

## 2016-2017 Onboarding Kick-Off for New Teachers: Frequently Asked Questions

**Q: When is the Onboarding Kick-Off (OKO)?**

A: The OKO is scheduled for Wednesday, August 17, 2016. Please note this is the first day of the 2016-2017 contract for new licensed educators.

**Q: Where is the OKO?**

A: We are thrilled to officially welcome you at the South Point Hotel and Casino located at 9777 South Las Vegas Blvd. Las Vegas, NV 89183. This full-day event will take place in the Exhibit Hall/Pavilion Center, which is next to the South Point Equestrian Center. The South Point does not anticipate any issues, but if you have horse hair sensitivities please take needed precautions.

**Q: What time is the OKO?**

A: An optional continental breakfast will be served from 7:00 a.m. – 8:00 a.m. The official program begins promptly at 8:00 a.m. and ends at 3:30 p.m. We strongly encourage you to arrive early to give yourself plenty of time to park and walk to the Exhibit Hall/Pavilion Center.

**Q. Who should attend the OKO?**

A: The OKO is for all licensed classroom-based employees new to CCSD; whether experienced or beginning their teaching career. New counselors report to their school site for the morning and then are invited to participate at the South Point Hotel for lunch and the afternoon session. Other licensed non-classroom-based employees new to CCSD will attend orientation with their respective departments. If you aren't sure where to report, please contact us at 702-799-1092.

**Q: Do I need to pre-register for the OKO?**

A: Pre-registration is not required. Teachers will sign in at their tables.

**Q: Where do I park?**

A: Self and valet parking is available at the South Point Hotel and Casino. Access to the parking area is available from both South Las Vegas Blvd. & West Silverado Ranch Blvd. There is a covered parking structure as well as ample flat lot parking.

**Q: Once in the South Point Hotel and Casino, where do I go?**

A: Once inside the property, follow signs to the Exhibit Hall/Pavilion Center. CCSD staff will be positioned at the entrance of the Exhibit Hall/Pavilion Center to welcome you.

**Q: Do I have to stay the whole time?**

A: Yes. August 17<sup>th</sup> is your first contracted day with CCSD. Therefore, you must report for the full day.

**Q: Will lunch be provided as well?**

A: Yes, a variety of boxed-lunches will be provided. If you have unique dietary needs, please plan accordingly.

**Q: Is there a dress code?**

A: Professional attire is expected, as August 17<sup>th</sup> is your first contracted day as a CCSD employee. At the end of this document is the District's policy on dress code (CCSD Regulation 4280). Please plan to dress in layers due to possible temperature fluctuations in the Exhibit Hall/Pavilion Center.



Clark County School District  
Human Resources Division  
Employee Onboarding and Development Department

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**Q: What should I bring?**

A: We will provide all necessary materials.

**Q: Is childcare available?**

A: No, childcare will not be provided.

**Q: Will I be able to ask about my benefits during the OKO?**

A: Yes, representatives from the Teacher's Health Trust (THT) will be available to answer questions before the event begins, during lunch, or at the end of the day. For any questions, please contact the THT directly at (702) 794-0272.

**Q: If the OKO is August 17<sup>th</sup>, what do I do August 18<sup>th</sup> through August 26<sup>th</sup>?**

A: Beginning Thursday, August 18<sup>th</sup>, all teachers will report to their assigned schools. If you are unsure of what time to report, please call your principal or office manager. Special education teachers will report for specialized training on Friday, August 19<sup>th</sup> (see below).

**Q: Where do special education teachers report on August 19<sup>th</sup>?**

A: All new *elementary* special education teachers will report to **TBD** and *secondary* special education teachers will report to **TBD** for a required Infinite Campus IEP training. For questions regarding this professional development, please contact Student Education Management System (SEMS) at (702) 799-5138.

**Q: What should I expect on August 18<sup>th</sup> through August 26<sup>st</sup>?**

A: Each school will provide site-based activities. These may include a school tour, school procedures and expectations, professional development, and/or time to work in your classroom. Please contact your school with any questions.

**Q: Whom can I contact if I have more questions?**

A: For all questions related to the OKO, please call Employee Onboarding & Development at (702) 799-1092.

Clark County School District  
Human Resources Division  
Employee Onboarding and Development Department  
CLARK COUNTY SCHOOL DISTRICT REGULATION (4280)

DRESS AND GROOMING: ALL EMPLOYEES

I. Community Standards

The Clark County School District reserves the right to insist that the dress and grooming of employees are within the limits of generally accepted community and professional standards.

II. Educational Environment

Employee dress and appearance play a vital part in the projection of a professional image. This professional image contributes to the establishment of a positive learning environment; enhances administrator, teacher, and support staff effectiveness in working with students; allows the employee to model for students appropriate dress and appearance in the work place; and enhances the professional image of school personnel within the community at large.

III. Responsibility

The site or department administrator will ensure that employees who are supervised by that administrator meet the standards.

IV. Attire and Grooming Standards

A. The following are not considered to be appropriate attire:

1. For men: Jeans with tears or ragged edges, shorts, tank tops, muscle shirts, sweat suits, or warm-ups, collarless t-shirts, spandex/lycra as an outer garment or similar tight outfits;
2. For women: Jeans with tears or ragged edges, shorts or skirts more than four inches above the knee, provocative shirts, tank or crop tops, muscle shirts, sweat suits, warm-ups, spandex/lycra as an outer garment or similar tight outfits; and
3. Slippers, house shoes, work boots, thongs, and other similar foot apparel.

B. All employees are expected to exemplify grooming standards in a manner that projects an appropriate image for the employee, the school, and the district.

1. Employees shall keep the hair neatly groomed. Beards and mustaches shall be neatly groomed;
2. Employees shall not wear facial jewelry, excluding earrings; and
3. Employees shall not wear on the outside of their clothing jewelry or similar artifacts that may be considered obscene or distracting, may cause disruptions, or which may present a safety hazard to the employee and those with whom they work. Hats are not to be worn inside the work site building.

C. Exceptions

Facilities maintenance personnel may wear protective boots and hats while working in district facilities. In addition, the following exceptions may be designated for special events or circumstances only, as approved by the principal or designated site administrator:

1. Shorts (no more than four inches above the knee) and costumes (in good taste and not revealing nor provocative); and
2. Attire appropriate to a special work or instructional assignment such as, but not limited to, facilities or maintenance assignments, and physical education and vocational classes.

Review Responsibility: Human Resources Division

Adopted: [9/25/97]

Revised: (9/24/98)