



Parent & Student Handbook

Herbert Derfelt Elementary School

1900 S. Lisa Lane
Las Vegas, NV 89117
Telephone: (702) 799-4370 Website: www.derfelt.es.com

Ms. Debra Huckins
Principal

Mr. Hannibal Nisperos
Assistant Principal

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

Office Hours: 7:30 a.m. – 4:00 p.m.
Student Hours: 9:15 a.m. – 3:26 p.m.

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.

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 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!

If you have any questions, feel free to call us (702-799-4370) to schedule a conference or stop by for a visit.

Sincerely,

Ms. Debra Huckins

Principal

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.

A Typical Day at Derfelt Elementary

8:50 a.m. Students arrive at school and enter either through the Multi-Purpose doors on Lisa Ln. or the playground gates on Oakley Blvd. Students will go straight to the Multi-Purpose Room to eat breakfast or go to the playground for morning recess.

Students may eat breakfast. Every student is eligible for free breakfast and lunch.

8:50 a.m. Students will go to the playground for morning recess or to the MP for breakfast. .

9:05 a.m. Students will line up for morning assembly.

9:15 a.m. Instruction Begins

3:26 p.m. Student dismissal

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.derfelt.es.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 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 9:20 a.m. Parents/Guardians must come into the office to sign in students who arrive at 9:20am or later. 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**

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/BIRTHDAY PARTIES

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 individually 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.*
- 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. A staff member will attend the observation with the parent or guardian. The observation will be no longer than one hour.

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.

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.derfelt.es.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 8:50 a.m. For grades 1-5, students will be asked to go inside the multi-purpose room to eat breakfast or go outside for morning recess.. At 9:05 a.m., all students and teachers will line up for the morning assembly. Instruction begins at 9:15 a.m.

Kindergarten Arrival Procedure—Parents can accompany their child to the playground during the first day of school. Kinder teachers and additional staff members will supervise students as they come into the MPR/lunchroom. By day 2, please kiss them goodbye, wish them a great day, and drop them off by the door. When done with breakfast, kindergarten students will go to their classroom for a soft opening in which they will get settled in and do table or floor activities.

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 8:50 a.m. For your child's safety, ***please do not drop them off before 8:50 a.m.*** SafeKey is available from 7:00 a.m. to 8:50 a.m. and 3:26 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.

Dismissal Procedures:

The dismissal time is 3:26 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 3:36 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.

Derfelt Elementary 2026-2027 Grading Policy

Derfelt Elementary will establish weighting for all courses to comply with Formative at 10% and Summative at 90% of overall grades.

All grades issued will comply with a minimum F grade of 50%.

Elementary Grading Scales				
Kindergarten		Grades 1–5		Specials
2	Meets	A	90–100% Excellent	E Exceptional Progress
1	Approaches	B	80–89% Above Average	S Satisfactory Progress
		C	70–79% Average	N Needs Improvement
		D	60–69% Below Average	
		F	50–59% Emergent	
		W	Working on standards below grade level	

Late Assignment Policy:

Students can submit late work up to five school days after the grade is posted in Infinite Campus.

- A mark of “M” will be used for any work not submitted by the initial deadline.
- The mark “M” in Infinite Campus documents an assignment/assessment that hasn’t been submitted.
- The mark “M” is a score of 50 percent for elementary schools.
- Once the missing work is submitted, the “M” is replaced with a score reflecting the student’s academic performance, and the “L” late flag is added to the assignment to monitor student behavior separate from the academic grade.
- If a student does not submit the missing work by the commonly established school deadline (five school days after the grade is posted in Infinite Campus) and the teacher is unsuccessful in eliciting evidence of the student’s learning, the educator takes no further action, and the student will keep the “M” in the Grade Book.
- Teachers will notify parents of missing assignments through their preferred communication platform (Canvas, Class Dojo, etc.).

Reassessment Policy:

All students will have the opportunity to be reassessed once for each summative assessment.

- The best score for each assessment will be entered into the grade book.
- Teachers will schedule reassessments for students with summative assessment scores below 65%.
- Parents may email their child’s teacher to request a reassessment opportunity for all other assessment scores within five (5) school days of the grade posting in Infinite Campus.
- Before any reassessment opportunity, the student will be provided a review of the assessed content during the instructional day.

- Homework may be provided as additional support.
- Reassessments will be completed no later than two weeks before the end of the semester unless the summative assessment is administered in the last two weeks of the semester.

Homework Policy:

Teachers may assign homework on Monday through Thursday, designed as extra practice on skills taught during instruction time.

- Homework comes in many forms, including reading, studying for exams, completing assignments, and practicing skills. When students complete an assignment at home, they exercise their skills and develop good work habits.
- Homework carries no weight in the grade book.
- Homework expectations are in accordance with Policy 6143 and Regulation 6143.

Communication:

Our Schoolwide Grading Policy is included in our Student/Parent Handbook.

- This policy can also be found on our website, and it is communicated through our schoolwide newsletters.
- Grades are available in Infinite Campus. Parents are encouraged to check grades weekly.
- Progress reports are printed and sent home with students 2 weeks prior to the end of each quarter.

Reporting Behaviors:

Student behaviors are not reflected in students' academic grades.

- Student behaviors are reported under Success Indicators on the report card.
- Parents are also informed of student behaviors during conferences, phone calls, Classroom Dojo, and progress reports.
- Students are taught and expected to follow the school-wide behavior matrix. [HERE](#) is the CCSD Elementary Learner Behaviors Rubric.

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.derfelt.es.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 3:26 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.es.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 (6th – 12th 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 9:15 a.m. to 3:26 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 3:26 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 3:35 p.m., your child’s teacher will sign them in the “Waiting Room”, 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. 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.

