



Version 1.0

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CCSD GUIDELINES FOR EVENT PLANNING AND PROTOCOL

PREPARATION FOR AND PROPER HANDLING OF DISTRICT EVENTS

Protocol is defined as a system of rules that explain the correct conduct and procedures to be followed in formal situations. On a larger scale, practices developed among nations in the course of their contacts with one another define the essence of protocol. Protocol is a framework which allows effective communications between various types of leaders and their representatives. Although over the years, some of the traditional pomp and picturesque ceremony has been discarded, behaving appropriately in formal situations is still very important to maintaining proper respect and preserving positive relationships with state and local leadership and other dignitaries.

Etiquette, similarly, encompasses the body of manners prescribed by custom, usage, or authority. It is accepted as correct behavior when people deal with one another and preserves respect for the rights and dignities of others. In short, etiquette represents good manners. Just as in bygone years, there are certain rules to be followed in order to reach the goal of presenting ourselves without embarrassment and achieving proper, polite treatment of others.

The intent of this guide is to provide you with the basics of event planning as well as proper protocol and etiquette to save time and allow you to focus on the more important elements of the objective of your event and social interaction with dignified guests.

TABLE OF CONTENTS	PAGE
EVENT PLANNING	4
INVITATIONS AND ACKNOWLEDGEMENTS	5
Inviting the Board of Trustees and Other District Leadership	
Accommodation of the Board of Trustees	
Referring to the Board of School Trustees	
Forms of Address for Dignitaries	
MAKING INTRODUCTIONS	11
Formal Introductions	
Informal Social Introductions	
Introducing Yourself/The Use of Honorifics and Titles	
ORDER OF PRECEDENCE	13
Seating for Distinguished Guests	
Acknowledging Distinguished Guests	
Award Presentations	
Thank You Acknowledgements and Other Recognitions	
FLAG PROTOCOL/PROPER DISPLAY	16
Placement	
Order of Precedence	
Flags of Other Nations	
Precedence of City Flags	
Presentation of Colors and the Pledge of Allegiance	
STUDENT SUPPORTS AND SERVICES	18
KEY CONTACTS	19

EVENT PLANNING

This document is intended as a guideline for planning formal school or District events, involving Clark County School District (CCSD) senior leadership and possibly external invitees. Examples might include:

School Events

- Graduation ceremonies
- School anniversary milestone celebrations
- Hosting visiting dignitaries, such as the Governor or legislators
- High-level student and/or teacher celebrations, such as the win of a national award or grant
- Any events involving the media

District Events

- New school groundbreaking or dedication celebrations
- National award celebrations, such as National Blue Ribbon Schools
- Back-to-School Kickoff meetings for teachers and administrators
- Department events, such as the University of Family Learning Ceremony of Achievement

Advance planning and preparation are critical factors in ensuring the success of an event. Whenever possible, the Board Office should be alerted at the earliest stages of event planning and the appropriate Trustee(s) should be an integral part of the committee organizing your event. Events at a specific school may only involve the Trustee elected to represent that district whereas districtwide events may involve/invite all seven Trustees.

Please refer to the map to determine the Trustee for your area:

<http://ccsd.net/trustees/pdf/maps/2015-2016/CCSD-board-of-trustees-districts-map.pdf>.

Event Planning Support

Please refer to the separate CCSD Event Planning Procedures for support with planning, budgeting, and implementing your event.

INVITATIONS AND ACKNOWLEDGEMENTS

Inviting the Board of Trustees and Other District Leadership

The Clark County School District Board of Trustees is an elected group of community members who serve overlapping four-year terms. Each member represents a specific geographic region of Clark County, which is referred to as District A, B, C, D, E, F, or G.

The entire Board of School Trustees and the Superintendent should be invited to formal events representing the District as a whole. At a minimum, the Trustee(s) representing a specific district should be invited to events at the local level, such as school celebrations, specific city events, etc. The Trustee of the district represented can then determine whether additional Trustees should also be invited.

Invitations for additional CCSD leadership should also be considered, including but not limited to the Deputy Superintendent, Executive Cabinet/division leaders, school supervisors, etc.

Key factors to consider:

- Who is the host of the event, the District or an outside group?
- Is the event internal (CCSD employees only) or will it involve external guests?
- If external, what outside VIPs or constituents should be invited (legislators, city mayors, school namesakes, community leaders, partners, etc.)?
- How many Trustees will be invited/attending? Does this event pertain to a specific Trustee district or to the Clark County School District as a whole?
- What District personnel will be invited/attending? Does this event pertain to specific performance zones and/or departments?

Accommodation of the Board of Trustees

As elected officials and as leaders of the Clark County School District, the Trustees should be treated with respect and acknowledged at school and District events. Considerations may include:

- Inclusion on event planning committee,
- Reserved parking,
- Reserved seating (seating on stage area for speakers or in first row(s) of general seating for all attending Trustees and other VIPs),
- Consideration of dietary needs (such as gluten-free options),
- Green room or other private area (especially if the Trustee will be speaking at the event),
- Inclusion in printed program (refer to *Referring to the Board of School Trustees* section), and
- Inclusion in podium program (speaking role)
 - Such as introducing all Trustees and other special guests in attendance, welcoming guests (Board President or other attending Trustee if President is not in attendance), providing remarks or even keynote address at the event, distributing awards/certificates, and/or formally participating in the event some other way.

Non-District Events

If you are involved and/or invited to an external event that should include a Trustee, please feel free to check with the host to inquire as to whether they have considered inviting District leadership and/or the Board Office to be sure they are aware of the invitation.

SITUATION	INVITE TRUSTEE(S)	FORMAL INTRODUCTION REQUIRED	RESERVED SEATING/PARKING FOR TRUSTEE(S)	INCLUSION IN FORMAL PROGRAM
District Event	Y	Y	Y	As appropriate
School Event	Y	Y	Y	As appropriate
Outside Invitation	Check with host and/or Board Office	Up to host	Up to host	Up to host

Referring to the Board of School Trustees

In general, all CCSD programs, presentations, and other materials representing the District should include reference to the Board of Trustees. A simple “logo and leadership lockup” is provided in a variety of sizes and colors on the Graphic Arts Center Web site: <http://graphics.ccsd.net/NewFiles/GAC.2006.Site/Downloads.htm>. This lockup can easily be placed on the back page of a program or as the last slide of a PowerPoint presentation.

For the purpose of clarity, the following guidelines and examples may help you as you reference the Clark County School District Board of Trustees in your invitations, programs, business letters or memos, and other publications.



BOARD OF SCHOOL TRUSTEES

Dr. Linda E. Young, President
Chris Garvey, Vice President
Patrice Tew, Clerk
Kevin L. Child, Member
Erin E. Cranor, Member
Carolyn Edwards, Member
Deanna L. Wright, Member

Pat Skorkowsky, Superintendent

(Please note the examples shown reflect the names of the 2016 Trustees. The Board rotates positions every year, and elections held every two years may impact the members. Please refer to the Trustees section of ccsd.net for current information as needed.)

- The first reference of this collective group is to be written as the “Clark County School District Board of Trustees.”
- Subsequent references in the same document can be made as “the Board”, “the Trustees”, or “the Board of Trustees.” It may also be appropriate to reference the group as the “Board of School Trustees”; however, you will want to use caution not to reference them as the “Clark County School District Board of School Trustees” or “CCSD Board of School Trustees,” which uses the word “school” twice. Regardless of the term you choose, be sure to capitalize the subsequent reference when using the substitute as a proper noun.
- The Clark County School District Board of Trustees is a single entity elected to serve the Clark County community. The Board does not “belong” to the Clark County School District. Any possessive reference such as CCSD’s Board of Trustees or Clark County School District’s Board of Trustees is an inaccurate reference.
- When referencing Trustees, without their position titles, list their names in alphabetical order according to their last names. Referencing Trustees in alphabetical order:
 - Kevin L. Child
 - Erin E. Cranor
 - Carolyn Edwards
 - Chris Garvey
 - Patrice Tew
 - Deanna L. Wright
 - Linda E. Young

- When using the Trustee names and titles, list their names in proper hierarchy, such as President, Vice President, Clerk, or Member. Referencing Trustees in order of their position on the Board:
 - Linda E. Young, President, Clark County School District, District C
 - Chris Garvey, Vice President, Clark County School District, District B
 - Patrice Tew, Clerk, Clark County School District, District E
 - Kevin L. Child, Member, Clark County School District, District D
 - Erin E. Cranor, Member, Clark County School District, District G
 - Carolyn Edwards, Member, Clark County School District, District F
 - Deanna L. Wright, Member, Clark County School District, District A
- When referring to a single Trustee, include his or her name, position on the Board (President, Vice President, Clerk, or Member) and the geographic district represented.
- Subsequent references to individual Trustees in the same document are written with the appropriate title (President, Vice President, Clerk, or Member). Be sure to capitalize the subsequent reference when using the substitute, as a proper noun.

NOTE: It is appropriate to eliminate “Clark County School District” in the titles used above when the references to Trustees are made in internal correspondence or when your correspondence clearly communicates you are referring to Clark County School District Trustees.

Referencing a single Trustee in a document – first mention:

Carolyn Edwards, Clark County School District Board of Trustees, District F, will be the keynote speaker at the ceremony.

Referencing a single Trustee in a document after the title has been provided:

Trustee Edwards asked if the data shown in the presentation included the number of students who received a certificate of attendance.

OR

President Young asked if the data shown in the presentation included the number of students who received a certificate of attendance.

Dr. Smith explained to President Young that the data shown in the presentation included the number of students who received a certificate of attendance.

NOTE: “President” is capitalized in both examples. The words “Member” or “Trustee” would also be capitalized in this sentence, if used.

Referencing the Board of Trustees as a collective group:

The Clark County School District Board of Trustees is an elected group of community members who serve overlapping four-year terms.

Regular meetings of the Board of School Trustees are held the second and fourth Thursday of each month.

Forms of Address for Dignitaries

This section provides guidance on how to refer to and address other dignitaries who may be involved in District events. A few general guidelines:

- Address high officials such as presidents, ambassadors, and Cabinet members by their titles only, never by name.
- Address all Presidential appointees and Federal and State elected officials as “The Honorable.” As a general rule, do not address county and city officials (excluding mayors) as “The Honorable.”

A guide to correct forms of address for a few positions that may be a part of CCSD activities are provided below.

INVITEE	ENVELOPE/ LETTER	PROGRAM/ OFFICIAL	SOCIAL INTRODUCTION	CONVERSATION
United States Senator	The Honorable John/Jane Doe United States Senate	The Honorable John/Jane Doe Senator for (State) If retired: Senator for (State), 20XX- 20XX	Senator Doe, or the Honorable John/Jane Doe, United States Senator for (State)	Senator Doe or Senator
United States Representative	The Honorable John/Jane Doe House of Representatives	The Honorable John/Jane Doe Representative from (State) If retired: Representative from (State), 20XX-20XX	Congressman/woman John/Jane Doe, or the Honorable John/Jane Doe, United States Representative from (State)	Mr./Ms. Doe
State Senator	The Honorable John/Jane Doe The Nevada State Senate	The Honorable John/Jane Doe Nevada Senate If retired: Nevada Senate, 20XX- 20XX	State Senator Doe or Senator Doe (use “State” if in the presence of any U.S. Senators)	Senator Doe or Senator
State Governor	The Honorable Brian Edward Sandoval Governor of Nevada	The Honorable Brian Edward Sandoval, Governor of Nevada (or the State of Nevada)	Governor Sandoval or The Honorable Brian Edward Sandoval, Governor of Nevada	Governor Sandoval or Governor or Sir
Mayor	The Honorable John/Jane Middle Doe Mayor of (City)		Mayor Doe or The Honorable John/Jane Middle Doe Mayor of (City)	Mayor Doe or Mr./Ms. Mayor

INVITEE	ENVELOPE/ LETTER	PROGRAM/ OFFICIAL	SOCIAL INTRODUCTION	CONVERSATION
Military Officers	(full rank) John/Jane Middle Doe, USA (USAF, USMC, etc.)	(full rank) (full name) (position title)	General, Colonel, Lieutenant Doe (use “General” for all grades of general, “Colonel” for colonel and lieutenant colonel and “Lieutenant” for all grades of lieutenant)	General, Colonel, Lieutenant Doe
<i>State Representative, Delegate, Assemblyman/woman/person are not formally used as honorifics. You do hear these used, mostly orally, when there is a need to emphasize the office the person holds, and there is a concern that not everyone will know who is who. And former office holders go back to whatever honorific to which they were entitled before assuming office, e.g., Mr./Ms. (Full Name) or Mr./Ms. (Surname).</i>				
State Assemblyman/woman	The Honorable John/Jane Doe Nevada Legislature		Assemblyman/woman John/Jane Doe	Mr./Ms. Doe
County Commissioners and City Councilmen/women	The Honorable John/Jane Doe (title of position) (elected body)		Commissioner Doe, or Councilman/woman John/Jane Doe	Mr./Ms. Doe

For titles not listed here, please refer to these additional resources:

- The Gregg Reference Manual
- The Associated Press Stylebook
- http://www.formsofaddress.info/FOA_home.html.

MAKING INTRODUCTIONS

Brevity and accuracy are two requirements that must be kept in mind when introducing people. The person making the introduction is completely in charge of the situation for the length of time that it takes to affect it. There are a few simple rules to remember, as shown below.

Formal Introductions

Order of precedence and accuracy in name and title are critical components to proper introductions at events. As the person assigned to make introductions at an event, it will be your responsibility to become familiar with those you are introducing, ensure their titles and order of precedence have been properly vetted, and that you know how to properly pronounce their names.

The order in which guests are introduced is determined by precedence:

- Rank your list by their office, high to low (refer to *Order of Precedence* section)
- When there is more than one official of the same "rank," order them within their category. For elected officials, ranking is by length of service in that office. These politicians WILL know their relative ranking (and it's important to them) just like when you go into a market and take a number: you know who was there when you walked in the door, and you know who came after you. You can find the date they were elected in their biographies on the state and city Web sites.
- Officials in their jurisdiction have higher precedence than those out of their jurisdiction: e.g., the mayor of a city has the highest precedence in his or her town. A state representative in his or her jurisdiction is higher than other representatives out of their jurisdictions, etc. The Board of Trustees and Superintendent have precedence for District events.

Even if you get tired of saying "The Honorable" over and over, your elected guests will not. Introduce each correctly; everyone is entitled to their correct rank and full name. So those entitled to "The Honorable" should get it. Doing so makes you look knowledgeable and our organization look good.

The formula is:

- (The Honorable) + (full name) The Honorable John Doe
- Then the position they hold:
 - Member of the Washington State House,
 - or Representative for the 20th Legislative District,
 - or House Member for the 20th District,
 - Mayor of (city), or
 - Council member, (city).

Refer to *Forms of Address* section for additional guidance.

Informal Social Introductions

A man is always presented to a woman—with the exception of the president of any country, a king, a dignitary of the Church, or in the military when a junior female officer is “officially” presented to a senior male officer.

The honored/higher ranking person’s name is stated first, then the name of the person being presented.

Young people are presented to older people of the same gender.

A single person is introduced to a group.

Introducing Yourself/The Use of Honorifics and Titles

There is not a single, steadfast rule as to how anyone introduces oneself: it always depends on where you are and to whom you are introducing yourself. An introduction establishes the context for the subsequent conversation:

- Are you among equals? And all you need to provide is a "call-by name"?
- Are you in a hierarchical situation? Is it courteous to let others know you have a personal rank? How much detail do they need?

When one has a personal rank and among peers, one does not use an honorific title. E.g., when a physician is among close friends and family he would introduce himself by saying, “Hello, I am Josh Jones”. That follows the "rule" that one does not give oneself an honorific or rank. However, where there is a hierarchy in the room, or it is pertinent that he's an MD, he could say, “Hello my name is Dr. Josh Jones”. When he walks into an exam room and you are in a backless paper gown he would say, “Hello, I am Dr. Jones”.

You will be making the same judgment calls. Sometimes you may be best-suited to tell others the full formal form of your position. Other times you will give just the short form. There will probably still be other times you will still be using simply “Josh”.

You will always be deciding, “What are my goals for this conversation based on who we are and where we are?”

ORDER OF PRECEDENCE

Seating for Distinguished Guests

Carefully consider reserved seating options for Trustees and other distinguished guests. Stage seating, if appropriate, should include only those guests with a speaking role. The Board President and/or Trustee from the respective district should be included in the program with other speakers (see Accommodation of the Board Trustees section) and should also be offered stage seating, if other speakers will be seated on stage. Other attending Trustees and VIP guests should be provided with reserved seating in the audience area.

Alternatively, if stage seating is not optimal (such as in a long program or situation where there is not a stage), speakers can be provided with seating in the front row of the audience section and secondary rows can then be reserved for VIP guests.

A few helpful hints:

- Communicate seating provisions to your VIP guests in advance, especially if they are expected to be on stage at the program start.
- Block reserved rows and/or individual seats with signage. Double-check name spelling and titles, if you are reserving seats for specific individuals.
- Assign member(s) of the team to greet attendees, specifically looking for VIP guests to direct them to the VIP seating area and to manage the list for acknowledgements in the program (see next section below).

Acknowledging Distinguished Guests

Recognizing members of the audience should be done by a master of ceremonies or Trustee before the keynote speaker is introduced and invited to the podium. The keynote speaker may or may not be included in this initial introduction, if they will be introduced later as part of the program.

As noted above, assign members of the team to greet attendees to ensure that you know which distinguished guests are actually in attendance – both those invited and others who may have come unexpectedly (such as the guest of an invitee).

The top guest (the one with the highest precedence) is acknowledged first, then the rest of the list in precedence order. Reserved seating for VIP guests should be considered, so that Trustees and other guests who will be acknowledged are seated together in an area of prominence.

The keynote speaker (*and anyone else who gets the microphone*) should be instructed not to re-acknowledge the distinguished guests again. It distracts from their message, is not necessary, and may irritate the audience.

This list will help to determine the proper order of introductions (verbal and/or listing in program) for events which may involve a large or varied group of honored guests.

Local Hosts:

As appropriate at District events, local hosts may be introduced before guests with higher titles or positions.

- Clark County School District Board of Trustees (Board President first, then others by title)
- Superintendent of Schools
- School Principal (school event)

Precedence List (VIP Civilian and Military Persons):

- Governor in own state – *Governor Brian Sandoval*
- Secretary of Education – *John King Jr.*
- United States Senators (by seniority; when equal, by alpha) – *Senator Harry Reid (D) and Senator Dean Heller (R)*
- Former United States Senators (by date of retirement)
- Governors when not in own state (by state date of entry; when equal, by alpha)
- United States House of Representatives (by seniority; when equal, by alpha)
- Former Congressmen (by date of retirement)
- Deputy Secretaries (and Under Secretaries when equivalent) of the Executive Departments
- Under Secretaries of the Executive Departments
- Lieutenant Governors and Acting Governors – *Lieutenant Governor Mark Hutchison*
- State Secretary of State (in own state) – *Barbara K. Cegavske*
- Judges, U.S. Court of Appeals, Federal District
- Chief/Associate Judges of a State Supreme Court
- State Attorney General – *Adam Paul Laxalt*
- Generals and Admirals (4-Star rank; current or retired)
- State Treasurer, Controller, or Auditor – *Treasurer Dan Schwartz, Controller Ron Knecht*
- Lieutenant Generals and Vice Admirals (current or retired)
- State Senators (in own state)
- Mayors of Cities (in own city) – *Mayor Carolyn Goodman (Las Vegas), Mayor John Lee (North Las Vegas), Mayor Andy Hafen (Henderson), Mayor Rod Woodbury (Boulder City), etc.*
- Speaker of the House of Representatives, Delegates or Assembly of a State
- State Assemblyman or Delegate
- County Judges, District Court Judge
- Consuls General of Foreign powers (Legations)
- Major Generals and Rear Admirals (upper half; current or retired)
- City Managers
- United States Attorneys
- District Attorneys
- County Sheriffs
- Board President and County Commissioners
- Congressional Staffers
- Brigadier Generals and Rear Admirals (lower half; current or retired)

- County Clerks
- City Council Members
- City Attorneys
- Colonels; Captains (USN/USCG); GS–15
- Justices of the Peace
- City Clerks
- Military Positions GS–14 Through GS–7
- Other Non-Commissioned Officers, Civilians by Rank

For titles not listed here, please refer to these additional resources:

- https://en.wikipedia.org/wiki/United_States_order_of_precedence
- <http://execsec.defense.gov/Portals/34/Documents/Revised%20DoD%20Order%20of%20Precedence-10Nov14.pdf>

Award Presentations

Awards are presented either lowest to highest or highest to lowest, but always in precedence order. If those who are receiving awards are staying for the whole event – or if you want to ensure high-profile guests stick around – do lowest to highest, like at the Oscars.

However, frequently if someone very high is getting an award they do the presentation in reverse order (top to bottom), because the high official may need to leave right after they get their award. So the high official can leave quickly, they give them their award first as a courtesy. If all recipients are equal, use alphabetical order. If recipients are from different schools, grades, districts, divide appropriately and then arrange alphabetically.

Consider having the Board President or Trustee from the respective district present any awards and/or certificates.

Thank You Acknowledgements and Other Recognitions

Start with lowest precedence so the highest person is thanked last. As with recognizing distinguished guests, thank you acknowledgements and other recognitions should be presented by a master of ceremonies or Trustee.

FLAG PROTOCOL/PROPER DISPLAY

Placement

At Board Meetings and other official District events, especially when the Board of Trustees is present, the custom is to display appropriate national colors in the “flag line.” The flag line is centered behind the receiving line and/or the head table and flags should be arranged in order of precedence.

The flag of the United States is always located at the place of honor, that is, the flag’s own right (the observer’s left), regardless of the order or location of individuals in the receiving line. When a number of flags are grouped and displayed from a radiating stand, the flag of the United States is in the center and at the highest point of the group.

Order of Precedence

When displayed in a line, flags may be set up in one of two ways: from the flag’s right to left (the most common method) or with the highest precedence flag in the center if no foreign national colors are present. When set up from right to left, the highest precedence flag always goes on the right of all other flags. In other words, as you look at the flag display from the audience, the highest precedence flag (normally the U.S. flag) is on your far left, other flags extend to your right in descending precedence. When set up with the highest precedence flag in the center, other flags are placed, in descending precedence, first to the right, then to the left, alternating back and forth.

(1) The flag of the United States is always displayed when foreign national flags, State flags, positional flags, individual flags, the military flags, or other organizational flags are displayed or carried.

(2) The order of precedence of flags is as follows:

(a) The flag of the United States.

(b) Foreign national flags. Normally, these are displayed in alphabetical order (English alphabet).

(c) Flag of the President of the United States of America.

(d) Normally, the State flags are displayed in order of admittance to the Union. The territorial flags are displayed after the State flags in order of entry into the Union (see app B).

(e) Military organizational flags in order of precedence or echelon:

- United States Army
- United States Marine Corps
- United States Navy
- United States Air Force
- United States Coast Guard
- Army National Guard
- Army Reserve

- Marine Corps Reserve
- Naval Reserve
- Air National Guard of the United States
- Air Force Reserve
- Coast Guard Reserve.

Flags of Other Nations

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximate equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace. The exception to this is when the President directs that the flag of the United States be flown at half-staff. In this instance the flag of the United States will be flown at half-staff whether or not the flag of another nation is flown at full staff alongside the United States flag.

Precedence of City Flags

Order of precedence is left to right, as viewed by the audience. Precedence may be determined alphabetically, by date of incorporation or even by population.

Presentation of Colors and the Pledge of Allegiance

The Presentation of Colors and the Pledge of Allegiance should be used to formally begin events, as appropriate. Please refer to *Student Supports and Services* section.

STUDENT SUPPORT AND SERVICES

CCSD offers many student Career and Technical Education (CTE) programs that are eager for the opportunity to practice skills for special events (at cost). Please consider the use of CCSD student supports and services wherever possible.

Audio/Visual (A/V)

If your event requires audio/visual support, please consider featuring the skills of CCSD students. Contact the [Magnet Schools and Career and Technical Academies](#) office to identify a program that may be available to provide support.

Catering

If your event requires catering, please consider featuring the skills of CCSD students. Contact the meeting venue and/or [Magnet Schools and Career and Technical Academies](#) office to identify a culinary program that may be available to provide support.

Presentation of Colors and the Pledge of Allegiance

Work with the host school and/or the [Student Activities](#) office to identify a CCSD Junior ROTC team and a student to lead the Pledge of Allegiance.

Greeters, Guides, and Welcome Signs

When an event is hosted at a school, the local Student Council or other student groups may be able to provide support. Work with the Assistant Principal in charge of activities at the school or contact the [Student Activities](#) office.

Performing Arts

CCSD offers myriad performing arts programs that may be available to perform at your event. Please work with the host school and/or contact Humanities office at 702-799-8451 to identify a program that may be available to provide support.

Media Clearance

If students will be involved in media events or events to be covered by the media, you must follow Clark County School District Regulation [R-3613.2, Filming or Recording on School District Property](#) and ensure that each student has a current parent or guardian consent form (e.g., CCF-588 or separate release) in order to participate.

KEY CONTACTS

When in doubt, do not hesitate to ask for guidance or request assistance. Contact information for a few key departments is provided below.

School Board Office	702-799-1072
Office of the Superintendent	702-799-5311
Community and Government Relations	702-799-1080
Instruction Unit	702-799-5475
Student Activities	702-799-8474
Magnet Schools and Career and Technical Academies	702-799-8492
Humanities (Performing Arts)	702-799-8451
Interpreters for the Deaf and Hard of Hearing (Low Incidence Disabilities Department)	702-799-8660
ELL Language Interpreters/Translators	702-855-7771



CLARK COUNTY

SCHOOL DISTRICT

BOARD OF SCHOOL TRUSTEES

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