

Kit Cars International Academy



Student and Parent Handbook 2019-2020

1735 North D. Street
Las Vegas, NV 89106
Phone: 702.799.7113
Fax: 702.799.0401
Office Hours: 7:30 am-4:00 pm

Principal, Ayoka Snipes
Assistant Principal, Angela Trujillo



"Academic Excellence for Every Student, Every Day!"

Region 1

Dear Parents/Guardians and Students:

As parents, you are a vital part of the Carson Community. We need your help in maintaining a school setting where students are free to learn and teachers are free to teach with minimal disruptions.

To ensure that this growth takes place, we feel it is important that both you and your child be aware of the school's expectations in terms of behavior, attendance, and academic performance. This handbook includes a review of policies, procedures, regulations, and goals which are a part of Kit Carson International Academy.

Please feel free to contact the office at any time concerning questions you may have. Please fill in the important information located on the last page of this handbook and return it to your child's teacher by **Friday, August 16, 2019**.

Note: The Student/Parent Handbook is yours to keep for future reference during the school year. Thank you for taking the time to read this booklet.

Sincerely,



Ayoka Snipes
Principal



Angela Trujillo
Assistant Principal

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School Pledge

I am proud to be a Kit Carson Cougar.
I am caring, unique, and great!
I work hard. I do my best,
And that you can't debate!

Respect and understanding
Are what we need to show.
We're all here to learn
And watch our futures grow.

We're all in this together.
Unity is the rule.
We feel great about ourselves!

We're the pride of Kit Carson School!



Mascot
Cougar

Colors
Green and Black,
Khaki, White, and Navy Blue

Mission
Working together as a team, students, parents, staff, and the community of Kit Carson International Academy commit to providing a rigorous, innovative, and respectful learning environment that promotes academic excellence, intercultural understanding, and social success. Through inquiry-based learning, we will produce diverse, global-minded, lifelong learners who are excited about achieving their goals.

School Administration and Office Staff

Principal	Ayoka Snipes
Assistant Principal	Angela Trujillo
Office Manager	Terri Harden
Elementary School Clerk	Kathy Searcy
Elementary School Aide	Janice Franklin
First Aide Safety Assistant	Laprell Price
Nurse	MJ Christenson
Head Custodian	Misty Warner
Night Custodians	Francisco Leon Cherry Davidson
Campus Security Monitor	Raeshawn Manor

Logo



Motto

“Academic Excellence for Every Student, Every Day!”

Daily Schedule

- 8:25.....First Bell-Students enter campus
- 8:25-8:45.....Breakfast
- 8:45.....Tardy Bell – Instruction begins
- 11:15-11:45.....1st/2nd Grade Lunch
- 11:45-12:15.....Pre-K/K/5th Grade Lunch
- 12:10-12:45.....2nd/4th Grade Lunch
- 2:45.....Pre-K Dismissal
- 3:15.....Grades K-5 Dismissal

School Hours

The official school day is 8:45 am-3:15 pm. In order to accommodate Universal Breakfast, all students in grades 1-5 will report directly to their classrooms when the gates open at the first bell at 8:25 am. All kindergarten students will report directly their dot on the playground. Teachers will take them to the MP Room for breakfast no later than 8:30 am. Students are considered tardy at 8:45 am bell, when instruction begins. **Students arriving after 8:45 am must report to the office for a tardy slip before going to class.** Students should not arrive earlier than 8:25 am nor remain on campus after 3:15 pm unless they are participating in a supervised school sponsored activity or Safekey program. **School based supervision will not be provided for students who arrive before 8:25 am or remain later than 3:15 pm.** These procedures are designed for the safety and well-being of your children.

Enrollment

Students enrolling in the Clark County School District for the first time must register online at: <http://www.ccsd.net/parents/online-registration.php>

Required documentation includes:

- An original birth certificate
- A proof of residence
- Immunization record
- Picture ID of parent/guardian (legal residence included)

Permanent Records

According to the Family Rights and Privacy Act of 1974 (FERPA), the parent/guardian is permitted to inspect and review educational records relating to the student. Submit a request for review to our office staff, and they will have the records ready for you in 48 hours.

Withdrawal Procedures

When it becomes necessary for a student to withdraw from school, these procedures must be followed:

- Parents are to inform the office as soon as possible of the plan to withdraw Pre-K and Kindergarten student(s).
- Students in grades 1-5 are considered part of our magnet program. In order to withdraw a student in grades 1-5, a parent/guardian must come to the office to fill out an appeal form for withdrawal. **Withdrawals are not automatically granted if you choose**

to enroll your child in another Clark County School District school, as that seat was given up when the magnet seat was accepted.

- Return all library and textbooks or pay for lost or damaged books.

Address or Telephone Number Change

Parents are **required** to notify the school office promptly if there is a change of **address** or **phone number**. Please be sure all home, work, and emergency contact phone numbers are current. Correct phone numbers are essential in case of an accident or emergency. For the safety of your child, **no changes will be made over the phone**.

Drop Offs and Pick Ups

1. **Avoid double parking. It is illegal and school police may issue tickets.**
2. Drop off your student by the first gate on Alexander near the Multi-purpose Room.
3. Pre-K students will be dropped off and picked up at the gate in front of the school. Parents/guardians are required to sign students in/out each day.
4. Kindergarten students will be picked up at the **front** gate. Parents/guardians are required to sign out kindergarten students each day.
5. 1st and 2nd grade students will be picked up at the **first** Alexander gate. Each student is required to check in with their teacher before exiting campus.
6. 3rd-5th grade students will be picked up at the **second** Alexander gate. Each student is required to check in with their teacher before exiting campus.
7. **DO NOT** drop off or pick up your student at the front of the school. This parking lot is closed to prevent students from getting hurt by walking through the parking lot.
8. **U-turns** are not allowed on adjacent streets during school hours. **It is illegal and school police may issue tickets.**

Bus Procedures

The busses will arrive on Frederick Avenue on the south side of the school. The students will go directly from there to the playground to line up at their dot. At the end of the day, students who ride the bus will proceed to the gate by room 14 to board.

- If necessary, use the restroom before you board the bus
- Walk directly to the bus area and line up
- Board the bus quickly and carefully and immediately take your seat
- **Follow all directions of the bus driver**
- **Riding the bus is a privilege. Not abiding by the bus rules could result in begin suspended from riding the bus.**

Walkers and Bike Riders

- Students may not be on campus before 8:25 am. There is no supervision for students until that time.
- Students who arrive too early will be taken to the office to call their parents to pick them up.
- Bike riders will lock their bikes up at the racks near the multi-purpose room.
- All students and adults arriving and leaving campus are to use the crosswalks to walk across the street.

Bicycles

Students may ride their bikes to school, however, we do not encourage them to do so due to traffic concerns. Please make sure your child has a lock for his/her bike and knows the combination. Students must walk their bikes out of the bike rack and straight down the sidewalk until they reach the street. As required by law for children under 12, students must wear safety helmets when riding a bicycle to school.

School Breakfast/Lunch

Kit Carson's breakfast services begin each day at 8:25 am. **There is no cost for breakfast or lunch as it is covered by the Universal Breakfast/Lunch grant. Only Kit Carson students and staff will be allowed in the multi-purpose room during breakfast and lunch.** Please feel free to call the lunch supervisor at 702.799.7113 x4012, if you have any questions.

Early Release of Students

The release of students before the end of the school day is strongly discouraged in that it interrupts the student's and the class's instructional day. If a student needs to be released prior to the end of the day for a doctor's appointment, etc., the parent must report to the office to sign for the student's release **prior to 3:00 pm**. Students will **not** be released after 3:00 pm. A **picture ID** is required to secure release. Students will **not** be released to unauthorized individuals. **Please note: Students with 10 or more early releases will automatically place the student on Magnet probation. If conditions are not met while on probation, a student may be uninvited to attend Kit Carson International Academy the following year. Please see the Magnet Contract for further details.**

Leaving Campus

Students who need to be released from school during school hours must have clearance from the office. Students will be released from the office **only** and not from the classroom to the parent, guardian, or other person(s) listed on the enrollment form and only after they have shown proper identification. **If you are changing your child's regular departure method, such as walking or being picked up, please send a note to the classroom teacher letting him/her know what to do or where your child should go after school. We do not accept phone requests to change departure methods due to safety concerns.**

SafeKey

SafeKey is a program for parents who need to drop off their student(s) prior to the start of the school day and/or feel they will not be available to pick up their children after the school day. The program operates from 6:45-8:25 am and 3:15-6:00 pm each school day. The SafeKey program consists of a nutritional break, time for homework, and a variety of activities. The website for SafeKey is www.lasvegasnevada.gov/safekey

Late Pick Up

If a student is not picked up by 3:20 pm, and the parent wishes for the child to go to SafeKey, the parent must call SafeKey at 702.229.3399 and pay over the phone before being able to send their child to SafeKey. The **After-School Care** policy sent home at the beginning of the year outlines the procedures for when a student is not picked up after school. This document **must** be signed and returned.

Secured Campus/Classroom Visits/Volunteers

Kit Carson International Academy promotes a safe and healthy learning environment for all students, families, and staff members. It is the priority of the administrative team to provide safe guards which are in the best interest of all entities. It is for these reasons we have a **secured campus** school. Protocols for visitors and/or volunteers have been structured for the safety of children, staff, and permitted visitors/volunteers. Prior to visiting or volunteering in a classroom, secured campus-visiting procedures must be followed with fidelity. Visitors must have approval from the classroom teacher or a Carson administrator **at least 24 hours** prior to their visit. Requests will be denied for those visitors who do not have proper approval to visit. The front office will encourage the visitors to make an appointment or gladly take a message for the teacher. Impromptu visits before and after school are discouraged. On behalf of the classroom teachers, the most effective visit or conference is one which is planned. **Volunteers must be vetted through CCSD.** Please see administration for information regarding CCSD Regulation and Policy 4100.

Delivery of Messages to Students

- To ensure the safety of your child, we **will not** take and deliver messages to your child over the phone. You must be present at the front counter and be able to show proper identification for us to deliver any message to a student. This includes letting a student know they are to go home in a different manner than what you told him/her in the morning.
- Please do not call the school and ask if your child has arrived safely. We cannot give any student information out over the phone since we cannot verify who you are.
- The school phone is a business phone. Students may use the phone in case of emergency only. Arrangements to go home with a friend must be made at home. Please make sure your child is aware of what pick up procedures you have established for him/her at the end of each day.

Birthday Celebrations

A student's birthday is a special occasion; however, it is the school's responsibility to use instructional time wisely. Classroom birthday celebrations are **permitted** during the last 15 minutes of the instructional day. Please make prior arrangements with the classroom teacher to ensure that instructional disruptions are kept to a minimum. If you plan on bringing treats for the class, health regulations require that **all food is store bought**. Homemade treats are **not** allowed.

Health Services

Health problems, including any changes in a child's health status, should be brought to the attention of the school nurse or the First Aide Safety Assistant (FASA). The health office is located inside the school office and is open between the hours of 8:00 am-3:30 pm. The school nurse is on campus one day per week, however, the FASA is available every day. Children with temperatures of 100 degrees or higher or who are suffering from vomiting or diarrhea should stay home from school. If a child becomes ill during school hours, the child's teacher or a responsible student will escort the child to the health office. The nurse or FASA will call a parent/guardian of the child. Parents are expected to make arrangements to have the child removed from school immediately. It is extremely important for parents to provide current telephone numbers to the front office. When school personnel are unable to

notify a parent or other designated person, emergency medical services may be requested through 911 to assess seriously ill or injured students. Every attempt will be made to notify the parent/guardian of any student emergency situation. **Parents are responsible for paying any fees incurred.**

Medication

Kit Carson staff will comply with the Clark County School District procedures as delineated below when dispensing medication to students. Only the School Nurse, First Aide Safety Assistant (FASA), or designated office personnel will administer medication. If a child must take medication during school hours, the parent must contact the school, sign a legal release form (CCF-643), and the parent/guardian must bring the prescribed medication to the office with the container clearly labeled by the pharmacist giving the name of the child, dosage directions, name of physician, and prescription number.

District personnel may assist with administration of medication provided that the following steps are met:

- Medication must be in its original container with the student's name, the name of the medication, the name of prescribing practitioner, and specific instructions for administration.
- There must be a prescription or order from the licensed health care provider. This includes over-the-counter medication. **Cough drops are considered to be over-the-counter medication.**
- The parent must complete a medication release form.
- Students may not carry medication on their person. All medication must be kept in a locked cabinet in the Health Office.
- **If a student has medication with him/her, the medication will be confiscated from the student by the School Nurse or FASA. Parents will be called to pick up the medication.**

Textbooks/Library Books

Textbooks are furnished for your child by the school system on a loan basis. Library books are also available on loan. Both should be treated as borrowed property. **Parents must pay for lost or damaged textbooks and/or library books.**

Parent Involvement Policy

Parents are their child's first teacher. Even before learning to talk, children understand hundreds of words in their everyday environment. Parents, therefore, play a significant role in their child's educational success. At Kit Carson, we believe that a child's learning is maximized when parents and the school work together. When parents talk to their children about school and schoolwork and support their children with schoolwork, students are more motivated to do well in school. It is the expectation of the Kit Carson staff that parents share responsibility for their child's education by doing the following:

- Provide a study time and a quiet study area for your child at home.
- Assist their child with schoolwork and special projects.
- Read to their child.
- Attend parent meetings and/or special events held at the school.
- Participate in parent/teacher conferences.
- Ensure that homework is completed and turned in on time.

The Kit Carson staff is fully committed to maintaining an open, two-way communication between home and school. The staff will communicate frequently with parents using Infinite Campus, progress reports, student folders, telephone calls, school newsletters, ParentLink, and parent conferences. It is by working together that your child is most likely to reach full educational potential.

Departmentalization of Grades 3-5

Kit Carson International Academy intermediate grades levels (3rd -5th) are departmentalized into 3 primary content areas;

- Reading,
- Math and Science/Health, and
- Writing and Social Studies

Intermediate students will receive daily instruction from all 3 content area classroom teachers, with one teacher serving as the homeroom teacher. Students will experience a rigid schedule to ensure purposefully planned and well-organized education occurs on a daily basis. Providing all content area opportunities in a variety of ways will promote the development of critical thinkers and literate citizens. Rigorous expectations will be set as teachers employ the best instructional strategies to guide students through relevant experiences across curriculum. Each department's goal is to increase student achievement through setting clear goals, to establish standards-based curriculum aligned with authentic assessments, and to foster effective communication. Students will earn grades in all content areas, which will be represented on a single CCSD Report Card, issued by their homeroom teacher. Parents will receive communication regarding academics and behavior from each content area teacher.

Academic Communication with Parents

- **Progress Reports:** Each teacher in grades K-5 posts an electronic monthly progress report on Infinite Campus, as well as sending home a hardcopy for parents to review. The report addresses student academic and social progress. **Each monthly Progress Report must be signed and returned to the classroom teacher.**
- **Unsatisfactory Progress Reports:** The Clark County School District requires that parents be notified of unsatisfactory progress. Teachers will send home Unsatisfactory Progress Reports by the end of the tenth week of each semester. **For the 2019-2020 school year, Unsatisfactory Progress Reports will be sent home on October 18, 2019, and March 13, 2020.** This report must be signed and returned to the teacher. A conference may be requested by the parent and/or teacher to discuss the child's progress.
- **Report Cards:** Report cards are distributed at the end of each semester (two times per year) for all students in grades K-5. **For the 2019-2020 school year, report cards will be sent home on January 9, 2020 and May 20, 2020.**
- **Infinite Campus App:** You may download the free Infinite Campus app to monitor your child's grades and attendance.

Grading Student Achievement

In accordance with the Clark County School District, it is the policy at Kit Carson to grade students on their achievement of grade level skills. Letter grades are used on student report cards only in grades 1-5. Percentages are used on all student work. The following grading scale is used:

A=90-100% **B**=80-89% **C**=70-79% **D**=60-69% **F**=0-59%

In addition, each subject will include grades for the content strands associated with each subject. The following grading scale is used for content strands and kindergarten:

2=Meets **1**=Approaches

Finally, all special subjects and learner behaviors utilize the following grading scale:

E=Excellent **S**=Satisfactory **N**=Needs Improvement **U**=Unsatisfactory

- Each teacher's gradebook will be set up at 20% formative assessment and 80% summative assessment.
- All teachers will utilize the minimum F of 50% for failing assignments that fall below that percentage.
- Missing work will negatively impact your child's grade. Please ensure all work missed is made up according to the guidelines set forth by the classroom teacher.

Homework

Homework will be given Monday through Thursday. Work that is turned in late because of an excused absence will be accepted and given full credit if made up within three school days. Work turned in late because of an unexcused absence or because the student failed to meet predetermined deadlines will be given no credit. Work not turned in receives a minimum F (50%). When your child is absent from school and needs his/her homework assignments, please call the school office at 702.799.7113 no later than 8:00 am that morning. The homework assignments can be picked up in the school office at the end of the day or sent home with another child, if requested. If a child has a problem with the length of homework, it is suggested the parent contact the teacher directly. **Homework will not be provided in advance of an expected absence. It is assigned when the child returns to school.** This assures that the child will receive proper instruction from the teacher prior to the assignment of the work.

Parent-Teacher Conferences

We welcome your request for parent conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences by contacting your child's classroom teacher at 702.799.7113. Teachers may also call during the year to request that you come to school for a conference. As your child's progress is extremely important, please make every effort to come to the school when requested. **Scheduled Parent-Student-Teacher Academic Planning Time (PSTAPT) will be the evening of Thursday, November 14, 2019 and all day on Friday, November 15, 2019.** Additional times will be made during the week as they become necessary.

Newsletter

Newsletters are published three times a year. Our Kit Carson International Academy newsletters are intended to provide essential information to foster a connection between school and home. Parents and community will be informed of school happenings such as International Baccalaureate (IB) activities, school celebrations, academic successes, counselor communications, school and community events which have taken place, as well as upcoming events.

Parental Concerns

We want everyone to be pleased and satisfied with every aspect of the school operation. However, we know that on occasion you may have a concern. If the concern relates to your child, the first step is to contact your child's teacher. A concern not related to your child should be brought to the attention of the building administrator. If not satisfied after talking to the teacher and administrator, you may contact the office of the School Associate Superintendent for Region 1, or complete a Confidential Request for Review of Parent/Guardian Concern Form (CCF-660) which may be obtained from the school office.

Classroom Observations

On occasion, parents may request to observe their child in the classroom setting. We do allow classroom observations, however, to limit disruptions to the classroom setting, we have established the following guidelines:

- The observation must be set up at least 24 hours in advance with the classroom teacher.
- All parents/guardians **must** be accompanied by an administrator to the classroom for the duration of the observation.
- Observations are to last no longer than 20 minutes.
- No siblings will be allowed to join the parent during the visit.
- The parent/guardian cannot disrupt the educational setting, ie., talk to or distract the child or classroom teacher during instruction.
- Upon arrival, parents/guardians needs to sign in at the front office, show photo identification, and receive your visitor's badge.

Attendance

Nevada law requires daily attendance by all students ages 7-17. Parents are requested to call the school before 8:45 am to report a child's absence. Attending school daily, arriving on time, and remaining at school until the end of the day are important factors which contribute to a successful school experience. Attendance enforcement is a shared responsibility between the school and parents. We believe that every day at Kit Carson is unique. Moreover, the daily first-hand experiences cannot be replicated after an absence. The following outlines the CCSD attendance policy that is adhered to diligently at Kit Carson.

- **Tardiness:** A student is marked tardy when he/she is not present in the classroom at the start of the instructional day. The first morning bell rings at 8:25 am when the gates are opened. Anyone arriving after 8:45 am will be marked tardy. Students who are tardy must report to the office for an admission slip. A tardy becomes a half day absence if more than 1 hour and 50 minutes have been missed, and becomes a full day absence if more than 3 hours and 45 minutes have been missed. **Students with 10 or more tardies will be placed on probation. If conditions are not met while on**

probation, a student may be uninvited to attend Kit Carson International Academy the following year. Please see the Magnet Contract for further details.

- **Absences:** A student's absence is excused when a student is physically or mentally unable to attend school due to a medical appointment, illness, or related reason, or when the approval of the principal has been given. This also applies when there is an unavoidable absence due to an emergency, a student participating in a school-sanctioned activity, a required court appearance, or a required religious holiday. A written note signed by the parent/guardian is to be given to the teacher within three (3) days of your child's return to school following an absence. The school Clerk is required to contact parents of students accruing numerous tardies and absences by a telephone call and/or a letter. In some cases, a Juvenile Court referral will be made for students with excessive numbers of absences. **Students with 10 or more absences will be placed on probation. Please see the Magnet Contract for further details.**
- **Unexcused/Truant:** Absences for educationally unacceptable causes, absences for which the reason has not been determined, or absences for reasons other than those of the type listed above will be classified as truancy. Truancy shall be defined as an absence resulting from a parent/guardian's failure or refusal to require a student's attendance for educationally unacceptable reasons, such as the student's failure or refusal to attend school when so directed by the parent or guardian or school official; or the student's absence without official permission from school or class after arriving at school. The Nevada Revised Statutes do not distinguish between truancy resulting from an action of the student and that of the parent/guardian.
- **Excessive Absences:** A student who exceeds twenty (20) absences during the school year **may** be retained in the current grade.
- **Notification of Absences:** Parents/guardians are to provide a written excuse or doctor's note to the school for their child's absence within 3 days after the student returns. Absences are unexcused or unapproved when the parent or guardian fails to provide documentation within the 3 day period. Missed school work may be made up within this three-day period. If missed work is not made up within 3 days, the student receives a minimum F (50%) for the missing assignment(s).
- **Pre-Arranged Absences:** Parents/guardians are to inform the school in advance that their child will be absent. These must be approved by school administration. Pre-arranged absences are excused and approved. Family vacations or early outs will not be approved.
- **Please remember that all absences (both excused and unexcused) count as absences.**

Student Support and Enrichment Programs

- **Kit Carson Response to Instruction (RTI) Team:** Students experiencing problems in school may be referred to the Kit Carson RTI Team for assistance and intervention. Difficulties may be related to academics, attendance, behavior, etc. The Kit Carson RTI Team is made up of staff members and parents to develop and implement interventions to ensure the child's future success.
- **Special Education:** Students who have gone through the Kit Carson RTI Team's evaluation process and for whom academic and behavioral interventions have been unsuccessful may be eligible for special education services. To qualify for these services, students are tested by the school psychologist with parental consent. Written

parental permission is required for students to receive special education services. An individual education plan (IEP) is developed to outline specific goals and strategies for student success.

- **GATE (Gifted and Talented Education):** Students in grades 3-5 may qualify for the GATE program. This program offers higher-level thinking and problem solving skills. Students are identified for this program through parent and teacher referrals and subsequent testing. Students enrolled in regular classes and attend classes with a GATE teacher during each week and during the school day.
- **Speech:** Speech/language therapy is offered through a referral process. The parent, teacher, and other staff members meet to plan and implement appropriate services based on speech/language assessments.
- **Field Trips:** Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission slip from a parent/guardian is required for student participation and is included in the student enrollment packet each year. A specific notice and permission slip is sent home prior to each scheduled field trip.
- **Student Awards:** Award assemblies will be held at the end of each semester. Information will be distributed to parents/guardians via Parentlink and flyers prior to each event.
- **Student of the Month:** Once a month, one student from each class who has shown exemplary citizenship in relationship to IB Profile and/or Attitudes will be chosen to be celebrated during that month. Students will be celebrated during the month in the classroom, receive a certificate/button at the end of the month, and have their group picture taken with administration.

Behavior Expectations

It is the goal of the Kit Carson staff to establish and maintain an educational environment in which teachers can teach and children can learn with minimal disruptions. Parents must emphasize the importance of appropriate behavior and provide support for the schools' expectations. Students are expected to monitor their own behavior by making positive choices and accepting consequences for poor choices.

School Rules

1. We will show respect for others.
2. We will keep our hands, feet, and objects to ourselves.
3. We follow the directions of all adults the first time they are given.
4. We do not disrupt others from learning.
5. We are truthful and honest.

If a student behaves in such a manner that the best interest of the school is in jeopardy, the student may be subject to disciplinary action. Behavior not in the best interest of the school is defined as:

- Fighting or inciting a fight. Fighting causes injury and does not solve problems.
- Constant refusal to prepare assignments or to enter the classroom activities within the student's capabilities.
- Open defiance of teachers and/or school authorities.
- Possession of dangerous objects.

- Foul or obscene language.
- Damaging school property or property of others.
- Theft

Items Not Allowed at School

Personal Possessions: Toys, electronic games of any kind, miniature video games, radios, portable music players of any kind, spinners, marbles, balls, bats, skateboards, shoes with wheels, etc...are prohibited. Parents must retrieve these items from the office.

Cell Phones: Students may use all personal technology and communication devices before/after school and while on District busses. During the instructional day, students' cellular phones and personal electronic devices must be **turned off** and **remain off** during the instructional day and passing periods. Use that violates state or federal law, any District policies or regulations, or CCSD Acceptable Use Policy is prohibited. Inappropriate use of devices may result in disciplinary action. If a device is confiscated for failure to follow guidelines, students may retrieve the phone at the end of the day for the first offense. Repeat offenses will result in the device being confiscated and will require a parent/guardian to pick it up from the front office. Cellular phones **must remain off** during a school evacuation, lockdown, or drill. **The school is not responsible for any lost or stolen electronic devices.**

Bullying Policy

Bullying of others is strictly prohibited. Under NRS 388.112, bullying means a willful act which is written, verbal, or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:

- Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
- Exploits an imbalance of power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
- Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
- Places the person in reasonable fear of harm or serious emotional distress; or
- Creates an environment which is hostile to a student by interfering with the education of the student.

Retaliation against a person who reports such behaviors is prohibited and is considered a type of harrassment.

Lunchroom Procedures

All students must eat either a hot or cold lunch. Students will sit in a designated area for their class. Inside voices (level 1) will be used while in the lunchroom. Students will clean up after themselves while at the table and ensure the floor near them is picked up when finished eating. Students will wait for their class to be called to recycle their food/trash and leave their spot at the table. Food and drinks are not allowed outside of the lunchroom. Students are to use the restroom during the recess portion of the lunch period and before entering the lunchroom. **For the 2019-2020 school year, students will eat lunch first and then have recess.**

Discipline Procedures

To promote a classroom environment that allows all children to reach their potential, each teacher has developed a classroom management plan or an Essential Agreement. The plan includes classroom rules in addition to consequences for misbehavior. Consequences may include the following:

- Verbal warning
- Time out
- Student/Teacher conference
- Telephone call home
- Loss of a privilege
- Parent conference
- Minor Behavior Incident (MBI). **This is official documentation in Infinite Campus. Four MBIs for the same behavior will result in an office referral.**
- Referral to administration

The administration may enact any of the following consequences when students are referred to the office for disciplinary reasons:

- Conference with a student
- Telephone call to parent/guardian
- Loss of a privilege
- Timeout in the office
- Lunch detention
- Requested parent conference
- Required parent conference (RPC)
- In-house suspension
- Suspension from school

Education is a shared responsibility between home and school; therefore, your involvement and support are respectfully requested. Children and adults will treat one another with respect in all school situations. Specific examples follow:

- **Lunch Time:**
 - Observe good dining room manners at the table, making sure to talk with “inside” voices
 - Leave the table and surrounding area clean and orderly
 - Put trash in proper containers
 - Remain in the lunchroom while eating, remembering not to take any food or drink out to the playground
 - Follow directions from all supervising adults
- **Bathroom:**
 - Behavior in the bathroom at school should not be different than in your own home. Bathrooms will not be used as a play area
- **Hallways:**
 - A pass must be obtained from a teacher or adult. While in the halls, students are required to walk at all times.
 - Please show consideration for classes in progress by talking softly

- **Gates:**

- We are asking students not to climb or stand around the opening of the gates. If a ball goes over the fence, students must inform the playground supervisors so an adult can get the ball

Dress Code

The Clark County School District insists that the dress and grooming of students are within the limits of generally accepted community standards and that students be required to show proper attention to personal cleanliness. School administrators have the right to designate which types of dress, fashion, fads, or appearance which would disrupt or distract from the educational program or may be a potential safety hazard. Students attending Kit Carson International Academy are:

- Required to wear shoes with soles. Flip flops are not considered safe foot attire.
- Prohibited from wearing crop tops (no skin showing between bottom of shirt/blouse and top of pants/skirts/shorts, strapless, lowcut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
- Prohibited from wearing spaghetti straps. All sleeveless shirts must have straps at least three inches wide and cover the shoulder.
- Required to ensure that all shorts, skirts, and dresses be at least fingertip length. If shorts are worn, they must be hemmed and without fraying.
- Prohibited from wearing headgear on campus except at authorized school activities where specific permission has been granted (recess, field trips, field day, etc...). Headgear includes baseball caps, hats of any kind, and headbands with "ears."
- Prohibited from bringing purses, fanny packs, etc... to school as this is a safety issue.
- Prohibited from wearing slogans or advertising on clothing which by their controversial or obscene nature disrupt the educational setting.

Standard Student Attire

Kit Carson International Academy has adopted Standard Student Attire (SSA). The basic colors are khaki, navy blue, and white. Kit Carson has adopted the following additional colors as well: black and forest green. All items of clothing must be in basic/optional colors only with no pattern, no words, and no brand name logos unless it is the Kit Carson logo. There will be announced Free Dress Days throughout the school year in which the students will not have to wear SSA, but must adhere to the School District Dress Code. Friday's have been designated as Spirit Days, and students are allowed to wear Kit Carson t-shirts as part of their SSA. Students not dressed in SSA will follow the school's progressive discipline procedure, which can include the student being sent home and only admitted back to school after a Required Parent Conference (RPC) is held.

MALES	FEMALES
<p>All items of clothing must be in basic/optional <u>solid</u> colors <u>only</u> with no pattern, no words, and no brand logos.</p> <ul style="list-style-type: none"> • Pants/shorts (sized to fit)-navy, black, and khaki. • Denim/Blue jeans (sized to fit) – no fading, no rips, no studs or diamonds, no embroidery or fancy designs. • Shirts (with collars) in basic/optional solid colors only with no pattern, no words, and no brand logos. • Carson T-Shirts (SSA design) in SSA colors only. • Sweaters (worn over approved shirts) in basic/optional <u>solid</u> colors <u>only</u> with no pattern, no words, and no brand logos. • Sweatshirts may be long or short sleeved, and may be with or without school logo in basic/optional colors only with no pattern, no words, and no brand logos. • Jackets may be with our without school logo in <u>solid</u> uniform colors <u>only</u>. • Socks in basic/optional solid colors <u>only</u>. <p>Not allowed: ties, sweatpants, and hooded sweatshirts</p>	<p>All items of clothing must be in basic/optional <u>solid</u> colors <u>only</u> with no pattern, no words, and no brand logos.</p> <ul style="list-style-type: none"> • Pants/shorts/skirts/skort/jumpers/dresses (sized to fit) – navy, black, and khaki. • Denim/Blue jeans (sized to fit) – no fading, no rips, no studs or diamonds, no embroidery or fancy designs. • Shirts/blouses (with collars) in basic/optional <u>solid</u> colors only with no pattern, no words, and no brand logos. • Carson T-Shirts (SSA design) in SSA colors only. • Sweaters (worn over approved shirts) in basic/optional <u>solid</u> colors <u>only</u> with no pattern, no words, and no brand logos. • Sweatshirts may be long or short sleeved, and may be with or without school logo in basic/optional colors only with no pattern, no words, and no brand logos. • Jackets may be with our without school logo in <u>solid</u> uniform colors <u>only</u>. • Skirts/skort and jumpers/dresses (blue jean material allowed). • Tights/leggings/stockings/socks (worn under approved clothing) in basic/optional <u>solid</u> colors <u>only</u>. <p>Not allowed: ties, sweatpants, and hooded sweatshirts</p>

Physical Education

Physical Education (PE) is an integral part of the instructional program. Please ensure that your child wears appropriate attire and shoes on assigned PE days. All children will be required to participate unless a doctor's statement is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement is required.

**Clark County School District and Kit Carson
Important Dates 2019-2020**

August 9	Meet and Greet: 2:00-3:15 pm
August 12	School begins
September 2	Labor Day (No School)
October 25	Nevada Day (No School)
November 11	Veteran's Day (No School)
November 12-15	Parent Teacher Conferences
November 14	Evening Parent Teacher Conferences
November 15	Parent-Student-Teacher Academic Planning Time (PSTAPT) (No School)
November 25-29	Thanksgiving Break (No School)
December 23-January 3	Winter Break (No School)
January 6	Classes Resume
January 20	MLK Birthday (No School)
February 17	Presidents' Day (No School)
March 9	Unassigned Day (No School)
April 6-10	Spring Break (No School)
April 13	Unassigned Day (No School)
April 14	Classes Resume
May 20	End of the School Year





Help your child succeed:

Attendance: Parents should ensure students report to school daily and on time. Family vacations should be planned during holidays or summer vacation. Absences are excused for medical reasons only.

Homework: Students should have a daily homework routine. Parents should establish a consistent homework time in a quiet location. Parents should check homework and read with their child nightly.

Volunteer: Parents are strongly encouraged to volunteer in the classroom. Students benefit from individual and small group instruction. If you are interested, please call to set up an appointment with the principal to discuss the CCSD procedures for becoming a volunteer.

Student Handbook Parent Signature

Please tear off this last page and return to your teacher no later than **Friday, August 16, 2019**. Thank you!

I have read/reviewed this Parent/Student Handbook with my child and understand my child's and my responsibilities.

Student Name: _____

Grade: _____ Date: _____

Teacher: _____ Room: _____

Parent/Guardian Signature: _____