

# **GAREHIME ES**

## **Student Handbook**

### **2018 - 2019**



Dear Parents and Students,

Welcome to Garehime Elementary School! Our goal is to provide our students with classroom and school-wide learning experiences that are relevant, meaningful and focused on the Nevada Academic Content Standards.

This handbook summarizes our school and district procedures. Please review the book together because it is important that you know what the expectations are for student behavior and academic performance. If you have any questions or concerns, please call the school at 702-799-6000.

We hope you have a wonderful year!

**CLARK COUNTY SCHOOL DISTRICT  
2018 - 2019 NINE MONTH SCHOOL CALENDAR**

**2018**

Monday, August 13, 2018	First Day of School
Monday, September 3, 2018	Labor Day – <b>NO SCHOOL</b>
Friday, October 26, 2018	Nevada Day – <b>NO SCHOOL</b>
Tuesday, November 6, 2018	Election Day – <b>NO SCHOOL</b>
Wednesday, November 7, 2018	Elementary Parent-Teacher Conference Day – <b>NO SCHOOL</b>
Monday, November 12, 2018	Veterans' Day – <b>NO SCHOOL</b>
Monday, November 19 –	Week of Thanksgiving – <b>NO SCHOOL</b>
Friday, November 23, 2018	
Friday, December 21 -	
Friday, January 4, 2019	Winter Break – <b>NO SCHOOL</b>

**2019**

Monday, January 7, 2019	Classes Resume
Monday, January 21, 2019	Martin Luther King Jr. Day – <b>NO SCHOOL</b>
Monday, February 18, 2019	Presidents' Holiday – <b>NO SCHOOL</b>

Friday, March 22, 2019  
Monday, April 15, 2019 – Fri., April 19, 2019  
Tuesday, April 22, 2019  
Tuesday, April 23, 2019  
Thursday, May 23, 2019

**NO SCHOOL**  
Spring Break – **NO SCHOOL**  
Extended Spring Break – **NO SCHOOL**  
Classes Resume  
Last Day of School  
(12:45 PM Dismissal)

### **POINTS OF INTEREST**

**Mission Statement:** The citizens of Garehime Heights are committed to maximizing student achievement by doing their “Personal Best” so that students become responsible, contributing members of society.

**Yearlong Continued Theme:** Connect. Collaborate. Compete.

**Organizing Concept:** Digital technologies and a global perspective will be infused in all aspects of the curriculum.

**Pattern Shaper:** Thinking and acting like a global innovator.

**Rationale:** To promote 21st century skills, students need to become innovators, job creators, and future leaders by collaborating, connecting, and competing.

**Theme Motto:** Power On! Partner On! Play On!

**School Tagline:** Garehime Means Business

**Mascot:** Garehime the G.R.E.A.T. (**G**rowing together, **R**eaching new heights, **E**xperiencing the world, **A**s we use the Lifeskills, **T**ogether we learn to live and live to learn as citizens of Garehime Heights) Although Garehime the Great looks like a bear, he is actually made from parts of many different animals.

**Colors:** Green and Gold

**Model City:** Garehime Heights, Nevada

**Currency:** Garehime Gold (1 GG = \$ .10)

**Population:** Approximately 775 Students

## **GENERAL INFORMATION**

- Office Hours:** Mon. through Fri. from 8:00 AM – 4:30 PM
- Telephone Numbers:** Office - 702-799-6000  
Fax - 702-799-6012  
Safekey - 702-799-6000 Ext. 1-1-4030 & 702-229-3399  
Kitchen - 702-799-6000 Ext. 1-1-4012
- School Website:** <http://www.garehime.com>
- School Address:** 3850 N. Campbell Rd., Las Vegas, NV 89129
- School Hours:** Grades K-5 9:15 AM – 3:26 PM  
Early Childhood 9:15 AM – 11:45 AM  
Early Childhood 12:55 PM – 3:26 PM
- Breakfast Time:** 8:50 AM – 9:10 AM
- Lunch Times:** District A 11:50 AM – 12:25 PM  
District B 12:25 PM – 1:00 PM  
District C 1:00 PM – 1:35 PM

## **OFFICE STAFF**

- Principal - Ryan Lewis
- Assistant Principal - Jorge Palacios
- Office Manager - Lori Urrutia
- Elementary School Clerk - Marisella Lamorte
- School Aide - Robin Hazal
- School Nurse - Heather Toy
- First Aid Safety Assistant - Andrea Maniece
- Kitchen Manager - Anne Kraas

## ***ACCESSIBILITY NOTICE AND PROCESS***

The CCSD is committed to nondiscrimination in its programs, activities, and services, and to providing facility accessibility. Parents, students, staff, or other members of the public, who are seeking information or have questions about the existence and location of accessible services, activities, and facilities in the district, should contact the building principal with their inquiry and the building principal will respond to the inquiry within a reasonable period of time.

The building principal may, if necessary, refer the person to one or more of the following individuals, who will respond to the inquiry within a reasonable period of time:

- Facility Accessibility: Administrative Manager, Facilities Division (702-799-8710)
- Employee or Public Access/Services Issues: Diversity/Affirmative Action Compliance Title IX Coordinator (702-799-5087)
- Student Programs/Services Access: Compliance Officer, Office of Compliance and Monitoring, Student Support Services Division (702-799-1020)
- Student Athletics/Activities Access: Instructional Support/Student Activities, Executive Director (702-799-8493)

If parents or members of the public have additional concerns or complaints regarding their inquiry, they may initiate a formal review by completing a Public Concern Form and trigger the public concern process as outlined in CCSD Regulation 1213.1.

## **ATTENDANCE**

Daily attendance and arriving at school on time are two major factors that contribute to a successful school year. All students attending Clark County School District schools are required to attend school regularly in accordance with Nevada Law and district policy. Attendance enforcement is a shared responsibility between the district and parents. The following outlines the CCSD attendance policy that is adhered to diligently at Garehime ES.

**Tardiness:** Student tardiness is a serious disruption to the educational program and infringes on the educational rights of other students. Teachers will pick students up from their classroom, blacktop dots at **9:10 AM daily. A student will be marked tardy when he or she is not present in his/her seat at 9:15 AM.** Students who are not in their seats by 9:15 AM must report to the school office to get a late pass. A tardy becomes a

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

**Intensive skill instruction will occur daily from 9:15—10:05 AM and tardiness will be very detrimental to student progress.**

**Approved Absences:** An absence is approved when a student is physically or mentally unable to attend school, when the approval of the teacher or principal has been given for an unavoidable absence due to an emergency, when a student is participating in a school sanctioned activity outside the classroom during regular school hours, as approved by the principal or designee, when the student is absent due to a required court appearance or religious holiday, and when a parent/guardian informs the school in writing in advance that their child will be absent.

**Unapproved Absences:** Absences are unapproved when the prearranged absence was not approved in writing in advance of the absence, when the absence was not due to the physical or mental inability of the student to attend school or due to an emergency, when the parent/guardian or person in charge of the student failed to notify the school of the reason the student was physically or mentally unable to attend, or the nature of the emergency, court appearance or religious holiday within three (3) days after the pupil returns to school, when the student failed or refused to attend school when so directed by the parent or legal guardian or school official, when the parent or legal guardian or person having charge of the student failed or refused to require the student's attendance at school. The school will send a written notice to parents of students with excessive or unapproved absences that may include a notice of required parent conference to discuss the child's attendance history. An explanation by the parent/guardian stating the reason the student was absent within the meaning of approved absences definition must be presented to the teacher or principal no later than three (3) days after the student returns to school.

**Prearranged Absences:** Absences are prearranged when a parent/guardian informs the school in writing in advance that their child will be absent. Prearranged absences are usually approved. For attendance purposes, the first ten (10) days of prearranged absences in a school year do not count toward the twenty (20) days of absences that count toward retention.

**Make-Up Work:** Make-Up Work is assigned classroom work that can be made up following an absence (i.e. worksheets, text book assignments, etc.) It is virtually impossible to make up work directly related to oral instruction and discussion provided by the teacher, classroom discussions, presentations, guest speakers, hands-on projects, etc. Students shall be allowed a minimum of three (3) days to complete make up work. Parents are to request make-up work within three (3) days of the absence.

**Habitual Truant:** Habitual truancy occurs when a student has been declared truant three (3) or more times for unapproved absences within one (1) school year. The principal of the school shall contact a school police officer or the local law enforcement agency and report any pupil enrolled that is habitually truant. If warranted, the student shall receive a citation from the police officer.

**Educational Neglect:** Neglect occurs when student absences are directly related to the parent/guardian not providing proper care, control and supervision for the well being of the student and the school has documentation of repeated attempts to contact and engage the parent/guardian. The referral goes directly to the CCSD attendance officer and it is filed with Child Protective Services.

**Due Process:** The parent/guardian of a student with excessive absences or an unapproved absence shall be notified by the school in writing of the absence(s) and the parent/guardian has three (3) days to respond in writing to the notice in order to appeal the decision. The administrator shall review the records for any suspected errors or extenuating circumstances and make a final determination of the accuracy of the attendance records.

**Student Retention:** Elementary students **SHALL** be required to repeat the current grade if during the school year the total absences exceeds twenty (20) days and when those absences fall in the following categories:

1. Are unapproved;
2. Exceed ten (10) days of prearranged absences
3. Are prearranged absences for which classroom requirements are not completed; or
4. Are any combination of 1, 2, and 3.

### **BEFORE AND AFTER SCHOOL SUPERVISION**

Supervision is not provided on the playground before 8:55 AM or after 3:26 PM. Early arrivals are not allowed. Also any student left beyond office hours may be turned over to school police/juvenile authorities. However, Safekey is provided by the City of Las Vegas Department of Leisure Services before school beginning at 7:00 AM – 8:55 AM and after school from 3:26 PM – 6:30 PM. It is recommended that every Garihime student is registered for Safekey so the child may attend in the event an emergency arises and the parent/guardian will be late picking up the child. For more information, please see the section entitled “Safekey Program” in this handbook.

### **BIKE RIDING**

Students riding bikes to school are required to walk their bikes while on school grounds. After school, bikes are to be walked off campus. Also, in addition to utilizing a bike

helmet, it is extremely important that each bike rider invest in a bike lock because **the school is not responsible for damaged, lost or stolen bikes**. Roller blades, skateboards, scooters, skate shoes (“Heelys”), and motorized scooters are prohibited at school. Any visitor to our campus is required to follow these same safety precautions. If a visitor does not follow these procedures, he or she will not be allowed on campus.

### **CELL PHONES**

The use by students of personal communication devices such as cellular phones, pagers/beepers or other similar electronic communication devices, is prohibited at all district campuses during the instructional day. These devices must remain **off** during instructional time and kept in backpacks (to deter theft). Students who violate this policy will be appropriately disciplined and cellular phones will be confiscated and will only be returned to a parent/guardian. Cellular phones must remain off during a school evacuation, lockdown, or drill. During these situations, tell your child **NOT** to contact you by cell phone until given the okay by school staff, thus allowing emergency communication channels to remain open. The Parent Link communication system has the capability of contacting parents/guardians in an emergency. Additionally, parents are asked to silence their cellular phones while at school. This ensures both compliance with the district guidelines and serves to set a positive example for students. Communication regarding your child’s safety will in no way be hindered through these guidelines. Please be reminded that each school has intercoms and loudspeakers and all of our classrooms have hardwired telephones. Additionally, administrators and numerous staff members have two-way radios and cell phones.

### **COMMUNICATION**

In order to ensure communication between home and school, the school will be sending home, on a regular basis, the school-wide newsletter entitled, “Garehime Gazette” and weekly classroom newsletters called “Ask Me Abouts.” Parents will also receive messages via Parent Link. Please update your Parent Link account information to reflect current phone numbers and email addresses. Important school information can also be found @ [www.garehime.com](http://www.garehime.com), Garehime’s Facebook page, and ParentLink messages by phone, email and text. If for any reason you have a question or concern, please contact the office so that we may arrange a phone or one-on-one conference to address your question or concern.

### **CURRICULUM**

Every week, classroom teachers will send home an “Ask Me About” newsletter that will share with parents which state standards were taught during the week.

The curriculum that is taught in each classroom is based on the Nevada Academic

Content Standards (NVACS). The NVACS are designed to provide students with essential learning experiences and are required to be taught by all teachers in Nevada public schools. Resources and information about the NVACS can be found at the following links: [www.doe.nv.gov](http://www.doe.nv.gov) and [www.ccsd.net/parents/](http://www.ccsd.net/parents/)

If you have any questions regarding the curriculum for your child's grade level or your child's progress with learning the curriculum, please do not hesitate to contact your child's teacher. Curricular information is also available on our school website ([www.garehime.com](http://www.garehime.com)).

### **DISCIPLINE**

Every student is encouraged to behave appropriately at school so that all of our students may learn in a safe and nurturing environment that is free of threat.

When a school-related misbehavior does occur, we will select the correct disciplinary actions that best fit the nature of the problem. The following are corrective disciplinary actions that might be used at Garehime and are district endorsed:

- Informal Talk
- Garehime Heights' Court System
- Conference with Student
- Parent Notification
- Request for Parent Conference
- Required Parent Conference
- Suspension
- In-School Discipline

Inappropriate behavior includes, but is not limited to:

Unexcused absences, arson, assault, disrespect of authority, dress code violations, property damage, fighting, bullying, vulgarity, stealing, weapon possession, poor citizenship, sexual harassment, and use or possession of alcohol, tobacco or drugs.

Parents are reminded that no weapons are allowed on campus, including but not limited to: pocket knives, BB guns, pellet guns, cap guns, water guns, sharp instruments, fireworks, handguns, slingshots, and other play guns. This also applies to dangerous items that may be used during parent-supervised activities such as camping or hunting. These are considered weapons and should not be brought to school. Parents are asked to support school safety by checking your child's backpack to ensure that inappropriate items are not brought to school. Students who bring weapons to school may be subject to immediate suspension.

## **DRESS AND APPEARANCE**

At Garehime, we adhere to the dress code established by the Clark County School District Board of Trustees because proper attire helps foster the best learning environment.

Student's dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style which tends to diminish instructional effectiveness or discipline control by teachers is not acceptable.

- Shoes with soles are required.
- Wearing of 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 is prohibited.
- Spaghetti straps are prohibited. All sleeveless shirts must have straps at least three (3) inches wide and cover the shoulder.
- Shorts, skirts, and dresses must be fingertip length. If shorts are worn, they must be hemmed and without fraying.
- Wearing of headgear on campus, except for designated school approved uniforms at authorized athletic practices or activities are prohibited.
- Slogans or advertising on clothing, which by their controversial or obscene nature disrupt the educational setting is prohibited. No spiked or studded clothing.
- Wearing outer wear such as coats, mittens, and scarves upon entering the classrooms is prohibited.

The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard.

Students coming to school inappropriately dressed will be sent to the office. Parents will be called and asked to bring appropriate clothing to school.

## **ENROLLMENT AND WITHDRAWALS**

If you plan to withdraw your child during the school year, please notify the office as soon as possible so that the paperwork may be completed for you. The office needs at least 24 hour's notice. Any lost or missing library and/or textbooks must be paid for.

## **FIRST GRADE READINESS LAW**

The First Grade Readiness Law is in effect to ensure that all students enter first grade ready to learn. A child is not affected if he or she attended public school kindergarten, state-licensed or state-exempt private school or equivalent home schooling approved by the district. If your child did not complete a state-approved kindergarten program listed above and plans to enroll in the first grade (and will be 6 years old on or before September 30th), the law requires that your child be tested to determine if he or she is developmentally ready for first grade. This state-required test will be administered locally by the Clark County School District. Children who pass the test are admitted to first grade. Children who do not pass are required by state law to enroll in kindergarten. If you have any **questions, please call the school for testing information.**

## **GAREHIME HEIGHTS' MODEL CITY**

Every class at Garehime operates a business or governmental agency. Some of our businesses and agencies are: the Environmental Protection Agency, Court System, City Council, Bank of Garehime Heights, Post Office, Florist, and the Nature Café restaurant.

## **GAREHIME HEIGHTS CITIZEN'S CLUB (GHCC)**

Research demonstrates that when parents and families get personally involved in education, their children do better in school and grow up to be more successful in life. For example, these students get better grades and test scores, they graduate from high school at higher rates, they are more likely to go on to higher education, and they are better behaved and have more positive attitudes.

Family involvement in education can be achieved through a variety of ways. Involvement can include reading to a child at bedtime, monitoring a child's progress through his/her schoolwork and homework, reading "Ask Me About" classroom newsletters, helping the teacher correct papers, making copies of assignments for teachers, reading with students at school, or volunteering at the school as a member of the Garehime Heights Citizen's Club. As you can see, the opportunities for family involvement are limitless!

The Garehime Heights' Citizen's Club is the parent-teacher-student organization at Garehime Elementary School. The club meets monthly to discuss ways to support the Garehime Heights' high-quality educational program. This year, the GHCC will have morning and evening meetings to provide more opportunity for parents/guardians to attend regularly. Please watch for flyers regarding meeting times and dates. The

members of the club work to make Garehime Heights a great place to learn. Everyone is encouraged to become a member of the club and share their talents and expertise. Garehime Heights Citizen's Club membership forms are available in the office. Information about the Citizen's Club and a form to receive email blasts from the GHCC can also be found online at [www.garehime.com](http://www.garehime.com). Please join today. The citizens of Garehime Heights need you!

### **GAREHIME HEIGHTS COURT SYSTEM**

The Garehime Court System consists of student-elected judges, student attorneys, deputies, and clerks. After a student is issued a "Great Change" (similar to a citation) for not using the Lifeskills, an attorney is assigned to represent him/her. After meeting with his/her attorney, he/she will appear before the student judge and discuss how he/she will change his/her behavior by using the Lifeskills. If the student is found guilty, the judge determines a fine to be paid in Garehime Gold, our school currency, and an amount of community service days. A student who lacks sufficient Garehime Gold to pay the fine in full will be issued additional days of community service. A student may plead "not guilty" if he/she believes he/she is innocent of the charges. In this case, a jury trial with witness testimony will occur.

### **GRADING POLICY**

In accordance with the Clark County School District, it is the policy at Garehime Elementary School to grade students on their achievement of grade level skills and standards. It is the responsibility of the teacher to regularly grade student work, keep an accurate record of grades, and communicate student progress with parents.

Grades will be based on a student's performance on tests, in-class work and participation, and homework. The percent that each of these will figure in a final grade for each semester will depend on the grade level, subject, and teacher's expectations. In general, as students get older, completion of classwork, homework and special projects and reports will count more heavily in the final grade.

Work that is turned in late because of an "excused" absence will be accepted and given full credit if made up within a reasonable time. Work that is turned in late because of an "unexcused" absence or because the student failed to meet the pre-stated deadline will be given reduced credit or no credit as determined by the teacher.

Immediate notification of posted grades are available through Infinite Campus. Please be sure to set up your account with your current phone number and email addresses and provide updates to personal information on Infinite Campus ([campus.ccsd.net/campus/portal](http://campus.ccsd.net/campus/portal)).

### **GRADING POLICY CONTINUED**

In addition, Project Based Learning (PBL) will be also be conducted in the classroom. Project Based Learning projects will provide evidence of student mastery of grade level state and district standards. PBLs will include graded group work and individual work.

If you have any questions regarding grades, please do not hesitate to contact your child's teacher for a conference.

### **HOMEWORK POLICY**

Homework is part of our educational program. It is used to extend and expand learning activities presented in school. It provides the additional practice necessary for thorough mastery of skills and concepts. Homework is normally not assigned more than four times a week. It is expected to be legible and neatly done. The amount of homework assigned increases as the student advances. Please expect an increase of approximately 10 minutes of homework per grade level above and beyond reading daily. One of the objectives of homework is to build independent study habits and responsibility. Good study habits, developed in elementary school, will benefit the student throughout his or her educational career. Returning homework correctly and on time is expected.

Make-up work is different from homework and may require more time to complete. Make-up work is assigned when a student has been absent, used class time poorly (thus not completing in-school work), or needs extra help at home because of difficulty in mastering a particular skill.

### **HOMEWORK POLICY CONTINUED**

Parents are expected to supervise and monitor their child's home study. The interest taken by parents encourages positive attitudes towards education. Depending on the grade level, student need, or the type of project, parent supervision may be as simple as checking to see if work is being done correctly. Please provide appropriate assistance and convey support for the school. We must work together in order to provide the best possible education for our children.

### **LIFELONG GUIDELINES AND LIFESKILLS**

In order to provide a safe and optimal learning environment at Garehime, Lifelong Guidelines, Lifeskills and procedures will be utilized. Therefore, all citizens will know and understand the expected behavior while at school.

The Lifelong Guidelines are: ***Trustworthiness, Truthfulness, Active Listening, No***

***Put Downs***, and ***Always Do Your Personal Best***.

The Lifeskills are: ***Integrity, Initiative, Flexibility, Perseverance, Organization, Sense of Humor, Responsibility, Common Sense, Problem Solving, Friendship, Patience, Curiosity, Cooperation, Courage, Caring, Effort, Creativity, Respect***, and ***Pride***.

Schoolwide and classroom procedures will serve as our behavioral expectations. Procedures will be shared, discussed, modeled, practiced, and applied so that all citizens understand the expected behaviors. A citizen who makes the choice to not use a Lifeskill or follow a procedure, will be issued a “Great Change” and given an opportunity to plead his/her case at the Garehime Heights’ Court House. Garehime’s schoolwide procedures are accessible at [www.garehime.com](http://www.garehime.com).

**LUNCH PROGRAM**

Lunch times are as follows:

District A	11:50 AM —12:25 PM
District B	12:25 PM — 1:00 PM
District C	01:00 PM — 1:35 PM

A lunch menu will be sent home monthly with students, you can also find it on [www.garehime.com](http://www.garehime.com) website. The cost of a school lunch is \$2.00. A student bringing his/her cold lunch from home may purchase milk for \$.25.

Students may purchase pre-paid breakfasts and lunches in the multipurpose room each morning from 8:50—9:10 AM and those who do so will receive an “Express Card.” Students are highly encouraged to do this in order to move quickly through the “Express Lane” at lunch time and it will minimize the problems of lost or stolen lunch money. Parents and/or students are encouraged to purchase lunch credits in quantity. Checks should be made out to the ***Clark County School District***.

Parents can now log into [www.myschoolbucks.com](http://www.myschoolbucks.com), which is a payment service that allows parents to deposit money into a child’s account with a credit or debit card. This site includes a current lunch menu and can send an automatic email notification when a student’s lunch credit balance is low. A student’s school district ID# is required on this site (please visit the office for the student #). This is a great way to check your child’s account balance from anywhere on your computer or smartphone.

If a student has forgotten his/her lunch money and does not have pre-paid credits,

he/she will receive a cold cheese sandwich and a milk.

Free and reduced lunch meal applications are now available online at [www.applyforlunch.com](http://www.applyforlunch.com). Questions regarding the FRL meal benefits may be directed to the Free and Reduced Food Service Office at 1-800-819-7556. Some Clark County school children may be eligible for free or reduced-price meals, depending on family size and income, as part of the National School Lunch Program. The program provides nutritious meals every school day for eligible students in elementary school. Applications for free or reduced lunches are sent home with every student at the beginning of the school year and may be obtained from our Kitchen Manager, at any time during the school year.

Please note that charges will not be permitted during the last month of the school year and lunch **will not** be served on the last day of the school year.

### **BREAKFAST PROGRAM**

Breakfast is served between 8:50-9:10 AM in the cafeteria. The cost of a school breakfast is \$1.25. A variety of items, (e.g. milk, juice, sweet roll, eggs, cereal) are available. Students should not arrive for breakfast before 8:50 AM. Students will be required to proceed to their outside classroom dots at 9:10 AM.

### **LUNCHROOM EXPECTATIONS**

For the safety of students, every child is expected to demonstrate responsible behavior in the lunchroom. Restaurant manners are expected to be modeled by all students.

- Walk in an orderly manner
- Remain seated
- Raise hand for assistance
- Talk quietly and courteously with a “restaurant voice”
- Clean up personal trash from the table area before being dismissed
- No talking when an adult is giving directions or announcements with the microphone
- Wait to be dismissed by an adult
- All food will be eaten in the lunchroom

### **LOST AND FOUND**

Unfortunately, children are sometimes inclined to lose things. Please realize that any items sent to school may be lost or damaged. Toys, balls, electronics, card collections, etc., are prohibited from school unless prior teacher permission has been given (for

example “Show and Tell”). The school is not responsible for lost, stolen or damaged items. Please mark all items (lunch box, glasses, coats, sweaters, etc.) clearly with your child’s name. There are two (2) places where lost items are kept:

1. Large items, such as coats, lunch boxes, etc. will be kept in the back of the multipurpose room.
2. Small or valuable items will be in the office.

It is the parents’ and students’ responsibility to recover lost items. Throughout the year, unclaimed items will either be discarded or donated to a charitable organization.

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**MEDICATIONS**

Medications should be given at school only when absolutely necessary. **All medications, including over-the-counter medicines (aspirin, cough syrup, cough drops, etc.), require a prescription or order from a licensed health care provider and must be stored in a labeled container.** A standard prescription label, including the child’s name, is required for prescription medicines. Prescription labels that have been altered in any way cannot be accepted. A signed medication release form must be completed by the parent or guardian, and the medication must be kept in the school health office. Parents are asked not to place medication in their child’s lunch box.

Health problems, including any changes in a child’s health status, should be brought to the attention of the school nurse and first aid safety assistant. On a confidential basis, teachers are made aware of significant health problems that can impact education.

**MESSAGES**

Only in an emergency, can messages can be given to your child. **Please do not abuse this privilege!** With close to 750 students and only three (3) office staff members, we cannot guarantee that messages will be received. **Messages that are telephoned into classrooms are extremely disruptive to instructional time and will be limited to emergencies only.** After-school pick-up arrangements are **NOT** considered emergencies and will **NOT** be forwarded to students. After-school pick-up arrangements must be made with your child in advance. Please be sure to either send lunch or lunch \$ with your child in the morning to avoid disruptions during the day.

**PICKING UP CHILDREN DURING SCHOOL HOURS**

Extreme care is exercised at all times when releasing children from our school. Anyone picking up a student will be asked for picture identification. If you must take your child

out of school for a doctor's appointment, etc., please notify the teacher in writing in advance and then check in at the office. If your child needs homework in advance and prior notice to the teacher was not given, your child will have to wait until the next day when he or she returns to school. This procedure is implemented to assure that instructional time for other students is not disrupted. **Students may not be checked out after 3:00 PM unless they have a doctor's appointment (a doctor's excuse slip is to be given to the teacher the next school day).** Also, if you need to request someone else to pick up your child during school hours (must be 18 years of age or older), the person's name must be on your child's Infinite Campus account. Please make sure you have listed anyone authorized to pick up your child in Infinite Campus. Also, please continually update Infinite Campus with phone numbers that have changed so that you may be notified immediately in case of accident, illness or emergency (campus.ccsd.net/campus/portal).

### **SAFEKEY PROGRAM**

Safekey is a before- and/or after-school recreational enrichment program designed for children in grades kindergarten through fifth. The program follows the Clark County School District calendar and operates only on days that school is in session. Daily and weekly activities include sports and fitness, arts and crafts, music and drama, special events, and homework assistance.

The Safekey Program is operated at Garehime ES beginning at 7:00 AM—8:55 AM and after-school from 3:26 PM—6:30 PM in the multipurpose room. During special school events, it may become necessary to temporarily move the Safekey Program to a classroom or portable. As a reminder, children must be signed in and out upon arrival and departure.

Safekey is operated by the City of Las Vegas Department of Leisure Services and the program is self-supporting through program fees. **The Clark County School District and Garehime ES personnel does not assume responsibility for the Safekey Program at Garehime ES.**

If you have any questions or concerns about the program, please call the Safekey office at 702-229-3399.

### **SAFETY RULES**

For the safety of all Garehime students, the staff parking lot is closed to traffic between 8:55—9:15 AM and 3:20—3:31 PM. Do not use the front parking lot when school buses are present. If you require handicapped parking, you may carefully enter the parking lot through the entrance after notifying our gate-assigned personnel. Also, all drivers are

asked to please adhere to driving a maximum of 5 MPH in the school parking lot and 15 MPH on the streets near Garehime.

The following actions are extremely dangerous for our students: double or triple parking in the street, leaving cars unattended with motors running, parking too closely or on designated crosswalks, and not utilizing the designated/painted parking spaces in our parking lots. Our parking lots are not designed to be used for “drop offs or pick-ups” because we lack appropriate curbs. If you need to drop off or pick up your child, we highly encourage you to park in our large visitor’s parking lot on the north side of the building by the kindergarten playground. Also, please take an extra few seconds by using the crosswalk when crossing the street to discourage the modeling of “illegal and dangerous jaywalking” to your child or other students. ***Again, it is so important that you properly park in the designated (painted) areas and adhere to the posted speed limits for the safety of ALL children.***

The gates surrounding the perimeter of the school will be locked from 9:15 AM—3:20 PM. This is for the safety of students and staff. Also, if an older sibling is picking up a brother or sister at dismissal, he or she may not ride his/her bike, scooter, or roller blades, etc. while on our campus and may not bring his/her friends to “hang out.” We expect siblings and other visitors to adhere to all of our procedures for behavior.

In addition, animals, such as dogs, are prohibited on school property without administrator approval due to liability reasons. Trained service animals are always welcome.

### **SMOKING POLICY**

Smoking is prohibited anywhere on school campus. This includes the school parking lots.

### **STUDENT ARRIVAL AND DISMISSAL**

Teachers will pick up their students outside on the blacktop on their numbered dots (room number) at the 9:10 AM bell. Students are expected to be outside on the blacktop; not in the hallways, greatrooms, front office, or classrooms. At dismissal (3:26 PM), students will be walked outside by the teachers to their numbered dots. Parents

are expected to wait for their children outside the school building near the classroom doors and not in the greatrooms or classrooms. This puts our students and staff at risk to strangers and is also disruptive to instruction and will not be allowed.

### **STUDENT INSURANCE**

The Clark County School District does not sponsor or endorse any particular accident insurance program. As a service to parents, information about some student insurance programs is made available through schools. Parents are encouraged to obtain accident insurance for their children since the district is not responsible for medical bills from school accidents unless negligence is involved. Forms can be obtained through the school office or health office. If you choose to enroll in one of these plans, forms should be returned to the insurance company, not the school.

### **TEACHER CONFERENCES**

You will be invited to attend a formal parent-teacher conference during the school year to discuss your child's progress. Other conferences may be requested by the teacher as needed. Please make every effort to attend conferences when they are scheduled. Parents/guardians may schedule a conference with your child's teacher or the school administration during the day (8:20 a.m.—3:31 p.m.) at any time during the year. We especially encourage this when you have questions about your child's progress, his/her class work, or school policies. Please phone the office or teacher to make an appointment. **Please do not attempt to conference with the teacher during instructional time after the morning bell has rung.** This interrupts instruction for all students and will not be allowed.

### **TELEPHONE USE**

The school office is the center of activities and is busy at all times. Students may use the telephone when it is an emergency. However, it should be used with discretion not to obtain permission to visit with a friend after school, etc. The permission of the office staff must be gained before using the telephone.

### **THEME**

Students will utilize 21st century skills (critical thinking, collaboration, communication, creativity), digital technologies, and they will gain a global/cultural perspective - seeing the world through other eyes. We want our students to become innovators, job creators, and future leaders. Successful students will utilize grit and perseverance and show

resiliency in completing assignments and projects with their personal best. Students will participate in relevant, meaningful and real world experiences that provide them with opportunities to apply and master grade level/state standards for each subject area by operating classroom businesses and governmental agencies. First to fifth grade students will also be encouraged to become creative and innovative entrepreneurs of their own small businesses during Going to Town marketplace days that will occur four times during the school year.

### **UNNECESSARY DISRUPTIONS**

It is the intent of the staff to use instructional time to its fullest advantage, and we ask your cooperation in this effort. Messages, delivery of items, etc. to students while in class will be limited to emergency situations only. Please help your child be prepared with necessary materials before he/she arrives at school. **Non-emergency items (homework, lunches, etc.) will be placed on the stage in the cafeteria for students to retrieve during their lunch times.**

### **VISITORS**

**All visitors must report to the office.** Visitors are considered non-Garehime employees and non-Garehime students. A person who wishes to visit a classroom or teacher must make prior arrangements with the teacher or school administration and be approved through the Clark County School District. A “visitor” badge is to be worn at all times, identifying that a visitor has signed in at the office. If a visitor is not wearing a sticker, Garehime employees are expected to identify and send the visitor to the office. Scheduled visits in classrooms will not exceed 30 minutes and may be supervised by additional school personnel.

Thank you for your cooperation!

We look forward to having a great school year!

# Edith Garehime ES

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**GAREHIME**  
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