

Raul P. Elizondo Elementary School

## Student & Parent Handbook



# Elizondo Guidebook: A Path to Success

**2025-2026**

4865 Goldfield Street  
North Las Vegas, Nevada 89031  
(702) 799-1730  
<http://www.elizondobulldogs.org>

## Welcome to Elizondo Elementary!

Welcome to Elizondo Elementary! This handbook highlights key rules, policies, and procedures to help you navigate our school. While it may not cover every situation, updates will be shared throughout the year. Your child's teacher will also provide classroom-specific information. Thank you for your support!

### School Vision:

At Elizondo Elementary, we strive to inspire a love of learning by empowering students and adults to grow, achieve, and thrive together through an innovative and supportive educational experience.

### Mission:

To create a safe, respectful, and inclusive environment where every student gains the skills and confidence for a successful future.

### Motto:

Learners Who Are Determined, Disciplined, Inspired

### BARK Expectations & Values:

- ★ Be Prepared – Bring the materials and mindset needed to learn.
- ★ Act Responsibly – Make good choices and own your actions.
- ★ Respect Others – Be kind to people and take care of school property.
- ★ Keep Safe – Follow rules to protect yourself and others.

## School Phone Directory

Main School Line (702) 799-1730

School Fax Line (702) 799-1722

Office Hours: 7:00 a.m. – 3:00 p.m.  
Monday – Friday  
closed on designated holidays

Student Hours: 7:15 a.m. - 7:40 a.m. Breakfast  
7:45 a.m. - 2:11 p.m. Instructional Day  
1:30 p.m. Early Checkout Ends

### Administration

Principal Chris Stacey

Office Manager & Principal Secretary: [Iris Alvarez](#) Ext. 4100

Assistant Principal Stephanie Garni

Elementary Clerk & AP Secretary [Monique Wells](#) Ext. 4006

Assistant Principal Dr. Jacqueline Lane

Office Specialist & AP Secretary [Kennyshua Daniels](#) Ext. 4007

Office Specialist & AP Secretary [Lenin Rojas](#) Ext. 4005

# Important Information for Parents

## School Supplies

CCSD provides basic supplies and textbooks for all students. To support learning, Elizondo Elementary offers a suggested supply list by grade level. These optional items help ensure students are prepared throughout the year. Lists are available on our website and in the front office.

Teacher Lists: <https://app.teacherlists.com/schools/40092-raul-elizondo-elementary-school>

## School Hours and Supervision

Student supervision begins at 7:15 a.m. for students who are eating breakfast. For safety, students should not arrive before this time. At 7:40 a.m., students are dismissed to their classes, and the gates close. Instruction starts promptly at 7:45 a.m.

Dismissal is at 2:11 p.m. Students should go straight home. Gates close at 2:20 p.m.; late pickups will be recorded in Infinite Campus, and students must be picked up from the front office.

Only students are allowed on campus during school hours. For before- and after-school care, contact SafeKey at 702-229-2526.

To pick up a student, you must:

- ★ Be 18 or older
- ★ Be listed in Infinite Campus
- ★ Show a valid ID

## Traffic and Student Safety

Student safety is our top priority. To prevent accidents during dismissal, please avoid:

- Double-parking in the street
- Driving on the wrong side of the road
- Having students run into traffic

These actions are dangerous. CCSD Police will be contacted if needed to ensure safety.

To keep all students safe:

- ★ Kindergarten & 1st Grade Pick-Up: A parent or guardian must pick up students at their assigned gate. Teachers will only release students after visually confirming the presence of an approved adult. Students will not be allowed to cross the street alone or run into traffic.
- ★ Use Designated Zones: Please use the designated drop-off and pick-up areas to keep traffic flowing safely.
- ★ Be Patient and Courteous: Show kindness to others during arrival and dismissal.
- ★ Use Crosswalks: Remind your child to use crosswalks, look both ways, and follow the crossing guard's instructions.
- ★ Report Safety Concerns: If you see unsafe behavior, report it to the school. Law enforcement will be notified when needed.

By following these safety rules, we can ensure a smooth and secure dismissal for everyone.

# Key Topics for the Student and Parent Handbook

## Assemblies

Assemblies are held for student learning and enjoyment. Students must follow BARK values and remain seated and respectful.

## Attendance

Consistent attendance is essential. More than **20** absences (excused or unexcused) may result in retention. Tardiness and early check-outs disrupt learning. Make-up work must be requested within **3 days** of an absence and is due within **3 days** per absence. (see the Attendance Section)

## Awards

Students are celebrated for achievement and growth. Awards include:

- ★ Semester Achievement
- ★ Semester Progress
- ★ Attendance
- ★ BARK Values
- ★ Specialists' Recognition

## Behavior Expectations and Responses

To support a safe and respectful learning environment, behavior incidents are clearly defined and grouped by severity. This helps ensure fair and consistent responses across the school. Depending on the situation, behavior concerns may be handled by classroom staff, office personnel, or administration. (see the Behavior Section)

## Bicycles & Scooters

Walk all bikes or scooters when on campus and lock them in the designated bike rack. The school is not responsible for lost or damaged items. Helmets and locks are encouraged. Riding is not allowed on school grounds, including sidewalks. **E-bikes and e-scooters are not permitted on campus.** This includes any bicycles or scooters that are electric or battery-powered. Only **manual (non-motorized) bikes and scooters** are allowed.

The bike rack will be available during the following times:

- **Morning:** 7:15 a.m. – 8:30 a.m.
- **Afternoon:** 2:00 p.m. – 2:30 p.m.

## Birthday & Class Celebrations

No birthday parties during instructional time. Store-bought, individually wrapped treats that fit in backpacks are allowed—no balloons or decorations are permitted. Coordinate with the teacher in advance.

## Cell Phones

Phones must be turned off and stored during school hours, as per CCSD Policy 5136. Violations may result in confiscation and progressive discipline. Phones may be searched if there is reasonable suspicion of misuse.

**Classroom Visits**

Parents may observe with 24-hour notice and administrative approval. Visits are limited to 20 minutes unless otherwise arranged. All visitors must check in at the front office and wear a badge. No recording devices allowed.

**Closed Campus**

Students cannot leave campus without permission from the office and a signed-out form. All visitors must check in at the office.

**Communication**

Start with your child's teacher for classroom concerns. Contact the office to speak with the administration. Stay connected via Class Dojo, ParentLink, our school website, and Facebook.

**Conferences**

Parent-Teacher Conferences are scheduled annually. This year's date is Monday, October 20, 2025. Teachers also welcome communication year-round.

**Dress Code**

Students should wear clothing that supports a positive and focused learning environment. Outfits or styles that distract from learning or make it hard for teachers to manage the classroom are not allowed. (see the Dress Code section)

**Emergencies**

Keep your contact info current with the office to ensure you can be reached in case of illness or accident.

**Grading**

Grades reflect mastery of academic standards. Progress is updated in Infinite Campus. Late work is accepted; teachers will share grading policies.

**Health & Medical**

Health cards must be submitted at the start of the year. Prescription meds require a CCSD release form and must be stored in the Health Office. Students may not carry medications. A nurse is available on scheduled days; a health assistant is present daily.

**Homework**

Homework reinforces classwork and study habits. Students should spend about 10 minutes per grade level per night. K-2 students are to read with an adult; 3-5 are to read independently for 20 minutes.

**Leader in Me Program**

At Elizondo, we believe every student is a leader! The Leader in Me program helps students build the confidence, skills, and habits they need to succeed in school and in life.

This program is based on The 7 Habits of Highly Effective People, which teaches responsibility, teamwork, and how to set and reach goals. Students learn to make good choices, work well with others, and take care of themselves and their learning.

These habits help students:

- Think critically
- Set and achieve goals
- Communicate clearly

- Work independently and with a team
- Become confident, successful learners

### **Leader in Me Successful Habits**

The 7 Habits of Happy, Successful Students:

- ★ Be Proactive – I'm in charge of myself.
- ★ Begin With the End in Mind – I set goals and plan ahead.
- ★ Put First Things First – I work first, then play.
- ★ Think Win-Win – I believe we can all win together.
- ★ Seek First to Understand, Then to Be Understood – I listen before I talk.
- ★ Synergize – I work well with others.
- ★ Sharpen the Saw – I take care of my body, heart, mind, and soul.

By learning and living these habits, students become leaders of their own lives—at school, at home, and in the future!

### **Library, Textbooks, & Chromebooks**

Students are responsible for all materials issued to them. Lost or damaged items must be paid for. Technology use requires a signed agreement.

### **Loitering**

Students are not permitted to linger on nearby properties or bus stops. Older siblings must wait off campus unless with an adult. Contact the office with concerns.

### **Lost & Found**

Lost items are kept in the MP Room. Valuables go to the front office. Items are donated after 6 weeks if unclaimed.

### **Nuisance Items**

Toys, electronics, and other distracting items are not allowed and will be held for parent pickup. Rollerblades, skateboards, and Heelys are also not permitted.

### **Progress Reports**

Progress reports are available in Infinite Campus every six weeks. Report cards are issued each semester. Unsatisfactory notices are sent mid-term.

### **Retention**

Retention is the procedure of keeping a student in a grade level for another school year. Retention decisions are based on academic data, attendance, and maturity. Parents are involved in the process, but final decisions rest with the school.

### **School Breakfast & Lunch**

All students receive both free breakfast and free lunch. No forms are needed.

### **School Campus**

Help keep our school clean and safe. Report vandalism or suspicious behavior to CCSD Police at (702) 799-5411 or our office at (702) 799-1730.

### **Social Workers**

Students may see the social worker with teacher permission. Parents can also schedule meetings.

## Volunteering

Volunteers must be over 18 and approved by the office. Opportunities include classroom help and school events. No cell phone use while volunteering. CCSD dress code applies.

# Attendance Section

## Attendance Incentives

Incentive programs designed to promote and enforce good attendance of students shall be developed and implemented at each school. Attendance incentive plans are to be developed with input from parents, students, and teachers, and must be reviewed by each school's assistant chief or designee.

## Student Tardiness

Student tardiness is a serious disruption to the educational process. Tardiness interferes with the time allocated for teaching and infringes on the educational rights of other students. Each school shall develop and implement a well-communicated tardy procedure. Elementary: A student is to be marked tardy if not physically present in the classroom at the start of the instructional day.

## Recording Daily Attendance

Elementary: An elementary student shall be recorded as absent for half of the day if more than one hour and fifty-five minutes of the instructional day are missed, and recorded as absent for the entire day if more than three hours and forty-five minutes of the instructional day are missed.

## Limitation of Absences

Regular student attendance is critical to the student completing coursework required for being promoted to the next grade. Both in-school and out-of-school learning activities and assignments contribute to a student's ability not only to attain a passing grade in a course but also to master the standards for each course of study.

## Elementary Excessive Absenteeism; Retention

The Clark County School District expects that schools must attain a standard of 90 percent attendance. Individual student absences should be limited to a maximum of twenty (20) total absences per school year. Elementary students who exceed twenty (20) unapproved absences during the school year may be retained in the current grade.

- For this subsection, all arranged absences over ten (10) during a school year shall be considered unapproved. All arranged absences for which the makeup work was not completed and submitted as specified by the teacher shall be considered unapproved
- A required parent conference is to be scheduled by the principal or designee when the following occurs due to excessive absenteeism:
  1. A student has been identified for possible retention.
  2. A student may be denied course credit;
  3. A student is being recommended for enrollment at an alternative school;
  4. A student is deemed to be a habitual truant, and/or
  5. A referral for educational neglect is contemplated (elementary).
  6. Administrative sanctions are pending per NRS 392.148.

- Schools may investigate, in cooperation with the parent and student, the cause of absences, and the principal or designee may determine a course of action to address excessive absenteeism.

### **Classification of Absences**

Approved Absences are explanations by the parent, legal guardian, or physician stating the reason the student was absent within the meaning of sections 1-4 as listed below, must be presented to the teacher or principal designee not later than three days after the student returns to school. Absences shall be approved for attendance enforcement within the meaning of the *Nevada Revised Statutes* when:

1. The student is physically or mentally unable to attend school, or the absence is related to the student's disability, and the coursework has been completed.
2. The approval of the principal, or principal's designee, has been given for an unavoidable absence due to an emergency.
3. The student is absent due to a required court appearance or a religious holiday.
4. The absence has been arranged under the request of a parent or legal guardian before the absence and does not exceed the allowable ten (10) days per school year.

Unapproved Absences, according to the meaning of the Nevada Revised Statutes, an absence is unapproved when:

1. The arranged absence was not requested in writing in advance of the absence, or exceeded the allowable ten (10) arranged days per school year;
2. The absence was not due to the physical or mental inability of the student to attend school, the student's disability, an emergency, a required court appearance, or a religious holiday;
3. The absence from class or school was without written permission from the teacher, principal, or designee;
4. The parent/guardian or person in charge of the student failed to notify the school of the reason the student was physically or mentally unable to attend, or the nature of the emergency, court appearance, or religious holiday, within three days after the student returned to school;
5. The student failed or refused to attend school when so directed by the parent or legal guardian or school official; or,
6. The parent, legal guardian, or person having charge of the student failed or refused to require the student's attendance at school.

### **Pre-arranged absences**

These absences occur when a parent or guardian informs the school in writing that their child will be absent. The principal reviews these absences, which are sometimes excused but count towards the student's total number of absences. Prior absences are taken into consideration when approving pre-arranged absences. However, this absence still accounts for chronic absenteeism.

### **Excused/Approved Absences**

The absence is considered excused if it is for student illness, medical or legal appointments, or family emergencies, such as a death in the family. Students returning to school after an absence must submit a note to the teacher within three days of their return. The note should include the following information: student name, grade level, student number, parent or guardian signature, date of note, dates of absence(s), and a phone number where the parent or guardian can be contacted.

**Unexcused/Unapproved Absences**

These absences are student absences considered unexcused for any reason other than illness, medical or legal appointments, family emergencies, or more than ten (10) arranged absences. Nevada State Law allows you to prearrange absences for your child. Students will be recorded as absent for a half day if more than one hour and fifty-five minutes of the instructional day is missed, and recorded as absent for the entire day if more than three hours and forty-five minutes of the instructional day is missed.

**Tardy**

A Tardy is when a student is not physically present in a classroom at the start of the instructional day. A tardy becomes a half-day absence if more than one hour and fifty-five minutes are missed. Ten or more tardies may result in progressive disciplinary action.

**Educational Neglect**

Educational Neglect paperwork will be submitted for a student with significant absences who may be classified as truant.

**Chronic Absenteeism**

Chronic Absenteeism occurs when a child misses 10 percent or more of a school year.

# Behavior Section

## Behavior Expectations - Rules and Regulations

To ensure fair and consistent disciplinary practices, it is essential to clearly define and distinguish all types of behavior incidents. Each behavior incident is categorized based on its severity and the person responsible for managing the response, whether it is school staff, office personnel, or administration.

## Types of Behavior Incidents

### Minor Behavior Incidents

Incidents are staff-managed and typically handled by classroom teachers or other school personnel. These behaviors violate classroom or school rules and procedures but do not pose a significant threat to safety or learning. Staff members are expected to address these behaviors through classroom management strategies.

### Office-Managed

Involves more serious or repeated behavior. These may require intervention from both school staff and administration. Major incidents often:

- Violate the Clark County School District (CCSD) policies and regulations
- Threaten student or staff safety
- Result in property damage

### Urgent Behavior Incidents

They are administratively managed and require an immediate response from school administration. These behaviors are considered expellable offenses as defined by Nevada Revised Statutes (NRS) or CCSD policies and regulations. Urgent incidents pose a significant threat to the safety and well-being of the school community.

## Behavior Expectations and School Culture

School-wide and classroom rules are established to promote a safe, respectful, and productive learning environment that supports the rights and responsibilities of all students and staff.

Students are encouraged to:

- Consistently follow all school and classroom rules
- Serve as Elizondo Leaders by modeling positive behavior
- Reflect on how their actions impact others
- Uphold the Elizondo BARK Values, Leader in Me, CHAMPS, and 7 Habits of Leadership

## Hands-Off Policy

To keep all students safe, Elizondo Elementary strictly enforces a Hands-Off Policy during school hours and at all school events. This means students should keep their hands, feet, and objects to themselves at all times.

The following behaviors are not allowed:

- Touching or grabbing others or their belongings (including backpacks)
- Pushing, shoving, kicking, or tripping
- Play fighting, flicking, or deliberately stepping on others
- Hugging (appropriate or not), kissing, or playing tag

Any violation of this policy will be handled according to classroom and school behavior guidelines.

### Physical Altercations

Fighting significantly disrupts the educational environment, directly impacting the students involved and creating tension among the entire student body. Students engaged in physical altercations will be placed on a Required Parent Conference (RPC), during which the incident will be thoroughly investigated. Depending on the severity of the altercation and any prior history of conflict, students may face additional consequences for their actions.

### Bullying & Cyber-Bullying

The Clark County School District and Elizondo Elementary maintain a zero-tolerance policy toward bullying, physical aggression, and harassment. Bullying refers to any verbal, visual, or physical behavior that is sufficiently severe, persistent, or pervasive to interfere with a student's educational experience or create an intimidating, hostile, or offensive school environment. Cyberbullying involves using technology or communication devices to deliberately harm another person, such as spreading rumors, posting harmful messages, uploading offensive videos, or sending hurtful messages to a broad audience.

Examples of behaviors that may constitute bullying include unwanted physical contact, obstructing someone's movements, threats, derogatory remarks, verbal abuse, offensive gestures, jokes, teasing, sexual comments, spreading rumors, limiting access to educational resources, displaying sexually suggestive items, or retaliating against individuals who report incidents.

### Racially Motivated Incidents

A racially motivated incident is any act or attempted action intended to cause emotional distress, physical harm, or damage to property through intimidation, harassment, derogatory slurs, threats, vandalism, or other forms of aggression based on the target's actual or perceived ethnicity, national origin, immigrant status, religious beliefs, gender, sexual orientation, age, disability, political views, race, or any other physical or cultural characteristic. Some racially motivated incidents may constitute crimes and must be reported to law enforcement agencies. When these criminal acts are determined to be motivated by hate, they are classified as hate crimes. However, not all racially motivated incidents, such as taunting or intimidation, may meet the criteria for criminal prosecution and could go unreported. It is essential to discuss the importance of respecting all individuals and oneself. Any racially motivated incidents should be promptly reported to the school administration for a thorough investigation.

### Progressive Discipline

Following any investigations involving students, the administration will determine disciplinary actions for severe infractions per the CCSD Code of Conduct and Policies and Regulations. Students found in violation may receive any of the following consequences:

1. **Warnings:** These may be verbal or written, and multiple warnings are typically provided to students before further action is taken. Teachers maintain regular communication with parents regarding both positive and negative student behavior.
2. **Parent Contacts:** Parents will be notified via phone calls, ParentLink messages, virtual classroom platforms (such as Class Dojo), or letters to ensure they are informed about their child's behavior. Parents are encouraged to contact the school office with any questions or concerns they may have.
3. **After School Detention:** As per Nevada Revised Statutes, detention may be assigned as a disciplinary consequence. CCSD regulations require parents to be notified at least twenty-four (24) hours before assigned detentions. Failure of the student to attend detention may result in further disciplinary measures.

4. **Required Parent Contacts:** Students may be placed on a Notice of Required Parent Conference (RPC) for various reasons, including safety concerns or when their actions necessitate a conference with administration before returning to school. The conference focuses on reviewing school rules, consequences for continued violations, and establishing a compliance plan. Both the parent and student must attend this conference to set behavioral expectations and ensure future success.
5. **In-House Suspension:** Students are temporarily removed from their regular peer group and school environment for a specified number of days.
6. **Suspension with instruction:** Students are temporarily removed from school and must stay home for a designated number of days, determined at the school's discretion. Students will receive class assignments during SWI. Students will have access to tutoring from 2:30 p.m. to 3:30 p.m., Monday through Friday (except on holidays, as listed on the CCSD student calendar).
7. **Expulsions:** Certain serious offenses may lead to permanent removal from the school campus through an expulsion process. Expulsion results in the termination of enrollment, such as in cases involving battery on a CCSD employee, battery on a student resulting in injury, possession of weapons, or drug distribution.

## Student Dress Code

Students' attire and overall appearance should support a positive and focused learning environment. Clothing or styles that disrupt instruction or interfere with a teacher's ability to maintain classroom discipline are not permitted. The following statements incorporate the CCSD Dress Code #5131 provisions:

### Footwear:

Students must wear shoes with soles at all times for safety.

### Tops:

Crop tops, strapless tops, low-cut clothing, outfits with slits, or any attire that provides minimal coverage and reveals skin between the top and bottom garments are not allowed.

### Straps:

Clothing with spaghetti straps is prohibited. Sleeveless tops must have straps that are at least three inches wide and must fully cover the shoulder.

### Bottoms:

Shorts, skirts, and dresses must be fingertip length or longer, properly hemmed, and free of frayed edges.

### Headgear:

Hats, hoods, and other head coverings are not allowed on campus unless they are part of a school-approved uniform or worn during authorized athletic practices or activities.

Inappropriate Graphics or Accessories: Clothing that contains controversial, offensive, or obscene slogans or images is prohibited. Clothing with spikes, studs, or similar accessories is also not permitted.

### Outerwear:

Coats, mittens, scarves, and other outerwear must be removed upon entering the classroom.

### Dress Code Progressive Discipline Policy

If a student violates the CCSD Dress Code, the following discipline procedures will be enforced:

- 1st violation: Warning-Parent notification, Courtesy Reminder, School or Parent can provide clothing
- 2nd violation: Warning-Parent notification, Parent must bring appropriate clothing
- 3rd violation: Warning-Parent notification, Phone conference, and In-house suspension
- 4th violation: Required Parent Conference- Parent must attend parent conference with administration

**Kindly complete the form below and return it to your child's teacher by the end of the first week of school.  
We appreciate your support!**

**Parent/Guardian acknowledgments, please initial each item below:**

\_\_\_\_\_ Morning arrival—all students enter the school gates between 7:15 a.m. and 7:40 a.m., and not through the front office doors.

\_\_\_\_\_ Students may arrive through the front doors of the school at 7:45 A.M.

\_\_\_\_\_ Students are marked tardy beginning at 8:00 A.M. All excuse notes are to be delivered to the front office.

\_\_\_\_\_ Parents/Guardians are expected to communicate with the teacher and the front office about how their child travels home from school. All parents or guardians must sign the student dismissal form and make any necessary changes in person.

\_\_\_\_\_ Parents may communicate with teachers via Class Dojo; however, teachers are not required to view or read Class Dojo during the instructional day.

\_\_\_\_\_ Parents/Guardians and emergency contacts listed in Infinite Campus must have a Photo ID and be processed through our security system to pick up a student before, during, and after school.

\_\_\_\_\_ Please ensure students have all necessary items [such as backpacks, water bottles, pencils, paper, lunch boxes, etc.] with them as they arrive at school.

\_\_\_\_\_ Please follow all driving and safety rules when picking up or dropping off students. CCSD PD and NLV PD regularly patrol our streets, crosswalks, and property to ensure the safety and security of students.

**\_\_\_\_\_ I have reviewed the 2025–2026 Elizondo Elementary Student and Parent Handbook with my child. I understand and acknowledge the school's policies and procedures, as well as my child's responsibilities while attending Elizondo Elementary.**

Print the Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Print the Teacher's Name: \_\_\_\_\_

Print the Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_