Doris Reed Elementary School

Parent and Student Handbook

2501 Winwood Street

Las Vegas, NV 89108

Phone: 702-799-4777

Fax: 702-799-0680

www.dorisreedelementary.com

Principal

Tim Jessessky

Assistant Principal

Malisa Riggle

Vision

At Doris Reed, our vision is to create a safe, positive, and friendly community that empowers students to excel academically and socially.

Mission

Doris Reed Elementary School is committed to building a school community where all students are given the opportunity to become confident leaders, the courage to develop their own creative capacities, work harmoniously in teams, and are inspired to achieve academically.

Motto

"Where Students Lead and Succeed"

Colors

Blue, White, and Gray

Daily Schedule

K-5	Pre-K AM
8:45 AM Doors Open for Breakfast	8:55 AM Buses Arrive
8:55 AM All Gates Open	9:15 AM Instruction Begins
9:05 AM Line Up Bell	11:45 AM Dismissal
9:15 AM Instruction Begins	Pre-K PM
3:45 PM Dismissal Bell	12:55 PM Buses Arrive
	1:15 PM Instruction Begins
	3:45 PM Dismissal Bell

Region 1

Region 1 Superintendent: Lindsay Tomlinson

Office Hours: 8:00 AM - 4:00 PM

Principal…….…….. Jim Jessessky
Assistant Principal……..Malisa Riggle
Office Manager…….. Ramona Ward
Office Clerk……Ta Mika Pearson McGee
School Aide……Allanah Coreas
Head Custodian……Maxamilliano Quezada

Teacher Workday: 8:25 AM - 3:55 PM
Multipurpose Room/Cafeteria Opens: 8:45 AM
Gates Open: 8:55 AM - **Outside Student Supervision Begins**
Student Instructional Day: 9:15 AM - 3:45 PM



Doris Reed E.S. Faculty

Jennifer Aznarez - Principal	Malisa Riggle - Assistant Principal
PRE KINDERGARTEN	THIRD GRADE
Sarah Lopez	Katheryn Myers
Nancy Munoz	Sandra Noriega
KINDERGARTEN	Melisonna Payton
Tatra Eitner	Ashlie Talcott
Jennifer Green	FOURTH GRADE
Kaylee Toole	Courtney Cation
Andrea Zermeno	Miriam Valencia
FIRST GRADE	Nicole Ernestberg
Stephanie Donnelly	Amber Robinson
Laurie Drentlaw	
Cindy Johnson	
Jennifer Leis	FIFTH GRADE
Jamie Wharton	Ajur Almquist
SECOND GRADE	Tracey Drewniany
Kelly Byrd	Heather Ernestberg
Maria Kessler	Absatie Glover
Stephanie Sparrow	
Mackenzie Linton	

LEARNING STRATEGIST	FRONT OFFICE
Jennifer Cornejo	Ta Mika Pearson-McGee
Yesenia Gonzalez	Patrica Roberts Perrin
WRAPAROUND SERVICE	Ramona Ward
Pita Santillan - Social Worker	Taylor Watanabe
SPECIAL EDUCATION	
Aurelio Buhay	Dana Fishman
Amber Reynolds	Stephanie Perry
Yanelka Acosta-Gonzalez	Antonio Gabarre
Leah Ramos	Briana Otero
Richee Ann Galgo	Melissa Curi
Marina Cortez-Wilson	Heather Hurey
Nickelle Fleming	Elizabeth Iversen
SPECIALISTS	
Jennifer Divito-Kansky	Kendra Jackson
Michelle Dodge	Heather Vasquez
Donna Hausman	Laurel Wright
Robyn Gates	
SUPPORT PROFESSIONALS	

Kristina Badillo	Gregory Mack
Jauan Banks	Penny Maldonado
Sangeeta Bisen	Ted Mills
Maria Cruz	Natasha Pellegrini
Imani Duncan	Max Quezada
Pamela Eclipse	Gary Smiley
Claudia Garduno	Linda Smith
Jamien Haythorn	Gloria Terrazas
Mary Hickey	Rotessa Tunayan
Monica Jones	Ciearra Hayes
Hua Lei	Lidia Virgen
Tayler Linton	Kristina Badillo

Arrival and Dismissal

School hours are from 9:00 AM to 3:11 PM. Students should not arrive before 8:45 AM or stay after 3:45 PM unless they participate in school-sponsored activities. Supervision in the MP room begins at 8:45 AM. **Outside supervision will not be provided for students who arrive before 8:55 AM or remain after 3:55 PM.** These procedures are designed for the safety and well-being of all students.

DROP-OFFS AND PICK-UPS

1. ***School Zone Speed Limit is 15 MPH for 30 minutes before and 30 minutes after school times***
2. ***NO U-Turns are allowed in school zones***
3. ***No double parking***
4. ***Have your student(s) prepared for school prior to drop-off***
5. **Pre-K drop-off and pick-up at the playground in front of the school**
6. **Kindergarten drop-off and pick-up in the back parking lot**

7. **1st, 2nd, 3rd, 4th, and 5th-grade drop-off and pick-up at the Seattle Slew Drive or Winwood Street gates.**

SAFEKEY

SafeKey is a before and after-school recreational-based program offered to students in grades K-5. The program operates from 7:00 AM – 9:00 AM and 3:45 PM to 6:00 PM each school day. The SafeKey program consists of a nutritional break, time for homework, and a variety of activities. The website for Safekey is https://www.lasvegasnevada.gov/Residents/Education/Safekey

BUS PROCEDURES

CCSD bus transportation is provided for students who qualify. If you have questions about CCSD bus services, please call 702-799-8100. The general education buses will arrive in the bus lane on Seattle Slew on the south side of the school. The special education buses will drop off and pick up in the front parking lot. At the end of the day, students who ride the bus will proceed to the bus lane with a staff member.

Rules for riding the bus:

1. Walk directly to the bus meet-up area
2. Board the bus quickly and carefully
3. Go directly to your seat and sit down
4. Follow the directions of the bus driver
5. ***Bus transportation provided by CCSD is a privilege, and all rules and regulations set by the CCSD Transportation Department MUST be followed to continue receiving transportation.***

WALKERS AND BIKE RIDERS

1. Students may not be on campus until **8:45 AM for breakfast**. There is no supervision for students on the playground until 8:55 AM.
2. Students who arrive too early will be taken to the office to call their parents to pick them up.
3. Bike riders will lock their bikes up at the racks on Seattle Slew.
4. All students and adults arriving and leaving campus must use the crosswalks and walk across the street.

BICYCLES

Students may ride their bikes to school; however, we do not encourage them to do so due to traffic concerns. Please make sure that your child has a lock for his/her bike and knows the combination. Students must walk

their bikes out of the bike rack and down the sidewalk until they reach the street. ***As required by law for children under 12, students must wear safety helmets when riding a bicycle to school.***

EARLY RELEASE OF STUDENTS

The release of students before the end of the school day is strongly discouraged because it interrupts the students and the class's instructional day. If a student needs to be released before the end of the day for a doctor's appointment, etc., the parent must report to the office to sign for the student's release ***before 3:15 PM.*** **A picture ID is required to secure release. Students will not be released to unauthorized individuals.**

LATE PICK-UP:

Parents who are late picking up their child will be reminded that it is the school's policy to transport late students to the Department of Family Services. If a student is not picked up by 3:55 PM and the parent wishes for the child to go to SafeKey, the parent must call SafeKey at 702-229-5437 and pay over the phone before being able to send their child to SafeKey. After the fax is received at the school from the SafeKey Office, the student will be allowed to go to SafeKey. Repeat offenders will be reported to the truancy officer and/or the child abuse/neglect division. Students who are not picked up after school will be signed into the Multi-Purpose Room. Parents/guardians must pick up students from the Multi-Purpose Room and must show ID to sign students out.

LEAVING CAMPUS

Students who need to be released from school during school hours must have clearance from the office. Students will be released from the office ONLY and not from the classroom to the parent, guardian, or other person(s) listed on the enrollment form and only after they have shown proper identification. **If you are changing your child's regular departure method, such as walking or being picked up, please send a note to the classroom teacher letting him or her know what to do or where your child should go after school.**

Attendance

Nevada law requires daily attendance by all students ages 7-17. ***Attending school daily and arriving on time are two important factors contributing to a successful school experience***. Attendance enforcement is a shared responsibility between the school and parents. We believe that every day at Doris Reed is unique. Moreover, the daily first-hand experiences cannot be replicated after an absence. Doris Reed Elementary's School Wide Attendance Policy includes multiple contacts from teachers and staff, please communicate absences with your student's teacher or the front office. The following outlines the CCSD attendance policy that is adhered to diligently at Doris Reed.

- **TARDINESS:** A student is marked tardy when he or she is not present in the classroom at the start of the instructional day. The morning bell rings at 9:10 AM. Anyone arriving after 9:15 AM will be marked tardy. Students who are tardy must report to the office for an admission slip. A tardy becomes

a one-half day absence if more than 1 hour and 50 minutes are missed and becomes a full-day absence if more than 3 hours and 45 minutes are missed.

- **ABSENCES:** A student's absence is excused when a student is physically or mentally unable to attend school due to a medical appointment, illness, or related reason or when the approval of the principal has been given. Also, when there is an unavoidable absence due to an emergency, a student participating in a school-sanctioned activity, a required court appearance, or a required religious holiday, the absence is excused. A written note signed by the parent or guardian is to be given to the teacher within **three (3)** school days when the child returns to school following an absence. The school clerk is required to contact the parents of students accruing numerous tardies and absences by telephone call or letter. In some cases, a Juvenile Court referral will be made for students accruing large numbers of absences. Absence notes can be submitted at www.dorisreedelementary.com. **Students who are absent from school are not able to participate in after-school events (tutoring, soccer, field trips, dances, etc.)**
- **UNEXCUSED/TRUANT:** Absences for educationally unacceptable causes, absences for which the reason has not been determined, or absences for reasons other than those of the type listed above will be classified as unexcused and may be identified as truancy. Truancy shall be defined as an absence resulting from a parent's or guardian's failure or refusal to require a student's attendance for educationally unacceptable reasons, such as the student's failure or refusal to attend school when so directed by the parent or guardian or school official; or the student's absence without official permission from school or class after arriving at school. The Nevada Revised Statutes do not distinguish between truancy resulting from an action of the student and that of the parent/guardian.
- **EXCESSIVE ABSENCES:** A student who exceeds twenty (20) absences during the school year **MAY** be retained in the current grade.
- **NOTIFICATION OF ABSENCES:** Parents or guardians are to provide a written excuse or doctor's note to the school for their child's absence within **three school days (3)** after the student returns to school. Absences are unexcused or unapproved when the parent or guardian fails to provide documentation within the three-day period.
- **PRE-ARRANGED ABSENCES:** Parents or guardians are to inform the school in advance that their child will be absent. The principal must approve these. Pre-arranged absences are excused/approved. Family vacations or early outs will not be approved.

Behavior Expectations and School Safety

The Doris Reed staff's goal is to establish and maintain an educational environment in which teachers can teach, and children can learn with minimal disruptions. Parents must emphasize the importance of appropriate behavior and support the school's expectations. Students are expected to monitor their own behavior by making positive choices and accepting the consequences of poor choices.

SCHOOL RULES

1. We show respect for others.
2. We keep our hands, feet, and objects to ourselves.

3. We follow the directions of all adults the first time they are given.
4. We do not disrupt others from learning.
5. We are truthful and honest.

If a student behaves in such a manner that the school's best interest is in jeopardy, the student may be subject to disciplinary action. Behavior not in the best interest of the school is defined as:

- Fighting or inciting a fight
- Constant refusal to complete assignments or to enter into classroom activities
- Open defiance of teachers and/or school authorities and aggressive behavior and language toward students and staff
- Possession of dangerous objects
- Throwing rocks or other dangerous objects
- Foul or obscene language
- Damaging school property or property of others
- Theft
- Bullying/Cyberbullying/Racially Motivated Incident

Education is a shared responsibility between home and school; therefore, your involvement and support are respectfully requested. Children and adults will treat one another with respect in all school situations. Specific examples follow

Lunch Time:

- Observe good dining room manners at the table, making sure to talk with “inside voices.”
- Leave the table and surrounding area clean and orderly.
- Put trash in proper containers.
- Remain in the lunchroom while eating, remembering not to take any food or drinks out to the playground.
- Follow directions the first time given by all supervising adults

Bathroom:

- Behavior in the bathroom at school should not be different from that in your own home. Bathrooms will not be used as play areas.

Hallways:

- A pass must be obtained from a teacher or an adult. Students are required to always walk in the halls.
- Please show consideration for classes in progress by talking softly.

Gates:

- We ask students not to climb or stand around the gate openings. If a ball goes over the fence, students must inform the playground supervisor so an adult can retrieve it.

BULLYING/CYBERBULLYING POLICY

Bullying or cyberbullying of others is strictly prohibited. Bullying is the willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which are highly offensive to a reasonable person and:

1. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
2. Exploits the imbalance in power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
3. Poses a threat of immediate harm or inflicts harm to another person or property of another person;
4. Places the person in reasonable fear of harm or emotional distress; or
5. Creates an environment, which is hostile to a pupil by interfering with the education of the pupil.

Cyberbullying is bullying through electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. Electronic communication is the communication of any written, verbal, or pictorial information using an electronic device, including, without limitation, a telephone, a cellular phone, a computer, or any similar means of communication.

RMI - RACIALLY MOTIVATED INCIDENT

Under Assembly Bill 371 of the 81st Session of the Nevada Legislature, "discrimination based on race" means any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general to any person's demographic identified in subsection a;

A. Regarding the race, color, culture, religion, language, ethnicity, or national origin of a person that causes harm or creates a hostile work or learning environment, which may include, without limitation, jokes, threats, physical altercations or intimidation; and
B. That occurs in person, online, or in any other setting, including without limitation, in a course of distance education.

CELL PHONES

Personal technology and communication devices, such as cellular phones or tablet computers, are utilized in many ways and are becoming a component of the educational setting. At school, it is critical that students only access personal technology and communication devices when allowed and only for the intended purpose(s). Clark County School District (CCSD) Policy 5136, along with the CCSD Acceptable Use Policy, provides guidelines for the appropriate usage of both District and personal electronic devices along with consequences for violations of the policy. CCSD and Doris Reed Elementary School are not responsible for lost, stolen, or damaged cell phones.

During the instructional day at Doris Reed Elementary School, students may only utilize these devices in the following manner: Students' cellular phones and personal electronic devices must be turned off and remain off during the instructional day and passing periods. During the instructional day, phones must be powered off and stored in a non-visible location (e.g., in a zipped backpack/purse/etc.), the teacher provided pocket chart, or signal blocking pouch (Grades 4th and 5th). Cell phones will not be stored in student clothing, pockets or in desks.

Cellular phones may only be used prior to the first bell and after the final bell. Violation of this policy will result in progressive discipline. **The school is NOT responsible for any lost or stolen cell phones or electronic devices. Link to Doris Reed 2025-2026 Cell Phone Policy.**

CLOSED CAMPUS

Gates surrounding the school are locked during the instructional day for the safety of all students and staff.

DELIVERY OF MESSAGES TO STUDENTS

- To ensure your child's safety, 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 so we can tell your child to go home in a different manner from what you told him or her in the morning. The only exception will be if your child is to go to SafeKey since an adult with identification is required to pick a child up from SafeKey.
- Please do not call the school to ask if your child has arrived safely. We cannot give any student information over the phone since we cannot verify your identity.
- The school phone is a business phone. Students may use the phone in cases of emergency. Arrangements to go home with a friend must be made at home. Please make sure your child is aware of the pick-up procedures you have established for him/her at the end of each day.

DISCIPLINE PROCEDURES

To promote a classroom environment that allows all children to reach their potential, each teacher has developed a classroom management plan or Social Contract. The plan includes classroom rules in addition to consequences for misbehavior. Consequences may include the following:

- A verbal warning
- A time out
- Student/Teacher conference
- A telephone call home
- A loss of privilege
- A parent conference
- A referral to the administration

The administration may enact any of the following consequences when students are referred to the office for disciplinary reasons:

- A conference with the student
- A telephone call to the parent
- A loss of privilege/lunch detention
- Time-out in the office
- A requested parent conference
- A Required Parent Conference (RPC)
- In-house Suspension

- Suspension from school

DRESS CODE

The Clark County School District insists that the dress and grooming of students are within the limits of generally accepted community standards and that students be required to show proper attention to personal cleanliness. School administrators have the right to designate which types of dress, fashion, fads, or appearance disrupt or distract from the educational program or may be a potential safety hazard. Students attending Doris Reed Elementary School are:

- Required to wear shoes with soles. **Flip-flops, slides, and shoes with wheels are not considered safe foot attire.**
- 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.
- Prohibited from wearing spaghetti straps. All sleeveless shirts must have straps at least three inches wide and cover the shoulder.
- Required to ensure that all shorts, skirts, and dresses are at least fingertip length. If shorts are worn, they must be hemmed and without fraying.
- Prohibited from wearing headgear, including hoods, hats, and beanies, on campus except at authorized school activities where specific permission has been granted (recess, field trips, field day, etc.).
- Prohibited from wearing slogans or advertising on clothing, which by their controversial or obscene nature disrupt the educational setting.

EMERGENCY EVACUATION OF THE SCHOOL SITE

If a situation arises where the students and staff need to evacuate the school site, the Clark County School District Communications Office will notify parents via the emergency contact number you provided when you registered your child. The School District may transport the students and staff to the designated secure location. The safe transfer of your child back into your custody will be facilitated at the secure site.

GUM CHEWING

Gum is not allowed in or out of the building while at school. This is due to the damage it can cause and the potential hazard of choking.

ITEMS NOT ALLOWED AT SCHOOL

NO PERSONAL POSSESSIONS ARE ALLOWED AT SCHOOL. Toys, electronic games of any kind (including games on cell phones), miniature video games, radios, marbles, fidget spinners, balls, bats, skateboards, shoes with wheelies, etc., are prohibited. Parents must retrieve these items from the front office. **The school is NOT responsible for any lost or stolen cellphones, headphones, toys, games, balls, etc...**

PLAYGROUND

Gates surrounding the school are locked during the instructional day for the safety of all students and staff. The breakfast doors are unlocked at 8:40 AM, and the gates are opened at 3:11 PM. Wrestling, play fighting, tackling, or tag-type games are not permitted at any time. P.E. rules must always be followed. Students must report problems to an adult on the playground. When the bell rings, all play is to stop. Balls are to be returned, and students are to WALK to their lines in preparation for the morning program to be picked up at their dot by their teacher. Students playing on bars are not to hang onto another student. Students should take turns and not do dangerous flips or gymnastics stunts. Skates, scooters, or skateboards may not be used on the school grounds during school hours. Students are asked to stay away from outside doors and not leave the school building until dismissal.

SAFETY AND SECURITY

The safety and well-being of Doris Reed students are extremely important. We take our responsibility for their safety seriously. When students arrive on campus, they must feel safe and secure so they can focus on learning. Parents must be assured their child is safe and protected while attending school. Therefore, all school visitors (parents, guardians, community members, and guests) must follow security measures for our students' protection and welfare.

VISITORS

- Visitors are considered anyone not employed at Doris Reed.
- **ALL VISITORS MUST REPORT TO THE OFFICE to sign in and receive a visitor's badge, which must be worn.**
- Visitors must tell the office the nature of their visit.
- Visitors may obtain a visitor's badge with photo identification.
- Children visiting your home from other areas or schools are not allowed to attend class.

Due to distractions small children may cause, please make prior arrangements for them to be left at home during times you plan to volunteer.

Volunteer work: Parents are strongly encouraged to volunteer in the classroom.

CCSD now requires that all parent volunteers and non-district employees who have direct contact with or access to district students and are left alone with students must be cleared with CCSD Human Resources before having contact with students.

Once the prospective individual has been selected, the individual must go through the process to be cleared by the CCSD Human Resources Division:

Process:

1. Go to www.ccsd.net
2. Click on the word Employees at the top.
3. Under the word Prospective Employees, click on Job Application Process.

4. Click on the fourth box down, Substitutes (Guest Teachers), Substitute Support Staff, and Coaches.
5. Click on the blue hyperlink, Apply Now!
6. After Human Resources has cleared the candidate, a CCSD Volunteer badge will be issued.
7. No candidate will be allowed on Doris Reed Campus in contact with students until they have a CCSD badge.

Chromebooks and Electronic Devices

ELECTRONIC DEVICE PROCEDURES AND RESPONSIBILITIES

Students will check out an electronic device (Chromebook or iPad and chargers) for education purposes. It is the student's responsibility to take care of their devices and must follow the CCSD Mobile Device Guideline and Expectations. Fees may be incurred for any damage. Fees range from $15.00 to $400.00. Failure to pay fines may result in exclusion from dances, sports, and/or graduation.

Chromebooks and iPads are equipped with device filtering and monitoring. However, no program is perfect, and it is the parent's responsibility to monitor their student(s) activity. All @nv.ccsd.net accounts are monitored by GoGuardian, which is monitored by teachers, administration, and CCSD personnel. ALL students must follow the CCSD Acceptable Use Policy. Parents/Guardians must sign the Agreement for Use of Mobile Device each year.

Communication

PARENT INVOLVEMENT POLICY

Parents are their child's first teachers. Even before learning to talk, children understand hundreds of words heard in their everyday environment. Parents, therefore, play a significant role in their child's educational success. At Doris Reed, we believe that a child's learning is maximized when parents and the school work together. When parents talk to their children about school and schoolwork and support them with schoolwork, students are more motivated to do well. The Doris Reed staff expects parents to share responsibility for their child's education by doing the following:

- Provide a study time and a quiet study area for your child at home.
- Assist your child with schoolwork and special projects.
- Read to your child.
- Attend monthly parent meetings and/or special events held at the school.
- Participate in parent-teacher conferences.
- Ensure that homework is completed and turned in on time.
- Have two-way communication with your child(rens) teacher(s)

The Doris Reed staff is fully committed to maintaining open, two-way communication between home and the school. The staff will frequently communicate with parents using Infinite Campus, progress reports, student folders, telephone calls, school newsletters, parent meetings, notes home, special events, and parent conferences. By working together, your child will most likely reach full educational potential.

COMMUNICATING WITH PARENTS

- **PROGRESS REPORTS:** Each teacher (K-5) sends a progress report home or online for parents to review two times each month. The report addresses student academic and social progress.
- **UNSATISFACTORY PROGRESS REPORTS:** The Clark County School District requires that parents be notified of unsatisfactory progress. Teachers will post unsatisfactory progress in Infinite Campus by the end of the tenth week of each semester. The parent or teacher may request a conference to discuss the child's progress.
- **REPORT CARDS:** Report cards are distributed through Infinite Campus at the end of each semester (two times per year) for all students in grades K - 5. Elementary grades are reflective of year-long standards.

GRADING STUDENT ACHIEVEMENT

In accordance with the Clark County School District, it is the policy at Doris Reed to grade students on their achievement of grade-level skills. Letter grades are used on student report cards only in grades 1st – 5th. The following grading scale is used:

GRADING AND REASSESSMENT OPPORTUNITY

Elementary Grading Scales			
Kindergarten	***Grades 1–5***	***Specials***	***Standards-Based***
2 Meets 1 Approaches	A 90–100% Excellent B 80–89% Above Average C 70–79% Average D 60–69% Below Average F 50–59% Emergent W Working on standards below grade level	E Exceptional Progress S Satisfactory Progress N Needs Improvement	4 Exceeds 3 Meets 2 Approaches 1 Emergent

Full Policy at Doris Reed Schoolwide Reassessment/Grading Policy (click on link)

At Doris Reed, in grades kindergarten through fifth grade, will have 10 school days to participate in reassessment opportunities within the identified NVACS/NVACS Connectors and District curriculum.

1. Requests for reassessment will be through student/teacher or parent/teacher conferences in person, email, teacher reassessment Google Form, or other two-way communication.
2. At Doris Reed, teachers will provide reteaching opportunities through one or more of the

following resources before reassessments.

- **Pear Deck (formerly Edulastic)**
- **I-Ready**
- **HMH Tier I and Tier II**
- **Envisions**
- **95 Percent**
- **Small group instruction led by classroom teacher, prep buy-out tutoring teachers, or Teacher Family Assistants**

HOMEWORK

Homework is an extension of what was learned during the school day. Please have your student(s) complete homework on the day it is assigned for them to fully understand what is expected to be practiced. While homework is not done for an academic grade, it is a learner behavior that is expected of all students.

GRADE LEVEL AVERAGE DAILY HOMEWORK & READING TIME

Grade Level	Reading Log	Math Practice
Kindergarten	5-10 minutes	enVisions Math Homework
First	10 minutes	enVisions Math Homework
Second	20 minutes	enVisions Math Homework
Third	30 minutes	enVisions Math Homework
Fourth	40 minutes	enVisions Math Homework
Fifth	50 minutes	enVisions Math Homework

CCSD STANDARDS ON HOMEWORK

1. The Board of School Trustees acknowledges the educational validity of homework as an extension of the schools in Kindergarten through grade twelve. “Homework” shall refer to those assignments to be prepared by the student outside the school or independently outside the classroom.
2. The number, frequency, and degree of difficulty of homework assignments should be based on the ability of the students and take into account other activities, which make a legitimate claim on the students’ time. Homework should always serve a learning purpose.

CRITERIA FOR EFFECTIVE HOMEWORK ASSIGNMENTS

- Homework is graded as a **Learner Behavior**, NOT for an Academic grade
- Individual needs and abilities of students must be taken into account.

- Homework is not to be used for punishment.

Homework will be given on Monday (if given by packet) and returned the following Monday. Missing work turned in late because of an excused absence will be accepted and given full credit if made up by December 6, 2024 (Semester 1) and May 16, 2025 (Semester 2). When your child is absent from school and needs his/her homework assignments, please call the school office in the morning. The homework assignments can be picked up in the school office at the end of the day or sent home with another child if requested. If a child has a problem with the length of homework, it is suggested that the parent contact the teacher directly. **Homework will not be provided in advance of an expected absence. It is assigned when the child returns to school**. This assures that the child will receive proper instruction from the teacher prior to the assignment of the work.

PARENT-TEACHER CONFERENCES

We welcome your request for parent conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences by calling the school office at 702-799-4777. The office staff will assist you in arranging a conference with your child's teacher. Teachers will also call during the year to request that you come to school for a conference. As your child's progress is extremely important, please make every effort to attend school when requested. Scheduled Parent-Teacher Conferences will be held in October.

PARENTAL CONCERNS

We want everyone to be pleased and satisfied with every aspect of the school's operation. However, we know that on occasion, you may have a concern. If the concern relates to your child, the first step is to contact your child's teacher. A concern not related to your child should be brought to the attention of the building administrator. If not satisfied after talking to the teacher and administrator, a Confidential Request for Review of Parent/Guardian Concern Form (CCF-660) may be obtained from the school office. This form is to be filled out and sent to the Education Center. A prompt response will be sent to you in writing.

Doris Reed Response to Instruction (RTI) Team

Students experiencing academic or behavior deficits in school may be referred to the Doris Reed Response to Instruction Team for assistance and intervention. Difficulties may be related to academics, attendance, behavior, etc. The Doris Reed Response to Instruction Team comprises staff members and administration to develop and implement interventions to ensure the student's future success

CLASSROOM OBSERVATIONS -

Parents/Guardians occasionally request to observe their child in the classroom setting. We allow classroom observations; however, to limit disruptions to the classroom setting, we have established the following guidelines:

- Upon arrival, inform the office staff of the nature of your visit. Parents/Guardians must sign in at the front office, show photo identification, and receive a visitor's badge. Office staff will call the class and announce your visit.
- The parent/guardian cannot disrupt the educational setting, i.e., talk to or distract the child or classroom teacher during instruction.
- No siblings will be allowed to join the parent/guardian during the visit.
- Once in the classroom, the teacher will show you where to sit during the observation.

Field Trips

FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission slip from a parent/guardian is required for student participation and is included in the student enrollment packet each year. Specific notice is sent home before each scheduled field trip.

Food Services and Celebrations

BIRTHDAY CELEBRATIONS

A student's birthday is a special occasion; however, it is the school's responsibility to use instructional time wisely. Classroom birthday treats will be handed out at designated lunch times or the last 15 minutes of the day. All treats must be store-bought, and there must be enough for each student in the class.

LUNCHROOM PROCEDURES

All students must eat either a hot or cold lunch. Students will sit in a designated area for their class. Inside voices will be used while in the lunchroom. Students will clean up the table and floor near them when they are finished eating. Students will wait for their table to be called to throw away trash and leave their spot at the table. **District-provided food and drinks are not allowed outside of the lunchroom.** Students are to use the restroom during the recess portion of the lunch period and before entering the lunchroom.

SCHOOL BREAKFAST/LUNCH

Doris Reed's breakfast services begin each day at 8:45 AM. All students will receive breakfast. All students' breakfast and lunch are free. Feel free to call the lunch supervisor at 702-799-4777, ext. 4012, if you have any questions.

Health Office

HEALTH SERVICES

Health problems, including any changes in a child's health status, should be brought to the attention of the school nurse or the Safety Health Assistant (SHA). The health office is located inside the school office and is open between 7:45 AM – 4:15 PM. The school nurse is on campus two days per week; however, the SHA is available daily.

Children with temperatures of 100 or higher or suffering from vomiting or diarrhea should stay home from school. If a child becomes ill during school hours, the child's teacher or a responsible student will escort the child to the health office. The nurse or SHA will call a parent or guardian of the child. Parents are expected to arrange to have the child removed from school immediately. **It is extremely important for parents to provide current telephone numbers to the front office.** When school personnel cannot notify a parent or other designated person, emergency medical services may be requested through 911 to assess seriously ill or injured students. Every attempt will be made to notify the parent or guardian of any student emergency. Parents are responsible for paying any fees incurred.

***** If your student is exhibiting any symptoms, please keep them home. Students will be given time to make up any assignments they have missed.***

MEDICATION

Doris Reed Elementary School staff will comply with Clark County School District procedures as delineated below when dispensing medication to students. Only the School Nurse, Safety Health Assistant (SHA), or designated office personnel will administer medication.

If a child must take medication during school hours, the parent must contact the school, sign a legal release form (CCF-643), and the parent or guardian must bring the prescribed medication to the office with the container clearly labeled by the pharmacist giving the name of the child, dosage directions, name of the physician, and the prescription number.

District personnel may assist with the administration of medication provided that the following steps are met:

- Medication must be in its original container with the student's name, the name of the medication, the name of the prescribing practitioner, and specific instructions for administration.
- There must be a prescription or order from a licensed healthcare provider. This includes over-the-counter medication. **Cough drops are over-the-counter medicine.**
- The parent must complete a medication release form.
- Students may not carry medication on their person. All medication must be kept in a locked cabinet in the Health Office.
- **If a student has medication with him/her, the medication will be confiscated from the student by the SHA or School Nurse. Parents will be called to pick up the medication.**

Lost and Found

Children are inclined to lose things. Please mark all items clearly with your child's name. This simple measure will help us to return lost items quickly. Students may claim lost items by checking the lost and found in the front office. Lost items such as money, purses, jewelry, cell phones, and glasses can be claimed in the front office. Items are only stored for a brief duration and then given to a local charity. Students may claim lost items daily before school, during lunch, or after school. Parents are welcome to check as well.

Physical Education

Physical Education (P.E.) is an integral part of the instructional program. Please ensure that your child wears appropriate attire and shoes on assigned P.E. days. All children will be required to participate unless a doctor's statement is presented. If there is a medical reason why your child cannot participate, please send a signed note to your child's teacher. A note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement is required.

Special Education Services

SPECIAL EDUCATION

Students who have gone through the Doris Reed Response to Instruction Team's evaluation process and for whom academic and behavioral interventions have been unsuccessful may be eligible for special education services. To qualify for these services, the school psychologist, with parental consent, tests students. Written parental permission is required for students to receive testing for special education services if the tests show that the student qualifies. An individual education plan (IEP) is developed to outline specific goals and strategies for student success.

G.A.T.E. (Gifted and Talented Education)

Students in grades 3-5 may qualify for the G.A.T.E. program. This program offers higher-level thinking and problem-solving skills. Students are identified for this program through parent and teacher referrals and subsequent testing. Students are enrolled in regular classes and attend classes with a G.A.T.E. teacher one time each week during the school day.

SPEECH

Speech/language therapy is offered through a referral process. The parent, teacher, and other staff members meet to plan and implement appropriate services based on speech/language assessments.

Student Awards

Leader of the Month - Once a month, the teachers and Specialists each choose a student who has shown exemplary leadership, sportsmanship, behavior, and teamwork.

Writer of the Month - Once a month, the teachers will choose students who have shown exceptional skill and talent with their writing.

End of Year Awards

Kindergarten Promotion Certificate: Each child is given this certificate.

Fifth Grade Promotion Certificate: Each child is given this certificate.

Rocking Roadrunner: Students with outstanding citizenship will receive this award at the conclusion of fifth grade.

Roadrunner for Life: Students who have attended Doris Reed from Pre-K or Kindergarten through fifth grade will receive a certificate.

MAP Excellence Award: Students who achieve MAP proficiency in Reading and/or Math in the 61st percentile and above will receive a certificate.

MOVING ON CEREMONIES for Pre-K and Kindergarten

Moving on ceremonies are held for Pre-K and Kindergarten The ceremonies are scheduled in the last week of the school year.

If a student fails to follow the CCSD Code of Conduct and/or Doris Reed school policies, they may be excluded from the ceremony at the discretion of school administration. If a student is disciplined with a Required Parent Conference or Suspension in the fourth quarter, they will not participate in the moving on ceremony.

5th Grade Awards Assembly

The 5th Grade Awards Assembly is by invitation only, and takes place during the last week of school. Students can earn an invitation by meeting the following expectations:

Behavior Expectations

- Cannot be involved in any behavior infractions as outlined in the CCSD Code of Conduct
- Must adhere to the Doris Reed school policies as indicated in the Parent/Student Handbook

Academic and Achievement Recognition

- Students must earn a certificate in at least one of the following categories:
    - MAP Excellence in Math and/or Reading (61% and higher)
    - Perfect Attendance (zero absences for the 2025-2026 school year)
    - Award of Excellence in ELL

- A Honor Roll
- A/B Honor Roll
- Roadrunner for Life (Students continuously enrolled at Doris Reed from PreK or Kindergarten through 5th Grade)
- Rockin' Roadrunner (Citizenship)
- Specialists Award

Textbooks and Library Books

Textbooks are furnished for your child by the school system on a loan basis. Library books are also available on loan. Both should be treated as borrowed property. Parents must pay for lost or damaged textbooks and library books.

HELP YOUR CHILD(REN) SUCCEED:

Attendance: Parents should ensure students report to school daily and on time. Family vacations should be planned during holidays or summer vacations. Absences are excused for medical reasons only.

Homework: Students should have a daily homework routine. Parents should establish a consistent homework time in a quiet location. Parents should check their homework and read with their children each night.

Volunteer work: Parents are strongly encouraged to volunteer in the classroom.

CCSD now requires that all parent volunteers and non-district employees who have direct contact with or access to district students and are left alone with students must be cleared by CCSD Human Resources before having contact with students.

STUDENT PARENT HANDBOOK ACKNOWLEDGEMENT

As parents, you are a vital part of the Reed Community. We need your help maintaining a school setting where students are free to learn, and teachers are free to teach with minimal disruptions.

To ensure that this growth takes place, we feel that it is important that both you and your child be aware of the school's expectations in terms of behavior and performance. This handbook includes a review of policies, procedures, regulations, and goals, which are a part of Doris Reed Elementary School.

Please feel free to contact the office at any time concerning any questions you may have.

Thank you for taking the time to read the Doris Reed 2026-2027 Parent/Student Handbook.

Sincerely,

Jennifer Aznarez

Principal