

2018 Onboarding Kick-Off for New Teachers and Counselors: Frequently Asked Questions

Q: When is the 2018 Onboarding Kick-Off (OKO)?

A: The OKO is Wednesday, August 1, 2018 or Thursday, August 2, 2018. All elementary (pre-k through 5) teachers and counselors will report to the kick-off on August 1, 2018 and to their assigned school site on August 2, 2018. All secondary (6-12) teachers and counselors will report to their assigned school site on August 1, 2018 and to the kick-off on August 2, 2018. Please note August 1, 2018 is the first day of the 2018-2019 contract for new licensed educators.

Q: Where is the OKO?

A: We are thrilled to officially welcome you at the Texas Station Hotel located at 2101 Texas Star Lane, North Las Vegas, NV 89032. This full-day event will take place in the Dallas Ballroom within the Hotel Conference Center.

Q: What time is the OKO?

A: Registration and an optional continental breakfast will take place from 7:15 - 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 Hotel Conference Center.

Q: Who should attend the OKO?

A: The OKO is for all licensed teachers and counselors new to CCSD for the 2018-19 school year; whether experienced or beginning their teaching career. Other licensed personnel new to CCSD will attend onboarding events with their respective departments. If you aren't sure where to report, please contact Employee Onboarding and Development (EOD) at 702-799-1092.

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

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

Q: Where do I park?

A: Self and valet parking is available at the Texas Station Hotel. Access to the self-parking area is available from both N. Rancho Rd. & W. Lake Mead Blvd. There are two covered parking structures as well as ample flat lot parking. The south parking structure is closest to the Hotel Conference Center.

Q: Once inside the Texas Station Hotel, where do I go?

A: Once inside the property, follow the hotel signs to the Hotel Conference Center. CCSD staff will welcome you at the **entrance to the hotel from the south parking structure and at the entrance to the Hotel Conference Center.**

Q: Do I have to stay the whole time?

A: Yes, the OKO is a contracted work day for all new licensed employees. 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 the OKO is a contracted work day for new licensed employees. At the end of this document is the District's policy on dress and grooming (CCSD Regulation 4280). Please plan to dress in layers due to possible temperature fluctuations in the Hotel Conference Center and the Dallas Ballroom.

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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: Where is the Mother's Room?

A: The Mother's Room will be located in the Midland Room. There will be a Mother's Room sign on the door. Please consult the map you will receive at registration if you need assistance locating the room.

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 OKO begins, during lunch, or at the end of the day. For any questions, please contact the THT directly at (702) 794-0272.

Q: Where do I report on the days that I'm not at the OKO?

A: New elementary teachers and counselors will report to their assigned school site August 2nd & 3rd. New secondary teachers and counselors will report to their assigned school site August 1st & 3rd. If you are unsure of what time to report to your school site, please call your principal or office manager.

Q: Where do special education teachers report on August 3, 2018?

A: All new special education teachers will report to the designated location for a required Infinite Campus – Individualized Education Program training; time and location are currently TBD. For questions regarding this professional development, please contact Student Education Management System (SEMS) at (702) 799-5138 and/or see their vendor table at the OKO.

Q: What should I expect when I report to my assigned school site?

A: Each school will provide their own 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 Unit

Adopted: [9/25/97]

Revised: (9/24/98)