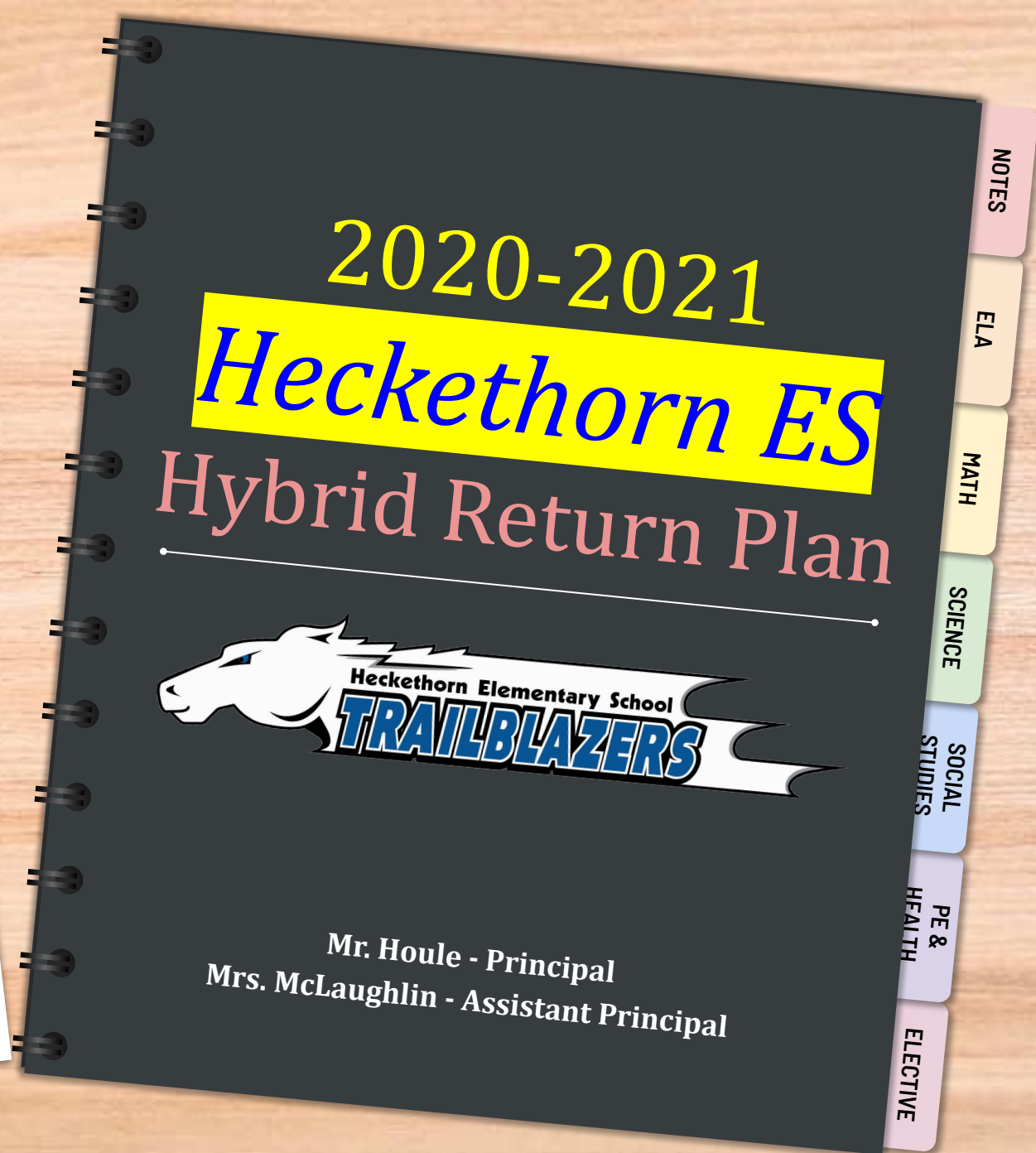




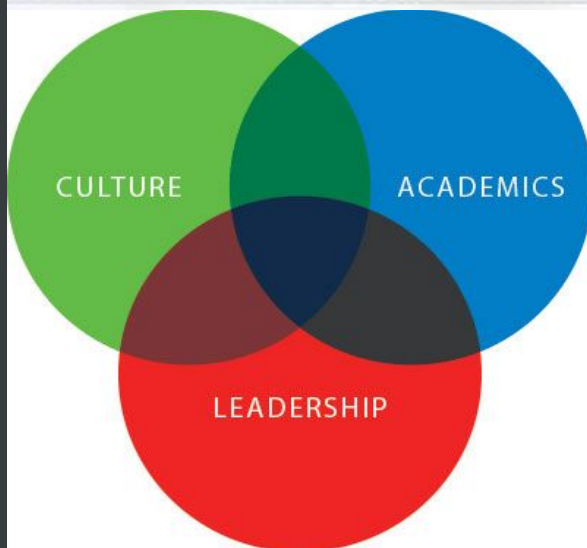
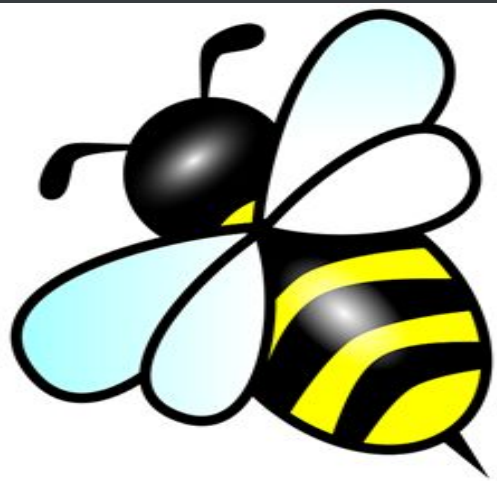
We are so glad to have students come back to the school building for In-Person Learning . . . We missed you all so very much! Looking forward to great things!



Our mission... "Our community believes in LOVING the greatness in ourselves and others, LEADING by example, and LEARNING for a lifetime."

We are Leaders that are Kind, Responsible, Respectful, and Safe while at school and at home.

"Change begins with me!"



### 4 Bees

- Be Kind
- Be Respectful
- Be Responsible
- Be Safe

## Student Expectations

- All online students will keep their Google Meet camera on and attend their full class schedule
- All students will model respectful behavior and follow their teacher's classroom expectations
- Students will follow Behavior Expectations for Heckethorn Leaders and Learners -See the 7 Habits of Highly Effective People and the 4 Bees
- Visit "[Leader in Me.org](https://www.leaderinme.org)"
- See [CCSD Behavior Guide](#)



## 5 Day Return Model

Begins on April 6th for  
Pre-K through 5th Grade



## Hybrid Model

- CCSD collected Parent Survey Data to create Cohort assignments
- The Heckethorn Administration received parent survey information to consider while determining cohorts and classroom teachers
- Parents were emailed their assigned classroom teacher and cohort information
- Return Packets will be deployed through the fire lane on Thursday, March 25 during the following times: 7:30–8:30 am . . . and at 3:30–4:30 pm
- Packets will include: Drop off/Pick up procedures, School Maps, FAQ, health information, etc.

## Heckethorn E.S. Front Office

Remember to  
always share  
your kindness  
and keep a  
sense of  
humor!



## OFFICE HOURS

- Monday through Friday, our front office is open to take phone calls and/or messages, from 7:30am to 4:00pm
- In person visits are by Scheduled Appointments Only, availability from 9:30 am to 3:00 pm
- Please ring the doorbell at the front of the school when you arrive for your appointment. Picture Identification (ID) is required
- A protective face MASK must be worn at all times while on the school campus.
- Our office number is (702)799-6690



# Infinite Campus (IC) & Class Dojo Communication



## Updated Student Info.

- Please login to Infinite Campus (IC) through the following link...  
<https://campus.ccsd.net/campus/portal/clark.jsp> to make sure your address, all phone numbers and student pick up contact information is updated before Tuesday, April 6th. Please call the front office to make changes (702)799-6690
- If you are not already connected with your child's classroom teacher through Class DOJO, please do so. This is a quick and easy way to stay informed. It is used school-wide to ensure constant communication between teachers and parents

# In-Person Learning (9:05-3:26)

## MONDAY

-Full day **FACE to FACE** instruction ([see schedule link](#))

## TUESDAY

--Full day **FACE to FACE** instruction

## WEDNESDAY

-Full day **FACE to FACE** instruction

## THURSDAY

-Full day **FACE to FACE** instruction

## FRIDAY

-Full day **FACE to FACE** instruction



# Distance Learning (online)

## MONDAY

-Full day **Distance Learning** instruction  
\*Follow the new full day Instructional Schedule ([see schedule link](#))

## TUESDAY

-Full day **Distance Learning** instruction  
\*Follow the new full day Instructional Schedule

## WEDNESDAY

-Full day **Distance Learning** instruction  
\*Follow the new full day Instructional Schedule

## THURSDAY

-Full day **Distance Learning** instruction  
\*Follow the new full day Instructional Schedule

## FRIDAY

-Full day **Distance Learning** instruction  
\*Follow the new full day Instructional Schedule





# Specials

Kindergarten - 5th Grade

Art on Monday  
P.E. on Tues. & Wed.  
Humanities on Thurs.  
Music on Friday



## Specials

- Specials classes are required grade level courses. Students get Specials grades on their report card and they are not optional, Specials are required!
- On all learning days, students will be offered "Live Learning" sessions by the Master Specialist Teacher. -see schedule
- Distance learners will also access Specials during their regularly scheduled specials time. Specialists will offer "Live"/Google Meet sessions to all students
- All students must complete daily specials assignments as required

# Student Items

In-Person students are asked to bring the following items to school on a daily basis when doing in-person learning:

- Backpack
- School assigned Chromebook with charging cord (must be fully charged)
- Pencil box with school supply items
- Lunch (if not eating school lunch)
- Water bottle (clear liquids only)
- Extra mask

\*Your child's teacher will also provide info on specific supplies students will need.



## Technology



# Chromebooks

- As students will be participating in face-to-face instruction and distance education with the utilization of Canvas and other technology tools, all students will transport Chromebooks and chargers between home and school
- YOUR CHROMEBOOK SHOULD BE PLUGGED IN THE NIGHT BEFORE SCHOOL TO BE FULLY CHARGED FOR THE DAY OF LEARNING
- There may be a situation in alignment with health and safety protocols that require a classrooms and/or school to transition to full distance education; therefore, students must have their Chromebooks to seamlessly transition from the in-person instructional model to full-time distance education, as necessary



Riding a Bike or  
Walking to School  
Free Breakfast & Lunch



# Biking or Walking to School/Free Breakfast & Lunch

- If your child is riding a bike to school, please use the West side bike rack only (near the park)
- **FREE BREAKFAST** will be available for all students. (Students will eat in their classroom from 8:50-9:05am, so come at 8:50 to get breakfast!)
- **FREE Lunch** will be available for all students. (Some grade levels will eat in the cafeteria while other students will eat at outside lunch tables, weather permitting during their lunch period)
- All distance learning students/families can pick up their breakfasts & lunches at Shadow Ridge High School

# Lunch & Brain Breaks

## Lunch & Brain Breaks

- Students will be provided 20 minutes to eat their lunches while in the cafeteria and/or outside (weather permitting) or in their own classrooms for inclement weather
- Students will also receive a 10 minute lunch "brain break" and another 10 minute "brain break" opportunity throughout the day to go outside and participate in a variety of fun and engaging structured play activities to socialize with peers (Students will always adhere to 3 ft distancing)



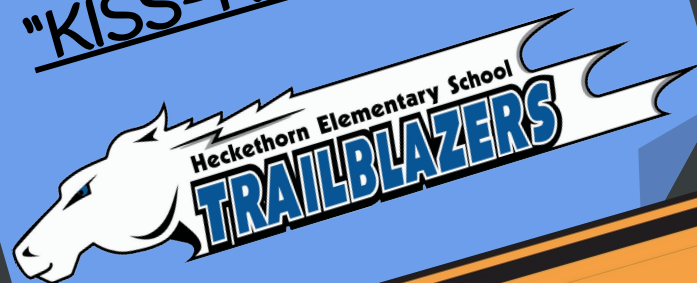
# Morning Drop Off

## Student Wellness/Kiss-n-Go Lane

- Review checklist before leaving for school... [Parent Morning Checklist](#) (click on link)
- See Drop Off map link... ["Drop Off Map"](#)
- The school parking lot will be open ONLY TO PRE-K AND KINDERGARTEN PARENTS (must have your Orange window sign in the front/right portion of your windshield to be allowed in the parking lot)
- The School Bus Lane on the East side of the campus is closed to all traffic... NO PARKING ALLOWED
- Parents are not allowed through ANY gates onto the school campus
- If walking students to the gate, please release your child and exit the campus... congregating in groups will not be permitted
- See the School map for drop off provided in your Return Packet
- East Gate (Red) = 40's Pod and 50's Pod Classroom Entrance
- West Gate (Yellow) = 60's Pod and 70's Pod Classroom Entrance
- Kindergarten Gate (Orange) = All Kindergarten Classroom Entrance
- Bus Gate (Neon Green) = Bus students and SPED Classroom  
(students will be escorted to class)

(cont. next page)

Morning - AM Drop Off  
"KISS-N-GO" Lanes



**SLOW TRAFFIC  
AHEAD**





# Morning Drop Off

## Kiss-n-Go Lane

- **KISS-N-GO LANE:** It is the preferred way and safest option that you drive your child to school and utilize our "Kiss-n-Go" drive through lane at the front of our school



- As you enter the lane, place the colored paper ("Car ID") from your Return Packet in the front/right of your windshield and stop at your colored "Drop Off" spot (see image above). This is the spot closest to the gate your child will enter and walk to their classroom
- Staff will be present at each spot identifying the color "Car ID" in the car window and assisting you with drop off at the correct spot
- DO NOT LET YOUR CHILD GET OUT OF THE CAR ALONG ANY OTHER AREA THROUGHOUT THE LANE
- YOUR CHILD MUST EXIT THE CAR ON THE PASSENGER SIDE ONLY
- DO NOT PASS ANY CARS IN THE LANE; FOLLOW CARS IN FRONT OF YOU UNTIL YOU EXIT THE CAMPUS

(see map on next page)



## 60's/70's Classrooms

### Drop Off (West Gate)

60's: Bogart, Dorbeck, Nalbone, Dodge,  
Jacobsmeier, Maren  
70's: Puccio, Tejada, Chun, Herbert



## Kinder Classrooms

Drop Off  
(Kinder Gate)  
Teachers: Shroads, Bates, Cochran,  
Quitano



## 40's/50's Classrooms

### Drop Off (East Gate)

40's: Holloway, Marjie, Peters, Fink, Rice  
50's: Gilchrist, Reed, Kuewa, Eecklor,  
Lilly, Knight, Ledgerwood-Smith



## Bus Riders

### Drop Off (Bus Gate)

Teachers: Espino, Ross, Garcia,  
Rivalar, Grady



## Parking for PK & K Gr. ONLY

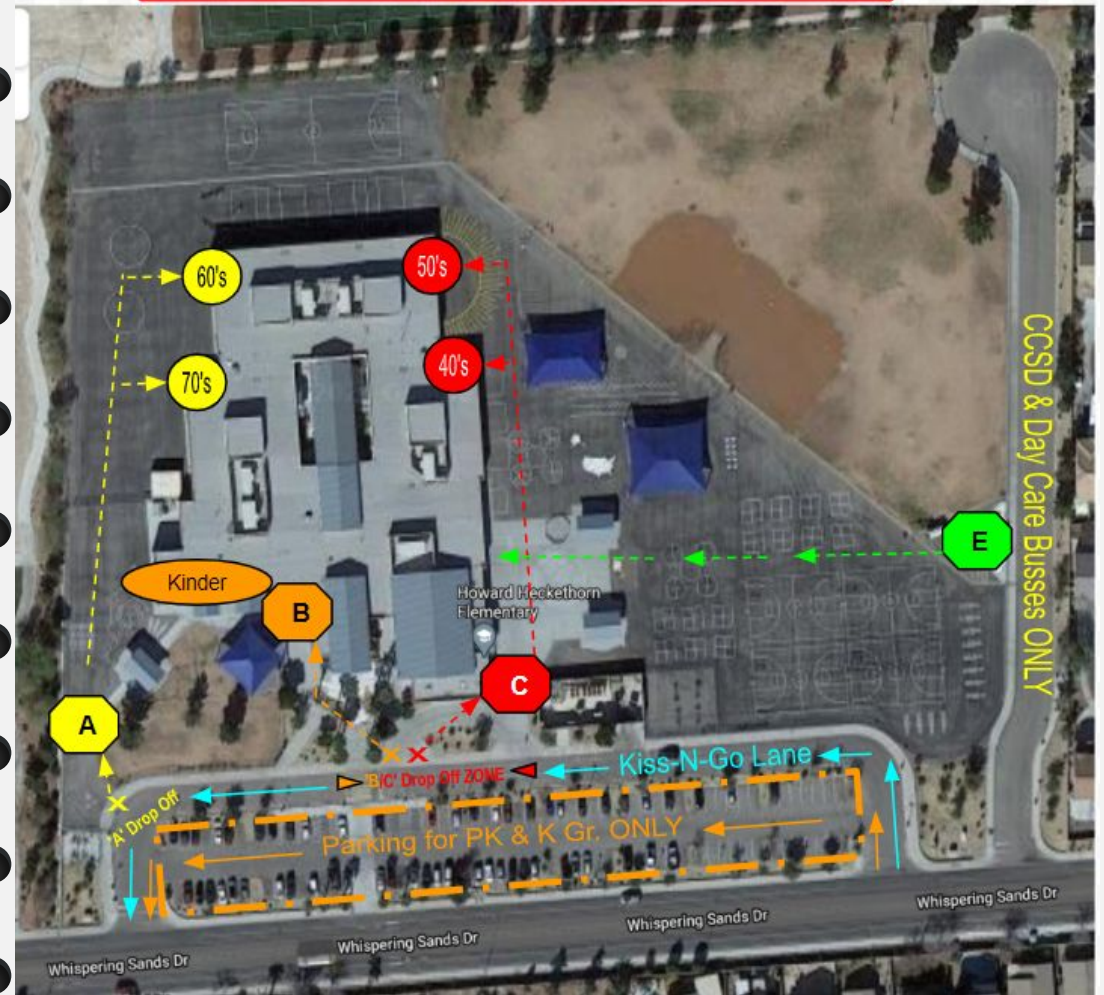
Park & walk to drop off your student at assigned gate. This parking lot is **ONE WAY ONLY** with an EAST side entrance.

## Kiss-N-Go Drop Off

**PREFERRED METHOD OF DROP OFF...** As you pull through the lane, HAVE COLOR/LETTER PAPER IN FRONT WINDOW, stop at your color drop-off area, staff will assist student removal from car at their assigned colored Drop Off point (A or B/C) in front of the school. Students will then walk to their assigned color gate, then classroom.

# Morning Drop Off Map

School Hours: 9:05 am - 3:26 pm  
Gates & Kiss-N-Go Open: 8:50 am



NOTES

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MATH

SCIENCE

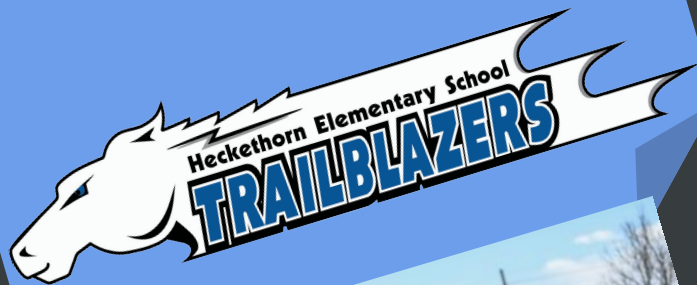
SOCIAL  
STUDIES

PE & HEALTH

ELECTIVE



## Afternoon Dismissal & Pick-Up



# Afternoon Dismissal & Pick-Up

- There will be two dismissal staggered times: 3:26 pm & 3:30 pm... see dismissal map link ["Dismissal Map"](#)
- Please communicate to your teacher your common dismissal plan for your child(ren)
- Kiss-N-Go lane WILL BE CLOSED AT DISMISSAL
- Parking lot will close at 3:15 pm
- Please park safely on surrounding streets and do not block crosswalks
- Parents must wear a mask and practice 3 ft social distancing while waiting at the gate areas
- PARENTS CANNOT ENTER BEYOND GATES
- Teachers will walk students to the gate and dismiss one child at time to the observed parent/guardian
- If you have multiple children, pick up your youngest child first and then move to pick up your other child(ren)
- If siblings are picking up one another, they must exit their assigned gates and meet at a designated location

(see map on next page)



## 60's/70's Classrooms

Pick Up  
(West Gate)

3:26- Puccio, Bogart, Chun, Dorbeck, Nalbone  
3:30- Tejada, Herbert, Maren, Dodge, Jacobsmeyer



## Kinder Classrooms

Pick Up  
(Kinder Gate)

3:26- Cochran, Shroads  
3:30- Bates & Quitano



## 40's/50's Classrooms

Pick Up  
(East Gate)

3:26- Peters, L.Smith, Eecklor, Reed  
3:30- Holloway, Marjie, Gilchrist, Kuewa



## 40's/50's Classrooms

Pick Up  
(Bike Rack)

3:26- Knight, Rice  
3:30- Fink, Lilly



## Bus Riders

Pick Up  
(Bus Gate)

3:26- Ross, Garcia, Espino, Rival, Grady

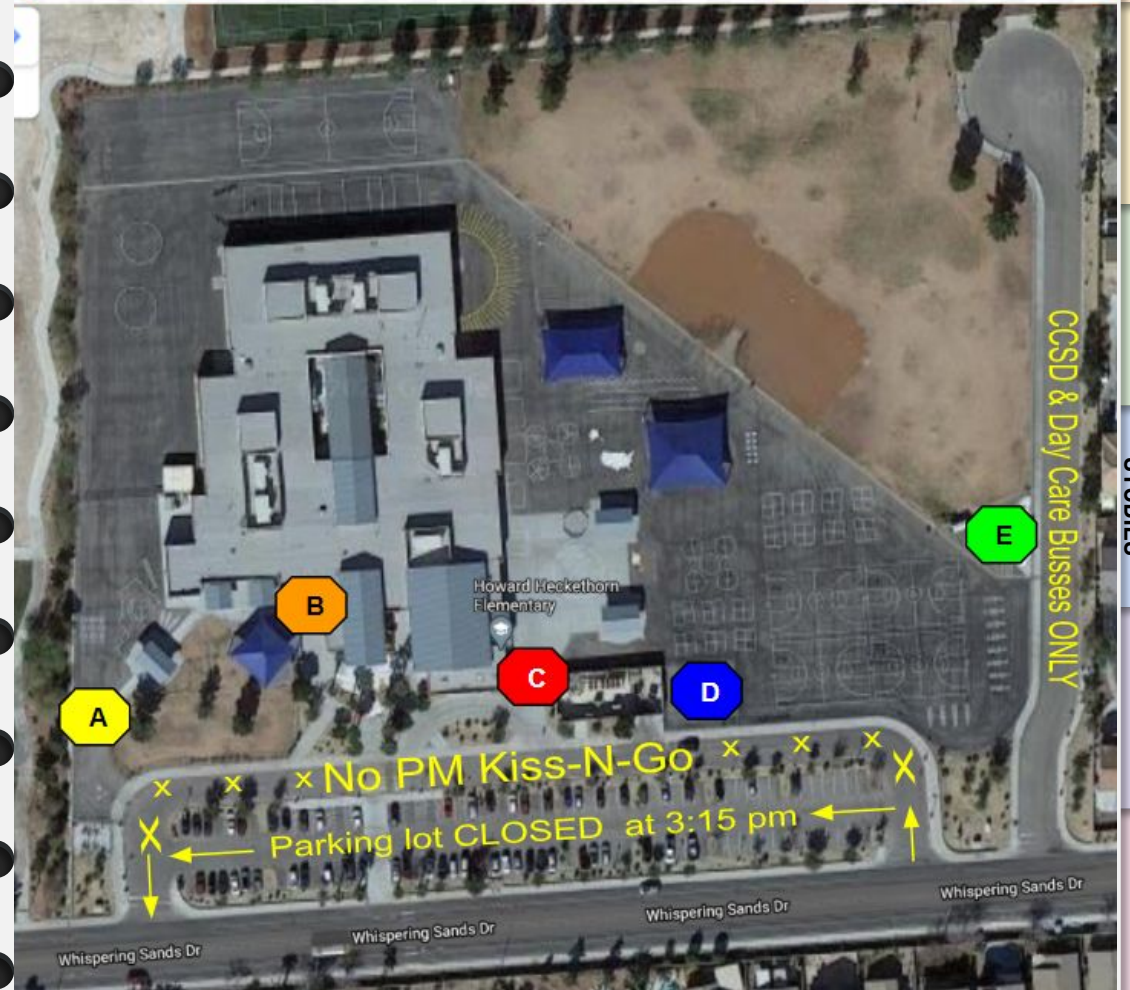


Parents, please communicate to your teacher your common dismissal plan.

Student walkers and bike riders will be released last by their teacher.

# Afternoon Dismissal Map

Staggered Dismissal Times: 3:26 pm & 3:30 pm



NOTES

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## Early Dismissal



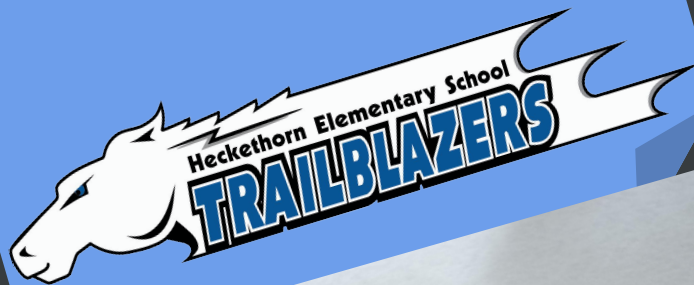
# Early Dismissal

- Students will not be released from class from 3:00–3:26 p.m. All arranged pickups should be made prior to your child leaving for school
- Please be advised, we are not responsible for delivering messages to students
- If you need to get a message to your child, please come to the front office with a proper ID. A picture ID is required for the release of all students
- Students will not be released to anyone other than the person(s) listed in the student's Infinite Campus directory. This is for the safety of your child

(cont. next page)



## Early Dismissal (cont.)



# Early Dismissal (cont.)

- Whenever it is necessary to pick up your child during school hours prior to 3:00pm, the following procedures must be followed:
  - ♦ All persons must call the front office once they have arrived in the parking lot
  - ♦ Our office staff will take your name and your child's name over the phone. The office staff will then tell you when you can approach the front office door, with your photo ID ready and available, and your face mask on
  - ♦ A front office staff member will meet you at the door to verify your ID.
  - ♦ Once the staff member has verified that the person picking up is on the approved list and checked the photo ID, the person picking up will wait outside the office while the child is called down to the front office
  - ♦ The front office staff member will escort the child out the front of the school to meet the adult
  - ♦ Extreme care is exercised at all times when releasing children from our school. At no point will a child be called from the classroom before the adult picking up is verified. Plan accordingly and give yourself enough time if you are heading to an appointment
  - ♦ If the person picking up the child is not listed, or is NOT on the emergency contact list for the current school year, the child **WILL NOT** be released. Anyone picking a student up during the school day must be 18+ years of age
  - ♦ Anyone picking up a student **WILL BE** asked to show picture identification
  - ♦ No exceptions will be given to this process



# Safety Guidelines



## Safety Guidelines



- [Parent Morning Checklist](#) (see link)
- Only staff members and students are allowed past the gates, so please communicate any information with your child's teacher through Class Dojo
- Masks are required for staff, students, and all parents when on campus
- Everyone must maintain a 3 ft distance from others while on the Heckethorn school campus
- Playground equipment will be closed
- Smaller class sizes have been created
- School and classroom deep cleaning and disinfecting will take place throughout each day and in the evenings

# Cleaning & Safety Procedures

Keeping it  
clean, keeping  
us healthy!



## Cleaning and Safety

- All Staff, Students, and Parents must wear a face mask when on the school campus
- Daily cleaning/disinfecting protocols will be followed in all classrooms, bathrooms, and common areas of the school. Wipes, sanitizers, gloves, and disinfectants are provided to each classroom
- Distancing guidelines within classrooms have been strictly followed for student seating. Students will only remove masks to eat breakfast and lunch
- Our trained custodians will complete prescribed disinfecting and deep cleaning procedures at the school throughout each day and in the evening
- Health & Safety Guidelines per CCSD/CDC will be followed: mask wearing, sanitation stations (hand sanitizers), 3 ft distancing (dots on floor), frequent hand washing, constant cleaning of common areas

## Health Issues

\*Keep your child home if they have any of these symptoms:  
Fever (100° F or higher),  
chills, repeated shaking with chills,  
muscle pain, headache, sore throat,  
vomiting, nausea, diarrhea, increasing  
congestion, runny nose, or new loss of  
taste or smell?



# SickKids®

## Student Health

- Please refer to the CCSD [Health & Safety Checklist](#) and monitor your child on a daily basis before and after school
- Temperatures at or above 100°F or higher, or two or more symptoms presented will require immediate parent notification and removal from school

### PLEASE FOLLOW the COVID-19 GUIDELINES

- COVID-19 and Reducing the Spread:  
Information for Parents/Guardians of Clark  
County School District (English)  
<https://eduvision.tv/l?tgDAgA>
- COVID-19 and Reducing the Spread:  
Information for Parents/Guardians of Clark  
County School District (Spanish)  
<https://eduvision.tv/l?tgDAOg>



# Health Office

The school will operate "3" points of services for students requiring attention for medical needs. This information is subject to change based on any new or updated information from the Southern Nevada Health District, and/or CCSD Health Services.



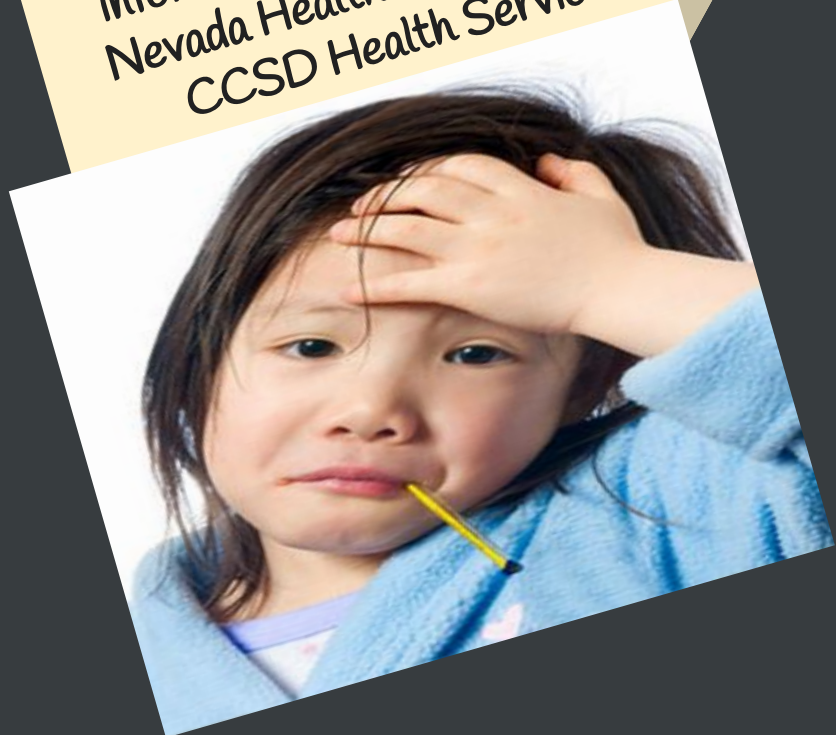
## Point of Service: Sick Room

The sick room will be designed for any students or staff reporting they feel ill or displaying any sign of COVID-19. Only trained staff will access the sick room and will utilize full medical grade PPE when providing direct care. The following criteria has been established for quarantine or isolation procedures:

- 1) Student presents with one or more of the following: fever of 100°F or higher, new or worsening cough, new or worsening shortness of breath, new loss of taste or smell OR two or more of the following: new or worsening headache, sore throat, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new nasal congestion/runny nose
  - a) Student will be placed in the sick room
  - b) Health office staff will notify parent to pick up child within 30 minutes
  - c) Student must be isolated
  - d) Student may return:
    - i) If diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has symptoms, student may return after 10 days have passed since symptoms first appeared and fever free for 24 hours without the use of fever-reducing medications and improvement in symptoms OR (cont...)

# Health Office

The school will operate "3" points of services for students requiring attention for medical needs. This information is subject to change based on any new or updated information from the Southern Nevada Health District, and/or CCSD Health Services.



## Point of Service: Sick Room

- 1) OR, If Licensed Health Care Provider evaluates the student and determines the symptoms are associated with another illness/infection, a release to return to school will be required for return. If tests to see if they still have COVID-19, must have 2 negative tests at least 24 hours apart and fever is resolved and symptoms are improved
- 2) Student reports exposure to someone with COVID-19 within the last 10 days, but is not experiencing symptoms...
  - a) Student will be placed in the sick room
  - b) Health office staff will notify parent to pick up child ASAP
  - c) Student must quarantine
  - d) Student may return:
    - i) 10 days after the most recent exposure if the student remains asymptomatic during the quarantine OR
    - ii) 5 days after the most recent exposure if the student remains asymptomatic during the quarantine and tests negative on or after the 5th day of quarantine.

(cont...)



# Health Office

The school will operate "3" points of services for students requiring attention for medical needs. This information is subject to change based on any new or updated information from the Southern Nevada Health District, and/or CCSD Health Services.



## Point of Service: Sick Room

- 3) Student reports that they were diagnosed with COVID-19 within the last 10 days, but is not experiencing symptoms...
  - a) Student will be placed in the sick room
  - b) Health office staff will notify parent to pick up child ASAP
  - c) Student must isolate
  - d) Student may return:
    - i) 10 days since the first positive COVID-19 test and does not develop symptoms





# Immunizations



## Immunizations

- With in-person students returning to campus on Tuesday, April 6th, all students must be up to date on all immunizations required for school by the Southern Nevada Health District (SNHD). The State of Nevada is not waiving the immunization requirements at this time. Please provide documentation of updated immunizations to the Health Office or Registrar before April 6, 2021.
- STUDENTS WHO ARE NOT UP TO DATE WITH REGULAR IMMUNIZATIONS WILL NOT STEP FOOT ON SCHOOL CAMPUS (per CCSD policy)
- *Community Immunization Resources/Clinics:*
  - Southern Nevada Health District (SNHD)  
702-759-1000
    - [Southern Nevada Health District – Healthy People in a Healthy Southern Nevada](#)
    - [Immunization Clinic – Southern Nevada Health District](#)

# Student Medications



## Student Medications

- In some instances, students may need to take medication at school. To the degree possible, efforts should be made to identify ways that medications may be taken at home, instead of during school hours
- The following steps should be taken to ensure the safety of all students and minimize Well Room clustering:
  - Parents/Guardians will need to make an appointment prior to the start of school to bring the medication in so that delivery times may be staggered
  - Parents/Guardians will bring in the medication with an appropriate pharmacy label or with a licensed health care provider order to the school nurse
  - For over-the-counter medication, a copy of the prescription or licensed health care provider order is required
  - The school nurse will collaborate with the licensed health care provider and parents/guardians to ensure that any nebulizer medication delivery should be converted to an inhaler, preferably with a spacer, to avoid Aerosolized Transmissible Diseases of COVID-19

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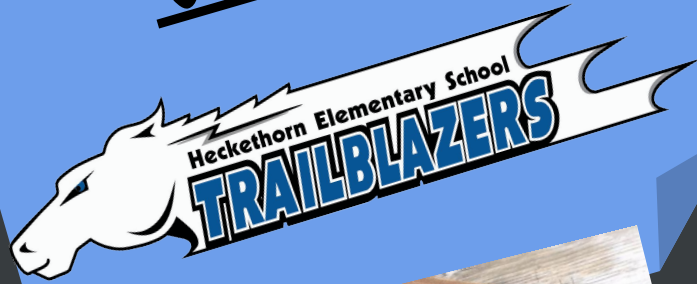
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# Visitors

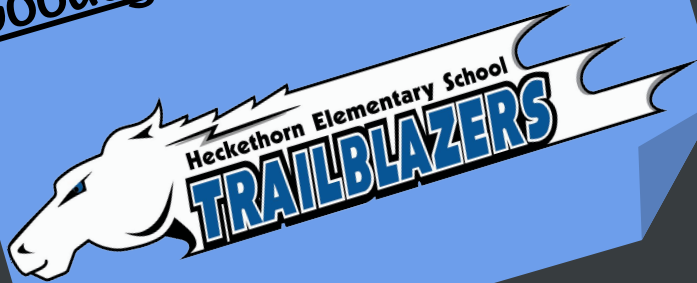
- Though we wish we could invite you in to visit, at this time, due to current regulations and social distancing guidelines, visitors are NOT PERMITTED on campus unless there is a valid reason to do so. Valid reasons may include meetings with administration and student testing. Dropping off a special lunch to students is not permitted
- If you feel you need to visit the school for any reason, please contact the office to schedule an appointment. All visitors will be subject to a temperature check and health questionnaire before they are allowed to enter the building. Visitors that are 5 or more minutes late for their appointment will have to reschedule per current district policies. Anyone adult with a temperature of 100.4°F or higher will have to reschedule. Anyone who answers "yes" to any of the questions on the health questionnaire will have to reschedule. All visitors must wear a mask while on campus and maintain social distancing guidelines at all times. Should a visitor test positive for COVID-19 within 14 days of their visit, they must advise the school of the positive test
- Volunteers, at this time, are not permitted on campus

## Visitors





Closed Campus Policy  
Goodbye at the car or gate



# Closed Campus

- The Heckethorn campus is a closed school campus
- Visitors are not allowed on the playground or beyond the school gates
- Visitors must schedule an appointment to visit the front office, and protocols must be followed, including a temperature check and completing a CCSD visitor form
- If arriving without an appointment, ring the doorbell so our staff may assist you

# ADDITIONAL NOTES

An encouraging note from the Administration:

We are excited to welcome PreK-5 students back to the building on Tuesday, April 6, 2021. The staff has been working extensively and synergizing to create a wonderful learning environment for your child.

In reviewing our maps, please take note on what side of the building your child(ren) will be entering and exiting the campus. The specific colors on our maps and campus should easily help this process.

If you will be using our Kiss-N-Go lane, make sure that every day you have your window Car ID so that your color matches the drop off points.

Please be flexible as we work to implement this new learning process, new schedules, and a new way of life in the school building. As a Leader In Me school, this will be a wonderful opportunity to display our best leadership qualities and create a Win-Win experience for our entire community.

Create a Great Day... Every Day!

Mr. Houle – Principal

Mrs. McLaughlin – Assistant Principal

WE ARE  
LEADERS!  
Looking forward  
to great things at  
Heckethorn!

