and check out a student through the attendance office. Friends, relatives or other adults not listed on the emergency contacts may not check out a student without a signed permission note from the parent. Please call the Office at least 10 minutes prior to the time you would like to pick up your child. Also, consider emailing the teacher well in advance.

### **What is the lunch program at Gardnerville Elementary School?**

Breakfast and lunch are served daily. We encourage parents to purchase lunches in advance for their children. You may send a check directly to the school or go to [Infinite Campus - choose Parent Portal](#). If you choose to send a check to the school, please make the check payable to DCSD-SNP. Reduced-price or free lunch is available for those students who meet the eligibility requirements. Milk, juice, or water for cold lunches is available daily. Applications for reduced or free lunches are available at the office or on Infinite Campus.

If your child forgets his/her snack or lunch money and does not have money in his/her account, the kitchen will serve a very basic complimentary meal.

### **What are some special features at Gardnerville Elementary School?**

Weekly newsletters are available with information about school and classroom activities and schedules. Each week a folder will come home with student work, conduct reports, class and school information, and information from non-profit community organizations that may be of interest for your student. Be sure to check our school’s website frequently for upcoming events, PTSO meetings, changes in regular school schedules and breaks. We are also active on Facebook.

Gardnerville Elementary School is proud to be able to provide a variety of services for students with special needs. We have a speech and language therapist, reading specialist, classroom aides, English as Second Language teachers, special education resource teachers, a teacher for academically talented students, health aide, full-time counselor, district psychologist, music teacher, art teacher, P.E. teacher, and a media technician.

A Parent-Teacher-Student-Organization (P.T.S.O.) welcomes and encourages all parents to become involved and attend the monthly meetings. It also sponsors many assemblies throughout the year. We look forward to seeing you at school events such as Back-to-School Night, family nights, parent conferences, school assemblies, concerts, and other activities. You may arrange to visit your child’s class and are welcome to apply to volunteer to help in the classroom.

### **What about lost and found items?**

Kindly label all student possessions (inside of clothing, lunch bags, and backpacks and bottoms of water bottles). We encourage your child to check for lost items in lost and found. Special items, such as keys, glasses, and watches, are kept at the Office. Any apparel remaining after the school year is donated to charity.

### **Safe and drug-free environment**

We maintain a school that is safe and drug free for students and staff. To protect students, staff, and property, lawful efforts, including canine sniffs, are utilized to discover and prevent unsafe conditions. Random canine sniffs of school property and of the students' personal property by a canine unit can occur without notice (Board Policy 529B).

### **Can I be a volunteer at Gardnerville Elementary School?**

Yes, Yes, Yes! We highly encourage you to commit time as a volunteer at your child's school. Every parent who wants to volunteer at GES must have completed the fingerprint packet and turned it into the front office. Please contact the front office for more information on how you can help. Volunteer time is based on instructional needs and may include work outside the classroom. Packets are available at the DCSD District Office.

### **My child is not doing well at school. What can I do?**

A child has a greater chance of doing well at school when the school and families work together. If you have concerns about your child's progress at Gardnerville Elementary School, please consider doing one of the following:

- Check over your child's planner book (for 5<sup>th</sup> graders). They should be recording assignments in it on a daily basis. If this is not happening, encourage your child to start doing so.
- Contact your child's teacher.

Let Mrs. Vasey, our professional school counselor, know if your child informs you of a problem at school or seems unhappy about school. Whatever the problem, it is important that you and/or your child communicate the issues to school staff. We are unable to assist students if we are unaware of the issues that exist.

### **What can I do to help my child be successful at Gardnerville Elementary School?**

Be informed, involved, and keep the lines of communication open between home and school. By working together, we can make your child's years at Gardnerville Elementary School successful.

Stay informed! By reading this handbook carefully, it will give you the big picture of how things operate at Gardnerville Elementary School. We encourage you to check your child's progress regularly through Empower.

Use the Gardnerville Elementary School website located at <https://ges.dcsd.net>. Our website will be a valuable source of information. I would recommend you make our site your homepage at both home and work so you stay informed. We encourage you to join our Facebook page, as well, at [GES - Facebook](#).

Get involved! Help us support a viable family organization at GES. Volunteer in the classrooms. Let us know how we are doing! If you have questions, concerns, or compliments, give us a call or send an email. We want to hear from you.

Get acquainted with the school staff early in the year. Meet your child's teachers by coming to our Back to School Night, plan on attending our Parent Teacher Conferences in the fall, and join us for any evening events.

Take time daily to talk with your child about what is happening at school. Support school assignments by assisting with projects, gathering resources, and making sure your child has all the needed supplies.

## **STUDENT CONDUCT AND DISCIPLINE**

**Consequences:**

Discipline is defined as the student's ability to accept responsibility for his/her behavior. To be effective, good behavior is initiated from within. The teachers, the counselor, and Administrators strive to provide a positive atmosphere for students to learn and grow. All staff members will make every effort to be consistent and fair. Behavior is maintained by both positive and negative consequences.

Consequences for infractions of school rules may include a time out, loss of recess privileges, writing a mediation essay, cleanup detail, paying for damaged items, an apology, in-school suspension, or at-home suspension. Out of school suspension will be in accordance with Assembly Bills 330 and 285 amended in 2023.

**Detention:**

Certain infractions may result in a time spent in the time-out area and notification of families.

1. Disrespect - by any student to any staff member
2. Danger - students who pose physical damage to themselves or others
3. Destruction - any student destroying school or another person's property
4. Disobedience - willful or repeated

**Suspension or expulsion (NRS 392.466)**

Suspension or expulsion of a pupil for battery on an employee of school, possession of a dangerous weapon, or sale, distribution or possession of controlled substances (drugs or alcohol).

**District Policies:**

Each school day, the Pledge of Allegiance is performed, although students are free not to participate. After the Pledge, the school will observe thirty seconds of silence per NRS 388.075.

Douglas County School District Policies and Regulations are available at the website at [DCSD Curriculum](#).

**Rules and Responsibilities:**

Students are held financially responsible for damage to school or personal property or materials issued to them. Due consideration will be given to normal wear of materials. All students and adults are expected to be safe, respectful, and responsible.

1. To learn and let others learn, we agree not to interfere with another person's right to learn.
2. We agree to make school a safe place by promising to follow common sense safety rules.
3. We agree to respect the rights and property of the school and treat each other fairly.

**What is the school and district policy on bullying?**

Harassment of students by another student, by a student to a District staff member or by a member of the staff to a student, is not tolerated in this school or in this District. Harassment by Board members, parents, vendors, and others in this School District is prohibited.

Harassment on the basis of race, religion, sex, national origin, disability, parental or marital status or age means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students. Demeaning jokes, stories, or activities directed at a student is a form of harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Examples: verbal or written harassment or abuse; repeated remarks to a person with sexual or demeaning implications; unwelcome touching.

The School and/or District will promptly and reasonably investigate allegations of harassment. Any student who has knowledge of or feels he/she is a victim of harassment should immediately report his/her concerns to a staff member, counselor, the building administration, or the Superintendent if the principal is the subject of the complaint. Violation of this policy may result in discipline, up to and including suspension and expulsion. The

School/District has the authority to report students in violation of this policy to law enforcement officials. Retaliation against a student who has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. A student, who is found to have retaliated against another in violation of this policy, will be subject to discipline up to and including suspension and expulsion.

As stated previously in this handbook, it is critical for students and families to make school officials aware of issues as they arise. Reporting problems after the fact does not allow school officials to intervene and bring about positive changes.

### **What is the Gardnerville Elementary School policy on drugs, alcohol, and tobacco?**

We believe students have a right to attend school in a safe environment conducive to learning. Since drug, alcohol, and tobacco possession or use is illegal and interferes with both effective learning and the healthy development of adolescents, the school has a fundamental legal and ethical obligation to prevent its use and to maintain a drug-free environment. Students have a role in maintaining a drug and alcohol free school. If they have knowledge of violations of this policy, they should immediately report their concerns to a school official. Student reports are kept confidential.

Students found possessing, using, or distributing drugs or alcohol at school, at a school activity, or on their way to and from school, will face serious disciplinary action, including the involvement of law enforcement agencies. They could also face consequences up to expulsion. Students found possessing or using tobacco at school, at a school activity, or on their way to and from school will also receive consequences per the GES progressive discipline plan. Refer to the progressive discipline plan for more detailed information.

### **What happens if my child is suspended from school?**

Suspension is a serious consequence reserved for misbehaviors including but not limited to fighting, serious defiance or disrespect, using or bringing illegal items to school, vandalism, etc. If your child is suspended, you will be contacted at home or work and be asked to pick your child up from school as soon as possible. Students are generally allowed to make up school work for time missed during the suspension, but they may not attend or participate in any school activities such as sports, dances, parties, etc. ***Students who are suspended out of school are not allowed on any Douglas County School District property during the time of their suspension.***

### **What if my child needs to ride a different bus or get off at a stop other than the usual one?**

For safety reasons, students are expected to ride the same bus every day and get off at the stop closest to their home. Any bus deviations must be approved through the Office and the proper documentation completed. Failure to comply with this policy may result in a bus citation or other disciplinary action.

### **What if I need extra community support?**

**Douglas County Social Services** works to strengthen our community by providing support, education, and personal case planning to promote and encourage self-sufficiency. Phone: 775- 782-9825

[https://communityservices.douglascountynv.gov/social\\_services](https://communityservices.douglascountynv.gov/social_services)

**Family Support Council** provides education, prevention, intervention services to support growth and development of healthy families. Phone: (775) 782-8692 [www.family-support.org](http://www.family-support.org)

**Partnership Douglas County** works to help our community become healthier and stronger.

Phone: (775)782-8611 [www.partnership-resource.org](http://www.partnership-resource.org)

**Backpack Buddies** is a non-profit designed to provide non-perishable weekend food to in-need students (Pre-K to 12) to help them achieve better academic success. Contact Danielle Goldstein at GES x2507 for information.

Phone: (775) 782-5117 <https://sites.google.com/a/backpackbuddiesnv.org/bb/>

**Boys and Girls Club** provides a safe, structured and positive environment for your people after school.

Phone: (775) 443-7642 <http://www.bgcwn.org/>

**Kid's Club** provides before and after school childcare and is available through the Douglas County Parks and Recreation Department. Phone: (775) 782-5500 x. 1 [DC Park and Rec - Kid's Club](#)

Please contact Shaunda Vasey, School Counselor at GES, for a comprehensive list of community resources.

### Campus voice level expectations

Green voice = a conversational voice, only the people at your table can hear you

Yellow voice = whisper voice, only the person next to you can hear you

Red voice = silence, no talking

## Gardnerville Elementary School Student Behavior Expectations Matrix

|                | Classroom                                                                                                                | Bathroom                                                                                 | Bus                                                          | Cafeteria                                                                                                                         | Arrival/<br>Departure                                                                                                                            | Hallways                                                                                                                       | Recess/<br>Playground                                                                                              |
|----------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Be Respectful  | Listen when others talk. Follow teacher instruction. Be honest and tell the truth.                                       | Honor the privacy of others. Use a yellow voice.                                         | Be kind to other students and the driver. Use a green voice. | Use good table manners. Listen to adult instructions. Say "please" and "thank you". Raise your hand to get up. Use a green voice. | Arrive on time. Greet students and adults. Use a red voice when lining up.                                                                       | Respect work on the walls by not touching it. Use a red voice, no talking.                                                     | Be kind to other students. Solve problems by talking, sharing, and taking turns. Play fair.                        |
| Be Responsible | Follow teacher instructions. Be on task and ready to learn. Complete schoolwork and homework on time. Do your best work. | Use the bathroom during recess. Stay only as long as you need to. Go, flush, wash, toss. | Take care of your backpack and other personal items.         | Throw away your trash. Eat your own food. Eat enough food so you will be able to learn all afternoon.                             | In the morning, go to the cafeteria or the playground. Get a pass from the front office to go to the library or computer lab.                    | Keep an arms distance from the person in front of you. Keep your personal items in your hands (toys, backpack, and lunch box). | Line up at the first bell. When in line, hold on to any equipment or toys you were playing with.                   |
| Be Safe        | Use materials appropriately. Keep feet and hands to self. Ask for help if you need it.                                   | Keep bathrooms clean and dry.                                                            | Follow bus rules.                                            | Hands and feet to self. Report big spills to an adult.                                                                            | Arrive no earlier than 8:30 a.m. Follow playground rules in the morning. Do not use playground equipment after school without adult supervision. | Keep hands and feet to self. Walk on the right side of the hallway in a single file line.                                      | Follow playground rules and adult directions. Eat under the covered tables. Be a good sport- don't play too rough. |

## NOTICES

### Douglas County School District Title IX Notice of Nondiscrimination

The Douglas County School District is an Equal Opportunity/Affirmative Action agency and does not knowingly discriminate against any person on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, or disability. All programs, classes and opportunities are available to all students regardless of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, or disability. If you have any questions, please contact Margaret Guzman, Title IX Coordinator, and (775) 782-7179.

### ANNUAL NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the Douglas County School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Douglas County School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a counselor, a school psychologist; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The federal office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20204605

I HAVE READ THE INFORMATION CONTAINED IN THIS PARENT HANDBOOK AND DISCUSSED IT WITH MY CHILD

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PARENT/GUARDIAN SIGNATURE

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STUDENT SIGNATURE

# GARDNERVILLE ELEMENTARY SCHOOL

## BELL SCHEDULE 2025-2026

**REGULAR SCHOOL DAY 8:50 a.m. - 3:14 p.m.**

**EARLY OUT (PLC) DAY 8:50 a.m. – 2:00 p.m.**

**MINIMUM DAY 8:50 a.m. - 12:45 p.m.**

### MORNING BELLS

8:40 a.m. Arrival

8:40-8:45 a.m. Report to Classrooms

8:50 a.m. Tardy Bell/School Starts

### AFTERNOON BELLS

**Regular** 3:14 p.m. End of Day

**Minimum Day** 12:45 p.m. End of Day

**(PLC) Early Out** 2:00 p.m. End of Day

### REGULAR and EARLY OUT DAY RECESS / LUNCH SCHEDULE

| <u>AM RECESS</u>   | <u>GRADE</u> | <u>LUNCH START</u> | <u>PLAY</u> | <u>END</u> |
|--------------------|--------------|--------------------|-------------|------------|
| 10:35 - 10:55 a.m. | K            | 11:45 a.m.         | 12:10 p.m.  | 12:30 p.m. |
| 10:35 - 10:55 a.m. | 1st          | 11:45 a.m.         | 12:10 p.m.  | 12:30 p.m. |
| 10:35 - 10:55 a.m. | 2nd          | 12:00 p.m.         | 12:25 p.m.  | 12:45 p.m. |
| 10:35 - 10:55 a.m. | 3rd          | 12:00 p.m.         | 12:25 p.m.  | 12:45 p.m. |
| 10:35 - 10:55 a.m. | 4th          | 12:15 p.m.         | 12:40 p.m.  | 1:00 p.m.  |
| 10:35 - 10:55 a.m. | 5th          | 12:15 p.m.         | 12:40 p.m.  | 1:00 p.m.  |

**REG. DAY Only - PM Recess K- 3rd Grades 1:45- 2:00 p.m.**

### MINIMUM DAY RECESS / LUNCH SCHEDULE

**8:50a-12:45p (Nov 7, 2025 & June 10, 2026)**

| <u>AM RECESS</u>   | <u>GRADE</u> | <u>LUNCH START</u> | <u>PLAY</u> | <u>END</u> |
|--------------------|--------------|--------------------|-------------|------------|
| 10:10 - 10:25 a.m. | K            | 10:50 a.m.         | 11:15 a.m.  | 11:35 a.m. |
| 10:10 - 10:25 a.m. | 1st          | 10:50 a.m.         | 11:15 a.m.  | 11:35 a.m. |
| 10:10 - 10:25 a.m. | 2nd          | 11:15 a.m.         | 11:40 a.m.  | 12:00 p.m. |
| 10:10 - 10:25 a.m. | 3rd          | 11:15 a.m.         | 11:40 a.m.  | 12:00 p.m. |
| 10:10 - 10:25 a.m. | 4th          | 11:30 a.m.         | 11:55 a.m.  | 12:15 p.m. |
| 10:10 - 10:25 a.m. | 5th          | 11:30 a.m.         | 11:55 a.m.  | 12:15 p.m. |