



CLARK COUNTY SCHOOL DISTRICT

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## HERBERT A. DERFELT ELEMENTARY SCHOOL

Rick DiTondo  
Principal

Gina D. Howard  
Assistant Principal

1900 S. Lisa Lane. ~ Las Vegas, Nevada 89117 ~ Phone (702) 799-4370 Fax (702) 799-4341 ~ <http://schools.ccsd.net/derfelt/>

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### Frequently Asked Questions

#### **What time does school begin and end?**

Breakfast is available for students at 7:30 and students may enter through the front office to access the Multi-Purpose Room at that time. Please do not drop off students prior to this time as we do not have supervision. At 7:35, the gates on Oakey, Gagnier, and El Parque will open and students may go to the playground. One gate on Lisa Lane will be accessible to bus students only. The morning bell rings at 7:50 and students are escorted to their classroom from the playground by their teacher. Any student dropped off after 8:00 will need to be escorted to the office and signed in by a parent or guardian and will be marked TARDY. Dismissal is at 2:11, **students will not be released for early dismissal any time after 1:50 p.m.**

#### **What are the procedures for when my child is tardy?**

If your child is tardy you must escort your child to the front office. After 8:00, students may not just be dropped off at the front of the school or in the parking lot and be allowed to come in on their own. Parents will need to sign their child in for the day so that we can appropriately take attendance on each child. Please do not send them in on their own.

#### **What if I want to bring in treats for my child's birthday?**

Birthdays are fun and we want to recognize your child on their special day, but due to the large number of students in each class, we cannot take away from instructional time to do so. On your child's birthday, you may bring in a healthy treat or a small treat bag to pass out and this can be done during your child's lunchtime or as they exit the building to leave school. **Please no cupcakes, balloons, or decorations**, as many of our students have food allergies and it is difficult for us to accommodate such items. We want to promote healthy eating at Derfelt ES so we ask that cupcakes, high sugar treats, and unhealthy choices are not brought to school.

#### **What if I want to volunteer in my child's classroom?**

Volunteers are very welcome at our school. **Yet please note that there are new District Regulations currently in place regarding volunteers.** Volunteers will need to go through a background check and we have instructions on how to do so in our front office. Once cleared, we do ask that you give teachers at least two weeks to get their classroom management, expectations and routines set before visiting the classroom. After that, please come in! Please arrange your visit with the teacher so they can prepare materials or things for you to do while you are here. Additionally, the teacher will also notify the office that you will be visiting in order to assist you in getting to the class.

#### **What if I want to walk my child to class each morning?**

While we strongly encourage parent volunteers on campus, parents will not be permitted to walk their child to class. All visitors will be required to check-in at the front office. Please drop off students at the gates on Oakey, Gagnier, and El Parque to meet their teachers on the playground. We want to make sure our students are safe on campus and that instruction can begin promptly on time when the bell rings. Please see how you can speak with your child's teacher below.

#### **What if I need to set up a meeting with my child's teacher?**

We encourage parents to meet with their child's teacher on a regular basis. Each teacher will provide you an e-mail and a phone number where they can be reached. Please remember that during the school day the teacher will not be able to receive phone calls directly to their classroom. You may call the office and be transferred to leave a message, or you may e-mail the teacher directly. Please give the teacher at least 24 – 48 hours to return your message before reaching out again.

#### **What if I need to get a message to my child during the day?**

Unfortunately, as we cannot verify the identity of a parent or guardian over the phone, we are unable to deliver messages to students. Please make sure to make all arrangements with your child prior to the school day. If it is critical for you to get a message to your child, we will need you to come to the office with proper identification for us to relay that information to your child. **Please know that this is for the safety and security of your child.**