

GIVENS ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK



**LINDA RANKIN GIVENS
ELEMENTARY SCHOOL**

655 Park Vista Dr.

Las Vegas, NV 89138

Phone: (702) 799-1430

Fax Number: (702) 799-1485

School's Web Address: <https://givenselementary.wixsite.com/givenselementary>

Daniel Hungerford, Principal

Allison Puana-Haynes, Assistant Principal

Tiffany Snyder, Assistant Principal

Mission Statement

Our school's mission is to ensure the academic and social success of every student through the cooperative efforts of students, teachers, parents, and the community.

The School Pledge

I am a proud student of Linda Givens Elementary School
I come to school to learn, and I will learn
I will show respect to myself and others
I will take responsibility for my behavior and my work
Today, I will be the best person I can be!

School Mascot:



School Colors:

Brown, Forest Green, and Dark Blue

School Motto:

Learning Today To Be Leaders Tomorrow

Important Hours

OFFICE HOURS: 7:30 am to 4:00 pm

TEACHER CONTRACT TIME: 8:10 am to 3:21 pm

STUDENT HOURS:

- **Zero Hour:** (students allowed on campus) 8:40 am
- **Breakfast Hours:** 8:40 am to 9:00 am
- **Grades K through 5th Hours:** 9:00 am to 3:11 pm



School Arrival

To ensure the safety of our students, do not arrive on campus before 8:40 a.m. Supervision begins during Zero Hour at 8:40 a.m. when students report to their classrooms. Parents will be notified and must pick up their child if they are found unsupervised prior to 8:40 a.m. SafeKey is available at 7:00 a.m. in the multi-purpose room.

Tardy Students

Students arriving at or after the 9:00 a.m. tardy bell must walk to the front office. CCSD Regulation states that students are marked tardy when they are not physically present in the classroom at the start of the instructional day. This means that students must be in their classrooms by 9:00 a.m. A tardy becomes a half-day absence if more than one hour and fifty-five minutes are missed and becomes a full-day absence if more than three hours and forty-five minutes are missed of the instructional day.

Picking Up Children During School Hours

The following procedures are in place for parents wishing to pick up their child for early release:

- **All persons must check in at the office.** Extreme care is exercised at all times when releasing children from our school.
- **Anyone** picking up a student will be asked for valid picture identification. You must have identification with you whenever you pick your children up early.
- **Only persons listed** in the student's Infinite Campus as parents, guardians, or emergency contacts will be allowed to sign a student out.

Please understand that **early pickup is not available after 2:45 p.m.** Many parents attempt to beat the traffic by picking up their children early, but this can tie up the office staff during the busiest time of the day. Please make arrangements to pick up prior to 2:45 p.m. if needed or schedule appointments after school hours. Thank you for your help in this matter.

Dismissal

Students will be dismissed at 3:11 p.m. Students in first through fifth grades will walk with their teachers to the designated area at dismissal. Students in kindergarten will walk with their teachers to the kindergarten playground and will be dismissed from their line-up location. If students walk, bike, or ride the bus, they will be dismissed by the teacher. Students being picked up will wait with the teacher. Parents who pick up their children should meet their **primary** students on the playground at their class line. Parents of **intermediate** students may choose to designate an alternate pickup point for their children. Students who are not picked up on time will be taken to the office, and parents will be contacted. Parents must ensure that they arrange for consistent and timely pick-up for their children.

Safekey Program

The City of Las Vegas Department offers childcare services for Givens families before and after school. For additional information regarding registration and the cost of SafeKey services, call (702) 229-5437 or visit online at www.lasvegasnevada.gov/safekey. It is highly recommended that all students be registered for Safekey, even as walk-ins, so that your child(ren) can go to Safekey in the event of an emergency.

AM Safekey: 7:00 am - 8:40 am

PM Safekey: 3:11 pm - 6:00 pm



Enrollments and Withdrawals

When a student enrolls, he/she will not attend class until the next school day. If it becomes necessary for you to leave our school during the year, please notify the teacher and/or office at least one week in advance so that we can help make your transfer speedy and efficient. Library books and Chromebooks need to be returned before leaving. Any unpaid library fines (for lost or damaged books) will transfer to the next CCSD school, so please take care of this before withdrawal.

Communication

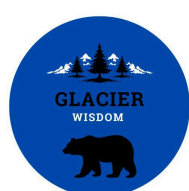
Communication between the family and school is critical. We encourage parents/guardians to communicate with their child's teacher at any time. Regular parent-teacher conferences will be held as necessary. Communication between teachers and families will occur through ClassDojo. Mass family phone messages and emails will also be sent as reminders of important events through Parent Link. Please be sure to join ClassDojo, and that we have a current telephone number and/or email address on file to receive these messages. We also maintain an active website (<https://givenselementary.wixsite.com/givenselementary>).



ClassDojo

House System

This year, we are excited to introduce a new House System designed to promote school-wide expectations, cooperation, friendly competition, a strong sense of belonging, and Grizzly pride! Each classroom will be assigned to a “House” inspired by national parks where Grizzly bears are found, with each House represented by a unique color and name. Students and staff will work together within their Houses to earn points through positive behavior, academic achievements, and school spirit activities. This system aims to strengthen our community, build lasting relationships, and celebrate what it means to “Be Kind, Be Great, Be a Grizzly!” Let the fun begin—Go Grizzlies!



BE RESPECTFUL

BE INSPIRING

BE WISE

BE HONEST

BE COLLABORATIVE

Code of Honor - Nevada Department of Education

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize, and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership of their work. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing, or using information unethically.

Major Rules Of Student Conduct

1. Act in a respectful, inspiring, safe, honest, and cooperative manner on the school premises.
2. Keep your hands, feet, and objects to yourselves at all times. Fighting will not be tolerated!
3. Treat all students and adults with courtesy and respect. Profane language and/or disrespectful actions will not be tolerated.
4. Be considerate of the feelings of others. Do not tease, degrade, or disgrace another student.
5. Bullying is unlawful and will not be tolerated.
6. Respect and care for school property and the property of others. This includes the school building, furnishings, and books/materials.
7. Respect the learning of others and avoid engaging in behavior that will interfere with learning.
8. Use school equipment, Chromebooks, and facilities to ensure one's own safety and that of others.

School-Wide Expectations and Procedures

School procedures and expectations maintain an environment where instruction and learning can occur. We expect families, students, and staff to follow our school-wide expectations.

BE RESPECTFUL BE INSPIRING BE WISE BE HONEST BE COLLABORATIVE

Classrooms	<ul style="list-style-type: none"> • We use appropriate volume levels and agreed-upon norms to participate, give our best effort, and persevere • We are aware of others' bodies, minds, hearts, and belongings • We respect and support each other's learning, ideas, and struggles • We take ownership of our choices and are engaged and motivated • We stay in our own space and use materials appropriately
Restrooms	<ul style="list-style-type: none"> • We use appropriate language, a quiet voice, and walking feet • We wash our hands and clean up after ourselves • We respect and honor others' privacy • We take ownership of our choices and learn from them • We enter and exit quickly, calmly, and safely
Hallways / Stairways	<ul style="list-style-type: none"> • We use appropriate language, a quiet voice, and walking feet • We use body awareness and are polite to other classes • We respect the work that is posted on the walls and use kind words to those passing by • We travel around the school in the expected way, walk down the right side of the hall, and up/down the stairs • We use appropriate space, stop at corners, and keep our hands on the rails and our feet on the stairs
Cafeteria	<ul style="list-style-type: none"> • We raise our hands for help or to get out of our seats • Choose kindness over being right; pick up trash even if it is not yours • We eat our own food, keep a calm body, and clean up the cafeteria table • We take ownership of our choices and learn from them • We sit with our bottoms on the seat/feet under the table, we have a calm body, a quiet voice, and we use walking feet
Playground / Field	<ul style="list-style-type: none"> • We are proactive problem solvers and know when to ask adults for help • We are aware of others' feelings and physical bodies while playing • We include others, take turns, and use kind words • We take ownership of our choices and keep all food at the blue tables • We play using agreed-upon rules and make choices that keep our bodies, hearts, and minds happy

At Givens, students engaging in undesirable behavior are treated fairly and with respect so that they are given the opportunity to learn from their mistakes and build positive relationships with adults on campus. We have a zero tolerance policy for bullying and/or harassment. Students are held responsible for their actions, and we believe in restorative practices. Expectations are in effect at all times and apply to all students while at school, while off campus taking part in a school-sponsored event, and while getting to and from school.

Bullying/ Cyberbullying/ Harassment is Prohibited

The Clark County School District is committed to providing all students with a safe and respectful learning environment where persons of differing beliefs, characteristics, and backgrounds can realize their full academic and personal potential. It is our policy in the Clark County School District to encourage students who are targets of bullying, cyberbullying, harassment, and/or intimidation and students who have first-hand knowledge of such behavior to report the incident(s) to a teacher, counselor, or a school administrator without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

Givens Elementary School is committed to providing a safe and respectful learning environment in which all persons can realize their full academic and personal potential. All forms of bullying, cyberbullying, and intimidation will be dealt with using the school's progressive discipline policy. Givens Elementary School has a zero-tolerance policy on bullying, and severe cases will be dealt with appropriately, which may include immediate suspension and/or expulsion. Students will be taught the appropriate ways to deal with bullying and intimidation. This will include methods used to report offenses to maintain student safety and confidentiality.

DRESS CODE AND APPEARANCE

District and school guidelines emphasize neatness, cleanliness, safety, and modesty in personal appearance. Students' dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the school's educational environment or to create a safety hazard.

The following is the Clark County School District Dress Code Regulation:

- Require the wearing of shoes with soles. Students must wear appropriate shoes on Physical Education days.
- Tennis shoes are recommended.
- Require the wearing of shirts or blouses appropriately buttoned in accordance with the design of that shirt or blouse. The length must extend beyond the belt level.
- All attire must be hemmed or rolled up and at least fingertip length.
- At the shoulder, shirts should measure at least three finger-widths across.
- Prohibit wearing transparent, see-through tops, bare midriff, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage. Boys wearing jerseys must wear another shirt underneath.
- The wearing of hats/hoods is not permitted inside the building except for designated school-approved activities or at authorized athletic practices or activities.
- Prohibiting slogans or advertising on clothing that disrupts the educational setting by their controversial or obscene nature.

Students coming to school dressed inappropriately will be sent to the school office. Parents/guardians will be notified and asked to bring appropriate clothing to school. The principal may grant exceptions for special occasions and/or special conditions.

Attendance

Regular attendance is important not only to your child's success in school but also to the State Law and District Policy, which requires all students to attend school during all times that public school is in session. Excessive absences may be seen as Educational Neglect. Please complete the student absence reporting form found on the Givens Website, [Attendance Reporting](#), stating the reason for the absence within three days. Please reference the "[Parent's Guide to School Attendance](#)."

Attendance is monitored daily in the classroom and the school office to abide by state laws and district policy and ensure your child's safety. In accordance with these laws and policies, you will receive a standard letter from the school notifying you of your child's third, sixth, ninth, and twelfth absences. The purpose of this letter is to keep you informed of your child's absences throughout the year.

A student is considered chronically absent when they have missed 10% or more of their enrolled school days. Should a student become chronically absent, the parent/guardian will need to meet with the school counselor or administrator to create a support plan to ensure that the student's attendance improves.

ATTENDANCE REGULATIONS

- Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent/guardian.
- Student tardiness is a serious disruption to the educational program and infringes upon the educational rights of other students.
- Early dismissals are a serious disruption to a child's education program. Students will not be released after 2:45.
- A student who exceeds 18 absences during the school year could be retained, and educational neglect could be reported.
- Parents are to request make-up work within three (3) days of the absence.
- Students are allowed five (5) days to complete make-up work for each absence.

Medication at School

A school nurse is available on a limited schedule; however, there is a School Health Assistant (SHA) in the Health Office during school hours. If a physician has prescribed medication for your child to be taken during the school day, a medical release form must be obtained from the office and completed by the parent or guardian. This record permits authorized school personnel to administer medication to your child and is kept on file in the school health office.

Parents/Guardians must bring the medication in the original bottle to school along with the authorization form. Do not send the medication to school with your child. Non-prescription medication, such as cough drops and Tylenol, may not be dispensed by school personnel. Students cannot bring over-the-counter medication to school to give to themselves, including inhalers. The staff recognizes the seriousness of all food allergies. Please notify the office if your child has a food allergy that requires medication.

Parent-Teacher Conferences

Communication between parents and teachers is extremely important. We encourage parents to communicate with their child's teacher at any time outside of instructional time. Regular parent-teacher conferences will be held at least once a year and as often as necessary. Please don't hesitate to request a conference using your teacher's ClassDojo if you have any questions or concerns.

Infinite Campus Portal

The Clark County School District student information system, Infinite Campus, allows parents to view their child's/children's academic information in real-time through the Parent Portal. Go to campus.ccsd.net/campus/portal. Infinite Campus is also available as an app on most cell phones. If you have questions or concerns about logging into the Parent Portal, please contact our school office at (702)799-1430.

Givens Grading Policy

GRADING SCALE:

Givens ES will use the CCSD grading scale:

<i>Elementary Grading Scales</i>			
<i>Kindergarten</i>	<i>Grades 1–5</i>	<i>Specials</i>	<i>Standards-Based</i>
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

INFINITE CAMPUS GRADE BOOK CATEGORY WEIGHTING:

- Formative = 20%
- Summative = 80%

MISSING WORK

- Scores are not reduced on assignments and assessments submitted past the due date.
- The mark “M” in Infinite Campus is used to document an assessment that is missing and hasn't been submitted.
- The mark “M” is a score of 50 percent for elementary schools and 0 percent for secondary schools in the Grade Book, communicating the lowest possible grade.
- Once the missing work is submitted, the “M” is replaced with a score reflecting the student's academic performance. The “L” late flag is added to the assignment to monitor student behavior, separate from the academic grade.
- If a student does not submit the missing work by the common established school deadline (a minimum of five school days and no more than two weeks) and the teacher is unsuccessful in eliciting evidence of the student's learning, no further action is required from the educator, and the “M” will remain in the Grade Book.

- Educators must notify students/families of missing work via Infinite Campus in a timely manner (e.g., within three days of the missed due date). [The Missing Work Guide for Families](#) supports clear communication with parents/guardians.
- Educators must communicate the deadline for the acceptance of missing work.
- Educators must clearly communicate that missing work results in a 50 percent grade for elementary schools.
- Educators must provide students and families with resources to complete missing work (e.g., a copy of the classwork, rubric, related resource material).
- Additional communication (e.g., a cellular phone, approved electronic systems) may be used in accordance with [Regulation 4100](#).

HOMEWORK

Homework assignments are used as an extension/expansion of activities presented in school. It allows students to develop self-responsibility, good study habits, and mastery of skills taught. Homework may be given three to four nights per week. Specific assignments will vary and depend upon the individual teacher. Students are responsible for completing the work and returning it to the teacher within the time allowed. Homework is given at the teacher's discretion and will not be used for a grade.

- Homework expectations are in accordance with Policy 6143 and Regulation 6143.
- Homework carries no weight in the Grade Book.
- Homework is given at the discretion of each teacher and will be an extension of learning or additional practice.

REASSESSMENT OPPORTUNITIES:

- Any student who scores lower than a 90% on a summative assessment may request to retake that assessment within two weeks of the assessment grade being posted in Infinite Campus.
- Students may request the reassessment verbally with the teacher. Parents/Guardians may request a reassessment in writing to the teacher within two weeks of the assessment grade being posted to Infinite Campus.
- Teachers will reteach the information from the assessment prior to the reassessment. Reteaching may happen in small groups, individually, or with the whole class, depending on the need.
- The reassessment will be different from the initial test, which will cover the same material at the same level of rigor.
- All reassessments will be completed no later than 2 weeks prior to the end of the semester, unless a summative assessment is administered within the last two weeks of the semester.
- All summative assessments will be given no later than 1 week prior to the end of the semester.

COMMUNICATION with STUDENTS and FAMILIES

- Student progress will be communicated to families via Infinite Campus.
- Teachers will communicate late/missing work to families via the Grade Book in Infinite Campus, AND a message will be sent home via communication app (ClassDojo, email, etc.).

Visitors

Parents are welcome and encouraged to visit the school. To ensure an efficient and safe school, anyone entering the building for any reason must report to the office, sign in, and obtain a Visitor's Badge if they are going to remain at the school. Siblings not enrolled at Givens ES, including students not yet of school age, will not be allowed to visit classrooms during the instructional day. All visitors are expected to report to the office upon arrival, unless otherwise stated, for special events. Please keep in mind that Visitors who come to our school more than four times per month or have unsupervised contact with students are considered Volunteers and must comply with Regulation 4100 as described below. Visitors are asked to silence their cellular phones and follow dress code requirements. This ensures compliance with district policies and guidelines.

Volunteers

Givens ES will comply with [Regulation 4100](#), which requires all school volunteers with either unsupervised and/or regular contact with students to be fingerprinted and issued a badge from CCSD. Regular in this case is defined as four or more times per month. The office staff and teachers will complete the tracking of "regular" volunteers. Volunteers must report to the office before working in the building or visiting classrooms/students/common areas. Teachers who utilize the services of volunteers are expected to clearly communicate the duties to be performed and the scope of the volunteer's responsibility.

PTA Parent Teacher Association

All parents are encouraged to join and participate in the Givens PTA. We appreciate the support and input of our parents and community members. The Givens PTA works to support the school in many ways. Some of the exciting events they lead to promote community involvement include Family Dinner Fundraiser Nights, Pastries with Parents, School Dance, and Grizzlies After Dark. You will receive notice of monthly meeting dates and events held throughout the year.

Cell Phones

Personal technology and communication devices, such as cell phones, smartwatches, and 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.

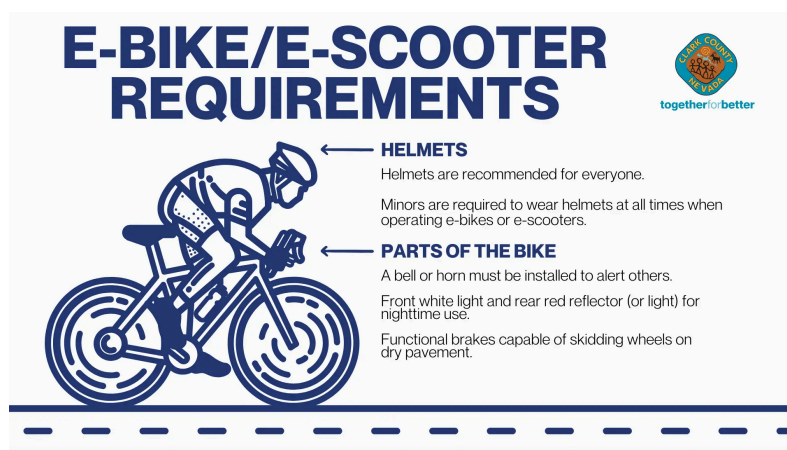
During the instructional day at Givens Elementary School, students may only utilize these devices in the following manner:

- **No Use: Students' cellular phones and personal electronic devices must be turned off and remain off during the instructional day and passing periods. Cellular phones may only be used prior to the first bell and after the final bell.**

Bicycles / Scooters, etc.

The school provides a bicycle area for students wishing to ride their bikes to school. The school cannot assume responsibility for stolen and/or damaged bicycles/accessories (helmets, locks, etc). The student must follow these procedures:

1. Bicycles, e-bikes, and e-scooters should not be ridden on school grounds (parking lots, sidewalks, playgrounds, etc.)
2. Helmets are recommended for everyone at all times when operating e-bikes or e-scooters.
3. Bicycles, e-bikes, and e-scooters are not to be ridden through groups of walking students near the bike rack or sidewalks near the front of the school.
4. Locks should be used on every bicycle, e-bike, and e-scooter. We strongly encourage students not to share locks.
5. Students must demonstrate bicycle safety rules. Reckless behavior (stunts, wheelies, unsafe speeds) is banned for all devices, including e-bikes and e-scooters.



Chromebook Guidelines

Receiving a Mobile Device:

Parents/guardians and students must sign and return the [Mobile Device Agreement](#) before the mobile device can be issued. Mobile devices will be distributed during the mobile device orientation scheduled by your school.

Returning a Mobile Device

- Individual school mobile devices and accessories (charger, cover, etc.) must be returned to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their school mobile devices on the date of termination.
- Depending on the circumstances, students who fail to return mobile devices may be subject to criminal prosecution and/or required to pay the replacement cost of the mobile devices. Failure to return the mobile devices will result in reports being filed with the Clark County School District Police Department.
- Any student who returns a damaged mobile device may be charged a fee for any needed repairs or missing accessories, not to exceed the replacement cost of the mobile device and accessories, as outlined in the Mobile Device Cost Table.

Mobile Device Use

- Students are required to abide by the CCSD Acceptable Use Policy agreement and are responsible for proper conduct on CCSD technology network resources as outlined in Regulation 3990.
- The student to whom the mobile device is assigned is responsible for its care; the device should not be loaned or given to any other person.
- The mobile device should not be left unattended. When it is not in the possession of the student to whom it was issued, it should be stored in a secure location.
- The mobile device should be handled with appropriate care; it should not be stored in a location (book bag, etc.) that also contains liquid or food products. Heavy objects should not be placed on top of the mobile device. Never throw or slide the mobile device or a book bag that contains the mobile device. Do not shut the cover if anything is lying on the mobile device screen.
- Unless otherwise specified by school staff, the student should bring his/her assigned mobile device to school every day, fully charged and ready for use.
- CCSD staff may collect and/or inspect student-issued mobile devices at any time and access information or data on them.
- CCSD-installed apps and tools, including device management software, must not be removed from the device or altered in any way.
- CCSD-issued mobile devices are configured with unique serial numbers AND asset tag identifiers; these identifiers must not be removed or marred in any way.
- Lost or stolen mobile devices must be reported to school personnel and municipal police. A police report is required for stolen devices.

GIVENS

ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK



I have read my child's Student/Parent Handbook. I understand the need to communicate this information to my child.

Student Signature

Date

Parent Signature

Date



Please send only this signed agreement back to school with your child to give to his/her teacher. If you have any questions or concerns, please call our school office at (702)799-1430.