

**WAYNE TANAKA**  
**ELEMENTARY SCHOOL**



*"WE ARE ONE"*

**FAMILY HANDBOOK**

## *Welcome to Wayne Tanaka Elementary School- Home of the Dragons!*

The purpose of this Family Handbook is to provide a general overview of the policies and procedures of our school and the Clark County School District. Please refer to it frequently as a convenient reference and to assist you in answering questions about matters of common concern. It will be changed, edited, and updated as needed. Our main goal is to make your child's school experience positive and exciting. As a staff, we believe it is essential to create a safe environment that allows every student to be productive and provide the necessary tools for each child to grow both socially and academically. At Tanaka Elementary School, we know that effective education is a combination of involvement between home and school. Please review the contents of this handbook together with your child and feel free to contact the school with any questions or concerns that you may have.

### *Principal*

Pamela Catano

### *Assistant Principal*

Andrea Tarrant

### *Office Manager*

Leilani De Leon

### *Office Aide*

Denise

King

### *Office Clerk*

Rosa Duarte

### *Health Office*

Tiffany Loeber

**School Address:**

9135 W. Maule Ave.

Las Vegas, NV 89148

**Phone:**

702-799-2504

**Fax:**

702-799-1289

## **School Hours**

<b>Office Hours:</b>	7:30 AM- 4:00 PM
<b>Breakfast:</b>	7:35 AM- 8:00 AM
<b>Gates Open:</b>	8:35 AM
<b>First Bell:</b>	8:50 AM
<b>School Begins:</b>	9:00 AM
<b>School Dismissal:</b>	3:11 PM ( <u>Students may not be checked out after 2:00pm</u> )

## **General School Information**

### **ACCIDENT OR ILLNESS**

Every accident or injury having occurred during school hours or during a school-sponsored event must be reported immediately to the teacher in charge and to the School Health Office. A student who is too ill to remain in class must report to the Health Office so that parents/guardians can be notified. School health personnel are not able to diagnose illness or injury. Any child with a fever of 100 degrees or higher will be sent home and must remain fever-free without medicine for 24 hours before returning to school.

### **AFTER SCHOOL ACTIVITIES**

Students will have various opportunities to participate in afterschool activities. In order to participate, students must have parent/guardian permission, transportation, and an emergency contact number on file. Some activities have a limited number of spaces and most require a uniform or equipment fee. Students must follow all school regulations while participating in any before or after school event. There is no supervision for younger siblings during practices or activities.

### **ANIMALS AND PETS AT SCHOOL**

For safety and health reasons, pets are not allowed on the school campus at any time. This includes parents/guardians who walk to school to pick up their child. Service animals are permitted.

### **ARRIVAL OF STUDENTS**

Please DO NOT have children arrive at school earlier than 7:35 AM. Supervision will not be available. Safety is a serious concern for us. Students that arrive prior to 7:35 AM will be escorted to the office and parents will be called for assistance. Students found on campus unsupervised by their parent/guardian before 7:35 may be RPC'd.

### **ATTENDANCE POLICY**

**Absences:** Attendance is mandatory in the state of Nevada for all children between the ages of seven and seventeen. It is the parents' or guardians' responsibility to see that regular attendance is maintained. We expect a student to be in school every day that s/he is physically able. If a child is absent for more than two days, parents should notify

the office. A student may make up work if requested. Students must turn in a written excuse within 3 days of returning to school after an absence to the slot located in the Front Office. A written excuse must accompany students within 3 days of their return to school after an absence. A doctor's note may be requested to ensure the student is healthy enough to return to school. If the school is not notified of the reason for the absence, the absence is recorded as unapproved. Elementary students with unapproved absences in excess of 20 days during the school year may be referred for educational neglect and/or retained in the current grade. The importance of regular attendance cannot be overemphasized. Please see [CCSD Regulation 5113](#) for more information.

**Tardies:** The opening minutes of the day set the tone, so please see that your child arrives on time! Students arriving at school after 8:00 a.m. must report to the office to be checked in. Please help your child arrive to school on time.

**Early Dismissal:** Students are NEVER allowed to leave campus early without an authorized adult present to pick them up. All authorized adults' information must be on file as either the parent/guardian or an emergency contact in Infinite Campus in order for the child to be released. In order to ensure your child's safety it will be necessary for you to show a picture I.D. in the event you need to check him/her out of school early. The staff will arrange for your child to come to the office. The practice of signing students out prior to 2:11 PM is highly discouraged due to the disruption that it causes to classroom instruction and routines. After 2:00 PM, students will not be released early. Please wait until 2:11 PM dismissal.

### **BICYCLES**

All students must park their bicycles in the bike rack area while at school. Parents must provide a lock as the school is not responsible for any loss or damage to bikes. Bikes must be WALKED while on school grounds. SKATEBOARDS, SCOOTERS, HEELY'S, AND ROLLER BLADES ARE NOT ALLOWED TO BE USED ON CAMPUS during the school day, or during any after school events.

### **BREAKFAST AND LUNCH**

Students are welcome to bring lunch from home or purchase lunch from the Cafeteria. PLEASE, DO NOT send large bags of Takis/Chips/etc. to school. Breakfast and lunch menus specific to our school can be found at <https://ccsd.nutrislice.com>. Please check the menu daily to ensure that your child likes the items to be served. Applications for reduced or free meals may be obtained from the cafeteria or the office. Please keep in mind that students will have to continue to pay for lunch while awaiting approval for free/reduced lunch status. Students are encouraged to buy lunches in advance using [myschoolbucks.com](https://myschoolbucks.com) or remitting payment to the Cafeteria Manager. This system eliminates the problems of lost, forgotten, or stolen lunch money. Credits can be used for lunch. Any student who needs to charge a lunch will be allowed two (2) charges only. Please visit the Food Services website (<https://www.ccsd.net/departments/food-service>) for the Charge Policy. If your child has some special medical need regarding diet (allergies, etc.), please inform the Food Service Staff in writing each school year. The lunchroom telephone number is 799-2504 ext. 4012.

## **LUNCH SCHEDULE**

<b>3<sup>rd</sup> Grade/Anosan, Schatz</b>	<b>10:10- 10:45</b>
<b>2nd Grade/ Smith, Lee</b>	<b>10:35-11:10</b>
<b>5th Grade/Johnson, Ramos</b>	<b>10:45-11:20</b>
<b>4th Grade/Everest, Smyth, &amp; Bailey</b>	<b>11:25-12:00</b>
<b>1st Grade</b>	<b>11:50-12:25</b>

## **BULLYING**

At Tanaka, we are committed to creating a safe and secure educational environment. Bullying and Cyber-bullying will not be tolerated under any circumstance. Bullying is a crime, and all bullying episodes must be reported to the administration, counselor, or teacher immediately. Harassment is prohibited by students, staff or third parties in the school community. Students and families have the ability to report harassment and/or bullying via the website at [safevoicenv.org](http://safevoicenv.org)

Please read the definition of the law below to ensure your perception of bullying fits within the law.

### **What is Bullying?**

1. Under NRS 388.122, "bullying" means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and: a. Have the effect of: (1) Physically harming a person or damaging the property of a person; or (2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or b. Interfere with the rights of a person by: (1) Creating an intimidating or hostile educational environment for the person; or (2) Substantially interfering with the academic performance of a student or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or c. Are acts or conduct described above and are based upon the: (1) Actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person; or (2) Association of a person with another person having one or more of those actual or perceived characteristics. 2. The term includes, without limitation: a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of putdowns or demeaning humor regarding the actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person; b. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by

conduct that includes, without limitation, spreading false rumors; c. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing, or disrespectful gestures; d. Threats of harm to a person, to his or her possessions, or to other persons, whether such threats are transmitted verbally, electronically, or in writing; e. Blackmail, extortion, or demands for protection money or involuntary loans or donations; f. Blocking access to any property or facility of a school; g. Stalking; and h. Physically harmful contact with or injury to another person or his or her property.

### **What is Cyberbullying?**

A. Under NRS 388.123, “cyberbullying” means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, “sexual image” has the meaning ascribed to it in NRS 200.737 which is any visual depiction, including, without limitation, any photograph or video of a minor simulating or engaging in sexual conduct, or of a minor as the subject of a sexual portrayal. B. Under NRS 388.124, “electronic communication” means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, and/or any similar means of communication.

## **BUS TRANSPORTATION AND REGULATIONS**

### **Safety First Rules**

Parents/guardians, bus drivers, and the school should work together to communicate and enforce the safety rules. The following rules are posted on every Clark County School Bus.

1. No weapons on the bus or at the bus stop.
2. Students should arrive at the bus stop no sooner than ten minutes prior to their scheduled pick up time.
3. Wait off the street until the bus comes to a full stop in a single file line. Never run alongside a moving bus.
4. Load quickly, quietly, and orderly. No pushing or shoving.
5. Promptly sit in your assigned seat, face forward, and remain seated until the bus arrives at your destination.
6. Only small packages, backpacks, and personal belongings that can be held in your lap are permitted on the bus.
7. No glass containers, live insect/animals or any other unauthorized items are permitted on the bus. Skateboards and rollerblades are permitted if stored in an appropriate bag. Instruments or items too large for the child’s lap may be permitted, depending on space availability.
8. Fighting, pushing, tripping, kicking or any other acts that cause injury to others will not be tolerated.
9. No littering, vandalism, or destruction of property. (Your parent/guardian may be held responsible for the cost of the repairs).
10. No excessive noise or outbursts causing distraction to the driver.
11. No eating, drinking or gum chewing on the bus.
12. No matches, lighters, tobacco or smoking on the bus.
13. No profanity or name-calling or offensive language.
14. Do not block the aisle and all body parts must be kept inside the bus at all times.
15. Pupils wearing cleats or spiked footwear are not permitted on the bus.

16. Buses will depart the school 7 minutes after the bell rings. Students must be on board and safely seated for departure.
17. At your stop, remain seated until the bus has fully stopped, then go directly to the front exit door.
18. The bus driver is responsible for the bus and the safety and well being of all students on and around the bus. The school bus is an extension of the classroom and the same rules will apply. Students on the bus are under the immediate supervision of the bus driver.

### **CELL PHONES AND ELECTRONIC DEVICES**

We understand the importance of communicating with your child. Students are allowed to have cell phones; however, they are to be turned off during the instructional day. Although CCSD policy allows for student use of devices during breaks, including lunch and recess, it is our preference that students not access them at these times. Our concern with usage during breaks is that students may forget to silence and store the device afterwards, thereby inadvertently causing a distraction. A student's cell phone will be taken away if the student has it turned on in class or during any other part of the instructional day (8:00 AM-2:11 PM). A parent will be required to come and pick up a confiscated cell phone as it will not be returned directly to the student. Please discuss responsible cell phone usage with your child should you allow them to bring one to school, including the use of social media and video. Students are **not** permitted to take pictures or video during recess or lunch, nor are they permitted to listen to music or videos without headphones/earbuds. As a condition of possessing a device on campus, the student agrees to a search of the device's content if reasonable suspicion of violating the cell phone use policy exists. Hand-held video games and other electronic devices are not to be brought on to school campus. The school is not responsible for lost, damaged, or stolen cellular phones or electronic devices.

### **DRESS AND APPEARANCE (Regulation 5131)**

Community Standards The Clark County School District reserves the right to promote that the dress and grooming of students are within the limits of generally accepted community standards. Students shall be required to show proper attention to personal cleanliness. Students have a responsibility to dress in alignment with the Clark County School District dress and appearance guidelines.

**Educational Environment Standards:** Student's dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style which tends to diminish instructional effectiveness or discipline control by teachers is not acceptable.

**Responsibility:** The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard. The principal shall retain the authority to grant exceptions for spirit days, special event dress days, and schoolwide free dress days. On those CCSD/school sanctioned exception days, schools will notify the students and parents/guardians of the unique dress provisions.

**Basic Dress Code:** The Clark County School District Basic Dress Code serves to provide guidelines for student dress and appearance at all District schools (whether or not they adopt Standard Student Attire). Students are to be dressed in such a manner

that their appearance in the school contributes to the learning environment. Exemption from the CCSD Basic Dress Code may be permitted for medical or religious reasons.

1. Require the wearing of shoes with soles. House slippers and shoes with wheels are not permitted.
2. All clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of 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 school approved uniforms, 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, R-5131 (page 3) and staff may use their discretion as appropriate based on the temperature in the facility.

### **DROP OFF AND PICK UP AT SCHOOL**

Arrival and dismissal are busy times at school. There will be lineup dots in the courtyard within the school gates for arrival and dismissal. Kindergarten students will arrive and be dismissed from the Kindergarten playground only. In order to keep students safe, parents may not inhibit the flow of traffic by double parking, stopping on the street or drive ways of the parking lot, making U-turns, etc. There are designated "drop off lanes" in the morning in which families may not park or leave their vehicle. **Students may not be dropped off at school prior to 7:35 AM.** Parents/Contacts picking up students early/late must show their picture ID to the office staff before the student will be called to the office or released. The person must be listed as an emergency contact in order for the student to be released to them. Teachers will not release any student until they have been notified by the office. Students will not be released early or late to anyone under the age of 18 years old. It is of utmost importance to have an afterschool plan with your child to avoid confusion and late pickup. **Students must be picked up no later than 2:15 PM.** There is a progressive protocol that the school will follow should a student not be picked up multiple times, up to and including transportation of the child to Child Haven. Safe Key is available before and after school for daycare. Students who are not



picked up after school or arrive prior to 7:35 AM will be sent to SafeKey at a charge to the family.

### **EMERGENCY INFORMATION**

The school must have a current address, home telephone number/cell number, work telephone number, and emergency number on file. This information is essential in case of student illness or accidents. Please notify the school of any changes in this information. If, for any reason, the parent or emergency contact listed on the enrollment card cannot be reached, the administration and/or designee (nurse, FASA, office manager) will use his/her best judgment in deciding on medical attention.

### **ENROLLMENT AND WITHDRAWALS**

Students must receive placement through the school office before they can attend classes. If they are enrolling from another Clark County School, a transfer form is required to enroll the child. Parents/Guardians of Kindergarten children and students new to the District must present verification of the date of birth, one proof of address, and immunizations at the time of registration. Student enrollment is completed through an on-line process via Infinite Campus. Parents will be issued a code unique to their student and must complete the process on-line. School computers are available for family use. Proof of registration in the form of a utility bill within 30 days is required. Students will not be assigned a new teacher for the next school year without all of the requested documents. When you are planning to withdraw a child, the office must have proper identification in order to prepare the withdrawal form. Textbooks, fines, and library books need to be returned before leaving.

### **FIELD TRIPS**

We are proud to offer students at Tanaka the opportunity to learn in places outside of the classroom by attending field trips throughout the year. It is important that families sign and return the permission slip provided by the teacher for each field trip. Students must ride the bus to attend the field trip and are not permitted to be driven by parents to the location. If families choose not to allow students these educational opportunities or do not return the required permission slip, students will be placed in another classroom on campus and provided class work for the duration of the trip. Volunteer chaperones will be arranged by the classroom teacher. Adult family members attending field trips must complete the volunteer field trip training and sign the appropriate forms before attending the field trip. Certain field trips have fees associated with them as we ask that families remit these fees prior to the trip. Students will not be excluded from any trip should they not be able to pay the fees.

### **HALLS Expectations**

In all common areas of our school, students will be expected to follow the HALLS procedure. This acronym stands for **H**ands at your side, **A**ll eyes forward, **L**ips zipped, **L**ow speed, and **S**pace between you and me.

### **HEALTH SERVICES**

A school nurse is available on a limited schedule; however, there is a First Aid Safety Assistant (FASA) in the Health Office during the school hours. Students who become ill

at school should report to the office. If the illness or injury is of such a nature that the student should go home, the parent/guardian will be notified. Students are not permitted to leave the school without permission from the office. If a physician has prescribed medication for your child to be taken during the school day, a medical release form must be obtained from the office and completed by the parent or guardian. This record gives permission for authorized school personnel to administer medication to your child and is kept on file in the school health office. Parents/Guardians must bring the medication in the original bottle to school along with the authorization form. Do not send the medication to school with your child. Non-prescription medication, such as cough drops and Tylenol, may not be dispensed by school personnel. Students cannot bring over-the-counter medication to school to give to themselves, including inhalers. The staff recognizes the seriousness of all food allergies. Please notify the office if your child has a food allergy which requires medication.

### **IMMUNIZATIONS**

State law requires that students be properly immunized. If your child is not up to date on his/her immunizations, they are subject to an RPC. If, for religious purposes, you opt out of immunizing your child, there is specific paperwork in the health office that must be filled out.

### **INFINITE CAMPUS**

Infinite Campus is a computer based tool that allows parents access to their child's grades through the Parent Portal. Grades are shown in "real time" and are available as soon as they are entered into the system. Infinite Campus can also be used to track a student's attendance and serves as the system we use for registration each school year. It is also available as an app on most cell phones.

### **LIBRARY / TEXTBOOKS / SCHOOL PROPERTY**

District policy 5134: Students who cause damage to district property shall, in accordance with Nevada statute, be subject to disciplinary action, and their parents or guardians shall be held responsible within the limits of Nevada statute for such damage. Students and their parents or guardians shall be responsible for all damage to or loss of textbooks, library books, or other materials, equipment or school property loaned to or used by the student and shall reimburse the Clark County School District for such loss or damage. Students responsible for minor damage may be dealt with by the principal in the manner judged most suitable. Students are responsible for their library books. Students may not check out a new book unless their previous one is returned. Damaged or destroyed books are the financial responsibility of the student and parent. All library materials must be returned or paid for before withdrawal papers will be processed.

### **LOST AND FOUND**

Please put your child's name on all items such as coats, sweaters, lunchboxes, and backpacks. An area for lost and found items is located in a bin in the lunchroom. Please check this area periodically if your child is missing hats, coats, gloves etc. Items such as jewelry, glasses, purses, cell phones, and wallets will be turned in and picked up in the front office. In December and in May, all articles will be donated to a charitable organization.

### **PARENT TEACHER ORGANIZATION (PTO)**

Tanaka is a proud partner with the PTO, comprised of supportive and dedicated families. One of the strengths of our school lies in the hands of you, the parent. Your active participation in your child's education begins at home by providing encouragement, support, and supervision. The PTO Board is a group of elected officials that take leadership roles of the group. A membership drive and monthly meetings will be arranged by the Board to gather family input and assistance.

### **PERSONAL POSSESSIONS**

Students are not to bring items to school that are not part of the educational program without prior approval from the teacher. These items include toys, electronics, and items of personal and monetary value. Confiscated items will either be returned to the student at the end of the day, or kept in a secure location until the parent can retrieve them. The exception to this is cell phones, which may not be used during the instructional day and will be secured by an administrator until a parent/guardian can come in for a conference. The school cannot be responsible for lost items.

### **PROGRESS REPORTS**

In addition to grade reporting offered by Infinite Campus, all students will receive paper progress reports from the homeroom teacher. These reports will be sent home every four weeks beginning September 6, 2019.

### **REPORT CARDS**

Report cards are issued two times during the year, January 9<sup>th</sup> and May 20<sup>th</sup>. These cards are one method of reporting pupil progress. Parent/Teacher/Student conferences are typically scheduled in November, and at any time deemed necessary by the school and/or parent. Parents are also free to review grades daily on Infinite Campus.

### **SAFEKEY**

Safekey is a before and after school program for children provided by the Clark County Parks & Recreation Department. The program is housed in the Multi-Purpose Room. The Safekey program will operate from 6:30 AM - 7:50 AM and again from 2:11 PM - 6:00 PM. Any concerns about students that occur during SafeKey should be brought directly to their attention. It is highly recommended that all families consider registering for SafeKey even if after school care is not typically needed so that students have a place to go in case of an emergency.

For more information call (702)455-8251 or visit [www.clarkcountynv.gov](http://www.clarkcountynv.gov).

### **SCHOOL EXPECTATIONS AND PROCEDURES**

School procedures and expectations maintain an environment in which instruction and learning can occur. At Tanaka, students engaging in undesirable behavior are treated fairly and with respect so that they are given the opportunity to learn from their mistakes and build positive relationships with adults on campus. The school-wide guidelines for Tanaka ES include **“Be Respectful”**, **“Take Ownership”**, **“Be High Achieving”**, and **“Be Responsible.”** We have a zero tolerance policy for bullying and/or harassment. Students are held responsible for their actions. Rules are in effect at all times and apply to all students while at school, while off campus taking part in a school-sponsored event, and while getting to and from school. All staff members have been asked to be

accountable for observing all students to make sure that school procedures are being followed. If students choose not to follow the guidelines, the following consequences will apply:

<b>First Offense</b>	The problem will be discussed by the <b>teacher</b> and the <b>student</b> .
<b>Second Offense</b>	A joint plan of action will be developed by the <b>teacher</b> and <b>student</b> .
<b>Third Offense</b>	The parent/guardian will be contacted by the <b>teacher</b> .
<b>Repeated Offenses</b>	The <b>principal/assistant principal</b> will counsel with the <b>student</b> regarding serious situations. The <b>student, teacher, and principal/assistant principal</b> will review the problem and institute a plan of corrective action. The <b>parent/guardian</b> will be notified and included in any discussion or plans.

NOTE: Some behaviors are considered so serious that they will result in the student being sent home until a parent, teacher, and an administrator conference can be scheduled. These include: fighting, physical aggression, leaving campus without permission, stealing, possession of a weapon or illegal substance, and bullying. Please refer to [CCSD Reg. 5141.1](#) for description of a weapon, which includes toy guns, toy knives, and the like.

### **SCHOOL PARTIES AND BIRTHDAYS**

School parties may be held to recognize special identified events at the discretion of the classroom teacher. Details will be announced during the year. Please check with your child's teacher before preparing to bring treats for school parties. Some students may have food allergies or other health concerns. Please coordinate birthday treats with the classroom teacher. All treats/food brought in MUST be on the CCSD's Food Guidelines list of approved items. You can view this at <http://www.ccsd.net/departments/food-service> or on the Tanaka website under "Parents". Please bring or drop off any treats to the office counter labeled with your child's name and teacher. The office will make sure that it is given to the classroom teacher. Neither balloons nor candles are permitted at any time in the building, as they may cause the fire alarm to go off.

### **SNACK SHACK**

The Tanaka Snack Shack will be open during lunch on Fridays throughout the school year. Various snacks and drinks will be available for sale. Items range in price from \$0.25 to \$3.00. All of the snacks must comply with CCSD nutritional guidelines and be approved by the Principal prior to selling.

### **STUDENT TELEPHONE USAGE**

The school telephone number is 702-799-2504. Students are allowed to use the phone only for business or emergency. Students must have permission to use the phone from their teacher or office staff. All after-school arrangements and transportation must be made in advance. Urgent messages can be delivered to students, but only after parents/guardians have presented ID at the office. We will not deliver messages to students that are received over the phone. We ask all students that call home to make sure that they leave a message if someone does not pick up. This will allow the parent/guardian to know why a phone call came from the school.

### **VISITORS**

To maintain safety of students and staff, visitors must report to the office with their photo ID, sign in and get a visitor's pass before going to another area of the campus. Visitors should schedule meetings with staff in advance. Those meetings may be arranged directly with the teacher or with assistance from the office. Siblings not enrolled at Tanaka ES, including students not yet of school age, will not be allowed to visit classrooms during the instructional day. It is expected that all visitors report to the office upon arrival, unless otherwise stated, for special events. Classroom observations must be scheduled with the teacher in advance. Please keep in mind that volunteers who plan to come to our school more than four times per month or have unsupervised contact with students must comply with Regulation 4100 as described below.

### **VOLUNTEERS**

Tanaka ES will comply with [Regulation 4100](#), which requires all volunteers at schools with either unsupervised and/or regular contact with students to be fingerprinted and issued a badge from CCSD. Regular in this case is defined as four or more times per month. The tracking of "regular" volunteers will be completed by the Office and Administration. Volunteers will be expected to report to the Office prior to working in the building or visiting classrooms/students/common areas. Teachers who utilize the services of volunteers are expected to clearly communicate the duties to be performed and the scope of the volunteer's responsibility. Siblings that are not enrolled at Tanaka are not able to be on campus with the volunteer without prior consent from the Administration.

Volunteers should:

- Sign in at the office each day that he/she is volunteering in the building.
- Follow the established schedule created by the teacher.
- Be familiar with emergency procedures.
- Maintain confidentiality.

## **Tanaka Elementary Calendar**

<b>August 9</b>	Meet Your Teacher 12:30-2:00 PM
<b>August 12</b>	Classes Begin
<b>August 30</b>	Snack Shack opens (it will be open on Friday each week during recess)
<b>September 2</b>	Labor Day (No School)
<b>September 3-13</b>	Fundraiser
<b>September 16-24</b>	Book Fair
<b>September</b>	Open House <ul style="list-style-type: none"><li>● <b>9/17</b> Pre-K, Kindergarten, 1st grade and 2nd grade</li><li>● <b>9/18</b> 3rd grade, 4th grade and 5th grade</li></ul>
<b>September 25</b>	Fall Picture Day
<b>Sept. 30-Oct. 4</b>	Week of Respect
<b>October 11</b>	Fall Festival 5:00-7:00 PM (Western Theme)
<b>October 25</b>	Nevada Day Observed (No School)
<b>October 31</b>	Halloween (Students may wear costumes that are not scary)
<b>November 4</b>	Make-up Picture Day
<b>November 11</b>	Veterans Day Observed (No School)
<b>November 15</b>	Parent Conferences (No School)
<b>November 25-29</b>	Thanksgiving Holiday (No School)
<b>December 20</b>	End of First Semester (90 days)
<b>Dec. 23-Jan.3</b>	Winter Break (No School)
<b>January 6</b>	Classes Resume
<b>January 9</b>	Report Card Distribution
<b>January 20</b>	Martin Luther King, Jr. Day Observed (No School)
<b>February 8</b>	Jack and the Beanstalk Musical 5:30 PM
<b>February 17</b>	Presidents' Day (No School)
<b>March 2-6</b>	Nevada Reading Week
<b>March 9</b>	No School
<b>March 11</b>	Spring Picture Day
<b>April 6-13</b>	Spring Break, No School
<b>April 14</b>	Classes Resume
<b>April 23</b>	Take Your Child to Work Day
<b>April 27</b>	Promotion Picture Day (Pre-K, K, 5th Grade)
<b>May 4-8</b>	Teacher Appreciation Week
<b>May 15</b>	Field Day 8:00-10:00 AM
<b>May 18-19</b>	Kindergarten Promotion Ceremonies
<b>May 20</b>	Fifth Grade Promotion Ceremony
<b>May 20</b>	Last Day of School (11:30 Dismissal)

*Visit our website for a live calendar that includes additional dates and details:  
<https://inbox344.wixsite.com/tanaka>*