Student/Family Handbook
2025-2026



1205 Silver Lake Drive
Las Vegas, Nevada 89108
702-799-4790
https://twinlakestigers.org

TWIN LAKES ELEMENTARY SCHOOL
2025-2026

ADMINISTRATION & OFFICE STAFF

TBD, Principal
Ms. Katie Rankin, Assistant Principal
Ms. Alicia Tommela, Assistant Principal
Da Lynshia Gordon, Office Manager
Ms. Terriska Wilkins, School Clerk
Ms. Jannelis Gonzalez, OSII
Ms. Kassandra Wong, School Nurse
Mr. Yoel Rodriguez, School Health Assistant

SCHOOL HOURS

Office Hours……6:30 a.m. to 3:00 p.m.

Instructional Day
K-5th Grades…….…..……..……7:55 a.m. to 2:11 p.m.
AM PK……..…….……..……8:00 a.m. to 10:30 a.m.
PM PK……..….……..……..……11:41 a.m. to 2:11 p.m.

SAFEKEY HOURS (Provided by City of Las Vegas)

After School..……6:30am-7:55am and 2:11 p.m. to 6:00 p.m.

WELCOME

The faculty and staff at Twin Lakes Elementary School welcome you and your family. This handbook has been carefully prepared in order that students and families may know and understand the policies and practices of Twin Lakes Elementary. We will offer your child the best education possible. We ask for your support and active participation in your child's education. We believe that all students can learn and deserve varied teaching methods to provide them with maximum learning experiences.

MISSION STATEMENT

The Mission of Twin Lakes Elementary School is to promote student learning and academic achievement in a positive environment for ALL students.

VISION

Twin Lakes Students will leave our school prepared to attend Middle School. This means that our students will be 21st Century learners who are prepared socially, emotionally, academically and behaviorally to succeed in school and life.

ENROLLMENT AND WITHDRAWAL

Before students can attend classes, they must be officially enrolled through the school office. If a student is enrolling from another Clark County School, a transfer form is required to enroll each child. All students new to the district must have complete immunization records, birth certificate and one proof of residence. Parents of kindergarten children must present verification of the date of birth of the child at the time of registration. When you are planning on withdrawing your child, please know that the office will need one day advance notice to prepare records and that you will need to present identification. **NOTE: If your child is absent for 10 consecutive days without notification from parent/guardian, your child will be automatically withdrawn.**

ATTENDANCE

ARRIVAL

Students may arrive on campus using the front gate at 7:35 a.m. **only if they are opting to have breakfast.** If a child will not be having breakfast, they should arrive at the gates on Riverside or Navajo at 7:55am. The tardy bell rings at 7:55 a.m.

Instruction begins promptly at 8:00 a.m. Students who arrive after the 8:00 a.m. bell, must report to the office to obtain a tardy slip before being admitted to class. **At 7:35am, only students eating breakfast will be supervised on campus. All other students must wait outside the campus and will not be supervised until 7:55am when the gates open.**

TARDINESS

Student tardiness is a serious disruption to the educational process. Tardiness interrupts the learning process for the student who is tardy and infringes on the educational rights of other students. A student is to be marked tardy who is not physically present in the classroom at the start of the instructional day.

DISMISSAL

Students are dismissed at 2:11 from the back gates. Students not picked up by 2:35 pm will be escorted to the office and signed in. To be dismissed from the office, a registered parent or guardian must sign the student out, providing a valid picture ID. At 2:35 pm, parents and emergency contacts will be notified and the child will be taken to the appropriate after-school entity based on the school district's after-school plan. Please note that Safekey is available from 2:11 p.m. to 6:00 p.m. However, students must have an after-school care parental agreement and authorization, and fees must be paid for the child to attend Safekey. **Fees for late pick-up are the responsibility of the parent or guardian.** For more information, please call the Safekey office at 702-229-3399.

EARLY DISMISSAL

All parents and/or legal guardians must report to the office when arriving on school grounds. To ensure your child's safety, students will only be released to the person(s) listed on the student enrollment form provided by the parents and/or legal guardians, juvenile authorities, or law enforcement officials. **Picture identification will be required each time a student is released early from class, and the student must be signed out at the front office.** We appreciate your cooperation in creating the safest environment possible for our students. Please note that early dismissals may affect a student's attendance record. **Furthermore, no early dismissals will be allowed after 1:45 p.m.**

ABSENCES

The Clark County School District Regulation 5113 Attendance Enforcement states that student attendance is a shared responsibility between CCSD and the student's parent and/or legal guardian. Elementary students shall be recorded as absent for half of the day if more than one hour and fifty-five minutes of the instructional day are missed, and recorded as absent for the entire day if more than three hours and forty-five minutes of the instructional day are missed.

If your child is absent from school, you will need to either send a note to the teacher on the first day of his/her return to school explaining the absence or go to the school website and fill out an absence form. Notes will only be accepted three (3) days from

the date of the absence to be marked as excused. It is the responsibility of the family to contact the teacher to obtain appropriate makeup work following the absence. Students shall be allowed a minimum of three (3) days to complete the makeup work.

Excessive absenteeism for elementary students who exceed twenty (20) unapproved absences during the school year may result in retention. Therefore, students must attend school every day to gain the most significant benefit from the educational opportunities provided by Twin Lakes Elementary. All prearranged absences in excess of ten (10) days during a school year shall be considered unapproved. Prearranged absences for which the makeup work was not completed and submitted as specified by the teacher shall be considered unapproved.

ACADEMICS

SUPPLIES AND TEXTBOOKS

The Clark County School District provides most of the supplies and textbooks necessary for the educational program. Each grade level will provide a list of additional personal supply items that they recommend students bring to school. Textbooks, library books, and Chromebooks are **loaned** to each student. Textbooks, library books, Chromebooks, and other educational materials that are lost or damaged must be paid for by the students responsible for them.

HOMEWORK

Homework enhances and reinforces skills learned in class, provides students with an opportunity to practice these skills independently, and helps students develop personal responsibility. Homework is assigned Monday through Thursday. Students should expect to spend approximately 10 minutes per grade level each night in compliance with CCSD Policy 6143.

GRADING POLICIES

Twin Lakes follows our District policy regarding grading and reassessment. Report cards are distributed on a semester basis. Grades are assigned based on a student's achievement of grade-level standards, not their effort. Progress reports will be sent home every three weeks to keep you informed of your child's progress before receiving a semester report card. Additionally, grades are uploaded to Infinite Campus on a weekly basis. You can check your child's grades through Infinite Campus. If you have any questions or concerns regarding your child's grades, please contact the classroom teacher as soon as possible.

LATE WORK POLICY

A. Scores are not reduced on assignments and assessments submitted past the due date.
B. Teachers will use Infinite Campus to note missing or late assignments. Parents

should check Infinite Campus weekly and communicate with the classroom teacher if they have any questions regarding their child's late or missing assignments.

C. Teachers will clearly communicate the deadline for accepting late work to students. Students are responsible for turning in their own work. All late work must be submitted three weeks prior to the end of the semester in order not to impact the child's grade negatively.
D. Some work in the classroom cannot be made up due to the nuance of teaching. In these cases, teachers will provide students with resources that they can make up if it is available.

REASSESSMENT POLICY

Academic grades shall use multiple means to assess student mastery levels and include opportunities for reflection, revision, and reassessment to ensure mastery of the NVACS/NVACS Connectors and District curriculum for all students.

A. Reassessment Guidelines:
    a. Students who have not met standards are provided an opportunity for reteaching and relearning.
    b. Teachers will communicate the expectation for reteaching and relearning to the student and the family through a written letter which will be sent home.
    c. Students who have met standards may request an opportunity to reassess through a written request form which the teacher will provide. The child must participate in a relearning opportunity prior to reassessment.
    d. An alternate or abbreviated assessment at the same rigor can be administered to elicit evidence of new learning. Various assessment methods are considered (e.g., performance assessment, personal communication, selected response, and/or written response).
    e. Students' summative grade will be changed in the gradebook to accurately reflect the evidence of learning.
    f. Summative reassessments are limited. Summative reassessments must be completed no later than two weeks prior to the end of the term unless the summative is administered in the last two weeks of the term.
    g. Due to the fact that curriculum spirals and standards are revisited throughout the year; separate reassessment opportunities may not be needed since these opportunities are already embedded in the curriculum design (e.g., Kindergarten foundational skills).
    h. Reassessment accommodations in IEPs and/or Section 504 Plans supersede District reassessment guidelines.

RETENTION

When a student is considered for possible retention, parent and/or legal guardian

input is expected and encouraged. However, the principal and teacher in joint agreement will have final authority to retain a student. The following will be included in the determination of a retention decision: student achievement data and progress, attendance, and effect of retention on the student's educational improvement.

STUDENT BEHAVIOR

We strive to provide a nurturing environment in which all children can flourish and grow, and enhance their self-worth. In order to accomplish this, we have attached the behavioral expectations that teachers and staff are responsible for enforcing at all times. Students who make poor choices or behave in a manner that is not consistent with school and district expectations will incur natural and logical consequences in accordance with their behavior.

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;

(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 pupil 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 in paragraph (a) or (b) and are based upon the:

(1) Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, 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 put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, 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.

3. The term does not include expressions, acts or gestures which are engaged in as part of a mutual disagreement or conflict.

DISCRIMINATION BASED ON RACE

A. Under NRS 388.1235, "Discrimination based on race" means any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general to any demographic identified in subsection 1:

1. Regarding the race, color, culture, religion, language, ethnicity or national origin of a person that causes harm or creates a hostile work or learning environment, which may include, without limitation, jokes, threats, physical altercations or intimidation; and

2. That occurs in person, online or in any other setting including, without limitation, in a course of distance education.

CYBERBULLYING

A. Under NRS 388.123, "Cyber-bullying" 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.

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, a computer or any similar means of communication

It is the policy of CCSD to encourage students who are subjected to witness, or

overhear incidents of bullying and cyberbullying to report such incidents. Parents/students should report any incident(s) of bullying or cyberbullying to a teacher, counselor, or a school administrator. See Bullying/Cyberbullying brochure for additional information.

PERSONAL ITEMS

Students are **not permitted** to bring toys, electronic devices, permanent markers, or personal items of any kind to school. Personal items are defined as any item not related to the school environment, for example, items such as skateboards, Pokemon Cards or stuffed animals are not allowed on the school campus. These items will be confiscated and returned to the parent. The school does not assume liability for any personal belongings brought to school.

CELLULAR PHONES

Cellular phones are a distraction in the instructional environment and are not required for education. Therefore, cellular phones must be turned off and remain off and in a non visible location (backpack or storage in locked devices in the classroom) during the school day in compliance with CCSD Policy 5136. Students in 4th and 5th grade will place phones in a Faraday bag and store them in a secure place within the classroom. Phones are subject to seizure. Phones confiscated in violation of these guidelines will only be returned to a parent/guardian during non-instructional hours. As a condition of possessing a device on campus, the student agrees to a search of the device's content if reasonable suspicion of wrongdoing exists. The school does not assume liability for cell phones or any other personal belongings that are brought to school.

DRESS CODE

The Clark County School District reserves the right to insist that the dress and grooming of students are within the limits of generally accepted community standards. Any dress or appearance that is deemed to be disruptive to the educational environment of the school may be determined as inappropriate by the administration. The following dress and appearance guidelines from the Clark County School District Regulation 5131 Dress and Appearance will be enforced:

- Require the wearing of shoes with hard soles (no flip flops)
- Prohibits wearing crop tops (no skin showing between bottom of shirt/blouse and top of pants or skirts), strapless, low-cut clothing, clothing with slits, or top and outfits that provide minimum coverage.
- Prohibits wearing clothing with spaghetti straps. All sleeveless shirts must have straps at least three inches wide.
- Require that all shorts, skirts, and dresses be at fingertip length.
- Pants/shorts must be worn at the hip. No sagging pants/shorts allowed. Jeans, pants, or trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
- Prohibits the wearing of headgear (including hats, hoods, caps, bandanas, and hair grooming aides) inside school buildings, except for authorized

school activities, documented medical conditions, or for inclement weather. Hats, hoods, etc may be worn outside to protect students from inclement weather.

- Prohibits slogans or advertising on clothing, which, by their controversial or obscene nature, disrupt the educational setting.
- Prohibits the wearing of gloves, bandanas, do-rags, spiked, or studded jewelry, chains or any clothing that can be construed as gang attire.
- Prohibits the wearing of exotic hair coloring or extreme hairstyles. Hairstyle must allow eyes to be visible.
- The principal shall retain the authority to grant exceptions for special occasions. Students violating the dress regulations will be asked to correct the problem or call their parent and/or legal guardian to bring appropriate clothing to school.

BICYCLES

For those children who bring bicycles to school, the following rules must be observed:

1. The school campus is a **NO RIDING ZONE**. Bicycles are to be walked on to the campus and parked immediately in the enclosed bicycle racks.
2. A lock must be provided for every bicycle brought to school.
3. The school does not assume responsibility for the loss or damage of any bicycle on the school grounds.
4. Any student who does not follow the above guidelines will be in jeopardy of losing the privilege of riding a bike to school.

STUDENT SEARCHES

Students are hereby informed that they will be subject to search when they enter campus after the beginning of the school day. This includes, but is not limited to, unauthorized returns. This notice does not exclude personnel, however, from searching a student at any time should there be reasonable suspicion of wrongdoing.

GENERAL INFORMATION

SCHOOL CAMPUS

We are especially proud of our school and take great pride in keeping the building and grounds in quality condition. We do our best work in clean and orderly surroundings. Please help us by keeping our campus clean. Immediately report any acts of school vandalism to the Clark County School District's School Police at 799-5411 or contact the school office at 799-4790.

VISITORS

In order to encourage a highly academic environment, we encourage a 24-hour advance notice for classroom visits during instructional time. All visitors must

report to the front office to obtain a visitor's pass and sign in and out. In order to ensure student safety, all visitors must be escorted and should also be a listed member of the child's household. As per CCSD policy, children under the age of 18, who are not enrolled at Twin Lakes are not allowed on campus during the instructional day with the exception of parent/teacher conferences and school wide performances in the multipurpose room. Please note that visitors may not interrupt student instruction. If you want to speak to the teacher, you do need to schedule an appointment with the teacher or talk to the teacher during non instructional time.

PARENT VOLUNTEERS

Volunteers are always needed and welcome both in the classroom and for special school activities such as picture days, field days and fundraising projects. If you are interested in volunteering in your child's classroom, please speak with the teacher. If you would like to help out in other areas of the school, please speak with the front office staff. In order to ensure student and staff safety, volunteers must be directly supervised or have a volunteer badge. Volunteer badges can be obtained at the district office. Please ask our office team for more information regarding volunteer badges.

PARENT CONFERENCES/COMMUNICATION

Your commitment to your children's education drives the success that our school is working hard to achieve. Your help is needed to maximize learning opportunities for all of our students. If you have questions, concerns or ideas that pertain to your child or the classroom instruction, please call the office to schedule an appointment with the teacher. If you have a school concern, or you feel that your classroom concern was not properly resolved, you may schedule a meeting with the administration through the front office or by calling 799-4790. It is important that we work together to support the education of our children. In the spirit of working together, we are committed to acknowledging your inquiries within a 24-hour time frame.

CELEBRATIONS

The following are district-approved celebrations: Fall Celebration (Halloween), Winter Celebration (held near Christmas), and Valentine's Day. No other celebrations are allowed during the instructional day. These dates are exemption dates and food may be served during these parties. However, due to the Wellness Policy, food items may not be served for student birthdays. Parents may provide a non food item for every child in the class. These items will be passed out to students by the teacher at the end of the day to minimize distractions to the learning environment.

HEALTH/MEDICAL

The school nurse assigned to Twin Lakes is part-time. A School Health Assistant (SHA) is scheduled to be on campus daily when students are present. The parent and/or legal guardian must complete a Clark County School District Medication Release form for any prescription or over-the-counter medication to be

administered to any student during the school day. The medicine container must be labeled by the pharmacist and include the student's name, prescribing doctor's name, instructions for its administering, and name of the medication. Students are not allowed to keep any type of medication, including over-the-counter, on their person. A child with an elevation in temperature and/or other signs of illness should be kept home.

EMERGENCY INFORMATION
It is essential for the school to have your current home telephone number, emergency telephone numbers, a working email address, and your correct home address so that you may be notified immediately in case of an accident or illness. Please notify the office immediately when home address, home telephone number, or parent and/or legal guardian work information changes. Your cooperation is of vital importance.

USE OF SCHOOL PHONE
Students' use of the telephone is limited to emergency situations. Forgotten homework, books, lunch money, and/or permission to stay after school are not considered emergencies. We ask that you do not call the school to speak to your child. In order to ensure the safety of our students, we cannot deliver messages to the classroom. In the event that an emergency occurs and you need a message delivered to your child, please come to the office with proper identification and we will be happy to deliver the message to your child.

BREAKFAST/LUNCH PROGRAM
Twin Lakes is a provision 2 school. This means that all of our students receive a free breakfast and lunch daily. All students have the opportunity to eat breakfast between 7:35 to 7:55am daily. If a child would like breakfast, students should be dropped off at the front gate of school and eat in the MPR. Lunch and recess is scheduled in the middle of the instructional day. Questions related to the nutritional program are to be directed to the food service staff at 1-800-819-7556.

SNACK SHACK/FUNDRAISERS
Our school Snack Shack sells snacks that are approved under the Wellness Policy, and other treats such as pencils and stickers. The Snack Shack is open every Friday during the student's lunch recess. Due to the price of items, students should not bring more than $5.00 to school at any time. Please note that the school is not responsible for lost or stolen money. Additionally, fundraiser opportunities will be published in advance. Profits from the fundraiser will be used as advertised and in a way that will benefit the students and the school.

SCHOOL BUS TRANSPORTATION
Bus transportation is determined according to the guidelines set forth in Clark County School District Regulation 3531. If you want to verify your child's transportation eligibility you can log onto

http://transportation.ccsd.net/edulog/webquery/ and follow the prompts or you can call 799-8111. Bus transportation is a privilege. Students who ride the bus do so under the supervision of the bus driver and are thus subject to the rules and consequences set forth by the Clark County Board of School Trustees and the State of Nevada. Misconduct on the bus may be cause to deny the privilege of transportation to the student for a limited, specified time and continued misconduct may result in loss of riding privileges.

The information in this student family handbook is very important to ensuring a successful school year for both your child and you. Please read this with your child and return this signed portion to your child's teacher. Thank you!

++

I have read the Family/Student Handbook with my child. My signature below denotes the fact that I have read and understand the content within this handbook.

Student Signature_____Date_____

Parent Signature_____Date_____