2026-2027

Parent & Guardian Handbook

Andrew J. Mitchell Elementary School

&

Harry Reid Elementary School

Welcome!

Welcome to the 2026-2027 school year. This handbook provides an overview of the policies and procedures that guide our schools. Your child's teacher will provide additional information about your child's classroom. Please call our offices if you have any questions. Information is also available on the Clark County School District (CCSD) website at ccsd.net and the school websites.

Mitchell Elementary School: 702-799-8280 and andrewmitchelles.ccsd.net
Reid Elementary School: 702-297-1224 and harryreides.ccsd.net

Vision

Mitchell and Reid Elementary Schools promote a positive experience for each student in school engagement, learning, leading, and achievement using the Leader in Me framework and Clark County School District resources.

Mission Statements

Mitchell Elementary

Our mission is to use the 7 Habits of Highly Effective People to develop kind and successful leaders.

Reid Elementary

The mission of Harry Reid is to use the 8 Habits of Highly Effective People to develop caring and confident life-ready learners and leaders.

Daily Operations

Mitchell Elementary

Office Hours: 7:15 a.m. - 3:45 p.m.
Safe Key Arrival: 7:00 am
Student Arrival: 8:50 am
Students and their families enter through the school's front doors.

- All family members who enter the campus check in at the computers in the front hallways and proceed to the cafeteria, the field, or the playground.
- Volunteers wearing their badges can sign in at the front counters or on the podiums outside the doors.
- The bell rings at 9:10 am.
- First- and Second-Grade students report to the Morning Ceremony at the back of the school.
- Kindergarten students meet their teachers when the 9:10 am bell rings, beginning their day in the classroom.
- Star WARS begins each morning at 8:50 am from September through April. Students and their families are welcome to participate every day.

School dismisses at 3:26 pm.

- Students are dismissed through the school's front entrances.
- Signs are posted in front of each door, indicating your child's dismissal location.
- The school closes at 3:45 pm.

Reid Elementary

Office Hours: 7:15 a.m. - 3:45 p.m.
Student Arrival: 8:45 am
Students and their families enter through the school's front doors.

- All family members who enter the campus check in at the computers in the front hallways and proceed to the cafeteria, the field, or the playground.
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- Students are dismissed through the school's front entrance.
- The school closes at 3:45 pm.

All visitors are expected to contribute to the positive, respectful environment of our schools. Unless you are acting under the supervision of a school employee, please do not interact with children who are not under your guardianship.

Parking

Mitchell Elementary

The Mitchell ES School parking lots will be closed each day from 8:40 am to 9:20 am and from 3:10 pm to 3:36 pm. Buses and cars with Handicap Parking Permits will be allowed entry. For those families wishing to park, a great option is to park across the street in the big parking lot in between the swimming pool and the softball field.

For families who would like the option to drop off and pick up their student without coming onto the school grounds, we have a Student Drop-Off and Pick-Up Lane on 6th Street.

This lane is dedicated to student drop-off and pick-up during those times. Students will be able to enter and exit through the gates near the bike rack. This area will be supervised by Mitchell staff to ensure student safety. If you have any questions, please contact the school.

Please do not park and leave your vehicle unattended by a driver on the school side of 6th Street between 8:40 am and 9:20 am and 3:10 pm and 3:36 pm.

Reid Elementary

Parking is available in front of the school and at the Community Center. Please be aware that the bus parks in the drive line between the two parking lots at arrival and dismissal.

Health, Safety, & Wellness

If you have specific concerns about your child's health, safety, or wellness at school, please contact the school right away. Our offices are open each school day from 7:15 am to 3:45 pm.

Mitchell Elementary	Reid Elementary
702-799-8280	702-297-1224

Attendance

Being on time and attending school regularly are important to your child's success in school and moving forward to the next grade. Regular, on-time attendance is respectful to our learning environments. While we understand that students sometimes feel unwell or families have emergencies, students need to attend school every day. Please use the school's Absence Note Submission Form. You can upload Medical Professional Notes. Please see additional information regarding attendance on the CCSD website for Regulations and Policies.

Mitchell ES Absence Note Submission Form **Reid ES Absence Note Submission Form**

Bikes, Scooters, and Skateboards

For the safety of our students and families, please do not ride bicycles, scooters, ebikes, or skateboards on the school grounds. In addition, please see the CCSD Safe Routes to School.

Dress Code

Student dress should be appropriate for school so they can be active and comfortable in the school environment.

- Shoe soles should allow for safely navigating the school and playing outside on cement, pavement, grass, and dirt.
- Shirt straps should be at least 3 inches wide, and midriffs should be covered.
- Shorts and skirts should be at least fingertip length.
- Students may wear hats and sunglasses for sun protection, but these should be removed when inside the building.

For more information, please see Policy 5131.

Animals

For sanitation purposes, please do not bring animals to the school, including during arrival and dismissal.

- Emotional Support Animals
- Service Animals

Academics & Classroom Life

- Students are expected to be in school so they can complete their classwork on time.
- Students will have five (5) days to complete missing work from the date the assignment is due. Missing work will show in the gradebook as an "M," and the student will receive 50% of the available points. Please work with your child and their teacher to ensure that missing work is completed.
- When students indicate that they are struggling with their learning, teachers will provide opportunities to improve their learning and reassess them. Please work with your child's teacher when you have concerns about your child's learning. For more information, please refer to the Multi-Tiered Systems of Support.
- Mitchell ES and Reid ES acknowledge that families are eager to support their children's learning at school and at home.
- Each teacher will communicate and share homework materials so that families can support their children's learning. The elementary report card recognizes Homework as a Behavior. Homework is not included in the calculation of grades.
- If the use of a computer or tablet is required during instruction, the school will provide a device for your student to use.
- While we understand that you may want your child to have an electronic communication device at school, the device cannot interrupt the learning environment. Please see Policy 5136 for more information.

Behavior

- As Leader in Me Lighthouse schools, Mitchell ES and Reid ES use the 8 Habits of Highly Effective People to guide our students in making appropriate behavior choices.
- If student behavior becomes a concern, we will work with the parents and guardians to improve student behavior following Multi-Tiered Systems of Support and the Clark County School District Pre-Kindergarten–Grade 12 Student Code of Conduct.

Mitchell ES and Reid ES Leader In Me Behavior Grading Rubric			
	E	**S**	**N**
Be Proactive	The student consistently demonstrates that they understand that they are in charge of their behavior.	The student mostly demonstrates that they understand that they are in charge of their behavior, and the student responds positively to reteaching.	The student struggles to demonstrate that they understand that they are in charge of their behavior and does not respond positively to reteaching.
Begin with the End in Mind	The student consistently demonstrates a plan to accomplish their learning and leading goals.	The student mostly demonstrates a plan to accomplish their learning and leading goals and responds positively to reteaching.	The student struggles to demonstrate a plan to accomplish their learning and leading goals and does not respond positively to reteaching.
Put First Things First	The student consistently demonstrates that they understand the importance of work first, then play.	The student mostly demonstrates that they understand the importance of work first, then play, and responds positively to reteaching.	The student struggles to demonstrate that they understand the importance of work first, then play, and does not respond positively to reteaching.
Think Win-Win	The student consistently demonstrates in their interactions with others that everybody can win.	The student mostly demonstrates in their interactions with others that everybody can win and responds positively to reteaching.	The student struggles to demonstrate in their interactions with others that everybody can win and does not respond positively to reteaching.
Seek First to Understand, then to be Understood	The student consistently listens before speaking.	The student mostly listens before speaking and responds positively to reteaching.	The student struggles to listen before speaking and does not respond positively to reteaching.
Synergize	The student consistently works well with other students and staff.	The student mostly works well with other students and staff and responds positively to reteaching.	The student struggles to work well with other students and staff and does not respond positively to reteaching.
Sharpen the Saw	The student consistently makes the most of opportunities at school to renew their mind, body, spirit, and heart.	The student mostly makes the most of opportunities at school to renew their mind, body, spirit, and heart and responds positively to reteaching.	The student struggles with opportunities to renew their mind, body, spirit, and heart and does not respond positively to reteaching.
Find Your Voice	The student consistently seeks opportunities to use their talents and passions to help others.	The student mostly seeks opportunities to use their talents and passions to help others and responds positively to reteaching.	The student struggles to seek opportunities to use their talents and passions to help others and does not respond positively to reteaching.

Parent Communication and Engagement

- Each classroom teacher will share with you how they will communicate about classroom learning and activities.
- Please use your Infinite Campus Parent Portal to check attendance and grades. The Parent Portal can be accessed on a computer at https://campus.ccsd.net/campus/portal/parents/clark.jsp.
- The Parent Portal application can be downloaded for use on phones and tablets.
- The school will send communications via ParentLink using the telephone number and email address of each guardian listed in Infinite Campus. Please ensure that this information is current. Please ensure that ParentLink communications are not blocked.
- Messages received over the phone will not be delivered to students, as we cannot identify the caller with certainty. Parents will need to come into the front office with identification to have a message delivered to their child.

Sharpen the Saw Lunches

Beginning in September, we provide the opportunity for parents/guardians to have lunch at the Sharpen the Saw Family Table during the student's assigned lunch period. Please see the details below.

Mitchell Elementary

If you would like to join your child for lunch, you must be listed as the parent or guardian in Infinite Campus. Please be prepared to show your ID at the Front Office when you check in for lunch. Please check the Mitchell Website for lunch times.

If you would like to let an Emergency Contact join your child for lunch at school, please send an email by 11:00 am on the morning they would like to attend lunch. Please email **0913-admin-user@nv.ccsd.net** with the following information:

- Your name and your child's name.
- The following Information:
    - The full name of the adult coming to Mitchell ES.
    - A photo of the parent or guardian's ID making the request.
    - The adult visiting campus for lunch must be listed in Infinite Campus as an emergency contact.
    - IDs will be checked at the front office.
- Adults can only sit with the student listed in the email and must sit at the assigned Sharpen the Saw Family Tables. Please be respectful of our limited space and limit your visits to two (2) adults.

Reid Elementary

If you would like to join your child for lunch, you must be listed as the parent or guardian in Infinite Campus. Please be prepared to show your ID at the Front Office when you check in for lunch. Please check the Reid Website for lunch times.

If you would like to let an Emergency Contact join your child for lunch at school, please send an email by 11:00 am on the morning they would like to attend lunch. Please email **0919-admin-user@nv.ccsd.net** with the following information:

- Your name and your child's name.
- The following Information:
    - The full name of the adult coming to Reid ES.
    - A photo of the parent or guardian's ID making the request.
    - The adult visiting campus for lunch must be listed in Infinite Campus as an emergency contact.
    - IDs will be checked at the front office.
- Adults can only sit with the student listed in the email and must sit at the assigned Sharpen the Saw Family Tables. Please be respectful of our limited space and limit your visits to two (2) adults.

All visitors are expected to contribute to the positive, respectful environment of our schools. Unless you are acting under the supervision of a school employee, please do not interact with children who are not under your guardianship.

Volunteering

If you are interested in volunteering at the school, please click here to begin the process with the District.

Once this process is completed, volunteers will be given a CCSD Volunteer Badge. Badged volunteers can, with permission and guidance, work in the classrooms with students, attend field trips, and work at special events. Badged volunteers can also sign in and out of the school at the front desk when wearing their CCSD Volunteer badge.

If you are interested in volunteering in a classroom, please contact the teacher or the principal.

For those interested in volunteering outside of the classroom, please contact the principal directly.

School Organizational Team

Please consider joining or participating in our School Organizational Team. Information will be shared with all parents in September. This team advises the principal regarding school priorities, budgeting, and other areas.

Special Occasions

We love to celebrate with our students. Food that is part of special occasions must be commercially prepared to minimize risks of foodborne illnesses and to avoid known food allergens.

The following options are available, depending on your child's teacher's preference.

1. Parents can purchase items from the Approved Food List. These items may be purchased independently, or with notice, they can be purchased through the school.
2. Parents can send gift bags for each student in the class with commercially prepared items to minimize the risks of foodborne illnesses and to avoid known food allergens. These gift bags will be sent home with each student at the end of the day for each student to enjoy at home.
3. Teachers may set aside one Friday a month to celebrate special occasions in the classroom.