

Sheila Tarr Academy of International Studies



TARR ACADEMY

**PARENT/STUDENT HANDBOOK
2023-2024**

MISSION STATEMENT

The Sheila Tarr Academy community encourages students to be internationally minded allowing them to grow academically and socially through rigorous instruction empowering students to achieve their full potential. As global citizens, students will develop compassion toward others and the environment by acting responsibly and respectfully.

SCHOOL-WIDE EXPECTATIONS

We attribute a big part of our success to establishing, communicating, and maintaining high expectations here at Sheila Tarr. We believe that high expectations bring higher achievement. The foundation of our school-wide expectations is built upon a safe, warm, and inviting learning environment. These expectations are called “The ALL STAR Way” and promote the following:

1. Show courtesy and respect towards others.
2. Follow school wide Essential Agreements (Hallway, Playground, Dismissal, Lunch time, Assembly).
3. Keep hands, feet and other objects to yourself.
4. Always give your very best effort.
5. Respect school property.
6. Move throughout our school in a safe and orderly manner, walking with arms folded in front of your chest.

We ask that parents demonstrate the importance of a good education by:

1. Making school a priority.
2. Reinforcing the importance of accurately completing school assignments.
3. Volunteering in their student’s classroom.
4. Communicating with and supporting all teachers.



SCHOOL POLICIES

SCHOOL ORGANIZATIONAL TEAMS

In accordance with Assembly Bill 394 and Regulation 142-16, we have a School Organizational Team made up of elected licensed staff, education support professionals and parents/guardians who will assist the principal in making important decisions impacting the school.

ATTENDANCE

Student attendance is vital to your child's academic success in school. Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent/guardian. Families will be notified in writing after the sixth, tenth, sixteenth, and twentieth absence. An elementary student may be required to repeat the current grade if the total number of absences exceeds twenty for the school year. Parents are to request make-up work within three days of the absence. The teacher/school will gladly provide make-up work. A student shall be allowed a minimum of three days to complete make-up work. Please review the CCSD Attendance Policy/Regulation on the Clark County School District website.

Excused Absences

When a student is physically or mentally unable to attend school due to a medical appointment or illness.

When a parent/guardian explains the cause of an absence in a note within three days after the student returns to school. All absent notes must be turned in at the front office.

When the approval of an administrator has been given for an unavoidable absence due to an emergency.

When a student is participating in a school-sanctioned activity outside the classroom during regular school hours, as approved by an administrator.

Unexcused Absences

When a parent/guardian fails to notify the school to excuse the student's absence within three days after the pupil returns to school.

When a parent/guardian willfully and knowingly refuses or fails to require the student's attendance in school.

Pre- Arranged Absences

When a parent/guardian informs the school in advance that their child will be absent. Pre-arranged absences are always excused, but count towards the student's total number of absences. An elementary student may be required to repeat the current grade if the total number of absences exceeds 20 for the school year.

Tardies

Student tardiness is a serious disruption to the educational program and infringes on the educational rights of the other students.

A student is to be marked tardy who is not physically present in the classroom at the start of the instructional day.

A tardy becomes a 1/2-day absence if more than one hour and fifty-five minutes is missed, and becomes a full day absence if more than three hours is missed of the instructional day. All students arriving to school after 8:00 a.m. must have a parent or guardian sign them in at the elementary office to receive a tardy pass.

STUDENT DROP-OFF AND PICK-UP FROM SCHOOL

Sheila Tarr Academy is a closed campus all visitors must check in by visiting the office using the main entrance. Students will enter the campus using a designated entrance and students will be released at the teachers designated gate. To facilitate closed campus in the morning, only students will be allowed to enter the playground areas. Students can enter the playground area from four different locations between 8:40 am and 8:55 am. The staff assigned to monitor the gates will promptly close the gates at 8:55 am. After this time, all students will need to use the front office entrance to enter for school. Students are considered tardy if they enter the school campus after 9:00 am.

Morning Drop-off Procedure

Students should not be on campus until 8:40 a.m. when supervision begins. Teachers and staff will not be held accountable should an incident occur prior to this time. The lineup bell will ring at 8:55 a.m. At that time, students are to line up in the designated area with their classmates. The tardy bell rings at 9:05 a.m. and all students should be present in class.

Kiss-N-Go

The Kiss-N-Go Lane will be available every morning from 8:40 a.m. – 8:55 a.m. All traffic flow is “One Way”, do not turn around, back up, or pass cars in the drop off lane. If your child is unable to exit your car independently, please park in the appropriate assigned areas and escort your child to the appropriate playground gate entrance.

Bus Zone

During morning arrival all students may access the bus gate using the sidewalks. For the safety of our students and families, please refrain from blocking the bus entrance during drop off/pick up. All loading and unloading of students should be done near the sidewalk before the bus entrance. The bus zone is **NOT** a designated walking area to be used to walk across for quick entrance or exit. Avoid parking near the curb of the entrance as this makes it difficult for buses to turn in. Afternoon dismissal- the bus zone is designated for bus riders **ONLY**. Students and families will be redirected to walk around and use the designated sidewalks to exit campus. These safety procedures are in place to ensure student safety with buses arriving and departing.

Dismissal Procedure

All students will be escorted by their teacher to the designated blacktop area by 3:30 p.m. for dismissal. Hand to hand dismissal procedures are in place for K-1 students.

Late Pick Up

Any student not picked up by 3:30 p.m. will be in the Elementary office for pick up. If a student is picked up late from school three times or more during the school year, progressive discipline will be enacted to address the concern and educational neglect may be filed.

- **Kindergarten and Pre-Kindergarten students** will exit from the gate that leads to the kindergarten playground, which is on the West side of the building.
- **Students that have a classroom in the 40's (1st, 5th)** will exit from the front gate which is on the East side of the building next to the multipurpose room and trash area.
- **Students that have a classroom in the 50's (2nd, 4th)** will exit from the

bike rack area. Teachers will be able to look down on the sidewalk in front of the parking spaces to see parents and release students.

- **Students that have a classroom in the 60's and 70's (3rd, 4th, 5th)** will exit from the classroom line up dots at the back of the building on the West side near where the buses are. Teachers will be able to look up at the sidewalk area to see parents and release students.

- **Bus students (Kinder, 1st)** all students riding the school bus should have a colored tag located on their backpack. Kindergarten and 1st grade students will be picked up by a staff member and walked to their bus line. All other students will be released by their teacher at dismissal.

For our families that have more than one child on campus, if you choose to have an older sibling who attends Tarr Academy gather the younger siblings at dismissal, please know that students will travel within the school campus to get their sibling. At no time should the older sibling exit school grounds unless they have all siblings with them and have a meeting spot with their parent for pick-up.

Parents who would like to take advantage of the kiss and go lane students will be instructed to walk within the school grounds to the MP area gate exit. Students will wait behind the gate until their parent/guardian's car pulls up. The student will then exit the gate to enter the car. The principal will facilitate the front kiss and go lane to ensure that students are picked up.

Students who attend Safekey after school will walk within the school grounds to the multipurpose room doors which are located at the front area of the school on the East side of the building. Safekey staff will be there to check students in.

MORNING BREAKFAST AND ANNOUNCEMENTS

Students will be able to come on campus at 8:30 a.m. when supervision begins. Students will be able to play on the elementary blacktop from 8:40 -8:55 a.m. Students will be able to eat breakfast in the cafeteria from 8:30-8:55 a.m. Students will line up at 8:55 a.m. on the elementary blacktop, teachers will then escort their students to the classroom.

STUDENT EARLY CHECKOUT POLICY

In order to facilitate an organized departure for our students, students may not be released from school during the last thirty minutes of the day (after 3:00 p.m.). We exercise extreme care when releasing students from our school. Anyone picking up a student will be asked for identification and must be 18yrs or older. Students out of the building for an hour and a half or more will be counted absent for half-day and tardy for less than an hour and a half. Please make appointments that do not affect school hours.

PARENT VOLUNTEERS AND VISITORS

Parent Volunteers are encouraged and welcomed within our school community. Throughout the year, we actively seek volunteers, to assist in the classroom, on the playground, and in the office. In order to volunteer, you must sign a volunteer agreement form located in the elementary front office. Volunteer Chaperone Training and SB 287 Volunteer Requirements are available on the CCSD website. SB 287 requires all volunteers to be fingerprinted if they have unsupervised OR regular contact with students. Regular is defined as at least four times a month.

Classroom Observations

On occasion, parents may visit their child in the classroom setting. We do allow classroom visits; however, we have established the following guidelines to limit disruptions to the classroom environment:

- o Classroom visits must be scheduled with your child's classroom teacher at least one day in advance. No exception.
- o Upon arrival, parents must sign in at the front office and receive a visitor's badge. Once in the classroom, the teacher will show the parent where to be seated during the visit.
- o The parent cannot disrupt the educational setting, i.e. talk to or distract the child or classroom teacher during instruction.
- o If your presence or actions cause a distraction to the learning atmosphere, the visit will be concluded. Any future visits will be scheduled at the discretion of the principal.

Please Note: After a classroom visit, any conversation with the teacher should be held when students are not present. We would be happy to set up a conference time with you to provide the time and attention you deserve.

PARENT 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 student, the first step is to contact your student's teacher. If, after meeting with the teacher, your concern has not been resolved, you may call the office to schedule a conference with an administrator. A concern not related to your child should be brought to the attention of the Office Manager.

PARENT-TEACHER CONFERENCES

Teachers will conference with parents as often as necessary, particularly before problems and concerns develop into larger more unmanageable situations. Tarr Academy has a formal parent-teacher conference prior to the first semester ending; however, parents are welcome to discuss any academic concern or issue as needed with the teacher or school. Our goal is to keep an open forum of communication at school.

ENROLLMENT/WITHDRAWALS

Students must be officially accepted into the Tarr Magnet Program and be enrolled through the school office before they can attend class. Proof of residency and updated health information are required of all students each year. If you are planning to withdraw your child, a withdrawal request form must be completed and turned into the office for an approval response from Administration. All denied requests will need to be applied with the CCSD Magnet Office.

HOMEWORK POLICY

Students will be assigned homework as a practice tool. It is our philosophy that work outside of the classroom is a necessary supplement and reinforcement to in-class instruction. (See Clark County School District Regulation 6143)

PROGRESS REPORTS/REPORT CARDS

Progress reports will be issued by teachers once a semester and as needed the rest of the school year. All progress reports require a parent signature and should be returned to the teacher. Report cards can be viewed in Infinite Campus in the Parent Portal.

BICYCLE RIDERS AND SAFETY

Skateboards, scooters, rollerblade-type inline skates, or heely-type skate shoes are not allowed. All bicycles must be walked on campus. Students riding bicycles to travel to and from school should follow all common safety rules. Bicycles are not allowed on the school playground or school blacktop. The bicycle rack is locked at the start of the school day and unlocked at the end of the school day. Students leaving school on an emergency basis must report to the front office to get their bikes from the enclosure. Remember, lock it! **DISCLAIMER: THE SCHOOL ADMINISTRATION ASSUMES NO RESPONSIBILITY FOR BICYCLES/BICYCLE PARTS LOST OR STOLEN.**

CLASSROOM CELEBRATIONS

Instruction will have precedent over any type of party and will only be at the discretion of the classroom teacher. Teachers must submit an activities request for an administrator's approval to participate in all events and activities. No birthday parties will be celebrated in the classroom. Any birthday gift bags should follow the CCSD Wellness Policy, all edible items must be store bought. The Clark County School District has established Eat Smart Guidelines consistent with the Nevada Eat Smart nutrition guidelines. Parents are encouraged to become familiar with these guidelines and check with school personnel prior to purchasing treats or snacks for distribution to students other than their own child. More information about the Clark County School District Wellness Policy 5157 can be found at:

ccsd.net/resources/food-service/ccsd-regulation-5157-nutrition.pdf

LUNCH

Lunch will be served every day. The cafeteria is the only designated eating area. The Courtyard is used for our monthly Student of the Month Luncheons.

PERSONAL BELONGING/TOYS/BALLS

Parents are urged to print names on items such as lunch bags/boxes, coats, sweaters, and backpacks. Do not allow your student to bring toys, skateboards, rollerblades, and balls, or other items to school, which are not part of the educational program. Toys and balls smaller than six inches in diameter (tennis balls, bouncy balls, etc.) will be confiscated and returned at the end of the school year. No electronic games, iPads, or other electronic devices are allowed. Parents, please note the school is not responsible for any lost, stolen, or confiscated items.

ASSEMBLIES AND SPECIAL PROGRAMS

Assemblies are held periodically to reward students' academic successes, positive behaviors, and for enrichment of the curriculum. Students are expected to be courteous and respectful during assemblies.

Many teachers schedule field trips during the year; field trips reinforce curricular objectives and provide a fun enhancement to the school routine.

STANDARD STUDENT ATTIRE

As a Standard Student Attire (SSA) school, students are expected to follow the expectations for clothing worn to school. The basic colors of khaki, navy, and white will be required at all Standard Student Attire schools. All items of clothing must be in solid colors only with no pattern, no words, and no brand logos. Sheila Tarr Academy also has black, all shades of gray, and all shades of baby blue as optional colors. No sequins, studs, sparkles, glitter, beads, rhinestones, embroidery, sparkle stitching, or other similar embellishments/accessories may be worn on clothing. Tights/leggings and tight/spandex exercise pants may only be worn under approved clothing (under skirts/skorts or jumpers/dresses) and may not be worn solely as outerwear. All types of sweatshirts are allowed (including non-hooded, pullover hoodies, and zippered sweatshirts), but all types must be in Standard Student Attire basic/optional solid colors at all times. Families are not required to purchase clothing that has the school logo. The only requirement is that students wear the appropriate colors and follow the expectations as noted in the table below. If you would like to purchase clothing that has the school logo, you can visit Campus Club Uniforms, at 7575 West Sunset Road Suite #120 (Sunset between Rainbow and Buffalo). You can also visit their website CampusClubUniforms.com and use the school code 1058 to order. Campus Club will deliver your order to the school so parents have the convenience to pick-up here.

In addition, “colors and styles of outerwear, such as jackets and coats, are not required to meet the color/style specifications of Standard Student Attire.” Students are required to wear items that meet our standard student attire colors and expectations in the classrooms. So, if your child needs something a little warmer than what the collared shirt provides and likes to wear a sweater or sweatshirt over the shirt in the classroom, the sweater or sweatshirt also has to be one of the approved colors and meet standard student attire expectations. Any clothing worn under a colored shirt that is visible, must also meet Standard Student Attire colors and expectations. Any garment that students will only be wearing outside before school, after school or during recess can be any color or style and does not have to meet the standard student attire expectations.

Tarr Academy will continue with the mandatory Standard Student Attire. All items of clothing must be in solid colors only, with no patterns, no words, and no brand logos. Students attending Sheila Tarr Academy MUST wear the following:

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, sweatpants, blue jeans, and denim pants (sized to fit). ● Shirts (with collars <u>only</u>) may be long or short sleeved, with or without a school logo. ● Sweaters (worn over approved shirts). ● Sweatshirts with or without a school logo. ● Ties allowed. <p><u>Not allowed:</u> shirts without collars.</p> <p>All shorts must be at fingertip length.</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, jeggings, shorts, sweatpants, blue jeans, and denim pants (sized to fit). ● Shirts/blouses (with collars <u>only</u>) may be long or short sleeved, with or without a school logo. ● Sweaters (worn over approved shirts). ● Sweatshirts with or without a school logo. ● Skirts/skorts and jumpers/dresses (blue jean material allowed). ● Tights/leggings (worn under approved clothing). <p><u>Not allowed:</u> shirts/blouses without collars.</p> <p>All shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.</p>

For the safety of students, tennis shoes are requested for P.E

STUDENT DISCIPLINE & PARENT/GUARDIAN EXPECTATIONS

SCHOOL CLIMATE

The development and maintenance of a positive school climate is a priority of the Sheila Tarr Academy school staff. A positive school climate focuses on self-concept and encourages the staff and students to act in positive ways. It is believed that as students learn concepts and behaviors that make them happier, healthier, and more responsible, the school will then take on those same characteristics outlined in "The IB Way."

STEPS TO HANDLE MISBEHAVIOR

Teachers have their own methods to manage behavior. It is imperative to understand the classroom discipline/consequences that the teachers have implemented so parents can be supportive and create a cooperative learning environment in the classroom. Since discipline is dealt with according to the grade level of the offending student, consequences will vary among the grade levels. The following is a snapshot of how discipline will be handled:

Level 1

The first step involved in correcting misbehavior is a discussion between student and teacher. Depending on severity, the teacher may decide to contact the parents and discuss the concern with them as well as the student.

Level 2

If the misbehavior continues after an informal conference, the teacher issues a behavior notice. The teacher will explain the behavior notice to the student; outlining what corrective action needs to be taken. The student signs the notice, brings it home to be signed by the parent, and returns the signed copy back to the teacher. A behavior notice is simply designed to serve as a means of communication between school and home, so parents can stay informed of their student's behavior at school.

Level 3

After three warnings/infractions, or when the offense is severe, a Discipline Referral form will be completed and the student will be referred to a building administrator. Parents will be contacted by an administrator and the student will be assigned any consequences deemed necessary for the offense.

Level 4

A student's continued misbehavior will result in a Required Parent Conference (RPC) in which the student may not return to school until a conference has been held. At this conference, the parents, teacher, building administrator, and the student may complete a Behavior Contract to improve his/her behavior.

Level 5

When the Required Parent Conference does not eliminate the problem, ongoing misbehavior will result in additional RPCs or suspension from school. Exceptions to the above progression are serious offenses that include physical aggression, drugs, weapons, etc. They will begin at either level four or above and may result in action(s) taken by Clark County School Police Department.

EXPECTATIONS FOR PARENTS

- o Have your student at school every day and on time with ample supplies.
- o Expect your student to do his or her best work every day.
- o Spend time reading to and with your student daily.

- o Communicate with your student’s teacher often (form a partnership).
- o Provide a quiet place for your student to do homework and check to see that it is complete.
- o Help your student with homework if necessary, but do not do it for him/her (he/she needs the practice, you don’t).
- o Participate in school events as often as possible.
- o Be a school volunteer (there is research to support that when parents volunteer in schools they not only benefit their own children but other children as well).
- o Make certain that transportation arrangements are clear and that students are picked up on time.
- o Tell other members of the community about the good things going on at Sheila Tarr Academy!

REPORTING OF BULLYING AND CYBERBULLYING P-5137

It is the policy of the Clark County School District to encourage students who are subjected to, witness, or overhear incidents of bullying and cyberbullying to report such incidents. Students should report any incident(s) of bullying and cyberbullying to a teacher, counselor, or school administrator. Students are also encouraged to report knowledge of bullying and/or cyberbullying via the Clark County School District (CCSD) “Say No to Bullying” Icon (Safe Voice Nevada) that allows individuals to anonymously report unlawful activities. <http://ccsd.net/students/bully>

CCSD Policy 5137 – NRS 388.122: Definition of Bullying: Bullying means written, verbal or electronic expressions or physical acts or gestures or any combination thereof, Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs 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;

Under NRS 388.123, “cyberbullying”: bullying through the use of electronic communication.

Is it BULLYING?

- When someone says or does something unintentionally hurtful and they do it once, that’s **RUDE!**
- When someone says or does something intentionally hurtful, and they do it once, that’s **MEAN!**
- When someone says or does something intentionally hurtful and they keep doing it-even when you tell them to stop or you show them that you’re upset-that’s **BULLYING!**

If you are a student who feels as if you are being bullied, please follow these steps:

1. SPEAK UP!
2. Tell a Teacher
3. Tell Another Adult
4. SPEAK UP AGAIN!

WEAPONS

There are stringent guidelines, according to Nevada State Law and CCSD Regulation 5141.1, regarding weapons. Please be sure that the following items do not come to school with your child:

Guns, knives, other weapons(including but not limited to razor blades, ice picks, dirks, or other sharp instruments, nunchakus, brass knuckles, pipes, Chinese stars, billy clubs or machetes).

Flammable material (including but not limited to bombs, fireworks, or firecrackers, or any other items that may cause bodily injury or death). Please have a talk with your child about the importance of these regulations. When we have reasonable safety concerns, backpacks and/or desks will be searched. Be advised that if weapons are found in your child's possession, he/she will be suspended.

CELL PHONES

Personal technology and communication devices, such as cell phones or tablet computers, are utilized in many ways and are becoming a component of the educational setting. At school, it is critical that students only access personal technology and communication devices when allowed and only for the intended purpose(s). Clark County School District (CCSD) Policy 5136, along with the CCSD Acceptable Use Policy, provides guidelines for the appropriate usage of both District and personal electronic devices along with consequences for violations of the policy.

At all CCSD schools, students are allowed to use personal technology and communication devices during scheduled nutrition or lunch breaks and while on District buses.

During the instructional day at Sheila Tarr Academy, students may only utilize these devices in the following manner:

- o **No Use:** Students' cellular phones and personal electronic devices must be turned off and remain off during the instructional day and passing periods. Cellular phones may only be used prior to the first bell, after the final bell, or during scheduled nutrition breaks or lunch periods.
- o **Limited Use:** Students are permitted to use cellular phones and personal electronic devices during the instructional day at the discretion of the grade level teacher in accordance with instructional activities and classroom procedures as outlined by their classroom teacher. Within this setting, students are expected to follow teacher directions regarding when devices may be used, when they can be out, and when they must be put away. Use of cellular phones and personal electronic devices in other instructional settings is prohibited.

Use of personal technology and communication devices that violate state or federal law, any District policies or regulations, or the CCSD Acceptable Use Policy is prohibited. When usage of devices is not allowed, devices must be turned off and stored in an unseen location such as a backpack, purse, or pocket. Confiscated devices will only be returned to a parent/guardian. Students who violate these laws or policies will be disciplined according to District guidelines and the device will be subject to confiscation.

Cellular phones must remain off during a school evacuation, lockdown, or drill. During these situations, tell your child NOT to try to contact you by cell phone until given the okay by school staff, thus allowing emergency communication channels to remain open. The District's communication system has the capability of contacting parents/guardians in an emergency. Please be reminded that each school has intercoms and loudspeakers and the majority of our classrooms have hardwired telephones.

Additionally, administrators and safety personnel are prepared with two-way radios and cell phones.

STUDENT SERVICES

BUS TRANSPORTATION

Students who live more than two miles from school are provided bus transportation by CCSD. Transportation by bus is a privilege that can be taken away when a student does not obey bus safety rules. For more information regarding bus routes, contact the Transportation Department at 799-8100.

Riding the school bus is a privilege and may be revoked if bus rules are not followed. Students who fail to maintain appropriate conduct while on the bus, waiting for the bus, or walking to or from the bus stop, may be suspended from riding the bus or subject to other necessary actions. When possible, minor cases of misconduct will be handled directly between the bus driver and the rider. In cases where the rider does not obey/respond to the driver's request for safe, respectful behavior, the driver will fill out a School Bus Incident Report with the Transportation Department. The following action will follow the issuance of a misconduct notice.

First and Second Notice: The School Administrator or designated school personnel will speak with the student regarding the offense and will discuss what disciplinary measures are necessary to correct the situation. The parent/guardian will be contacted.

Third Notice: Administration will inform the parent/guardian of the offense and the student will receive a three-day bus suspension.

Fourth Notice: Administration will inform the parent/guardian of the offense and the student will lose bus riding privileges for the remainder of the school year.

In cases where the health, safety or welfare of a student is compromised, immediate action and suspension from the bus may occur on the 1st offense.

Student Responsibilities

Assure your own safety and the safety of other students.

- Understand that the bus is an extension of the school day, so all rules and policies of the school must also be followed on the bus.
- Obey the driver promptly.
- When entering the bus, riders are expected to sit and remain in his/her assigned seat.
- Keep selves and belongings inside the bus, out of the aisles and off the windows.
- Hands and feet to yourself at all times.
- Eating and drinking is not allowed.
- Riders will be quiet when approaching railroad crossings.
- Loud noises are not allowed (it could divert the driver's attention and make safe transportation difficult).
- Obscene language, gestures or messages are not allowed.
- Riders will not tamper with or damage bus equipment.
- Riders are expected to keep the bus clean.
- Cross 10 feet in front of the bus.
- Report problems to the driver, parent or school office immediately
- In case of an emergency, remain calm and quiet-listen to the driver.

PLEASE REVIEW BUS SAFETY WITH YOUR CHILD(REN) REGULARLY SO THEY KNOW HOW IMPORTANT IT IS TO RIDE SAFELY.

CLASSROOM DISRUPTIONS

It is the intent of the staff to use instructional time to its fullest advantage, and we ask your cooperation in this effort. Delivery of items to students who are in the class will be limited to emergency situations only.

DELIVERY OF MESSAGES TO STUDENTS

To ensure the safety of your student, we cannot take and deliver messages to your student over the phone. You must be present at the front counter and be able to show proper identification for us to tell your student to go home in a manner different from what you directed in the morning.

HEALTH SERVICES/MEDICATION

When students become ill at school, he or she reports to the office. If illness or injury is of such nature that the student should go home, the parent will be notified. Students are not permitted to leave the school without a parent/guardian signing them out of the elementary office.

Additionally, a student needing medication during school hours must have a completed Medication Release form, which can be obtained from the Health Office personnel. The medication must have been prescribed by a licensed prescribing practitioner. No over-the-counter medication may be given without a prescription. All medication will remain in the nurse's office.

STUDENT INSURANCE

Student accident insurance is available to all students. Forms are sent home the first day(s) of school describing the program. Extra forms can be obtained in the office.

LOST AND FOUND

Students are inclined to lose things. Please mark all items clearly with your student's name and classroom number. This simple measure will help us return lost items quickly. Students may claim lost items by checking the lost and found in the Cafeteria. Items are only stored for a brief duration and then given to a local charity.

CHANGES IN STUDENT INFORMATION

If you have any address, home or work phone number changes during the school year, it is very important that you notify your child's teacher and the office. The office needs current telephone numbers in case you need to be reached during the day. Also, these changes will be used to keep school district census information up-to-date. Families will then be assured of receiving all school-related mailings.

INFINITE CAMPUS

To help you more effectively monitor the progress of your child, the Clark County School District provides a web based system (Infinite Campus). This system will provide detailed, real-time information, including: Calendar, Schedules, Attendance, Grades, Health (Immunizations Only), Assignments, Academic Planner, Academic Progress, Fees/Payments, To Do Lists, Reports, District/School Notices, Cafeteria Balance, School Meals Application. For information on how to set up your free Infinite Campus account, please contact the front office. Privacy and security are our highest priority. User information is never sold or

shared with organizations outside of Infinite Campus. Students and parents can access Infinite Campus at www.ccsd.net/infinitecampus

Please refer to teachers or administrators if you have any questions regarding the Parent/Student Handbook. This is specifically written as a guide and resource for students and parents to follow so we can ensure a safe and responsible school environment that will help us all be successful in achieving our goals.



Sheila Tarr Academy of International Studies

Alyson Jones
Principal

PARENT NOTICE LETTER

Date: August 1, 2023

Dear Parent/Guardian:

We in the Clark County School District (CCSD) place a high priority on protecting the safety of our students and employees. In emergency situations, if everyone knows what to do, all involved can *Stay Calm and Stay Safe*. This letter will inform you of how you and your child can stay safe in an emergency.

The CCSD Crisis Response Plan includes the following elements:

- A detailed plan, coordinated with national, state and county emergency action plans, with detailed procedures for protecting the welfare of students during an emergency event.
- School based and District-wide Crisis Teams, integrated with community emergency and mental health resources.
- Site-Based Crisis Plans, including drills for Evacuation, Soft Lockdown, Hard Lockdown, Shelter-in-Place, Reverse Evacuation, and plans for other potential emergency situations.
- School-based and District-wide Health Services, integrated with community health and medical resources.
- A reunification site to reunite parents and students if off-school site evacuation is necessary. All community media outlets will communicate site of reunification immediately after confirmation of need for reunification off-site.

As the parent/guardian of a Clark County School District student, you are a vital part of our plans to protect your child. You can assist the various school police and fire personnel, or others engaged in the protection of your child and others by remaining calm and following the steps outlined below.

BEFORE A CRISIS

- Practice family crisis response at home: have a plan and supplies organized, and discuss remaining calm and asking for help when needed.
- Make sure the school has updated information regarding your child, including contact names and numbers and your child's medical history.
- Discuss with your child the school's rules during drills for fire and other emergencies. Be sure your child understands correct procedures and that they take the drills seriously.
- Teach your child to stay with school staff and follow their directions.
- Tell your child NOT to try to contact you by cellular phone or land line, thus allowing communication channels to remain open for emergency responders.
- Tell your child that you will remain at work or home and watch for information from CCSD Media and Parent Link as to where and when you and your child can reunite.
- Assure your child that the school staff will follow procedures to keep them safe.



Sheila Tarr Academy of International Studies

Alyson Jones
Principal

DURING A CRISIS

- **Stay calm and do not come to the school** so emergency responders can complete their mission.
- Keep phone lines free so school personnel and community responders can communicate with each other.
- Listen for information from CCSD over TV, radio, Parent Link, or the internet as this information will help you reunite your child in an orderly and safe manner.
- Make sure you bring legal identification (driver's license or passport) to the designated reunification site (may be at a location other than the school).
- For the safety of your child, students will not be released to anyone who is:
 1. Not listed on the enrollment form as a parent or guardian or
 2. Who is on the enrollment form but has no identification.

WHEN YOU REUNITE WITH YOUR CHILD

- Be a model of Calm, Control, and Comfort: let your child know you will protect them.
- Listen to your child and watch for temporary changes in behavior like being clingy or angry, having trouble sleeping, acting younger, or acting scared.
- Seek assistance for negative behavior changes that persist after two weeks: you may need to contact your child's school, your family doctor, or community counselors/psychologists.
- Keep in contact with your child's school and follow recommendations from CCSD and community experts.

We in CCSD take pride in responding to the needs of our students and employees. Training and awareness activities continue in all areas of crisis response and school safety in an effort to stay current with national, state and county response plans. We appreciate your efforts in doing all you can to help us protect your child in an emergency.

Sincerely,

Alyson Jones, Principal



August 7, 2023

Dear Sheila Tarr Academy Students and Families,

The Nevada Wellness Policy for the Clark County School District has been implemented across the district. Clark County School District Regulation 5157 supports better nutritional food choices and encourages physical activity amongst students.

The Nevada Wellness Policy stated that foods for special occasions and events in the school or classroom must meet certain dietary guidelines. At Tarr Academy, we have made a few changes as to what will be permitted at school to make it easier for families to stay within the new guidelines. Below, please see what students will ONLY be allowed to bring pertaining to food items that will meet our school guidelines.

- Vegetables and/ or fruit, which **MUST** be a pre-packaged item purchased from the store;
- Fruit juice (must have fruit or vegetables as the first ingredient), water, or milk;
- All items **MUST** be commercially prepared to minimize risks of food borne illness and to avoid food allergies;
- **Items brought to the school that do not meet the nutritional guidelines will not be allowed at school and will be either returned home, or turned away by the teacher or the front office staff. This includes but not limited to: cupcakes, cookies, cake, soda, pizza, etc.**

There may be special events related to instructional learning that students will participate in when these guidelines may not be followed. Regulation 5157 allows an exception if an activity is part of a learning experience related to the reinforcement of established lesson plans in the classroom.

For families who want to celebrate a birthday or special occasion we would suggest that parents choose to send in goodie bags that contain toys, pencils or novelty items instead of food.

We greatly appreciate your support of the Nevada Wellness Policy and CCSD Regulation 5157.

Alyson Jones, Principal

Sheila Tarr Academy of International Studies

Magnet Program Contract

This contract outlines the expectations for the performance and continuation in a magnet program.

ENROLLMENT STANDARDS

1. The magnet school becomes a student's **assigned school** once enrolled. Students are expected to remain enrolled in the program for the entire academic year.
2. Withdrawal from the magnet school is **not permitted** during the school year for the remainder of the time a student is enrolled in the program. Should you wish to withdraw your child, it must be **at the end of the school year**.
3. If a **student-athlete** returns to their zoned school or makes any other subsequent changes in enrollment, they would be **ineligible** for the **remainder of that school year and for 180 school days** in any sport as per NIAA (Nevada Interscholastic Activities Association). (Middle and High School only)

ACADEMIC STANDARDS

1. Students must **maintain a minimum grade point average** of a 2.0 (C average).
2. Students who earn a D or F in coursework may be placed on probation as defined by the school.
3. **While the school will work with families to ensure the academic success of each student, the student will be required to meet the expectations of the program. A student coming in academically deficient in coursework related to the program to which they applied will be asked to participate in the following which may include, but not be limited to: additional activities, tutoring, and/or additional coursework so that they may be successful in the program.**

ATTENDANCE STANDARDS

1. Students must **maintain good attendance** while attending a magnet program.
2. Students that earn **10 or more absences (excused or unexcused)** within a semester will be placed on probation.
3. Students accumulating excessive tardies will be placed on probation. (This will be based upon school site policies.)

BEHAVIOR STANDARDS

1. Students that **receive a suspension will be placed on probation**.
2. Students that are **referred for expulsion and/or are formally expelled** may be dismissed from the magnet program.
3. Students must **earn a minimum of S-satisfactory** behavior in all of their classes. Students earning an N-needs improvement or U-unsatisfactory will be placed on probation.

MAGNET PROGRAM PROBATION

Students that **violate any** of the guidelines **pertaining to academics, attendance, behavior, or any combination** of the three items will be placed on probation.

Probationary Process

- STEP 1 Students will be placed on probation if they are in **violation** of the contract.
- STEP 2 A **probation conference** will be scheduled with the parent/guardian to discuss the conditions of the probation.
- STEP 3 **Conditions of the probation.** A student may be required to partake in the following activities in order to meet the requirements of the probation which **may include but not be limited to:** summer school, online credit retrieval, after-school tutoring, community service, campus beautification, or other school-based requirement.

Students that do not meet the obligations of their probation may be dismissed from the program at the end of the school year or prior to the following school year.

Contrato del Programa Magnet

Este contrato describe las expectativas sobre el rendimiento y permanencia en el programa Magnet.

NORMAS DE INSCRIPCIÓN

1. La escuela Magnet se convierte en **la escuela asignada** para su estudiante una vez que se matricula. Se espera que los estudiantes permanezcan inscritos en el programa durante todo el año académico.
2. **No se permite** retirarse de la escuela Magnet durante el resto del tiempo del año escolar que el estudiante esté inscrito en el programa. Si desea retirar a su hijo (a), debe **hacerlo al final del año escolar**.
3. Si un **estudiante atleta** regresa a su escuela de zona o hace cualquier otro cambio en su registro, será **inelegible** de participar en deportes **por el resto del año escolar más 180 días escolares adicionales**, según la NIAA (Asociación de Actividades Interescolares de Nevada). (sólo para escuelas intermedias y secundarias).

NORMAS ACADÉMICAS

1. Los estudiantes **deben mantener un promedio mínimo de calificaciones** de 2.0 (promedio C)
2. Los estudiantes que obtengan una D o F en los cursos serán puestos en un período de prueba según lo defina la escuela.
3. **Se requiere que el estudiante cumpla con las expectativas del programa, mientras que la escuela trabaja con las familias para asegurar el éxito académico de cada estudiante. Al estudiante que resulte con deficiencia académica en el curso relacionado con el programa para el cual postuló, se le pedirá que participe en lo siguiente, lo cual incluye, pero no está limitado a: actividades adicionales, tutoría, y/o cursos adicionales para que pueda tener éxito en el programa.**

NORMAS DE ASISTENCIA

1. Los estudiantes deben **mantener una asistencia regular** mientras asistan al programa Magnet.
2. Los estudiantes que obtengan **(10) o más ausencias (justificadas o no)** dentro de un semestre serán puestos en un período de prueba.
3. Los estudiantes que acumulen excesivas tardanzas serán puestos en un período de prueba. (Basado según la política del plantel escolar.)

NORMAS DE COMPORTAMIENTO

1. Los estudiantes que **reciban** una suspensión **serán puestos en un período de prueba**.
2. Los estudiantes que sean **referidos para expulsión y/o son expulsados formalmente** pueden ser removidos del programa Magnet.

3. Los estudiantes deben **obtener como mínimo una S-comportamiento satisfactorio** en todas sus clases. Los estudiantes que obtengan una N-necesita mejorar o U-no satisfactorio serán puestos en un período de prueba.

PERÍODO DE PRUEBA DEL PROGRAMA MAGNET

Los estudiantes que violen alguna de las pautas pertinentes a lo académico, asistencia, comportamiento, o a alguna combinación de los tres artículos, serán puestos a un período de prueba.

Proceso de período de prueba

- PASO 1 Los estudiantes serán puestos en un período de prueba si están en **violación** del contrato.
- PASO 2 Se programará una **conferencia** con el padre/apoderado para discutir las condiciones sobre el período de prueba.
- PASO 3 **Las condiciones del período de prueba.** Se requerirá que el estudiante participe en las siguientes actividades para que pueda lograr los requerimientos del período de prueba los cuales **pueden incluir, pero no están limitados a:** escuela de verano, recuperación de créditos en línea, tutoría después de la escuela, servicio comunitario, embellecimiento del plantel, u otro requisito basado en la escuela.

Los estudiantes que no cumplan con sus obligaciones durante el período de prueba serán retirados del programa al final del año escolar o antes del siguiente año escolar.

Tarr Academy

Student/Parent Handbook

2023-2024

I have read my child's Student/Parent Handbook. I understand the need to communicate this information to my child.

Student's Full Name

Teacher

Grade

Student Signature

Date

Parent Signature

Date

Please send only this signed agreement back to school with your child to give to his/her teacher. If you have any questions or concerns, please call our school office at (702) 799-6710.