



# Parent & Student Handbook

## Herbert Derfelt Elementary School

1900 S. Lisa Lane  
Las Vegas, NV 89117  
Telephone: (702) 799-4370 Website: [www.derfeltes.com](http://www.derfeltes.com)

Ms. Debra Huckins  
Principal

Ms. Eva Marie Adams  
Assistant Principal

**“Be Respectful, Be Responsible, Be Safe, Be Honest, and Be Kind.”**

Office Hours: 7:30 a.m. - 3:30 p.m.  
Student Hours: 8:40 a.m. - 3:11 p.m.

### **Derfelt’s Mission**

At Derfelt, we will provide a safe, supportive learning environment where students lead, learn, and grow.

### **Derfelt’s Vision**

We will inspire all scholars to become empathetic, problem-solving, lifelong learners.

**Thank you for being a very important part of our Derfelt Family!  
Please keep this handbook as a reference during the school year.**

Dear Parents/Guardians,

Welcome to Herbert A. Derfelt Elementary School. This handbook provides a general overview of our school's policies and procedures. It was created to serve as a convenient reference and to assist you in answering questions about the expectations of our students and their families.

Herbert A. Derfelt Elementary School is a very special place. Our main goal is to make your child's experience here productive and happy. We intend to provide a high-quality education for every child enrolled in our school. The staff considers each child's intellectual, emotional, and social growth the primary focus. This objective can be achieved only through close communication and cooperation between the home and the school. Please review the contents of this handbook with your child, and feel free to contact the school with any questions you may have.

As a staff, we strive to make our school a place where our students feel safe, welcome, and excited about learning. We are proud of our educational programs and have developed strategies to help each child achieve his or her best potential.

A big part of our success has been establishing a family-oriented environment and a clear communication line between home and school. We have established our systems and structures to build and maintain a safe, warm, and inviting learning environment as a school. Our School-wide Expectations are embedded into every aspect of our mission and vision. We promote the Derfelt's Mindset, where all members of our Derfelt Dolphin Family embrace the 5Bs:

**\* Be Respectful   \*Be Responsible   \*Be Safe   \*Be Honest   \*Be Kind**

We believe that the partnership we build makes all the difference in our students' positive experiences here at Derfelt. We ask that parents demonstrate the importance of a good education by prioritizing school, completing assignments accurately, volunteering in their child's classroom, and communicating with and supporting all teachers. If, during the school year, you have any questions or concerns, please contact your child's teacher or the school administration. We value your input!

The Derfelt Staff present this handbook to summarize our educational goals and to inform you about the basic operations of the school. This handbook describes activities and procedures at the school and is based on the regulations and policies of the Clark County School District.

Please review this information with your child and use it as a reference throughout the school year. If you have any questions, feel free to call us (702-799-4370) to schedule a conference or stop by for a visit. Upon entering the school, **please always stop by the office to sign in on the Ident-a-Kid/Centigig Monitor located in the office counter and receive a visitor's badge.**

Sincerely,

Ms. Debra Huckins/Ms. Eva Marie Adams  
Principal /Assistant Principal

#### A Typical Day at Derfelt Elementary

- 8:40 a.m.        Students arrive at school and enter either through the Multi-Purpose doors on Lisa Ln. or the playground gates on Oakey Blvd. Students will go straight to the Multi-Purpose Room to eat breakfast or wait until it is time to go to the playground. Kindergarten Students will enter through the Kinder gates. They will play first before they eat breakfast.  
***Students may eat breakfast. Every student is eligible for free breakfast and lunch.***
- 8:45 a.m.        Students will go to the playground for 10 minutes of wellness activity.  
  
Students who are eating breakfast may continue eating until they are done. Then, they can join their class for the morning assembly.
- 8:55 a.m.        Students will line up for morning assembly.
- 9:00 a.m.        Instruction Begins (Late/Tardy Bell - 9:00)
- 11:30 a.m.       Morning Early Childhood & Pre-K dismissal
- 12:40 p.m.       Afternoon Early Childhood & Pre-K school day begins
- 3:11 p.m.        Student dismissal
- 3:15 – 4:30 p.m.   Student after-school clubs & activities, if available

## School Policies and Procedures

### **ATTENDANCE**

#### **Your child cannot learn if he/she is not in school.**

Derfelt Elementary School continues to struggle with high numbers of chronically absent students. Nevada law (NRS 392.040) requires that the parent/guardian, or person in charge of the student, send the student to school when the public school is in session. Parents/guardians who violate this law may be subject to criminal charges. Excessive absences negatively impact your child's achievement and success. CCSD Policy 5113 regarding attendance provides specific attendance information. This policy is included in the student's school folder, provided on the Derfelt and CCSD websites, and can be requested in the office.

CCSD and Nevada law require that students enrolled in school attend school regularly. This includes pre-kindergarten and kindergarten-aged students. Although Pre-K and Kindergarten are not required according to state law, once a parent/guardian enrolls a child in any CCSD school, the child must attend every day.

#### **Recording Daily Attendance**

An elementary student is recorded as absent for half of the day if more than one hour and fifty-five minutes of the instructional day is missed. The student will be recorded as absent for the entire day if the student misses more than three hours and forty-five minutes of the instructional day.

Nevada's law clearly outlines what is an approved/excused absence or unapproved/unexcused absence.

#### **Absences will only be considered excused when:**

1. The student is physically or mentally unable to attend school.
2. The prior approval from a school administrator 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 pre-arranged by a parent/guardian before the absence and is at most ten (10) arranged days per school year.
5. The student is participating in approved school activities.

#### **Excessive (Chronic) Absenteeism and Retention Plan**

CCSD considers a student chronically absent when:

1. The student absences are more than 10% of the actual school days at that point in the school year.
2. The student has missed more than 20 total days in a school year.

An elementary student with 20 absences or more during the school year may be retained in the current grade. All arranged absences beyond ten (10) days during a school year will be considered unapproved.

The Clark County School District requires that a **Required Parent Conference (RPC)** is conducted with the principal or principal's representative when excessive absences have resulted in any of the following:

1. The student has been identified for possible retention in the current grade level.
2. A student is being identified as a habitual truant.
3. A referral to Clark County Child and Family Services for **educational neglect** is being considered.

#### **Absent Notes**

When a student is absent, he/she must turn in a written note from a parent/guardian. The student should turn the notes into his/her teacher so he/she is aware of the reason for the absence and requests for make-up work. The teacher will then submit the note to the office for recording in the student's official attendance record. If you have a medical doctor's note, send it to school immediately. We will make the necessary changes in your child's absence coding to absence-excused for medical reasons.

You may also upload notes by going to our school's website: [www.derfeltes.com](http://www.derfeltes.com)

#### **Makeup Work**

When a student is absent, he/she misses valuable instruction. Teachers will allow students to make up missed independent work due to any absence if requested. The student will have at least five (5) school days to complete all make-up work unless the teacher has given an extension.

#### **Student Tardiness**

Student tardiness is a serious disruption to the education of your child. When a student is late to school, he/she misses valuable instructional time. A student is marked tardy if they are not present in his/her classroom by 9:05 a.m. Early check-outs are also recorded as tardy.

#### **ABSENCE DUE TO ILLNESS OR UNFORESEEN ACCIDENT (Regulation 5150)**

If a child is injured at school, every attempt will be made to contact a parent/guardian or an emergency contact. It is very important to fill out and

return emergency contacts/phone numbers, etc. Any changes in this information should be reported to the school immediately.

Parents or emergency contacts will be contacted if a student becomes ill at school. Parents sometimes keep a child home from school because he/she is not feeling well. Students are expected to attend school unless they have a fever above 100 degrees and/or they are vomiting or suffering from diarrhea. A child must maintain a body temperature below 100 degrees for 24 hours without medication before returning to school. If your child's symptoms worsen throughout the day, the school will contact a parent/guardian.

School attendance is critical; keeping a child out of school when he or she is only mildly ill prevents him/her from receiving instruction provided by the teacher. Children should only be absent from school in cases of severe illness. Children returning to school from an absence due to a severe illness are expected to bring a note from a competent medical authority.

## **BEHAVIOR EXPECTATIONS**

As part of the CCSD Multi-Tiered System of Supports (MTSS) structure, which provides academic/social-emotional support for our students, Derfelt ES has adopted the Positive Behavioral Interventions and Support (PBIS) approach to school-wide behavior. PBIS recognizes that kids can only meet behavior expectations if they know what the expectations are. The most important part of using PBIS is that everyone knows the appropriate behavior. Students understand what's expected of them throughout the school day—in class, lunch, hallways, playground, or restrooms.

### **"The Derfelt Mindset-5 B's" are our School-Wide Behavior Expectations**

**\* Be Respectful**

**\*Be Responsible**

**\*Be Safe**

**\*Be Honest**

**\*Be Kind**

Every student will be provided a Behavior Expectations chart that describes appropriate respectful, responsible, and safe behavior in every area of the school. Each classroom has a positive behavior program to teach and reinforce successful behavior. Please review these expectations with your child and emphasize the importance of positive behavior in school.

## **BICYCLES AND SCOOTERS**

Parents are encouraged to provide locks for children who ride bicycles or scooters to school. Students may store their bikes or scooters in the area in front of the school. This area will be locked during the instructional day. The school is not responsible for any loss or damage to bikes or scooters. All persons (students, older siblings, adults) must walk on a bike or scooter on school property. Skateboards and rollerblades are not allowed on the school campus. Please discuss bike/scooter safety with your child before allowing him/her to ride to and from school.

## **CLASS PARTIES/BIRTHDAYS/CELEBRATIONS**

In observance of special days, teachers and classes may prepare and carry out suitable educational activities. It is expected that these special activities will serve as educational projects, and that social activities will not begin earlier than one hour before the dismissal time.

In light of food allergies and sensitivities, food items, such as cupcakes, will not be distributed to students for birthday celebrations. Parents are welcome to bring non-food items to distribute to classes, such as stickers, pens, small trinkets, or toys, for birthday celebrations. If edible items, including candy, are brought to distribute, they must be small and pre-wrapped items that can be handed out to students to take home.

Balloon and/or flower bouquets will be held in the office until the end of the day. To avoid hurt feelings, we kindly request that invitations to private birthday parties not be distributed at school unless they are sent to the entire class.

## **BRINGING PERSONAL AND VALUABLE ITEMS TO SCHOOL**

Toys, balls, electronic games, and other nuisance items may not be brought to school. Staff will confiscate these items and return them to parents. Since these items should not be at school, we will not be held responsible if they are lost, stolen, or broken.

## **BUS TRANSPORTATION**

Students who live more than two miles from school are provided bus transportation by the Clark County School District. For more information regarding bus routes or concerns that occur on the bus, contact the Transportation Department at 702-799-8100.

## **CLEVER**

Clever is the teachers' and students' access point to the online/technology resources for instruction. Students will learn how to log in and use this portal as part of their technology program.

## **CELL PHONE AND TELEPHONE USE**

- Students are not allowed to use cell phones during the school day.
- Student cell phones **MUST** be turned off or on airplane mode during school hours. *Non-locking signal-blocking pouches are available to students who want to keep their phone close during instruction.*

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- Students MAY NOT accept texts or phone calls throughout the instructional day.
- A student cannot use his/her personal device to take photos, voice recordings, or videos on campus at any time.
- While on the Derfelt ES campus, parents/volunteers may only take photographs, voice recordings, or videos with the verbal or written consent of the principal and/or her designee.
  - If an emergency arises, and you need to reach your student, parents must contact the office to make arrangements.
- If a student uses his/her cell phone during the instructional day or has it out of his/her backpack, he/she will be warned to put it away. However, if it happens again, his/her cell phone will be confiscated and held in the main office for a parent/guardian to pick up from an administrator.
- Students are strongly encouraged to turn cell phones into the teacher daily to avoid distractions and possible damage or theft. Phones will be held securely and returned at the end of the day.
- Clark County School District schools and staff are not responsible if phones are lost, stolen, or broken.

## CLASSROOM OBSERVATIONS

All parents or parent representatives are welcome to visit and observe during the school year. Observations must be scheduled in advance with the teacher and administration. If no arrangements have been made, the school staff (teacher or administration) retains the right to reschedule the visit with 24-hour advance notice.

## CURRICULUM

Instruction in the Clark County School District is based on the Nevada Academic Content Standards (NVACS). At Derfelt, emphasis is placed on meaningful and enjoyable learning. Students share responsibility for their learning. We aim to teach students to reach their highest abilities in all subject areas.

## CHROMEBOOK/COMPUTER/TECHNOLOGY (Regulation 3990)

All students must sign and abide by the *Agreement for Use of Mobile Device form* and obtain parental permission to use the CCSD computers. According to the CCSD Agreement for Use of Mobile Devices, students are responsible for proper conduct. Any student who violates the agreement may not be allowed to use district technology equipment.

If electronic equipment is damaged upon return, your child's account will be charged a fee. The fee will remain on your child's account and must be paid before graduation.

Most frequently assessed fees:

1. Screen cracked or broken	\$30
2. Keys missing or loose	\$60
3. Charging port damaged	\$105
4. Hinges broken-wires cut	\$105
5. Hinges broken/casing cracked, only	\$25
6. Cover cracked/damaged	\$25
7. Battery damaged	\$60
8. Charger damaged/missing	\$35
9. Hot spot-damaged, missing	\$90
10. Hot spot charger damaged/missing	\$14

## DISCIPLINE

All CCSD staff use the *Clark County School District K-12 Code of Conduct* manual when determining disciplinary outcomes. This document is available on the CCSD webpage (CCSD.net) and the Derfelt ES website (www.derfeltes.com). Printed copies are also available in the office.

## DRESS CODE (Regulation 5131)

Derfelt ES students are required to abide by the general CCSD Basic Student Dress Code:

1. Students are required to wear shoes with soles. At the elementary level, students run and play during lunch recess and P.E. Slippers, flip-flops, strapless, or open toe sandals are discouraged because they can create a hazardous safety concern.
2. Students are prohibited from wearing crop tops (no skin showing between bottom of shirt/blouse and top of pants or skirts), strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage. All clothing must be sufficient to conceal any and all undergarments.

3. Clothing must conceal all undergarments.
4. All sleeveless shirts must have straps at least 3 inches wide (not 3 fingertips).
5. Shorts, skirts, and dresses must be at least fingertip length. (*Even if your child has "long legs" or "long arms"*)
6. Pants must be secured at waist level. Sagging is strictly prohibited. **Pants may not have rips and/or tears that show undergarments and/or are located mid-thigh or higher.**
7. Hats, hoods (hoodies), caps, bandanas, hair grooming aids, etc.) may not be worn at school except for situations/events approved by the administration.
8. Clothing or accessories which are controversial, discriminatory, profane, and/or obscene in nature are not allowed.
9. Clothing, jewelry, buttons, and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct, such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats are not allowed.
10. Spiked or studded clothing, jewelry, and/or accessories are not allowed.
11. Coats, gloves, scarves, hoods, headgear, and/or sunglasses must be removed inside school buildings. These items prevent staff from clearly seeing the student and risk student safety. Administrators, teachers, and staff may decide if these items are allowable based on the temperature in the school building.

***If students come to school with inappropriate clothing, they may be sent to the Health Office, and the parents may be called to bring a change of clothing.***

### **DROP OFF & PICK UP**

**Grades 1-5 Arrival Procedures:** Drop-off Gates: Oakey (Gate behind the Portables/Playground), El Parque for Kinder, and Lisa Lane to the MPR Side Door. Staff members will supervise students while eating and waiting to play on the playground.

The gates will open at 8:40 a.m. For grades 1-5, students will be asked to go inside the lunchroom to eat breakfast. At 8:45 a.m., students who do not need to eat breakfast will be released to play on the playground for 10 minutes. Then, all students and teachers will line up for the morning assembly. At 9:05, instruction starts.

**Kindergarten Arrival Procedure**—Parents can accompany their child to the playground during the first three days of school. Kinder teachers and additional staff members will supervise students as they come in through the Kinder gate. However, by Thursday, August 14th, we ask that parents help us get our kindergarten students used to our school routines. Please kiss them goodbye, wish them a great day, and drop them off by the gate.

### **Note to ALL Parents:**

**The front area is designed as a "Kiss & Go" Drop-Off- This means Do Not Park, just stop, drop off your child, and go. This area is designed to have children exit from the passenger side safely to the curb.**

There will be no supervision before 8:40 a.m. For your child's safety, ***please do not drop them off before 8:40 a.m.*** SafeKey is available from 7:00 a.m. to 8:40 a.m. and 3:11 p.m. to 6:30 p.m. To use Safekey, you must register and set up the payment online. For additional information, please call Safekey directly at 702-229.KIDS, or visit their website at [www.lasvegasnevada.gov/safekey](http://www.lasvegasnevada.gov/safekey).

### **Dismissal Procedures:**

The dismissal time is 3:11 p.m. Kindergarten students will be dismissed in the Kindergarten area, while grades 1st to 5th teachers will dismiss their students by their assigned gate pick-up. [Grades 2 and 5 - Oakey/Gagnier, Grade 4-Gagnier/El Parque, Grade 3 - Oakey Gate, Grade 1 - end of the school's front parking lot-- by El Parque] If you have older children picking up their younger siblings, you MUST notify your child's teacher to allow them to release your younger child to his/her older siblings. Students who ride the school bus will be supported by school staff.

***\*\*For Late Pick-Ups: Students who get picked up at 3:21 will be checked in by classroom teachers in Room#52. Parents will follow the check-out process with a staff member before the student is released.***

### **EMERGENCY CONTACT INFORMATION**

The school must always have a current address, working telephone numbers (home, cell, work), and an emergency contact's phone number. This information is essential in case of student illness, accidents, or school concerns. When changes are made, update your household information through the Parent Portal on Infinite Campus. If, for any reason, the parent or emergency contact listed in the Parent Portal cannot be reached, the administration or designee will use his/her best judgment and the recommendations of trained emergency personnel when deciding on medical action.

### **ENROLLMENTS AND WITHDRAWALS**

Student registration must be completed online through the CCSD Infinite Campus system (campus.ccsd.net).

Parents enrolling students new to Derfelt Elementary School must provide the school with paper copies of the child's birth certificate, immunization record, a copy of the parent/guardian's photo ID, and proof of residency (rental/mortgage agreement or major utility bill). Please contact the front office for withdrawal and transfer requirements.

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

According to the Family Educational Rights & Privacy Act (FERPA), students' school records are confidential. FERPA allows school officials to provide "directory information" without parental consent. However, public notice must be made before directory information may be made available. Parent notification is included in the "Back to School Report," and registration materials inform parents of the right to restrict the distribution of directory information. Directory information includes the student's name, address, telephone number, grade level, date and place of birth, participation in officially recognized activities and sports, weight and height if a member of an athletic team, years of attendance, degrees, awards received, and schools attended. Other than directory information, it is not released without the written consent of the parent/ guardian, eligible student, or by court order.

Parents or guardians also have the right to review educational records kept by the district. To inspect these records, parents/ guardians should contact the principal to schedule a records review. In addition, parents may, by written request to the school's principal, challenge the contents of student records that they believe are inaccurate. School personnel are to respond to all requests within a reasonable time, at most ten (10) school days from receipt. A copy of school district Regulation 5125.1 on the educational rights and privacy of parents and students is available upon request from the principal's office. The regulation can also be accessed through the Clark County School District website.

### **FIELD TRIPS**

All field trip activities require the parents to complete all required paperwork. All school/district rules are to be observed during field trips. Only parents who have completed the required CCSD volunteer acceptance policies may attend/chaperone school field trips. Only CCSD-registered students may attend field trips.

### **FOOD SERVICES**

All students attending Derfelt receive free breakfast and lunch. Students who bring a packed lunch from home may still purchase milk for 25¢. Students bringing a packed lunch may only bring chips/snacks in single-serving bags. Large bags are highly discouraged, since some students share their food with other students who potentially have food sensitivities.

### **FUNDRAISING EVENTS**

Periodically, our school will conduct fundraising/dine-out opportunities to generate additional funds for student incentives, prizes, instructional materials, teacher training, and parent engagement events. Our school will send out flyers and the purpose of any scheduled fundraising events held during the school year. We thank you in advance for supporting our efforts to generate student funds that we could use for our school-wide incentive programs.

We also have a school snack store that generates funds for our school-wide student incentives, such as monthly attendance celebrations, testing incentives, and other events highlighting our student achievements. The snack store sells snack items that follow the student wellness guidance.

### **HOMEWORK POLICY**

Homework assignments shall consider the individual needs and academic abilities of the students. Homework is viewed as an extension of classroom learning and should serve a clear educational purpose. It is not mandatory for every subject. CCSD suggests a guideline of 10 minutes of homework per grade level. Homework completion will be reported as a learner behavior or habit of work, and will not directly impact a student's academic grade.

Important consideration must be given to holidays, weekends and the student's outside interests, unless it's an extension of an ongoing project. Students should understand the purpose of each home work assignment and what is expected of them.

Teachers are encouraged to acknowledge completed homework and provide feedback to the students.

### **Assessments:**

#### Formative Assessments

Learning is a personal and ongoing process. Students will be given formative assessments regularly. Formative assessments are worth **10%** of the overall grade. The purpose of formative assessments is to determine how each student is progressing toward mastery of a standard. Classroom teachers should use the formative assessment data to modify his/her instruction and provide quality feedback to students. Feedback should be given before a summative assessment.

## Summative Assessments

Summative assessments are valued at **90%** of the overall grade. Summative assessments determine if students have mastered the concepts and skills for each standard. If a student scored lower than 69% or a “D” on a summative evaluation, he/she has not demonstrated mastery of an idea. The summative may be retaken until 70% or above has been achieved. Summative reassessments are limited. Summative reassessments must be completed **two weeks** before the end of the term, unless the summative is administered in the last two weeks of the term.

## School-wide Late Work Policy

*Scores are not reduced on assignments and assessments submitted past the due date. Summative or End-of-Unit tests must be completed at school. Late work must be completed within one week/five days from the last day of the student's absence.*

1. The mark “M” in Infinite Campus documents an assessment that hasn’t been submitted.
2. The mark “M” is a score of 50 percent for elementary schools and 0 percent for secondary schools in the Grade Book, communicating the lowest possible grade.
3. Once the missing work is submitted, the “M” is replaced with a score reflecting the student’s academic performance. The “L” late flag is added to the assignment to monitor student behavior separate from the academic grade.
4. Suppose a student does not submit the missing work by the commonly established school deadline (a minimum of five school days), and the teacher is unsuccessful in eliciting evidence of the student’s learning. In that case, the educator takes no further action, keeping the “M” in the Grade Book.
5. Procedures for scoring unsubmitted work past established deadlines must be per Regulation 5122.
6. Students can participate in Wednesday’s Re-Take/Reteach/Enrich sessions during their grade level’s GPS time on Wednesday and/or based on the class’ flexible schedule during the school day, e.g., small group, independent time, etc. *Teachers will* notify students/families of missing work via Infinite Campus, Class DoJo, email, and/or in person on time (within FIVE (5) days of the missed due date). The [Missing Work Guide for Families](#) supports clear communication with parents/guardians.

## Kindergarten Grading Policy

1. The Essential Skills assessed will be continuously shared with families via Class Dojo notice and monthly progress reports on Infinite Campus (IC).
2. All kindergarten teachers will reassess essential skills monthly and record and note the newly updated scores in IC. Student grades are recorded as 1-Does Not Meet and 2-Meets for each assessed standard/skill.
3. Students can participate in Wednesday’s Re-Take/Re-Teach sessions during open time when critical instruction is not happening in the whole group, such as during center, small reading group, and/or independent work. Teachers will send a notice to parents to inform them of the need to make up work.
  - a. Kindergarten teachers will add the reassessment dates on the pacing calendars.
  - b. Incomplete and ungraded class assignments will be sent home for practice.

## Grade 1-5 Grading Policy

1. Students can re-do/re-take assessments in all subject areas, e.g., Math, Reading, P.E. Art, Science, Writing, etc.
  - a. All assessments will have an alternate assessment for retakes.
  - b. All students qualify to retake the alternate assessment
  - c. The teacher will present an opportunity for the student to retake the evaluation within one week.
  - d. The teacher will assign students online practice tools, such as Lexia for reading and math, ThinkCerca for writing, and HMH’s writable component. This will help the student review the standard and achieve a better grade on the reassessment.
2. All students qualify for an opportunity to reassess if the standard still needs to be mastered. If a student received a grade of 69% or below during the first assessment (i.e., if a student received a grade of a D in any evaluation but would like to improve his/her score, the student or parent may request to reassess after they have had the opportunity to participate in the re-teaching session.) **Parents could request that their child retake (s) tests by writing a letter to the classroom teacher and/or in person. This could be through Class Dojo, coming to the office, and/or by emailing the teacher.**
3. Students who have met standards (70% or above/a ‘C’ grade or higher) but would like to increase his/her score within the identified NVACS/NVACS Connectors and District curriculum may request a reassessment opportunity. **Parents could request that their child retake (s) tests by writing a letter to the classroom teacher and/or in person. This could be through Class Dojo, coming to the office, and/or by emailing the teacher.** A student’s grade must accurately reflect the test’s new mastery score. The student’s current higher proficiency level replaces previous evidence.
4. Unit projects, rubrics, checklists, and/or parts of the assessment may allow students to be reassessed on the standard for which they did not receive a mastery grade of 70% or above (C or better). Based on this, reassessment may occur throughout the school year.
5. Students will be given the best grade possible if they score lower when reassessed.

## Grading Scale

**Grades shall not be influenced by behavior or other nonacademic measures (e.g., late or missing assignments, attendance, participation, responsibility).**

Elementary Grading Scales				
Kindergarten	Grades 1–5		Specials	Standards-Based
2 Meets 1 Approaches	A 90–100% B 80–89% C 70–79% D 60–69% F 50–59%	Excellent Above Average Average Below Average Emergent Working on standards below grade level	E Exceptional Progress S Satisfactory Progress N Needs Improvement	4 Exceeds 3 Meets 2 Approaches 1 Emergent
Formative: Assessment for Learning			Summative: Assessment of Learning	
<ul style="list-style-type: none"> <li>Used by educators and students during instruction to provide actionable feedback and inform ongoing teaching and learning strategies.</li> <li>Low stakes; carries little to no weight in the Grade Book.</li> <li>Includes informal classroom-based assessments (e.g., exit tickets, classwork, quizzes, observations, checklists).</li> <li>Excludes universal screeners, diagnostics, or the District interim assessment (e.g., MAP Growth).</li> </ul>			<ul style="list-style-type: none"> <li>Used to measure mastery of standards after learning has occurred.</li> <li>High stakes; the majority of the student's grade is based on summative evidence.</li> <li>Includes formal classroom-based assessments (e.g., unit tests, projects, presentations, performance tasks, semester exams).</li> <li>Excludes District and state cumulative assessments (e.g., SBAC, ACT, CTE, NAA, WIDA).</li> </ul>	

### Use of “W” Guidelines

- A. Due to circumstances beyond students' control, students with challenges (e.g., students with disabilities who are working on below grade-level standard Individualized Education Program (IEP) goals, newcomers, students living in transitional situations due to homelessness or being in foster care) may receive a W on the report card.
- Students identified as English language learners and considered newcomers (students with less than two years in the District and a WIDA overall score of 1.9 or below) may be considered for a W only for the first semester of enrollment in the District.
  - Special considerations apply to students experiencing homelessness. The use of the W is intended to acknowledge that students experiencing homelessness and those in foster care often have long-term academic impacts due to transitional living situations. Contact the Title I Hope Office at (702) 855-3850 for additional guidance.
  - W may be used for students working on a functional curriculum.
  - W may be used for students whose cognitive abilities limit their participation in the general education curriculum, even with support, accommodations, and modifications.
  - Teachers must make individual determinations about each student's use of the W and provide evidence to support this designation. Program placement is not a determining factor.
  - The principal must approve the use of the W for each student.
  - Report card comments must include a statement expressing that the student works on below-grade-level standards. Parents/guardians should refer to the IEP progress report for details about student progress.

### REASSESSMENT GUIDELINES

Students can participate in Re-Take/Re-Teach/Enrich sessions during their grade level's GPS time on Wednesday and/or based on the class' flexible schedule during the school day, e.g., small group, independent time, etc. **Teachers will** notify students/families of missing work via Infinite Campus, Class DoJo, email, and/or in person on time (e.g., within three days of the missed due date). The [Missing Work Guide for Families](#) supports clear communication with parents/guardians.

- Students who have met standards (70% or above/a 'C' grade or higher) but would like to increase his/her score within the identified NVACS/NVACS Connectors and District curriculum may request a reassessment opportunity. **Parents could request that their child retake (s) tests by writing a letter to the classroom teacher and/or in person. This could be through Class Dojo, coming to the office, and/or by emailing the teacher.** A student's grade must accurately reflect the test's new mastery score. The student's current higher proficiency level replaces previous evidence.
- Summative reassessments are limited. Summative reassessments must be completed **two weeks** before the end of the term unless the summative is administered in the last two weeks of the term.
- Reassessment accommodations in IEPs and/or Section 504 Plans supersede District reassessment guidelines.

- d. An alternate or abbreviated assessment of the same rigor can be administered to elicit evidence of new learning. Various assessment methods are considered (e.g., performance assessment, personal communication, selected response, and/or written response).
- e. [Pacing guides](#) identify essential standards to be assessed throughout the school year. District guidance for each grade level/content area is utilized to ensure consistency amongst schools.

	<i>Meets Standards</i>	<i>Does Not Meet Standards</i>
<b>Kindergarten</b>	2 Meets	Does Not Meet
<b>Grades 1–5</b>	A 90–100% Excellent B 80–89% Above Average C 70–79% Average	D 60–69% Below Average F 50–59% Emergent
	E Exceptional Progress S Satisfactory Progress	N Needs Improvement
	4 Exceeds 3 Meets	2 Approaches 1 Emergent

<b>Reassessment Is</b>	<b>Reassessment Is Not</b>
<ul style="list-style-type: none"> <li>• An opportunity for students to show new mastery of a skill or content, honoring students to learn at different rates.</li> <li>• Prioritized for identified standards.</li> <li>• Coupled with a timeline and new learning that addresses student deficits.</li> <li>• Only for learning targets/standards students did not master.</li> <li>• An alternate method of assessment based on student needs is used.</li> <li>• Learning is a natural part of the curriculum and spirals through the year.</li> <li>• Preparing students for workplace practices where tasks must be redone until they represent acceptable quality.</li> </ul>	<ul style="list-style-type: none"> <li>• Students can game the system by repeatedly redoing assessments until they are satisfied with their grades.</li> <li>• Provided for every assessment on every standard.</li> <li>• Retaking the test right away without any preparation or deadlines.</li> <li>• Doing all parts of the assessment again.</li> <li>• Take the same test until the answers have been memorized.</li> <li>• Making ten different assessments for each standard.</li> <li>• Making students irresponsible and unprepared for the real world.</li> </ul>

### Reporting Behaviors

- a. Academic grades do not include learner behaviors/work habits (e.g., homework completion, attendance, late or missing assignments, participation, and responsibility).
- b. Learner behaviors/habits of work are measured using a school-based behavior rubric.
- c. Schoolwide behavior rubrics are communicated with students and families.
- d. Behavior and other nonacademic measures are reported separately in the Grade Book. - Elementary: Successful learner behaviors section.
- e. Educators notify students and families of unsatisfactory behavior on time (e.g., within three days of consistent unsatisfactory behavior).
- f. Educators communicate school wide behavior expectations.
- g. Educators work collaboratively with students and families to improve student behavior.
- h. Regularly (e.g., weekly), educators identify students who need additional behavioral support.
- i. Identified students receive supplemental behavioral intervention aligned to the school's MTSS framework. Teachers will submit the names of students they feel need Tier III support through interventions, remediation, and other strategies provided by the mental health counselor, behavior strategist, resource teachers, and other available school initiatives.
- j. Incidences of cheating/forgery/plagiarism are addressed in alignment with the [CCSD Pre-Kindergarten–12 Student Code of Conduct](#). Students can demonstrate their learning to ensure accuracy in academic reporting while receiving targeted support to improve their behavior.

Learner Behavior Grading Rubric			
Learner Behaviors	Exceeds (0-1 Behavior Events)	Satisfactory (2-5 Behavior Events)	Needs Improvement (5+ Behavior Events)
Observes School Rules	Student consistently observes schoolwide behavior expectations.	Student mostly observes schoolwide behavior expectations, responding positively to reteaching.	Student struggles following schoolwide expectations (Ex. >5 ODRs/MBIs outside of the classroom).
Follows Classroom Rules	Student consistently observes all classroom expectations.	Student mostly follows classroom expectations, responding positively to reteaching.	Student struggles following classroom expectations (Ex. >5 ODRs/MBIs in the classroom).
Follows Directions	Student consistently follows directions from school staff.	Student mostly follows classroom expectations, responding positively to reteaching.	Student struggles following staff directions (Ex. >5 ODRs/MBIs for insubordination).
Accepts Responsibility	Student consistently accepts responsibility for their choices.	Student mostly accepts responsibility, responding positively to reteaching.	Student struggles displaying ownership over their choices (Ex. >5 ODRs/MBIs for not following directions).
Works Independently	Student consistently completes work independently with positive behaviors.	Student mostly completes works independently, responding positively to reteaching.	Student struggles following classroom expectations (Ex. >5 missing/late independent assignments).
Works Cooperatively	Student consistently works cooperatively with peers.	Student mostly works cooperatively with peers, responding positively to reteaching.	Student struggles positively collaborating with peers.
Completes and Returns Homework on Time	Student consistently completes assignments on time.	Student mostly completes assignments on time, responding positively to reteaching.	Student struggles consistently completing work on time (Ex. >5 late/missing assignments).
Quality of Work	Student quality of work consistently meets expectations.	Student quality of work mostly meets expectations.	Student quality of work is consistently below expectations.

[Elementary and Secondary exemplar behavior rubrics](#)

**ALL teachers will use the Learner Behavior Teacher Matrix to explicitly teach learner behaviors during the first week of instruction and/or as needed.**

**HEALTH OFFICE / MEDICATION**

If a physician has prescribed medication for your child to be taken during the school day, a form must be obtained from the office and completed by the parent. Parents must bring the medication to school along with the authorization form. Do not send the medication with your child. Non-prescription medication, such as aspirin, may not be dispensed by school personnel. Students must not bring over-the-counter medication to school; such medication will be confiscated. Students MAY NOT carry personal inhalers unless approved by a doctor and the school nurse.

**HAZEL PHYSICAL TELEHEALTH**

Derfelt is partnered with Hazel Health to provide students with FREE access to virtual doctor appointments and teletherapy. Hazel Health is available to all CCSD students regardless of insurance status, immigration status, or ability to pay.

Hazel providers can diagnose, treat, and prescribe medication when needed for common concerns like:

- Stomach-aches
- Headaches
- Allergies
- Sore throat and more

To help your student access Hazel Health services, complete these two required steps:

- 1) Visit <https://getstarted.hazel.co/district/ccsd> to create a Parent/Guardian Account
- 2) Link your child using their CCSD student ID and complete the online consent form

**HOUSE SYSTEM**

Derfelt has adopted a school-wide House System. Students will be divided into one of five (5) houses - Kuleana- House of Responsibility (Red), Sonkei- House of Respect (Black), Umusa- House of Kindness (Purple), Veritas-House of Honesty (Yellow), and Seguro - House of Being Safe (Green). Students must model Derfelt's behavior expectations to earn individual points and points for their House. There will be a monthly winning house to encourage positive behavior and provide incentives for those students demonstrating positive behavior. Points can be viewed on our school's website.

**LOST AND FOUND ITEMS**

Please mark your child's belongings with the child's name and student ID number. Students will be encouraged to check the lost and found each month. **Unclaimed clothing will be donated at the end of each month.**

**MESSAGES TO STUDENTS**

To ensure your child's safety and preserve instructional time, we cannot take and deliver messages to your child over the phone. You must be

present at the front counter and be able to show proper identification for a message to be sent to a student. This also pertains to delivering messages to notify your student how he/she will get home. Please make arrangements with your child before he/she comes to school. Also note that if you send a message to the teacher throughout the school day by email or ClassDojo, the teacher may not see the message because he/she is providing instruction.

### **PANORAMA SURVEYS**

Building our social-emotional learning skills is an important goal for our school this year. We will ask students in grades 3-5 to reflect on their own mindsets and approaches to learning via an online survey they will complete during class. The survey shouldn't take more than 20–30 minutes to complete. The survey content will ask students to self-reflect on their positive feelings, challenging feelings, supportive relationships, and how they view themselves as learners.

Derfelt staff will use the survey data to improve and adapt our school's response to their needs. If students don't feel they have enough information to answer a question, they can skip it altogether. The responses to these surveys will be completely confidential.

### **PARENT COMMUNICATION**

We encourage parents to communicate consistently with their child's teacher. Teachers and administration use Class Dojo consistently to communicate with parents. Parents are strongly encouraged to join their child's Class Dojo account. Teachers will provide Class Dojo invitation codes during Meet and Greet Night and the first week of school.

### **PARENT/TEACHER CONFERENCES**

Formal teacher-parent conferences are scheduled during the first semester. Other conferences may be requested by the teacher or parent as needed, and a specific day and time will be scheduled. Please make every effort to attend conferences when they are scheduled, and you should bring your child with you. Parents can contact their child's teacher via email or through the Class Dojo. Your child's teacher will send you a Class Dojo invite so you can join his/her class. You must have an updated email address to be aware of all the events happening at Derfelt. Additionally, all staff contact emails are posted at [www.derfeltes.com](http://www.derfeltes.com). By working cooperatively, we can provide the best education for your child.

### **PARENT CONCERNS**

We want everyone to be pleased and satisfied with every aspect of the school's operation. However, we know that you may have a concern on occasion. The Clark County School District believes every parent has the right and responsibility to represent their child in unresolved matters that impact success in public education. When issues occur at school, parents are encouraged to talk with their child's teacher and principal as the first step in getting answers to their concerns. Calling the School Associate Superintendent can help some parents resolve concerns and obtain answers. Frequently, a satisfactory solution is readily obtained at these levels for all those involved. Public Concern forms are available at all CCSD schools when an informal resolution is unobtainable.

### **PARENT/COMMUNITY VOLUNTEERS (SEE VISITOR/VOLUNTEER INFO ON THE LAST PAGE)**

School volunteers are encouraged and welcomed within our school environment. CCSD Volunteers approved by the CCSD Human Resources department will be permitted to volunteer across the campus. All volunteers must model the same basic CCSD dress code as the staff and students.

### **PARENTS OF DERFELT (POD)**

Derfelt ES would like to invite you to be a part of our Parents of Derfelt Team. This group comprises classroom teachers, support staff, and parents. The partnership between our parent community and the school is crucial in achieving our students' academic and social needs. When you join this team, it will allow us to work together to supplement and enrich our students' educational experience. This group is committed to helping every student and teacher when needed. If you want to join our POD team to make a difference, please stop by the office and/or email the principal.

### **PICKING UP STUDENTS DURING SCHOOL HOURS**

Whenever it is necessary to pick up your child during school, please send a note to your child's teacher letting him/her know of the early release. When arriving, all persons must check in at the office before picking up a child, staff will then call for your child to be sent to the office. Students will not be sent to the office before your arrival to maximize instructional time. Anyone picking up a student early will be asked for identification. We encourage you to make appointments after school hours to avoid missing school. **Students will not be released from class from 2:45 p.m. to 3:11 p.m.** This is an important time of day for students packing up and collecting homework.

### **SAFEKEY PROGRAM**

The Las Vegas SafeKey Program is an extension of the school day for those children who need supervision before or after school. The times for SafeKey are 7:00-8:40 a.m. and 3:11-6:00 p.m. All parents are encouraged to enroll their child in case of an emergency, which may delay you from picking your child up on time.

## **SAFETY OF OUR STUDENTS**

Keeping our students safe is our top priority. Please check in the office to sign in and get a visitor's pass before coming to the school. We also ask everyone to comply with the posted speed limits, not leave their car unattended, and observe students crossing our parking lots and the streets around our school area.

## **SCHOOL ORGANIZATIONAL TEAM (SOT)**

The role and responsibilities of the SOT group are to provide input, assist, advise, and/or give feedback to the principal in carrying out the School's Plan of Operation. Additionally, the team will assist with selecting the next principal when there is a vacancy. The team meets monthly. Each year, the parent community votes on the SOT members. They serve the position from September to September of each academic year.

## **SCHOOL SUPPLIES AND FEES**

The Clark County School District provides necessary supplies for all students to meet their educational needs. However, we know that sometimes parents buy school supplies for their children. A school supply list is available on Derfelt's website, [www.derfelt.com](http://www.derfelt.com), in the main office, and with your child's beginning-of-the-year packet.

## **SCHOOLWIDE RECOGNITION & INCENTIVES**

Students demonstrating outstanding academic achievement will be recognized at the end of each semester. Students who consistently demonstrate academic, citizenship, and/or attendance achievements may be recognized during scheduled Student of the Month celebrations.

## **SECONDARY STUDENTS ON CAMPUS (6<sup>th</sup> – 12<sup>th</sup> grade)**

If you send an older sibling onto the school campus to pick up your child, please ensure they follow school procedures and expectations. Secondary students are not permitted on campus until 3:11 p.m. District rules and procedures apply to all students on school property. If your secondary student causes a disruption or breaks school or district rules, his/her home school will be contacted, and consequences will be issued. We appreciate your help in keeping our school campus safe for students.

## **SOCIAL-EMOTIONAL LEARNING**

***The "Dolphin Cove" - The Fun Center will be a school-wide shared collaborative space.***

The Dolphin Cove (Room#19) is a shared space established to positively support all students through our Multi-Tiered System of Supports (MTSS) framework. This space is intended to reinforce positive student behaviors through activities designed to target students' social and emotional needs. Activities include but are not limited to dance mat fun, board games, puzzles, fidget manipulatives, book nooks, art, music, and much more. Students will gain individual House point rewards for attendance, academics, appropriate behaviors (demonstrating the 5Bs), classrooms, non-instructional time (recess/lunch/hallways/bathrooms), and on the bus. Students can use their earned points to redeem the Dolphin Cove Golden Ticket and/or other available student prizes.

## **STUDENT DISMISSAL**

Teachers are expected to teach their students from 9:00 a.m. to 3:11 p.m. We understand that there will be instances where early check-outs are unavoidable. However, **we encourage parents to schedule medical appointments after 1:30 p.m. or after school.** This would allow our students to meet most of his/her instructional minutes of the day. Teachers will exit their classrooms no earlier than 3:11 p.m. It may take up to 5 minutes for each class to reach their "meet-up spot" at the end of the day. Please allow this time with the understanding that your child(ren) is maximizing their time in the classroom, focusing on essential grade-level skills. If a child is not picked up by 3:15 p.m., your child's teacher will sign them in the "Waiting Room" (Rm54), where a staff member will have them sign them in. When parents come to pick them up, they will be required to sign them out.

## **STUDENT RECORDS**

Permanent school records are housed within the district after graduation. In permanent student records are factual information (parents' name, date of birth, address), grades earned throughout their school years, attendance record, honors received, health records, and academic progress. The Family Educational Rights and Privacy Act of 1974 provides parents access to records directly related to their child. It also allows parent(s) to seek correction of records they believe to be inaccurate or misleading.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The Clark County School District believes all students will graduate from high school with the knowledge, skills, attitudes, and values necessary to be college- and career-ready. Everyone associated with the Clark County Schools must adhere to all laws, policies, rules, and regulations designed to promote such an atmosphere. Students are entitled to certain constitutional rights; students also have certain responsibilities. In general, these involve each individual's commitment to ensure that others' rights are preserved. Students are responsible for knowing the school rules and acting under them. It is the intent of Herbert Derfelt staff to make certain that the rights of all students and school personnel are carefully protected. To carry out this policy, CCSD has developed general guidelines for conduct for all elementary students, which promote order in schools that are

conducive to learning while still protecting the rights of all individuals. Students, parents, or legal guardians have the right to review a student's school records with a professional staff member. A request to review records shall be honored within three days.

## STUDENT SEARCHES

Students are hereby informed that they will be subject to search any time they enter campus should there be reasonable suspicion of wrongdoing.

### Title I Information

As a parent of a student at a Title I designated school, you may request information regarding the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to request certain information about your child's classroom teachers and requires the district to give you this information on time if you request it. Specifically, you may request the following information about each of your child's classroom teachers:

- Whether the Nevada Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches;
- Whether the Nevada Department of Education has determined that the teacher can teach in a classroom without being fully licensed or qualified under state regulations because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees;
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and, if they do, their qualifications.

### Visiting School/Volunteer Opportunities

All visitors wishing to access the main building during instructional hours (9:00 a.m.-3:11 p.m.) must check in through the Ident-a-Kid/Contegix monitoring system. To check-in, visitors must scan their driver's license or manually enter his/her name. Once checked in, it will print out a visitor's badge. If a school employee sees a visitor without proper identification, the visitor will be asked to gain clearance through the front office. Our students' safety is our priority, and we would not want our students to interact with strangers on campus. Parents can also apply for a volunteer badge through the district's website - [www.ccsd.net](http://www.ccsd.net). This badge is good for five years. Having this badge would allow volunteers to work with students during field trips and/or small group activities in the classroom. If you want to get involved, please contact the school's office. Let them know that you have put in the volunteer application. The school's principal will then verify and approve the application.

We highly encourage parent participation in our children's learning. Therefore, if a parent requests to volunteer or observe in the classroom, we will welcome and accommodate them. However, in order to meet classroom needs, we need to notify the teachers and schedule an appointment in advance. We ask any volunteer to refrain from using cell phones to text, call, or take photos and/or hold impromptu conferences with his/her child's teachers, which could disrupt instruction.



## Five Houses, One Family!



# Derfelt's Staff Handbook Acknowledgement Form

I, \_\_\_\_\_ have read the 2025-2026  
Derfelt Staff Guidelines and Expectations. I  
acknowledge my responsibilities and agree to  
uphold the standards expected of a Derfelt  
Elementary staff member.

Teacher/Support Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_