



**SOUTHERN HIGHLANDS  
PREPARATORY SCHOOL**  
LAS VEGAS, NV

**FAMILY/STUDENT  
EXPECTATIONS GUIDE  
2022-2023**

## Table of Contents

Welcome to SHPS	3
What Do You Need to Do Before School Begins?	4
Arrival and Departure Procedures	5
Communication to Families	5
Family Involvement and Special Events	6
Field Trips	6
Attendance	7
Homework Policy	7
Parent Teacher Conferences	8
Uniform and Dress Code	8
Nutrition	11
Extended Day/Camps/Clubs	11
Student Code of Conduct	12
School Technology Responsible Use Agreement	14

# Welcome to Southern Highlands Preparatory School

Our school's mission is to support the development of students with active and creative minds, a sense of understanding of the world around them, and a passion for life-long learning and service. We stress the total development of each child - social, emotional, physical, and intellectual - in a nurturing, engaging, and respectful environment that supports individual differences and learning styles through developmentally appropriate practices, academically challenging curriculum, and the integration of technology.

We believe that learning and achievement go hand in hand, whether inside or outside the classroom, so we have built programs that meet the highest academic and extracurricular standards. By providing an environment that challenges and nurtures each child's development, our students are able to discover their strengths and respect each other's differences through social awareness. They learn to work together, making the most of everyone's talents.

Our pursuit of excellence as a school depends on each student's desire to pursue his or her talents and academics, athletics, the arts (fine and performing), leadership and service/citizenship. Likewise, we must do our part as a school community to provide the most opportunities possible for each child's growth. As educators, we believe this is best accomplished when an administration with vision, a committed faculty, supportive Families, and focused students work together.

## Guide to Terms

We strive to use language that embodies our Culture of Care, which emphasizes relationships in schools and workplaces, and for that reason, we use language that supports diversity, inclusion, and belonging. Throughout this Expectations Guide, we use "us" and "we" to refer to us, the School. Where a "School Leader" is referenced, this could be a Head of School, Principal, Assistant Principal, Preschool Director, or another similar title at the School. "Family" or "You" to refer to you as the parents, legal guardians, and other trusted adults that care for your children. We use "Child" or "Student" interchangeably to refer to our students, your children.

## What Do You Need to Do Before School Begins?

1. The following forms must be on file:
  - a. Family Emergency Information
  - b. Medication Release Form
  - c. Student Immunization Record
  - d. Birth Certificate
2. Students must adhere to the Nevada Immunization requirements at all grade levels and will not be able to attend should immunizations not be up-to date as per those regulations.
3. Elementary and middle school students should provide their own backpack. Rolling backpacks are not allowed in the middle school.
4. Review arrival/departure/carline procedures that were sent out in the Welcome Packet and through separate emails.
5. Elementary students should bring an “emergency kit” on the first day of school in case of an emergency. The “emergency kits” will remain in the classrooms during the school year and will be returned to the students on the final day of school. The following items should be placed in a freezer-size Ziploc bag and the bag labeled with the student’s name:
  - a. one small bottled water
  - b. one small juice box (single serving)
  - c. one protein bar (high energy food) that is nut free
  - d. one family photo
  - e. one 5” x 7” card with name of parents/guardians, address, home phone number, work phone number, cell phone number, and email address
  - f. small flashlight with new batteries

## Arrival and Departure Procedures

To maintain safety and security, it is imperative that all Families follow the school's arrival and departure procedures. Students will only be released to a Family member (parents/guardians and other authorized individuals) listed on the emergency information form. Students will not be released to a Family member (a parent/guardian or any other authorized person) who appears to be intoxicated or under the influence of a controlled substance. In this event, staff will contact the other parent and/or another authorized person for pick up.

Elementary students are not required to be signed in and out of their classrooms upon their arrival and departure, unless they are participating in extended day. Extended day students are to be signed in and out in the designated extended day classroom with a complete legible signature (no initials). Middle school students are not required to be signed in and out of their classrooms upon their arrival and departure. Those middle school students who participate in school sponsored after school activities are required to be signed out and those students who ride the school sponsored shuttle bus are required to be signed on and off.

Elementary and middle school students arriving late to class will need a tardy pass from the office. Please make every effort to have your child arrive on time. If you need to pick up your child early, please go to the office to sign your child out.

Please obey the posted speed limits and use caution at all times, as many of our campuses are located in residential areas. It is extremely important that all Families follow our arrival and departure procedures to ensure the safety of all. Please be patient, especially during the first two weeks of school. Please notify the office of any changes in authorizations or emergency information.

Carline Information is posted on our school website:

<https://www.southernhighlandsprep.com/parents/parent-information/>

## Communication to Families

In our efforts to enhance communication to Families, we will post the school calendar, newsletters, memos, etc. on our school website and/or the information will be sent to you electronically. Family communications and updates are sent via email, so please ensure that the campus has your most current email address on file. Our goal is to keep Families up-to-date on important school news and events using a variety of electronic means. Please see our various campus media outlets below:

**School Website:** <https://www.southernhighlandsprep.com/>

**Facebook:** <https://www.facebook.com/SouthernHighlandsPrep>

**Twitter:** <https://twitter.com/SHPSLasVegas>

Commented [AH1]: I am hoping there could be a PW protected way to get this info posted on the website or ALMA - working with IT/marketing on this

Commented [CS2R1]: Is it OK to leave this on here for now?

In the event of an adverse or emergency situation affecting our campus, communication may be sent to Families using an automated emergency notification system. This communication will be sent to primary email addresses the Families have provided to the school, so it is essential that these are current. Should a Family need to update their child's demographic information (address, phone, email) they may use the Alma link on our school website.

## **Family Involvement and Special Events**

Families are invited to attend special events throughout the year, such as holiday parties, multicultural weeks, school picnics, winter and spring programs, and other social events. Please review the school calendar/school newsletters to remind you of these fun events.

Birthday celebrations are welcome. If your child has a birthday that falls on a weekend or holiday, we can celebrate it on the closest school day before or after the actual birthday. Please make special arrangements with your child's teacher regarding scheduling a birthday celebration and providing nutritious, store-bought snacks/treats.

Families are encouraged to participate in the Parent Teacher Organization (PTO) at each of our campuses. This is a great way for families to meet and have fun! The committees will host special events throughout the year, welcome new families, support school activities (e.g., book fairs, family picnics, teacher appreciation week, etc.) and build a stronger school community. The committees are not permitted to sell or offer for sale any items.

## **Field Trips**

Elementary and Middle school students will be permitted to participate in field trips if the Family gives written authorization. The school will contract with a service to supply transportation for these student field trips or use our SHPS school bus transportation.

## Attendance

Regular attendance and punctual daily arrival is the key to academic success, and is ultimately the responsibility of their Family. Every attempt must be made to schedule appointments during school holidays. Absences and tardies are recorded daily, and become part of a student's school record. Elementary and middle school late arrivals must report to the office to obtain a tardy pass before proceeding to the classroom. A student will have one day for each absent day to submit missed assignments.

We recognize the need for students to maintain optimum attendance in order to gain maximum benefit of class instruction time. Students benefit immensely from hands-on learning through daily teacher and student interactions, by participating in engaging and interesting discussions, and from opportunities presented in class to ask and answer questions. These experiences significantly contribute to a deeper understanding of important concepts. We, therefore, strongly encourage Families to plan vacations during school holidays, as excessive absences cause students to miss these valuable experiences, which could adversely affect their overall performance at school. Although students may be able to make up written work, there is no substitute for the high quality, conceptual instruction that our teachers offer. Excessive absences will result in a conference with administration and consequences will be determined at the discretion of administration.

## Homework Policy

We believe that homework is an essential part of the educational process. Homework focuses on meaningful applications of the lessons learned in class and fosters individual responsibility. We believe in PDF, Playtime, Down Time and Family Time, as coined by Dr. Denise Pope. We recognize that children need time to participate in non-academic activities as part of their healthy growth and development. For this reason, we focus primarily on language arts and mathematics in the assignment of homework with less emphasis on other subjects. The goal is to make sure that students can read, write, and do math as well as anyone; however, also have time to play soccer and practice the piano. We want excellent students and well-rounded children.

### Homework Time by Grade Level

Kindergarten and First Grade	20 - 30 minutes
Second and Third Grade	35 - 45 minutes
Fourth and Fifth Grade	50 - 60 minutes
Sixth through Eighth Grade	75 - 90 minutes

If you find your child consistently takes longer than the average times posted above, we encourage you to meet with the classroom teacher and the campus leader, if needed, to discuss homework strategies to assist your child.

## Family/Teacher Conferences

Family/Teacher conferences for all students will be held in November and February. During these conferences, students will not be in school (please refer to the school calendar). Additional conferences with teachers and/or the School Leader are available upon request. Please do not request a conference during the first two weeks of school as it is too difficult to properly assess your child's work. Children may take two weeks or more to adjust to the new environment.

## School Uniform and Dress Code

Our mission is to provide a secure, safe, and supportive learning environment for our students. The school uniform and dress code policy supports the classroom learning environment so all students have the opportunity to learn, grow and discover their sense of self during their years at school. Being well-groomed and appropriately attired for school, and all school related activities, is an important step in helping nurture students' confidence in themselves, their academic pursuits and personal achievements as part of our community and beyond.

### Elementary and Middle School

Elementary and middle school students (kindergarten through eighth grade) are required to wear the school uniform as described below, with the exception of Spirit Days and occasional free dress days. It is mandatory that students attend school each day neatly dressed and wearing a properly fitting uniform that is clean and free from stains. Students are not permitted to alter their uniform (e.g., shortening a skirt with rolling at the waistband, letting pants sag, etc. or otherwise altering the general intended look of the uniform). Clothing must be modest and in good taste at all times. The uniform code will be strictly enforced. If a student is out of dress code, a uniform compliance notice will be sent home for the Family's signature and must be returned the next day. After three violations, disciplinary action may be taken. **Please label all sweaters, jackets, as well as P.E. uniforms for all students.**

Tommy Hilfiger is our authorized vendor for uniforms and spirit wear. Please refer to the [www.globalschoolwear.com](http://www.globalschoolwear.com) website for required and optional uniform and spirit wear items. Some uniform items are grade level specific, so please review their website carefully. Please also note the following:

- Items noted as REQUIRED; these may be worn at any time and must be purchased through Tommy Hilfiger. These items are required to be worn for special events/assemblies and the campus leader will advise Families of the dress code requirements for these events.
- Items noted as OPTIONAL; you may piece together any of the optional items for a look for your choice.
- Items noted as ACCESSORIES are not required to be purchased.



- All shirts and polos must have the school logo.
- Shorts are allowed year-round; however, the recommended wear is during warm weather only.
- If the need should arise, students may wear a sweater, sweatshirt, or coat with a logo in the classroom.

**Elementary students must also adhere daily to the following standards:**

- Crew length socks, anklets, sports socks, knee-highs, cotton/lycra tights (all in solid navy, black, or white) or dark navy leggings worn with anklets are acceptable to wear.
- Sensible, safe, and comfortable closed-toe shoes for school and P.E. activities are required. UGG-type boots, cowboy boots, and plastic soled shoes are to be avoided.
- Brown belts must be worn for students in first grade and above with all pants and shorts that have belt loops.
- Hairstyles with extreme cuts (e.g., mullets, fauxhawks, Mohawks, etc.), styles, or unnatural colors are not permitted. Hair must not extend into the eyes in a way that obstructs learning.
- Makeup and bright nail polish are not suitable for elementary students.
- No dangling earrings, body piercing, or tattoos
- Bangle bracelets should not be worn.

**Middle school students must also adhere daily to the following standards:**

- Skirts/skorts must be no more than 2 inches above the knee.
- Alterations to the uniform are unacceptable; i.e., shortening skirts, rolling, or other types of alterations.
- Clothing must fit, which means no sagging, no shortening of length, or too tight.
- All students must wear a brown belt with pants.
- All shirts must be tucked in.
- All students must wear their school P.E. uniforms for each P.E. class. The school logo is required on P.E. uniform wear.
- Designated and acceptable sweatshirts may be purchased from Tommy Hilfiger. The school logo is required. Other sweatshirts are not appropriate.
- Sensible, safe, and comfortable closed-toe shoes for school and P.E. activities are required. UGG-type boots, cowboy boots, and plastic soled shoes are to be avoided.
- Students' faces must be clean-shaven.
- Hairstyles with extreme cuts, styles or unnatural colors are not permitted. Hair must not extend into the eyes in a way that obstructs learning.
- Socks must be navy, black, or white. Sports socks are acceptable. No bright stripes or patterns. Dark navy leggings may be worn with anklets.
- No bright or dark nail polish or extreme make-up.
- No dangling earrings, body piercing, or tattoos.
- Jewelry that inhibits P.E. participation is not to be worn.

- Baseball caps, visors, and hats must be worn outside only. When caps and hats are worn, the bill of the cap must be facing forward. Bandanas and knit caps are not permitted.
- All outerwear must be free from inappropriate slogans or pictures.
- Dirty, torn and ill-fitting uniforms must be replaced.
- Bangle bracelets should not be worn.

**Free Dress Code for Students:**

- Plain colored shirts without graphics, logos, and lettering are standard dress.
- Clothing cannot promote or advertise rock groups, alcohol, tobacco products, violence, foul language, or other offensive symbols.
- Skirts and dresses must not be higher than 2" above the knee –no exceptions!
- Backless attire and/or off the shoulder, halter, spaghetti straps, or low cut necklines are not permitted.
- Tight form-fitting shirts and pants will not be allowed.
- Shirts must be long enough to cover the stomach and back when arms are extended above the head. Absolutely no midriffs, sheer, or see-through clothing permitted.
- Low-rise pants are not permitted.
- No camouflage clothing permitted.
- Undergarments may not show.
- No ripped pants are allowed.

**Consequences for Dress Code Violations for Middle School Students:**

- 1st offense: Change clothing.
- 2nd offense: Change clothing and Family notification.
- 3rd offense: Change clothing and possible detention.
- During special functions such as a school dance, the student will be asked to go home and change.

**Spirit Days for Elementary and Middle School Students:**

To show our school spirit, we have designated certain school days as official Spirit Days (refer to school calendar). On these designated days, elementary and middle school students may wear their school uniform, or participate in the theme of the day.

## Nutrition

Students may either bring lunch or purchase a lunch from our school vendor Better Lunch [www.mybetterlunch.com](http://www.mybetterlunch.com). If your child has food restrictions or allergies, please note it on the appropriate forms and notify the school office and the child's teacher. Due to severe allergies by a portion of our student and staff populations, please be mindful when packing your child's lunch and/or snack. Thank you for adhering to the policy for the safety of all students and staff.

## Extended Day Programs/Camps/Clubs

Our school offers an extended day program that enables students to arrive as early as 7:00 a.m. and depart as late as 5:30 p.m. Additional fees apply.

Students are expected to adhere to the school's comportment code during the various school sponsored after school activities, extended day and extracurricular club activities.

Students are not permitted to bring to school electronic devices, such as but not limited to, iPods, video games, MP3 players, or CD players. All types of trading cards should remain at home.

Our school offers camp during the following school break periods: winter, spring, and summer

Additional fees apply. Contact your School Leaders for camp registration and details.

Our school offers the following clubs during extended day programs at specified times of the school year.

See weekly newsletter for club and extracurricular communications.

## **Codes of Conduct and Technology Responsible Use Agreements**

The Student Codes of Conduct and the Technology Responsible Use Agreements (kindergarten through eighth grades) are located on the following pages. Families are required to review these respective codes with their elementary and/or middle school student. Students and Families are expected to adhere to these documents throughout the school year. By enrolling your child in our school, we expect that they agree to the Code of Conduct below. Families are expected to explain and share this Code of Conduct with their child.

### **Elementary/Middle School Student Code of Conduct**

1. I will put forth my best efforts in all my class assignments and projects. I will strive to achieve to the best of my abilities. I know diligently studying and following directions in class will bring me success as a student.
2. I will be courteous and respectful at all times. It is my responsibility to promote a respectful learning environment by following directions and using my manners when addressing teachers and other students. I will not disrupt the learning of others in words or actions.
3. I will attend school every day unless excused by illness. I will be a well-groomed student by arriving to school in a clean uniform.
4. I will arrive to school on time, prepared to learn. My homework will be neat and complete, showing my best effort.
5. I will accept responsibility for my actions. When I am wrong, I will admit my mistakes and apologize when appropriate.
6. When participating in school sponsored activities and events, I will display the highest standards of conduct, demeanor, and sportsmanship. I will exhibit good sportsmanship during recess and other class activities. I will learn how to win graciously and lose with dignity and respect.
7. I will always respect the rights and property of others. As such, I will not intentionally destroy or damage the personal property of others or the school.
8. I will take great pride in keeping the school grounds clean by throwing away trash, picking up litter, keeping the multi-purpose room clean following lunch, keeping the restrooms clean, and keeping my work environment clean.

9. I will exhibit self-control. I will not engage in violent behavior such as hitting, scratching, punching, poking, kicking, or fighting. I will abstain from using foul language, racial slurs, or vulgar gestures. I will not use intimidation to provoke others. I will promote safety.

10. I will obey the school rules, setting an example for others to follow.

11. I will not cheat, lie, steal, or alter my grades. I will not help others to cheat, copy, or alter grades. I will promote honesty and fairness.

12. I will use my school computer as intended. I will not participate in unauthorized use of the Internet.

13. I will not run in the hallways.

14. I will not bring portable electronic devices to school (iPods, MP3 players, electronic games, etc.).

15. If participating in the shuttle service, I understand that I am expected to follow this Code of Conduct and failure to do so may result in disciplinary action.

It is the goal of our school to promote a positive learning environment. Disciplinary action, when necessary, will be firm and fair. If the student's behavior affects the teacher's ability to teach and the students' ability to learn, the student will be removed from the classroom.

Depending upon the offense, other disciplinary measures include the following:

- Verbal warning and/or redirection
- Removal from the classroom or school activity
- Written notification to Family
- Detention - Teacher and/or campus leader imposes an assignment or duty, usually during recess time.
- Suspension – Student is sent home for severe or continual student misconduct. During the suspension, the student cannot make-up class assignments or missed tests.
- Expulsion – Student is dismissed from the program.

Certainly, consideration will be given to the age of the student, the nature of the offense, the student's disciplinary record, and information provided by teachers and/or Families.

## Elementary/Middle School Student's Technology Responsible Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet, digital information, and communications technologies are powerful tools, which open up new learning opportunities. These technologies can stimulate discussion, promote creativity and stimulate contextual learning.

As educators and Families, teaching our children digital citizenship and responsible use of this technology in the 21<sup>st</sup> century is **paramount**. Young people have an entitlement to safe internet learning, and it is our collective responsibility to ensure their safety. This **Responsible Use Agreement (RUA)** is intended to support that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use. Our school is committed to providing students technological learning opportunities and access to Information and Communication Technologies (ICT) as this is their future. In return, we expect the students to agree to be responsible users. By enrolling your child in our school, we expect that they agree to the RUA below. Families are expected to explain and share the RUA with their child.

### RESPONSIBLE USE AGREEMENT

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

#### For my own personal safety:

- I will seek permission from a teacher before using technology (cell phone, computer, tablet, etc.) at school.
- I understand that the school has the right to monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password, nor will I try to use any other person's username or password.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will immediately report any unpleasant or inappropriate material, messages or anything that makes me feel uncomfortable when I see it online.
- I will not steal someone's identity or create a fake online identity.

#### I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.

- I understand that if I damage any of the technology equipment intentionally or by failing to follow classroom rules and guidelines when using the equipment, I will be expected to pay the cost of repairs or full replacement costs if the equipment is damaged beyond repair.
- I understand that I am responsible for returning all technology equipment provided to me by the school, or I will be responsible for the replacement cost of the technology equipment.

**I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others through texting, instant messaging, email, chat, blogs, social media, etc. I will not use strong, aggressive, or inappropriate language, and I appreciate that others may have different opinions.
- I will not participate in cyber-bullying (to harass, threaten, embarrass, target or exclude another person using various communication technologies).
- I will not take or distribute images of anyone without their permission.

**I recognize that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school. As a responsible user:**

- I understand the risks and will not try to upload, download, or access any materials which are inappropriate and may cause harm or distress to others. Nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I understand that I will not enter chat rooms at any time.

**When using the internet for research or recreation, I recognize that:**

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate. I understand the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behavior, that are covered in this agreement, when I am out of school, and where they involve my membership of the school community.
- I understand that if I fail to comply with this **Responsible Use Agreement**, I will be subject to the loss of ICT privileges.