

Nancy Gomes Elementary School



Parent/ Student Handbook 2024-2025

3870 Limkin Street

Reno NV 89508

(775) 677-5440

FAX (775) 677-5435

<http://www.washoeschools.net/gomes>

Dear Nancy Gomes Families,

Welcome to Nancy Gomes Elementary School, home of the Gliders! We are so excited to begin the 24-25 school year with you and our students!

Substantial research proves the importance of family involvement in every child's educational journey. All of us – the school and the community – must work together in an extended family environment to ensure success for all of our students. With this in mind, we invite you to be an active participant at Nancy Gomes. Whether you would like to be a classroom or school volunteer, a member of our PTA, special event participant or any other member of our school community, you are encouraged to be involved!

We strive to keep you informed of everything that is taking place at Nancy Gomes. Up-to-date information and reminders will be sent via email, text and phone call on Sunday, Class Dojo, and placed on our website at www.washoeschools.net/gomes (Parent Information tab). It is imperative that we have your most current emails and phone numbers. Please notify the office should any of your information change to ensure we have the most up-to-date information.

I am honored to serve as the principal of Nancy Gomes Elementary School. It is truly a privilege to be a part of a community where parents, teachers and students care for each other and strive to build positive relationships that support academic and social growth. Please feel free to contact me at 775-677-5440 or ncapovilla@washoeschools.net.

Once again, WELCOME BACK! Let's make it another great year at Nancy Gomes Elementary School!

Sincerely,

Mrs. Capovilla

Nancy Gomes
School Principal



Nancy Gomez Elementary

School Staff 2024-2025

Nikki Capovilla - Principal

<p><u>Kindergarten</u> Rebecca Davidson Julie Horn</p> <p><u>First Grade</u> Joanna Dufurrena Eric Shanley TBA</p> <p><u>Second Grade</u> Naomi Estrada Sarah Palmer Darlene Townsley</p> <p><u>Third Grade</u> Gorden Clark Shannon Sperske</p> <p><u>Fourth Grade</u> Dee Koch Kristi Massano</p> <p><u>Fifth Grade</u> Amanda Sprock Raina Stetson</p>	<p><u>Strategies</u> Lisa Jones Stefanie Barrios (Aide)</p> <p><u>SPED-Resource</u> Lisa Dalman Candice Souther</p> <p><u>Speech</u> Kelly Klippenstein</p> <p><u>Dean of Students</u> Rachael Gates</p> <p><u>ELD</u> Melissa Pruyn</p> <p><u>Music</u> Malia Walter</p> <p><u>Counselor</u> Sharon Owens</p> <p><u>Psychologist</u> Nicole Moreno</p> <p><u>PE – Provided by Lifestyle Homes</u> Sarah Bellows</p> <p><u>Literacy Interventionist – Provided by Lifestyle Homes</u> Wendy Best</p>	<p><u>Library</u> Carin Charles</p> <p><u>Computers</u> Joseph Miller</p> <p><u>Health Clinic</u> Shanda Estrada Espinosa (Clinical Aide) Chantel Brown (Nurse)</p> <p><u>GATE</u> Adriana Shipman</p> <p><u>Nutrition Services</u> Pam Van Ronk (Manager) Dawn Jager</p> <p><u>Facilities Maintenance</u> Shawna Borremans (SFC) Jackie Saker Jesus Pina</p> <p><u>Office</u> Noemy Marqueling-Secretary</p>
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Nancy Gomes Elementary

MISSION

The mission of Gomes Elementary School is to create an inviting and engaging learning community that ensures high academic achievement, personal success, civic responsibility and the fulfillment of higher educational goals for all of our students! As a school, we will make sure that students learn through innovative ways that engage their minds as we make learning meaningful and applicable to their needs and future aspirations.

Non-Discrimination Statement: The Washoe County School District is committed to nondiscrimination based on race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the District. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation, and retaliation.

Disclaimer: This document contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents during the school year.

[WCSD Safe and Respectful Learning Environment Policy](#)
[WCSD Student Behavior Manual](#)

2024-2025 SCHOOL YEAR CALENDAR

August 12	Monday	First Day of School for 1 st through 5 th Grade Students
August 12-16	Monday – Friday	Kindergarten Testing Week
August 19	Monday	First Day of School of Kindergarten Students
*September 2	Monday	Holiday - Labor Day – School and Office Closed
September 27	Friday	Fall Portraits
*October 7-11	Monday – Friday	Fall Break – School and Office Closed
*October 14	Monday	Teacher Professional Development Day – School Closed to Students
October 18	Friday	End of Grading Period
October 18, 21-24	Monday – Friday	Conference Week (School Day releases at 12:50)
*October 25	Friday	Holiday – Nevada Day Observance – Schools and Offices Closed
November 13	Wednesday	Fall Make- Up portrait day
*November 11	Monday	Holiday – Veteran’s Day – Schools and Offices Closed
*November 27-29	Wednesday – Friday	Thanksgiving Break – School and Office Closed
December 19	Thursday	End of Grading Period
*December 20	Friday	Teacher Work Day – School Closed for Students
*December 23-January 3	2 Weeks	Winter Break – School Closed to Students
*January 6	Monday	Teacher Professional Development Day – School Closed to Students
*January 20	Monday	Holiday – Martin Luther King, Jr. Day – School and Office Closed
February 3 - 14	Tuesday	APEX Begins; Fun Run on February 13th
*February 17	Monday	Holiday – Presidents’ Day – School and Office Closed
February 24-28	Monday-Friday	Conference Week (School Day releases at 12:50)
February 25	Tuesday	Kinder Graduation picture day
March 14	Friday	End of Grading Period
*March 17 – March 28	2 Weeks	Spring Break – School Closed to Students
April 1	Tuesday	Spring Portraits
April 30	Wednesday	5 th Grade Panoramic Picture
May 5-9	Monday - Friday	Teacher Appreciation Week
*May 26	Monday	Holiday – Memorial Day – School and Office Closed
June 4	Wednesday	End of Grading Period & Last Day of School
June 9	Monday	Inclement Weather Contingency Day
June 10	Tuesday	Inclement Weather Contingency Day
June 11	Wednesday	Inclement Weather Contingency Day

*Indicates no school for students

NANCY GOMES ELEMENTARY SCHOOL

2024-2025 DAILY SCHEDULE



Entry onto the playground 8:40

Please do not have students arrive earlier than 8:40 am as there is no duty or supervision provided.

Breakfast in the Cafeteria Served 8:30 – 8:55

Only students eating breakfast are allowed to arrive at 8:30 am.

First Bell 8:55

Tardy Bell 9:00

Lunch

Kindergarten, 1 st and 2 nd Grades	11:30 – 12:00
3 rd , 4 th and 5 th Grades	12:15 – 12:45

Dismissal 3:00

Dismissal on Early Release Days (Wednesdays) 2:15

***DELAYED START PROCEDURES**

In the event of a delayed start the TV and Radio Stations will begin announcing DELAYED START of school by 6:00 am. In addition, you will find all information on the district website @www.washoeschools.net, on the WCSD Facebook page, and/or on the [Gomes Facebook page](#).

In the event of a 2-hour delayed start, school will begin at 11:00 am. School will end at the regular 3:00 pm dismissal time. If a 2- hour delayed start is called on a Wednesday, early release will be cancelled, and dismissal will be at the 3:00 pm dismissal time.

Students are NOT to arrive at school until 10 minutes before the delayed start times, as there will be NO playground supervision in the morning and there will be NO before-school programming.

Important Phone Numbers and Websites

Gomes Office:	(775)677-5440
WCSD Main Office:	(775)348-0200
Boys and Girls Club (Before/After school Program):	(775)229-9539
WCSD Police Department:	(775)348-0285
WCSD Nutrition Services:	(775)353-5930
Washoe County Library (North Valley's Branch):	(775)972-0281
Washoe County Social Services:	(775)784-7301
Washoe County Health Department:	(775)328-2400
Family Resource Center:	(775)204- 1408 ext. 1
Children's Cabinet:	(775)856-6200
Child Find:	(775)689-2854
Early Childhood:	(775)333- 3731
Crisis Call Center:	(775)784-8090

WCSD Website: www.washoeschools.net

Gomes Website: <https://www.washoeschools.net/gomes>

[Gomes Facebook Page](#)



Nancy Gomez Policies and Procedures 2024-2025

HEALTH

- To help our school and our community curtail the spread of illnesses, please keep your child home from school if he/she, or anyone in the home, is feeling ill, has a fever and/or a cough.
- Please call the school and notify the office for the reason for your child's absence within 2 days of their absence (775-677-5440).



**If you are feeling ill, have a fever and/ or cough, call
our office so that we may assist you by phone.
775-677-5440**



PARKING LOT PROCEDURES

We regularly work with our school police officers, as well as the sheriff's office to talk to our students about pedestrian safety. In addition, we are asking for your help to ensure that all our students and their families can safely come to and from our building before and after school while accessing our crosswalks, parking lots, and sidewalks.

- The front parking lot is for **unloading ONLY from 8:40-9:00 am and 2:45-3:15 pm.** The parking lot is for staff parking and parent use from 8:30 am to 3:30 pm.
- Please be aware of the "Do Not Enter" sign at the north end of the parking lot on Limkin St. front parking lot and do not use this area to enter the parking lot.
- **Parent Pick-Up** is out front of the school or on Macaw Lane. If your child is enrolled in the before and after school program, you must enter the building to check them in and out with the programming staff.
- Please stop and yield to pedestrians using the crosswalks.
- Avoid any distractions while driving and remind your children to do the same when walking to or from school.
- Please remember to obey all traffic laws and the traffic patterns that have been put in place here at Gomes and in the community along your commute.
- **Please** do not make U-turns on Macaw Lane; it is illegal to make U-turns in a school zone.

We would appreciate your support in following and enforcing these safety expectations in our parking lot.

TRANSPORTATION

Please speak with your student(s) about riding the school bus safely. The safety of all our students on the bus is very important to us. We have initiated a progressive plan to ensure that students follow all safety protocols while riding in a bus to and from school.

Incident 1: Conference with student and parent phone call home

Incident 2: 1-2-day bus suspension

Incident 3 +: 3-5-day bus suspension

[WCSD Transportation Policy](#) If you have any questions or concerns about transportation, please contact the Transportation Department at (775) 353-5900.

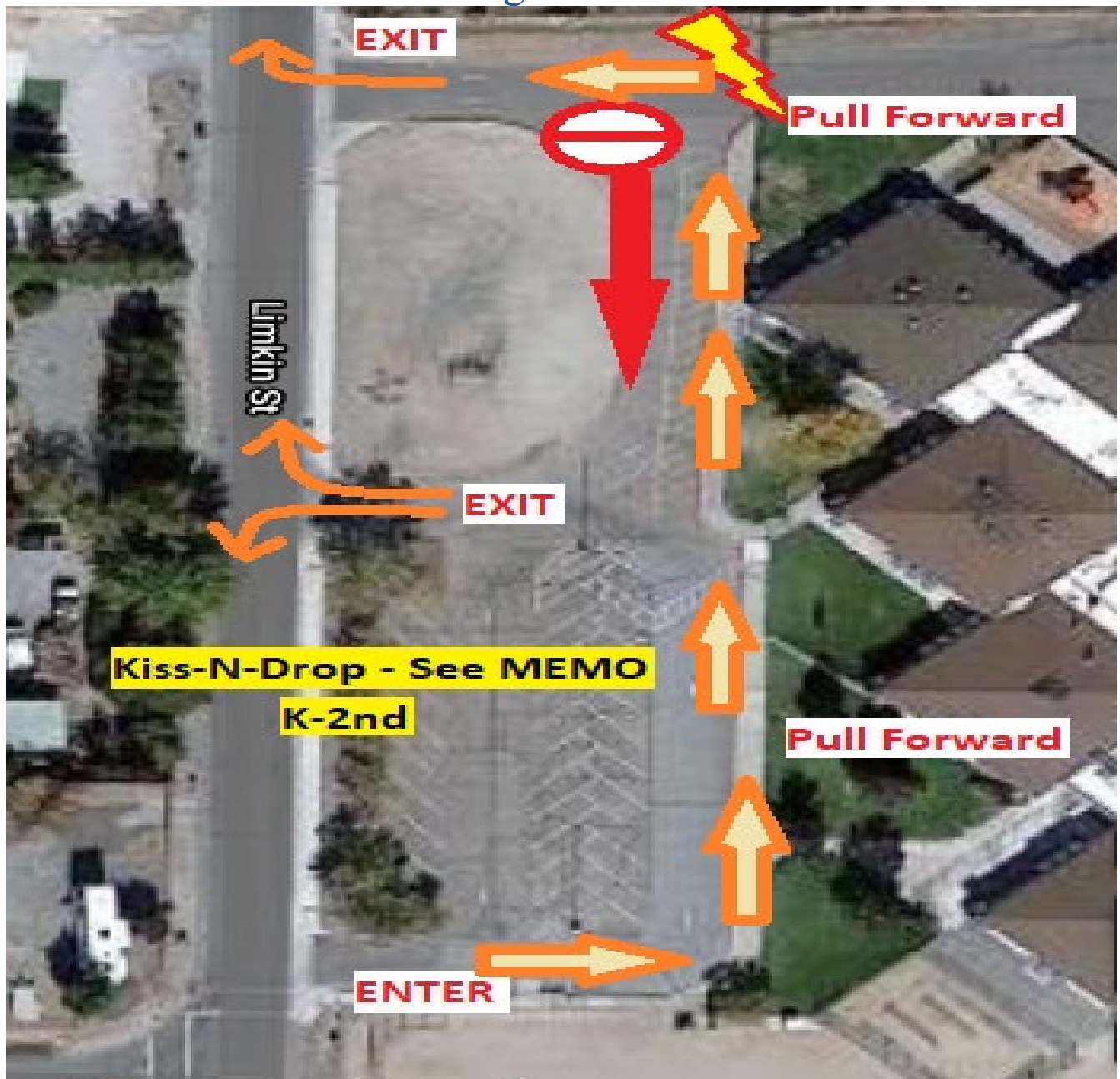
SCOOTERS/BICYCLES/ROLLER BLADES/WHEELIE SHOES

Any student riding a scooter or bicycle to school must supply a lock. The school is not responsible for any loss, damage, or theft. Scooters, bikes, skateboards, roller blades are NOT to be ridden on school grounds. Once students are on school grounds, they will walk them to the bike rack.

Students must remove and leave at home the wheel from any wheelie shoes if they are worn to school.



Front Parking Lot Procedures



***It is Illegal to make a U-turn in a school zone**



Back of School Drop Off/Pick Up Procedures



***Please DO NOT make U-Turns on Macaw Lane; it is illegal to make U-Turns in a school zone.**

Dress Code

CLOTHING

- Nancy Gomes Elementary School has school uniforms. Please adhere to the uniform policy below.

Description of the Uniform

- Tops. The approved uniform shirt is a gray or blue t-shirt or polo shirt. The uniform shirt may be plain or have the approved school logo on it. Non-approved school logos are not permitted on the uniform top, whether or not the logo is related to the school or a school activity.
- T-shirts of any color may be worn under the approved uniform top.
- Bottoms. Approved bottoms are defined as jeans, slacks, shorts, athletic pants, leggings/jeggings, skirts, and skorts and must be blue, grey, black or khaki (light tan or brown). No other colors shall be allowed.
- Sweatshirts/sweaters are not part of the student uniform, are considered outer wear, and shall comply with the student dress code.
- Outerwear. Jackets, coats, and zippered sweatshirts are considered outerwear and are permitted over the uniform in accordance with the school's dress code.
- Misc. Other items of clothing such as shoes, socks, belts, hats, ties, and accessories shall comply with the WCSD dress code.

Uniform Policy

- All students enrolled at Nancy Gomes Elementary School shall be in compliance with the provisions of this student uniform policy, as well as the school dress code during the school day. The only exception to this policy shall exist with the permission of the principal during a free day, spirit day, or similar events. Free dress days shall apply to all students.
- Any family in need of financial assistance with the purchase of the school shirts should contact the office for information or assistance.
- Students not adhering to the uniform policy will be asked to change and given clothing on loan by administration.
- Repeated violations will require parent contact by administration.
- ***Nothing that promotes an illegal activity, including underage drinking, illegal drug use, domestic abuse, gang membership, battery, assault, or any other civil or criminal conduct which would violate state or federal law.
- We will revisit our uniform policy once the Board of Trustees has revised board policies.

[WCSD Student Uniform Policy](#)

Meals and Snacks

- Breakfast:
 - Students are offered breakfast each morning in the cafeteria as they arrive between 8:30am and 8:55am. This is a **free** meal that we encourage all students to participate in.
- Lunch:
 - Students may bring a sack lunch or a "cold" lunch or may choose a **free** lunch in the cafeteria.
 - Menus are sent home with the students each month.
- Snacks/Birthdays:
 - Please communicate with your child's teacher ahead of time to arrange for a short snack/treat if you wish to celebrate something special for your child. The following days are Gomes's snack/treat days: August 29, September 30, October 31, November 4, December 19, January 24, February 14, March 6, April 23, and May 30.



Attendance

ATTENDANCE

- Call the school at (775) 677-5400 by 8:45 am to report your child's absence.
- The entire attendance policy, WCSD Board Policy 5400, is available at: [Attendance Policy](#)

LEAVING SCHOOL EARLY/COMING IN LATE

- Please bring your Photo ID to pick up your child from school early.
- The parent or legal guardian must complete a signed approved release form (available in our office) to grant permission for someone other than the parent or guardian to pick up their child. This includes stepparents. These forms are available in the front office and are valid for one year.
- Students will be released only to authorized guardians on student panel.
- Parents must come into the office and sign their child in if they bring their child to school late.
- [WCSD policy- Release of Students During School Hours](#)

REGISTRATION/WITHDRAWAL

- All students returning to any school in Washoe County, including Nancy Gomes, must have an updated, completed registration for every school year. Registration information must be completed on-line through your Infinite Campus Parent Portal. The primary address holder is the guardian that must register your student.

INFINITE CAMPUS

- Infinite Campus allows you to follow your student's progress throughout the year, as well as communicate with the teachers. We recommend that you check your child's Infinite Campus at least monthly, if not weekly.
- Please keep your Infinite Campus password until your child graduates. If you have a change in phone number or address, please notify the office so that your Infinite Campus can be updated, and teachers know how to best get ahold of you.
- Some of the advantages of checking your Parent Portal on a daily/weekly schedule are:
 - Grades
 - Class Assignments
 - Attendance
 - Behavior
 - To-Do list of assignments that are due or overdue
 - Assessment Data (State testing results – SBAC, MAP, etc.)
 - Immunization records
 - Family calendar that organizes all of your children even if they attend different schools
 - A graduation planner

Boys and Girls Club

Before and after school childcare program is available through the Boys and Girls Club of Truckee Meadows for grades K - 5th. Please call (775) 331 – KIDS for more information. Boys and Girls utilizes the Gomes ES facilities for this program. However, the Boys and Girls club is not affiliated with the Washoe County School District and the Washoe County School District and the Board of Trustees neither endorses nor sponsors the organization. This distribution of this information is provided as a service to our school community.

- Programming Hours
 - Mornings: 7 am-8:40 am
 - Afternoons: 3:00 pm-6:00 pm
 - Early release Wednesday's: 2:15 pm – 6:00 pm

Parent Communication & Counseling

REPORT CARDS

Report cards are issued on a quarterly basis (4 times per year). They are designed to give you a written report on the educational progress of your child.

PARENT TEACHER CONFERENCES

Nancy Gomes Elementary School will be holding two Parent/Teacher Conference weeks (October 18, 21-24, 2024 and February 24-28, 2025). The students will have early release on those days (12:50 pm). Please make every attempt to attend. Parents are also encouraged to conference with teachers at any time during the year.



COUNSELING & FAMILY RESOURCES

Nancy Gomes has a full-time school counselor, Ms. Owens. Our counselor offers classroom guidance, friendship groups, grief counseling groups, and can assist families and children in helping to identify those children who may need assessment testing. Our counselor has helpful information on parenting and community referrals.

CLASSROOM NEWSLETTERS

To provide better communication between home and school, your student will bring home a classroom newsletter, Class Dojo or an email from their teacher.

CLASSROOM HOMEWORK POLICY

Homework is at the discretion of the classroom teacher. Please reach out to your students' teacher for further clarification.

[WCSD Homework Policy – Under Construction](#)

[WCSD Plagiarism and Cheating Policy](#)

EMERGENCY INFORMATION

For the safety of your child due to an illness or accident, it is imperative that the school have your current telephone numbers for work and home as well as updated cell phone numbers. We have Parent/Guardian Update Information Forms in the front office, which you can use to update any important information.

If you plan on being out of town for a day or longer, please let the school know who will be responsible for your child in case of an emergency, i.e., illness or accident.

STUDENT RECORD REQUEST

All student record requests must be made through the district office. The link to request records is: [Student Record Request](#)

[WCSD Student Records and Information Policy](#)

Visitors

All visitors must enter through the front doors and check in at the office where you will sign in and receive a Visitor's badge; please wear the badge during your entire visit. Because we value instruction and limited interruptions to the learning environment, all classroom visitations must be arranged at least one week in advance with the classroom teacher and visitors must have a completed & approved volunteer application on file.

[WCSD Protocols for Visitors to District Properties](#)

Volunteering

SCHOOL VOLUNTEER APPLICATION

All volunteers must complete a **School Volunteer Application yearly** and submit it to the school office, along with a picture ID. IDs need to be official, such as a driver's license, passport, or identification card. Volunteer Applications will be available at our school office or on the WCSD webpage at www.washoeschools.net/Page/3688. The approval process may take up to three (3) weeks.

Once you are cleared, please remember to check in through the office and take a volunteer/visitor badge to wear EACH TIME you are in the school.

[WCSD Volunteer and Background Check Policy](#)

FIELDTRIPS

We always encourage and appreciate our parent chaperones during our field trips. Volunteers must commit to attending the entire field trip and return with the students to the school on the school bus. For the safety of all children, chaperones will need to submit a volunteer application. We appreciate your patience and compliance in keeping our school safe.

Social Emotional Learning & Positive Behavior Support

POSITIVE BEHAVIOR SUPPORT

Every student has a right to learn in a respectful, safe, and inclusive learning environment.

- At Nancy Gomes Elementary School, all students are taught social emotional learning competencies as well as our SOAR matrix. Students who demonstrate **S**afe, **r**esp**O**n**S**ible, **A**cademic and **R**espectful behavior will be given SOAR tickets.
- Each month, students will shop at our SOAR Store! with the SOAR tickets that they earned; therefore, students may come home with tangible rewards. Students may also choose to spend their SOAR tickets on non-tangible items.

[WCSD Student Behavior Policy](#)

- A safe and respectful environment is necessary for students to have equal access to all school programs and activities and is integral to student success. The District acknowledges its role in providing students with an understanding, appreciation of, and respect for the differences of others.

[WCSD Gender Identity Policy](#)

[WCSD Safe and Respectful Learning Environment](#)

AWARDS & RECOGNITION

- **Award Assemblies:** Students in each class will be recognized by their teachers each quarter for academics and citizenship.



Certificates will be awarded to students who have made tremendous growth in the areas of math or reading. Students will be recognized in front of their classmates, parents and guardians and certificates will be awarded and sent home. This will occur after each quarter.

- **Perfect attendance:** At Gomes, students with perfect attendance will be rewarded with a necklace tag at the end of each month. In addition, classrooms with perfect attendance will receive special attendance parties. Students who do not come to school miss very important learning opportunities. Please try to have your child at school each and every day.
- **Tardies:** It is imperative that your student arrive to school on time each day. The most crucial learning hours of a school day are the morning hours when students are most attentive. Students who are tardy miss the beginning of their morning classes and some of the most important learning opportunities for students occur in the morning; where they often participate in class huddles, morning announcements, and develop relationships with their peers.

Bullying & Harassment



The administration and staff at Nancy Gomes Elementary School take bullying reports very seriously. Please let your child know that if they do not feel safe, they must notify their teacher, administrator, or any staff member of the school immediately so that we can assist your child immediately.

Please call the school at 775-677-5440 if you have any questions or concerns about this issue. [WCSD Bullying, Harassment, and or Discrimination Policy](#)

Personal Belongings/Toys

All toys must remain at home as they cause a disruption to your child's learning.

We are not responsible for loss, theft, or damage to any items that your child brings to school or stores/leaves on campus.

Electronic Devices

Please leave all electronics at home. If your child must bring a cell phone to school, it must be kept off and in their backpack throughout the entire school day.

- If a student must bring a cell phone, it is not to be carried into classrooms during assessments, semester exams or other testing situations.
- If you must text or talk with your student during the day, please call the office and we will relay any messages or important information.

[WCSD Use of Personal Electronic Device Policy](#)

[WCSD Responsible Use and Internet Safety Policy](#)

[WCSD Student E-mail Policy](#)



Lost & Found

Please mark your child(ren)'s name on all lunchboxes, sweaters, coats and personal belongings for easy identification and so that staff can return lost items to your child directly.

Animals on Campus

Animals are prohibited from being on campus unless the animal is in training or is trained as a service animal.

[WCSD Service Animal Policy](#)

Emergency Procedures

The District has emergency procedures in place for staff and students which are practiced schoolwide on a regular basis. We will practice one drill per month, per state procedures, even in the cold weather. Throughout the school year we plan on practicing all three steps of our evacuation plan as well as stay put procedures. The best thing we can have in an emergency is a plan and the knowledge that comes from practicing it before we need to use it in a true emergency.

EVACUATION PLAN (Fire Drill Bell – Exit Out of Building)

Each classroom has an assigned spot on the school playground as their first step to go to and account for all members of the class. All persons in the building must evacuate when the fire bell rings.

PARENT REUNIFICATION PROCEDURE

If the school has an emergency incident, and it is appropriate to send students home, the reunification procedure will be as follows:

- Parents will be notified by the school district where to report to reunite with their child. Photo ID will be required to release your child to you.

