

**2024 - 2025**

# **Thiriot Elementary School**

**DREAMCATCHER FAMILY HANDBOOK**

## **THIRIOT MISSION STATEMENT**

**At Thiriot Elementary School, we develop strong leaders and lifelong learners who make positive contributions to society through respect and responsibility.**

**SCHOOL PRINCIPAL  
Shalynn Tinkel**

**ASSISTANT PRINCIPALS  
Patrick White  
Sarah Fender**

**5700 West Harmon Ave.  
Las Vegas, NV. 89183**

**(702) 799-2550  
Fax: (702) 799-2545**

**Student Day  
8:55 AM - 3:26 PM**

**Office Hours  
7:30 AM - 4:00 PM**

**Email :**

**0403-inbox@nv.ccsd.net**



# Welcome to Thiriote!

We are glad your child is here at Thiriote Elementary School. We do our best to make each child feel welcome, safe, and excited to learn. We are proud of our educational program and follow the Nevada Academic Content Standards. Our teaching staff has developed strategies to differentiate instruction for our students to be college and career ready and “Begin With the End in Mind.”

We encourage parents to put “First Things First” and demonstrate the importance of a good education by making school a priority, ensuring homework is completed accurately, and communicating with teachers and staff. During the school year, if you have questions or concerns, please contact your child’s teacher. If further support is needed, please contact the school office at (702) 799-2550.

This handbook serves as a year-long reference. It is based on the regulations and policies of the Clark County School District (CCSD)

School Principal

*Shalynn Tinkel*



**Read more at**

[www.thiriotes.com](http://www.thiriotes.com)

# ARRIVAL

## Morning Student Drop Off Time

Arrival time is **8:55 am**. There is no adult supervision prior to **8:55 am**; therefore, students are not to be on campus before this time without parent supervision and will be contacted immediately.

**AM club members check in through the Front Office.**

- First (1st) - Fifth (5th) grade students will be allowed to enter the building through the main Front Doors.
- Kindergarten students will be allowed to enter through the side main entrance located near the designated school parking.

Please see the [Thiriot Elementary School Map](#) for instructions for morning drop-off and after school pick-up.

**Students can eat breakfast with their class.**

# DISMISSAL

Dismissal times are **3:20 PM** for Kindergarten and **3:26 PM** for **1st-5th grades**. You will need to wait in line to make eye contact with your child's teacher and for your student to be released.

If your teacher has been informed in writing that your child will walk home, he/she will be released at that time. Older siblings may exit through the gate of a younger sibling to make pick-up easier for families. Please reach out to all teachers involved to set-up siblings moving to different gates.

Please see the [Thiriot Elementary School Map](#) for instructions for morning drop-off and after school pick-up.

# Early Dismissal

Students are dismissed at 3:26 PM. If a parent needs to check a student out prior to 3:26 PM, the parent must do so before **2:45 PM** to minimize end of the day classroom disruptions. Extreme care is exercised at all times when releasing children from our school. For their safety, identification is required from the person picking up the student. If someone other than the parent or emergency contact is picking up a student, the parent or guardian will be notified by phone prior to releasing the student. Additionally it will require a longer time period to check out students when they are in specials, lunch, or recess.

**When the parent/guardian is called to pick up their student from the Health Office they will be excused for either half day or whole day.**

## School Bus Riders

If a student misses his/her bus after school, he/she is to report to the office. Under no circumstances is the student to walk home without first checking with the office. Students who do not obey school bus regulations will be issued a citation by the bus driver. A note to the teacher is required when a student is not riding the bus on a given day.

## Bicycle Riders

The school provides a bicycle area for students wishing to ride their bikes to school. Students must follow these procedures:

Bicycles are not to be ridden on school grounds, and must be locked in the bicycle area. Students must demonstrate bicycle safety rules.



# SAFEKEY PROGRAM

The Clark County Parks and Community Services Department Safekey Program will be offered at Thiriot Elementary School. Safekey will not accept any students who are not registered. It is recommended that your child is registered for Safekey in the event you are unable to pick your child up at the 3:25 PM. dismissal. There is a limited number of students that can be registered daily, so register in advance.

In the event your child is not registered and they need to attend Safekey the same day, you will need to contact Safekey services at 702-229-3399, to register them and pre-pay for the day.

AM Safekey: 7:00 AM - 8:55 AM

PM Safekey: 3:25 PM - 6:00 PM

## After School Care Protocol

Students who are not registered for an after-school care program and who are not picked up at the end of the school day will be taken to the front office. Office staff will attempt to contact parent/guardian, as well as emergency contacts to arrange for student pick-up until 3:45 PM.

- If the school cannot contact the parent/guardian or emergency contacts, the student may be taken to Safekey, provided the student does not have any outstanding Safekey debt at 4:00 PM.
- Police Services will transport any student who is left at Safekey to Child Haven/Child Protective Services. A Child Abuse/Neglect Report will be filed each time a student is transported to Child Haven.

# BREAKFAST AND LUNCH

There is no cost for breakfast or lunch. Breakfast is provided to each student after the first bell (8:55 am) and is eaten in class before daily instruction begins. After eating lunch in the multipurpose room, students go outside for recess.

## Lunch Hours

Please be advised that student items dropped off will not be immediately given to students or taken to class. Ex: Lunches, drinks etc. We cannot guarantee students will receive items before their designated lunch time. Additionally, it will require a longer time period to check out students when they are in lunch or recess. Please try to avoid picking your child up at during their assigned lunch and recess.

<b>Kinder:</b>	Lunch: 11:50 a.m. - 12:10 p.m.	Recess: 12:10 p.m. - 12:30 p.m.
<b>1st Grade:</b>	Lunch: 11:15 a.m. - 11:35 a.m.	Recess: 11:35 a.m. - 11:55 a.m.
<b>2nd Grade:</b>	Lunch: 12:15 p.m. - 12:35 p.m.	Recess: 12:35 p.m. - 12:55 p.m.
<b>3rd Grade:</b>	Lunch: 11:25 a.m. - 11:45 a.m.	Recess: 11:45 a.m. - 12:05 p.m.
<b>4th Grade:</b>	Lunch: 11:55 a.m. - 12:15 p.m.	Recess: 12:15 p.m. - 12:35 p.m.
<b>5th Grade:</b>	Lunch: 12:35 p.m. - 12:55 p.m.	Recess: 12:55 p.m. - 01:15 p.m.

Students in specialized programs may vary from regular schedules. Please confirm with the front office or your student's teacher.

# MEDICATIONS

If your child must take medication during school hours, the prescribing doctor must state in writing the name and nature of the medication. Medication that needs to be taken during the school day must be brought to the health office in **the original medicine container** from a physician's prescription and must contain dosing instructions. No medications, either over-the-counter or prescribed, will be given to your child by school staff without a valid prescription from a licensed physician.

The parent must contact the school and sign a legal release form (CCF-643) before medication may be administered at school. All medication will be kept in the Nurse's Office in a locked cabinet.

**Children may not have or take the following medication aids: cough drops/throat lozenges, cough syrup (over the counter), Aspirin/Tylenol/Advil etc... A parent may come to the school and administer these medications if needed.**

# IMMUNIZATION

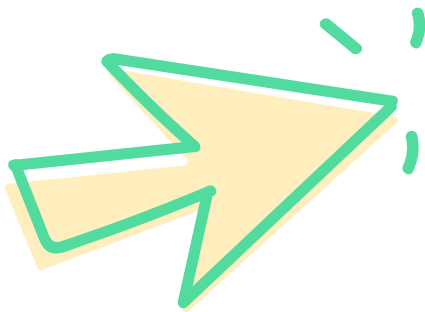
Per Nevada Revised Statute 392.435, students are required to have received a full set of vaccines prior to enrolling. Once enrolled, a child has 30 days to complete the required immunizations pursuant to NRS 392.435 and 394.192

# ATTENDANCE

Regular attendance in school leads to increased student achievement. Students benefit from the educational opportunities provided by our amazing school. Keep in mind, attendance enforcement is a shared responsibility between CCSD and the student's parent or guardian.

**CCSD POLICY 5113** states that students enrolled in District schools must attend regularly in accordance with the Nevada Revised Statutes.

- When a child is absent from school, a NOTICE from the parent or guardian must be **submitted** to school within 3 days of the child's return.
- Whether excused or unexcused, computer-generated letters are sent to parents at 3, 6, and 9 absences.
- After 10 absences, administration will request a parent conference. 18 or more absences could result in student retention in their current grade or Educational Neglect charges being filed against the parent. Your child may also be placed in an attendance club program run by the 8th Judicial Court.



An absence that has not been approved shall be deemed an **unapproved absence**. Your student is considered chronically absent if they have missed 10% or more of the current school year. A conference will be required to go over the student's attendance.

Read more at

[www.ccsd.net](http://www.ccsd.net)



# ATTENDANCE

## WHAT IS THE PROCEDURE THAT SHOULD BE FOLLOWED AFTER AN ABSENCE?

*Parent/Guardian must complete and submit a reported absence form available through our school website ([www.thiriotes.com](http://www.thiriotes.com)) within three (3) school days after their return from the absence.*

**OR**

*Provide a written notice to the front office within three (3) school days after their return from the absence.*

Parent/Guardian explanations should include the following information:

1. The first and last name of the student.
2. The date(s) the student was absent; and
3. The reason the student was physically or mentally unable to attend, how the absence was related to the student's disability, or the nature of the emergency.
4. If applicable, a copy of any documents supporting visits to an established Medical Facility.

## WHAT HAPPENS IF NOTIFICATION REGARDING AN ABSENCE IS NOT PROVIDED TO THE SCHOOL WITHIN THREE (3) DAYS?

If an acceptable explanation of the absence is not provided within three school days, the absence is unexcused and, in accordance with NRS 392.130, is deemed a truancy.



**Just a reminder, a message sent on Class Dojo to your student's teacher, or a phone call to the front office will not excuse your student's absence. As mentioned above, you (the parent/guardian) need to complete the reported absence form.**

# ABSENCES

## HOW DO PARENTS/GUARDIANS ARRANGE AN ABSENCE?

Parents/Guardians must submit a written request to the school prior to the absence(s). The maximum number of arranged absences is 10 per school year. Forms to request an arranged absence are available in the office.

The principal/designee will determine whether the absence is classified as excused or unexcused. Students or parents/guardians are allowed three school days after the return from a student's absence to request homework. Schools must provide at least three school days for the assignment to be completed and submitted. Failure of the student to make up missed work from an excused absence will result in an unexcused absence counting toward the limitation of absences.

## WHAT HAPPENS IF A STUDENT IS LATE TO SCHOOL OR CLASS?

Students who are late are marked "tardy". Meaning a student is not physically present in the classroom at the start of the instructional day. It is important for students to arrive on time as they are missing valuable instruction time. 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 fifty five minutes are missed.

- Student tardiness is a serious disruption to the educational program and infringes on the rights of other students. The first bell for school is 8:55 am.

# Makeup Work

Parents and students are to request make-up work within three (3) days of the absence. Students shall be allowed three (3) days to complete make-up work. Please allow teachers 24 hours to gather the necessary make-up work for your child.

# Homework

**Homework is used to extend and expand on the concepts and activities presented during the instructional day. Homework is assigned Monday through Thursday. Homework will be sent home as a packet, daily assignments, or as online lessons.**

When homework is assigned, it is expected that:

- The teacher has made all reasonable efforts to ensure that students understand the purpose of the assignment, what is to be accomplished, and how the assignment is to be done.
- Time to complete homework will increase approximately 10 minutes per grade level including reading time. For example, kindergarten will receive about 10 minutes a night while 5th grade will receive about 60 minutes a night.
- All students are responsible for completing their homework and returning it for review within the time frame stated by the teacher. Homework is used to practice and reinforce a learned skill. Completing the homework in a timely manner demonstrates responsibility and credit is given under Successful Learner Behaviors on the Report Card.
- Students will be held accountable for a high standard of accuracy and legibility but will not receive a report card grade for homework. If your child is almost always spending more time than the estimated time to complete homework assignments, talk to your teacher.

# Tuesday Folder

Teachers send home a weekly communication folder every Tuesday. The Tuesday Folder contains important classroom and school information, including newsletters, holiday notices, registration information, and other communications sent by the CCSD. Don't forget to return the folder each week so new announcements can be sent home. This folder is not a daily homework folder.

## Infinite Campus

Thiriot teachers upload your child's grades into CCSD's communication system, Infinite Campus, every week. You can check your child's grades anytime during the year on the Infinite Campus portal.

## Class Dojo

All Thiriot teachers use Class Dojo, a free, web-based app to communicate with parents. Class Dojo can be downloaded to your phone.

Request access with your student's teacher.

# Parent Teacher Conferences

Keeping parents informed of student progress is important and conferences are encouraged. Please arrange appointments in advance with teachers, as teachers are unable to meet with parents during instructional class time. See our school calendar for the exact date of Parent Student Teacher Academic Planning Time this school year.

Additional information and scheduling will come from your child's teacher.

# Dress Code

## DRESS AND APPEARANCE AS MANDATED BY CCSD

The student's dress and appearance should be of such a nature as to not disrupt or distract from the learning process. It is required that students follow the district's dress code regulations. Clothing should be conservative, safe, and clean.

**SHOES:** Students must wear shoes that are appropriate for school and physical activity. Slippers, flip flops, and strapless sandals are prohibited.

**SHIRTS & SHORTS:** Hemmed shorts that are at least fingertip length may be worn. Shirts and blouses must be buttoned up and must extend below the belt level. The code prohibits see-through tops, strapless and low cut clothing, and clothing that provides minimum coverage.

**HEADGEAR:** Headgear (hats, hoods, caps, hair grooming aids, etc.) is not permitted on campus except for recess, physical education, outdoor activities, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, culturally responsive practices, or CCSD/school sanctioned activities.

**OTHER:** Spiked or studded clothing, jewelry, and/or accessories are prohibited. Clothing with slogans, words that may be considered obscene, controversial or disruptive is prohibited.

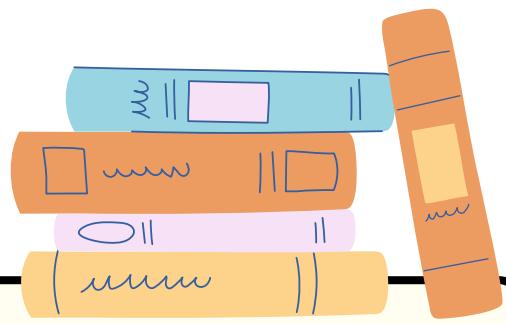
The principal shall retain the authority to grant exceptions for special occasions and/or conditions.

## PERSONAL POSSESSIONS

Please label all personal items, such as bikes, backpacks, lunch boxes and jackets. Labels should include first and last names. Miniature video games, phones, iPods, iPads, MP3 players, balls, bats, or toys of any sort are not allowed at school. Card collecting and exchange is not permitted.

***Please note: Thiriot Elementary School cannot assume responsibility for damaged, lost or stolen personal items.***

# Library Books



Students in 2nd - 5th grade may check out two books at a time, while students in K- 1st grade can check out one book during library time. They may be renewed for one week. Students will be responsible for the care of the books they borrow from the library.

These are the rules for taking good care of the library books:

- Keep books away from pets and younger siblings
- Keep books away from food
- Use a bookmark instead of folding pages
- Wash your hands before reading

Parents will be required to pay the cost of replacing any book that is lost or damaged by a student and is unable to be put into circulation again.

# GRADING

Grades will be weighted, with 90% of a student's grade being their summative assessments (end of unit tests) and 10% of their grade consisting of formative assessments (short quizzes and in-class assignments).

Students will have the opportunity to retake a summative assessment one time if they score below 70%. Your student's teacher will communicate how and when those retake assessments will take place.

# Class Celebrations

If you wish to bring a treat for a classroom celebration, homemade foods are prohibited. Only nut free, store-bought foods are permissible when being distributed to the class. In addition, if you are bringing a treat for the classroom, treats must be brought prior to 11:30 a.m. Items brought after this time will be saved for the following school day. This ensures we are able to properly distribute these items to the students with specific dietary needs.

**Passing out invitations for parties is not permitted. Please do not bring balloons or gifts.**

Care will be taken not to schedule significant activities or examinations on major religious holidays. (CCSD Regulations 6113)

# Volunteers

We welcome parents to our campus and value your support! All volunteers must be scheduled, check in at the front office, and receive a visitor's badge. Adults without a badge must return to the office and be properly identified. CCSD regulations require that parents make arrangements with the teacher at least 24 hours prior to volunteering, and approved by the teacher based on classroom needs. Younger siblings are not permitted in classrooms during instructional time. All volunteers must be supervised by a licensed teacher at all times. Please understand that there are a limited number of hours in the school day and not all volunteer requests may be honored. Even though classroom volunteer opportunities may fill, there are other ways you can help us throughout the building. Thiriot Elementary complies with the Nevada State Volunteer Regulation.

# Communities in School

Our mission is to surround students with a community of support, empowering them to stay in school and achieve in life. At Joseph E. Thiriot Elementary School, we have a number of FREE initiatives that are designed to assist every student. Some of our services may include:

- Academic Assistance
- Attendance Monitoring
- Clothing Closet/School Supplies
- Food Pantry Services & Weekend Food Bags
- Community Resource Referrals
- Medical/Dental Referrals
- SEL Groups



## Catch A Cash

Everyday, Thiriot staff recognizes outstanding student behavior and presents students with Catch-a-Cash. These reward tickets can be redeemed at our Catch-a-Cash store.

## Sports

- Football
- Cheerleading
- Basketball

Tentatively based on CCSD having an elementary team.

## CLUBS

- Drama Club
- Dance Club
- Music Ensemble
- Entrepreneur Club
- Morning News Broadcast
- Rise and Shine Club
- After School Tutoring
- Garden Club
- Chess Club



# AWARDS

## **Leader of the Month:**

Each classroom teacher and specialist will select one student to recognize as Leader of the Month. This student exemplifies one of the 7 Habits. The student's parents will receive a letter informing them that their child has been selected as Leader of the Month and they are invited to a special award assembly. Certificates will be presented by the school counselor and administration during the assembly. Student pictures will be displayed on the "Leader of the Month" bulletin board, and the names of the Leader of the Month will be announced during morning announcements.

## **Super Reader:**

Students must complete four series in series craft to receive this achievement award.

## **Personal Success Award:**

Personalized award based on individual student achievements.

## **Perfect Attendance (semester):**

Any student with ZERO absences, ZERO tardy occurrences, and ZERO early releases for the semester will be awarded Perfect Attendance. Students are considered tardy after the 9:15 a.m. bell. Any student leaving before the 3:26 p.m. bell is considered an early release. A student must be enrolled for at least 30 days to receive Perfect Attendance.

## **Straight A Honor Roll (semester):**

Straight A Honor Roll students have A's in all subjects and no N's for any criteria.

## **A /B Honor Roll (semester):**

A/B Honor Roll students have A's & B's in all subjects and no N's for any criteria.

# LEADER IN ME

Hi Dreamcatcher Parents and Guardians!

Here at Thiriot we believe there is greatness in every child and that each child can be a leader in different ways. This year we'll be continuing to teach our students about being leaders as we incorporate concepts and principles from *The Leader in Me*, which is based upon the *7 Habits of Highly Effective People*, by Stephen Covey. By teaching the habits, we'll help our Dream Catchers develop social-emotional skills and strong character traits that contribute to happiness and success. We'll be introducing and reviewing the habits during morning ceremony over the first couple months of school and integrating them throughout the year. In addition, we'll be discussing two types of leaders:

**Leader of Self:** I'm in charge of ME and the choices I make. I do my personal best and do things that make me happy and proud.

**Leader of Others:** I share my knowledge and talents. I inspire and encourage others. I am a role model. I guide others when working towards a common goal.

The school-home connection is an important part of a student's success so if you'd like to incorporate the habits at home, a flyer for each one with tips, activity ideas and picture books related to that habit can be found on the school website in the Counselor's Corner. In addition, please refer to the reverse side for a description of each habit.

*At Thiriot Elementary School, we develop strong leaders and lifelong learners who make positive contributions to society through respect and responsibility.*

## Tips for Home:

- Discuss what it means to be a leader.
- Brainstorm with your child ways he or she can be a leader at home and school.
- Give examples of how you are a leader at work or in your home.
- We often acknowledge when our kids make good choices. Try changing the language so it relates to leadership:  
"I see you took the initiative to do your chores without being asked. That's something a leader would do."  
"I can tell you've really been trying to be a leader by making good choices and being a positive role model for your brother."

# LEADER IN ME

## The Seven Habits of Happy Kids

### **Habit 1 — Be Proactive - You're in Charge**

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

### **Habit 2 — Begin with the End in Mind - Have a Plan**

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

### **Habit 3 — Put First Things First - Work First, Then Play**

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

### **Habit 4 — Think Win-Win - Everyone Can Win**

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

### **Habit 5 — Seek First to Understand, ...**

Then to Be Understood - Listen Before You Talk. I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

### **Habit 6 — Synergize - Together Is Better**

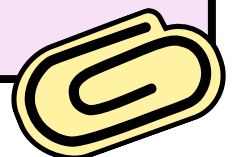
I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming up with others, we can create better solutions than any one of us can alone. I am humble.

### **Habit 7 — Sharpen The Saw - Balance Feels Best**

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

### **Habit 8 — Find Your Voice – Know Your Skills and Use Them**

I discover my strengths and talents and share them with others. I show energy, excitement and passion for what I love, and I try new things too. Through my example, I lead and inspire others to do the same.



# Cell Phone Policy

Phones must be turned off and remain off during the instructional day and passing periods in compliance with CCSD Policy 5136. Cellular phones should be stored in a non-visible location (backpacks, purses).

Phones confiscated in violation of these guidelines will only be returned to a parent/guardian during non-instructional hours.

Cellular phones must remain off during a school evacuation, lockdown, or drill. During these situations tell your child NOT to try 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 the school. This ensures both compliance with the above guidelines and serves to set a positive example for students.

## USE OF SCHOOL PHONE

The school phone is a business phone and students will be permitted to use the phone for emergency calls only. Calling to get permission to go to a friend's house after school is not an emergency. Students are encouraged to be responsible for their educational belongings. Phone calls home for a left book or an assignment will be discouraged.



# Closed Campus

## **Thiriot is a Closed Campus per CCSD.**

All gates and doors will remain closed during school hours. Access to campus, including the playground and building, will be restricted to staff and students only.

Any inappropriate conduct by parents or siblings dropping off or picking up a student may result in removal from campus for the remainder of the year and a citation from CCSD Police Department.

Students will not be released to anyone who is not on a child's emergency contact list and without a photo ID.

**Please make sure to update your information in the Front Office.**

# Parent Concerns

If you have a concern about your child's education or about something that occurred in the classroom, your first course of action should be to set up an appointment with your child's teacher. You can find their information on our website. If, after you have spoken with the teacher, you are not satisfied with how your concern was handled, you may call the school office and set up an appointment to speak with the teacher and an administrator to resolve the matter. If you and the administrator deem it appropriate for your child to participate in the conference, they will be included in the discussion.

**Read more at**

[www.thiriotes.com](http://www.thiriotes.com)