

Wayne N.
Tanaka
Elementary School



STUDENT HANDBOOK

Pamela Catano, Principal
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Dress Code:

All students will follow the dress code guidelines outlined by the CCSD in regulation 5131:

“Student’s dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the education of the school. Any style which tends to diminish instructional effectiveness or discipline control by teachers is not acceptable.” **“The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or distract from the educational program and may be a potential hazard.”**

1. Require the wearing of shoes with soles and closed toes. House slippers, flip-flops, and shoes with wheels are not permitted.
2. All clothing must be sufficient to conceal any undergarments. No skin will show between the bottom of the shirt/blouse and the top of the pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
3. Require that all shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.
4. All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
5. **Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) is not permitted on campus, except for designated special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school-sanctioned activities.**
6. Slogans or advertising on clothing, jewelry, buttons, and/or accessories, which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited.
7. Any clothing, jewelry, buttons, and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats are prohibited.
8. Spiked or studded clothing, jewelry, and/or accessories are prohibited.
9. Outerwear such as coats, mittens, and scarves must be removed upon entering the classrooms/buildings. Administrators, teachers, and staff may use their discretion as appropriate based on the temperature of the facility.
10. **Hair must be maintained in a student’s natural color. Unnatural hair coloring, dyeing, or added through weaving (e.g., blue, red, pink, bleached, etc.) is not permitted on campus. Hair glitter is also not permitted, except on designated school spirit days.**

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

Emergency Data:

The school office must have current home and emergency telephone numbers and current addresses. We must have this information in case of an accident or illness. Please call or send a note to the office whenever this information changes. If we cannot reach you, we will use the emergency contact information you have provided.

Health Services/Medications:

A School Health Assistant (SHA) is on campus daily to care for injuries or illnesses. The school nurse is available on a limited basis. Parents will be notified if a student needs to go home. Students may not leave school without a parent/guardian signing them out through the office. Please be sure to have photo identification with you. If a student needs to take medication during school hours, they must take it to the health office. A Medical Release form must be completed by a parent/guardian. The medication must be prescribed by a licensed medical practitioner. **No over-the-counter medication may be dispensed without a valid prescription.**

Homework:

Homework assignments provide students with the opportunity to practice and reinforce skills that have been taught in class. Homework is to be used as an extension of the instructional program and always serves a learning purpose. "Homework" shall be completed by the student outside of the school day. In addition to written assignments, students are expected to read every night.

Meals:

Breakfast is served daily from 8:55 a.m. to 9:15 a.m. **Breakfast and lunch are provided free of charge.** The lunch menu may be accessed on the school website. **Parents are not permitted to drop off lunches at the front office.** Deliveries will not be accepted. Students who forget their lunch will be provided with a school hot lunch. Snack Shack is available to students every Friday, with a spending limit of \$5.00.

Birthday Celebrations:

Students may bring **store-bought** birthday treats only. Food items will be given out during their lunch only. **Drop-offs must be coordinated with your teacher at least 48 hours in advance. No parents will be permitted in the cafeteria.** You may also purchase a birthday announcement to be displayed on our outside marquee, please see our website or front office for more information.

Personal Belongings:

Students may not bring any personal items to school. The school is not responsible for property brought from home that is at risk of being lost or misplaced and it may cause classroom disruptions. Items will be confiscated and/or returned to the parents, based on the discretion of the teacher and/or administrator.

Cell Phones:

CCSD Policy 5136 mandates that cellular phones **must be turned off and cannot be used during the instructional day.** Confiscated phones must be picked up by a parent or guardian at the end of the school day.

Telephone Use:

While our office is happy to assist, our telephones are reserved for school business. Please coordinate after-school arrangements with your child before the school day begins. To minimize classroom interruptions, students will not be pulled from class for phone calls. Exceptions may be made by administration in emergency situations only.

Visiting/Volunteering:

You are welcome to visit! Please arrange your visit at least 24 hours in advance with the front office. Please report to the office to sign in. Be certain that you bring photo identification to obtain a visitor's badge.

***Visits are limited to 30-45 minutes.** Volunteers are background checked & badged in compliance with SB185. Please contact the office for more information regarding volunteering.

It is a liability for children who are not enrolled at Tanaka Elementary School to be in the classrooms during the instructional day. Therefore, older and younger siblings may not accompany adult volunteers to classrooms, workrooms, or field trips.

Absences:

Regular attendance is a vital part of student learning and academic success. Students should avoid missing instruction whenever possible to ensure optimal learning opportunities. **We encourage families to plan vacations during scheduled school breaks.** Parents may report their child's absence through the Excused Absence Form on the school website. If a student accumulates more than 10 absences, the school will contact the family to schedule a meeting with an administrator. **Students with excessive absences may be considered for retention and/or referred for Educational Neglect.** Please note that schools are required to report excessive absences and make referrals for Educational Neglect when appropriate. Please refer to the Attendance/Absence Form located on our school website.

Arrival:

Students report directly to their classrooms. **A student who arrives after the 9:15 a.m. morning bell will be marked tardy, and must report to the office with the adult who has brought them to school for a tardy slip before going to the classroom.** Please note that there is no adult supervision on campus before 8:55 a.m. **Students may not be dropped off or arrive on campus before 8:55 a.m.** Safekey is a prepaid service available to families needing supervised care from 7:00 am to 8:55 am.

***Instructional time is extremely valuable. We ask that families make every effort to ensure students attend school daily and arrive on time.**

Core Curriculum:

Reading: A wide variety of literature and expository text is utilized for reading instruction aligned with the Nevada Academic Content Standards. A district-wide Reading program is used in all grade levels- Houghton Mifflin Harcourt.

Mathematics: The Envision Common Core Math program is used in all grade levels.

Science: Amplify Science is used for Science instruction. Additionally, teachers create integrated activities, including literacy and math practice to enhance science instruction.

Social Studies: InquirED

Communication:

It is important to the staff at Tanaka that families are well-informed. Every student will receive a school folder that will be sent home every Tuesday. It will contain notices and school work. **Please be sure you ask your child for the school folder on Tuesdays, take out the information, and return this folder with your child the following day.** When reaching out to a staff member/administration, please allow up to 48 hours for a response.

Concerns:

We strive to ensure that all families are satisfied with every aspect of our school's operation. However, we recognize that concerns may arise from time to time. If a parent or designated representative has a concern, school concern forms are available in the school office. These forms will be directed to the staff member best able to address the issue. For example, classroom-related concerns will be shared with the classroom teacher for follow-up and response. If the concern is not resolved to the satisfaction of the parent or designated representative, it will then be forwarded to school administration for further review and support.

Grading Policy:

Consistent weighting for all courses has been established. Infinite Campus Gradebook categories will be clearly communicated by the school to students and families. The weighting will be as follows:

- Formative Assessments 10%
- Summative Assessments 90%

Academic grades **will not include** learner behaviors/habits of work, attendance, late or missing assignments, or participation. Learner behaviors will be measured using a school-based behavior rubric.

Reassessment Opportunities:

Summative Assessments **ONLY** with a score of 69% or below will be permitted. A reassessment will only be permitted to be taken within **5 days** in which they were tested on that particular standard. Educators will provide reteaching opportunities for students. Upon the reteaching of the standard, your child will schedule a time to retake the assessment. After the assessment is completed, the higher of the two grades will be added to the grade book. One reassessment opportunity will be provided for each summative assessment.

Discipline:

Students who choose to act inappropriately will be subject to the progressive discipline process, as outlined in the Clark County School District's Code of Conduct.

Teacher: Each teacher will post the school-wide expectations and rules. A copy of the classroom expectations will be sent home to every family during the first week of school. The teacher will establish consequences for inappropriate behavior. The severity of the consequences will progressively increase each time a misbehavior reoccurs. If the student continues to act inappropriately, a teacher may create a behavior referral to the administration. Behavior infractions will be communicated to parents by telephone, ClassDojo, or email. All serious infractions will be noted in Infinite Campus.

Administration: The administration expects that appropriate behavior will be maintained throughout the day and that students will follow the Tanaka Pillars of Character.

*Repeated discipline may prohibit students from field trips and other extracurricular activities

Dismissal:

Students in grades K–5 are dismissed at 3:26 p.m. **If you or a designated representative is picking up your student, please ensure timely arrival. Students who are not picked up on time will be brought to the front office, where identification will be required and students must be signed out.** Any student not picked up by 3:26 p.m. will be sent to Safekey at the parent's expense. For student safety, students are not permitted to wait outside unsupervised after dismissal.

Safety:

For the safety of all students, please follow the drop-off and pick-up safety procedures. Any cars in the parking lot during these times will remain in their parking spot from 8:50 a.m. to 9:15 a.m. and 3:20 p.m. to 3:35 p.m.