



# James I. Gibson Elementary School

## Student/Parent Handbook

271 Leisure Circle

Henderson, NV 89074

Telephone: (702) 799-8730

Website: <https://www.jamesgibsones.com/>

Mrs. Jill Keith  
Principal

Mrs. Blair Rodrigues  
Assistant Principal

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Dear Parent/Guardian,

Please review the Gibson Elementary School Parent/Student Handbook with your child, sign the last page and return the form to your child's classroom teacher.

We are glad your child is here at James Gibson Elementary. We intend to do our best to make each child feel safe, welcome, and excited about learning. We are proud of our educational programs and are excited to watch all our students continue to grow and meet their goals.

A large part of our success has been establishing, communicating and maintaining high expectations. Higher expectations bring higher achievement. We have established school-wide expectations to build a safe, warm and inviting learning environment. At James Gibson we follow the Gibson Golden Rules:

Be kind      Be safe      Be respectful      Be responsible

The Gibson Elementary Staff present this handbook as a way to summarize our educational goals and to inform you about the basic operations of the school. This handbook describes activities and procedures at the school and is based on regulations and policies of the Clark County School District (CCSD). Please review this information with your child and use it as a reference throughout the school year.

Throughout the year, we will send home weekly "Golden Nuggets" via email. To stay up to date on everything currently happening at Gibson, please read these emails. As the year progresses, if you have any questions, feel free to reach out to your child's classroom teacher (702-799-8730).

### Arrival and Dismissal

Students may arrive on campus at 7:40 a.m. and choose to either go to the multi-purpose room for a free breakfast *or* go play on the playground. At 7:50, a whistle will blow (and gates will be locked) to indicate students should line up in the designated area with their classmates. Students who arrive after the gates are closed must report to the front office to receive a tardy pass. Students will be dismissed after 2:11 p.m. Your child's classroom teacher will make arrangements with you on a dismissal location.

### Attendance and Absences

Parents and legal guardians are required to send their students to school during all times that public school is in session, for the entire school day (NRS 392.040). State guidelines require that the school report students with excessive absences/tardies to the local law enforcement agency. We have learned that students who miss even a few days of school each month are at far greater risk of academic failure and dropout than students who attend regularly. Because attendance is so important, please send your child to school every day unless he or she has a contagious illness or is running a fever.

In addition, please make every effort to plan doctor/dental appointments, and the like, after school hours as success in school depends on regular attendance. Students who are often tardy or absent infringe on the educational rights of themselves and others. Please understand that work will not be prepared in advance for students who are absent because the critical part of teaching/learning takes place in the classroom. Homework without the necessary direct instruction is not productive.

When a child is absent from school, guardian must report absence to teacher before the start of the school day. Written notice from the parent/guardian must be sent to school within three school days after the child returns from the absence. The note should contain the following information:

1. The first and last name of the student
2. The date(s) the student was absent
3. The reason the student was physically or mentally unable to attend
4. Signature of parent or guardian

We will also monitor each student's attendance across the year so we can work with families when the number of absences puts a student at risk. We are happy to work with all families to improve school attendance and help every student to lead, achieve, and succeed in life.

### Birthdays and Celebrations

School parties are planned for certain occasions during the school year. These school wide parties will take place during the last 45 minutes of the day. Birthday celebrations for students are not to be held during the instructional day. Birthday invitations are not to be distributed at school. Families who want to share a treat must ensure items are store-bought and that they are in compliance with CCSD nutritional guidelines. (See CCSD Regulation 6113)

### Cell Phones/Communication Devices

In order to create a positive learning environment for all students, personal electronic devices used for socialization and/or communication and devices with the ability to capture images (including but not limited to phones, electronic games, and digital watches) must be powered off and out of sight (in backpacks) on all areas of Gibson's campus at all times. We understand that many parents choose to have their students carry personal devices for communication purposes, however, in order to protect the learning environment, all personal devices must remain powered off and out of sight on all areas of campus. If a student is seen with any such personal device on campus, it will be taken away and kept in the office until a parent/guardian of the student comes to school to pick it up.

### Discipline

At James Gibson Elementary we feel that good discipline is essential to the teaching and learning process. An educational environment based on respect, courtesy, care and productivity is essential. This allows an environment in which teachers can successfully teach and children can comfortably learn with minimal disruptions. At James Gibson, the entire staff is involved in teaching and reinforcing appropriate student behavior. With your cooperation and support we can provide a positive, productive learning environment for all of our children. Please review the Clark County School District's "Behaving Positively

at School" publication. This explains various corrective actions which may be taken when school-related student misbehavior occurs.

### Dress Code

Students are:

1. Shoes must have soles. Slip on shoes without a heel strap are not allowed. Closed toed shoes are required for P.E.
2. Students are required to wear shirts or blouses properly buttoned in accordance with the design of that shirt or blouse. The length must extend beyond the belt level.
3. All attire must be at least fingertip length. If shorts are worn, they must be hemmed and without fray.
4. Students are prohibited from wearing transparent, see-through tops, bare midriff, strapless, low-cut clothing with slits, or tops and outfits that provide minimum coverage.
5. Students are prohibited from wearing hats in the building or in other areas designated by the principal, except for designated school-approved activities.
6. Students are prohibited from wearing clothing which contain slogans or advertising of a controversial or obscene nature which may disrupt the educational setting.

### Emergency Data

The school office must have current home and emergency telephone numbers and current addresses. It is essential that we have this information in case of an accident or illness. Please come to the office whenever this information changes and our office staff will assist you with an update in Infinite Campus. If we cannot reach you, we will use the emergency contact information you have provided.

### Health Services/Medication

Students who become ill at school should report to the Health Office. If the illness or injury is of such a nature that the student should go home, the parent will be notified. Students are not permitted to leave the school without a parent/guardian signing them out through the school office. A student needing medication during school hours must have a completed Medication Release form which must be obtained from the Health Office personnel. The medication must have been prescribed by a licensed prescribing practitioner. No over-the-counter medication may be given without a prescription.

### Homework

Gibson's homework policy for first and second graders is to read a minimum of 40 minutes every school day and for third through fifth graders to read a minimum of 60 minutes every school day. Kindergarten homework is to either practice letter names, letter sounds, sight words, or read for 15 minutes each school day. According to CCSD Regulation R-6143, "Homework assignments shall take into consideration the individual need and academic abilities of the students. Routine work on skills, which have already been mastered, shall be avoided."

If students aren't finishing classwork and/or meeting goals, staff will coordinate with families to create a plan to complete additional work at home, in addition to reading homework.

### Parental Concerns

We want everyone to be pleased and satisfied with every aspect of the school 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. If after meeting with the teacher, your concern has not been resolved, you may call the school office to schedule a conference with the teacher and an administrator.

### Parent Volunteers and Visitors

All visitors must be badged and must check in at the front office to enter the building. For information on getting badged please visit <https://ccsd.net/community/protect-our-kids/> We are a "badged only" school for visitors.

### Personal Belongings

Items brought to school should be kept inside the child's backpack, a paper bag, or other container until needed in the classroom. Parents are urged to print names on items such as lunch bags/boxes, coats, sweaters, and backpacks. Do not allow your child to bring toys, playing cards, skateboards, rollerblades, balls or other items to school which are not part of the educational program. Toys and other items unnecessary to our learning environment will be confiscated and returned at the end of the school year.

Picking Up Children During School Hours

Whenever it is necessary to pick up your child during school hours, please send a note to your child's teacher letting them know of the early release. All persons must check in at the office so the office staff can call for your child to come to the office. We exercise extreme care when releasing children from our school. Anyone picking up a student will be required to present identification. Students will not be released from class after 1:45. We appreciate your understanding and cooperation.

Please return this signed portion of this handbook.  
Classes with 100% returns will earn a popsicle party!

My child, \_\_\_\_\_, and I have reviewed and understand the Gibson Elementary School Parent/Student Handbook for the 2023-2024 school year.

Parent/Guardian and Student

Signature \_\_\_\_\_