## 2023-2024

K. O. Knudson Middle School Academy of the Arts

## K.O. Knudson Middle School



2023-2024 Handbook belongs to:

# K.O. Knudson Academy of the Arts <br> 2400 Atlantic Street <br> Las Vegas, Nevada 89104 

## K.O. Knudson Middle School



## Mission Statement

K.O. Knudson Middle School students will achieve academic excellence through the integration of arts and technology across the curriculum.

## Monday-Tuesday-Friday

## Schedule 1

| Period 0 | 7:00-7:50 |
| :---: | :---: |
| Period 1 <br> In the Know | 7:54-8:55 |
| Period 2 | 8:59-9:51 |
| Period 3 | 9:55-10:47 |
| $1{ }^{\text {st }}$ Lunch | 10:47-11:1 |
| Period 4 | 11:21-12:1 |
| Period 4 | 10:51-11:4 |
| $\underline{2}{ }^{\text {nd }}$ Lunch | 11:43-12:13 |
| Period 5 | 12:17-1:09 |
| Period 6 | 1:13-2:05 |
| Thursday <br> Schedule 3 |  |
|  |  |


| Period 0 | $7: 00-7: 50$ |
| :--- | :--- |
| Period 7-P.A.w.s. Mentorship | $7: 54-8: 41$ |
| In the Know |  |$\quad 8: 45-10: 19$.

## BELL SCHEDULE

1st and 2nd Lunch are based on your 4th period class on Monday, Tuesday, Thursday and Friday. On Wednesday lunch is determined by your 3rd period class. Check with your teachers!


Wednesday

## Schedule 2

| Period 0 | $7: 00-7: 50$ |
| :--- | :--- |
| Period 7-p.A.w.S. Mentorshrp <br> In the Know | $7: 54-8: 41$ |
| Period 5 | $8: 45-10: 19$ |
| 1st <br> Lunch <br> Period 3 | $\mathbf{1 0 : 1 9 - 1 0 : 4 9}$ |
| Period 3 | $\mathbf{1 0 : 5 3 - 1 2 : 2 7}$ |
| $\mathbf{2}^{\text {nd }}$ Lunch | $\mathbf{1 1 : 5 7 - 1 2 : 5 7}$ |
| Period 1 | $12: 31-2: 05$ |

## P.A.W.S. - Positive Achievement With Students

P.A.W.S. PERIODS ARE DESIGNATED FOR REMEDIATION, ENRICHMENT, OR MAKE-UP WORK AND ARE COMPOSED OF SMALLER GROUPS OF STUDENTS LEAD BY DESIGNATED FACULTY MEMBERS. THIS TIME MAY ALSO BE USED FOR ASSEMBLIES, ANNOUNCEMENTS, NEWSCASTS, TESTING, OR OTHER SCHOOL-WIDE ACTIVITIES.
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## Student Schedule $1^{\text {st }}$ Semester

| Monday, Tuesday, and Friday Schedule |  |  |  |
| :---: | :---: | :---: | :---: |
| Period | Subject | Teacher | Room |
| 0 |  |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  | $1^{\text {st }} \quad 2^{\text {nd }}$ |  |
| Scheduled Lunch (Circle One) |  |  |  |


| Wednesday Schedule |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Period | Subject | Teacher | Room |  |  |
| 0 |  |  |  |  |  |
| P.AW.S. |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| Scheduled Lunch (Circle One) |  |  |  |  | $1^{\text {st }} \quad 2^{\text {nd }}$ |

Thursday Schedule

| Period | Subject | Teacher | Room |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 0 |  |  |  |  |  |  |
| P.A.W.S. |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| Scheduled Lunch (Circle One) |  |  |  |  | $2^{\text {nd }}$ |  |

## Student Schedule $2^{\text {nd }}$ Semester

| Monday, Tuesday, and Friday Schedule |  |  |  |
| :---: | :---: | :---: | :---: |
| Period | Subject | Teacher | Room |
| 0 |  |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  | $2^{\text {nd }}$ |  |


| Wednesday Schedule |  |  |  |
| :---: | :---: | :---: | :---: |
| Period | Subject | Teacher | Room |
| 0 |  |  |  |
| P.A.W.S. |  |  |  |
| 5 |  |  |  |
| 3 |  |  |  |
| 1 |  |  |  | | Scheduled Lunch (Circle One) |
| :--- |


| Thursday Schedule |  |  |  |
| :---: | :---: | :---: | :---: |
| Period | Subject | Teacher | Room |
| 0 |  |  |  |
| P.A.W.S | . |  |  |
| 6 |  |  |  |
| 4 |  |  |  |
| 2 |  |  |  |
| Scheduled Lunch (Circle One) | $1^{\text {st }}$ | $2^{\text {nd }}$ |  |

## INTRODUCTION

The 2022-2023 Student Handbook provides answers to many questions about academics, activities, school rules and policies specific to K.O. Knudson Middle School.

The Clark County School District (CCSD) Behavior Guidelines for Secondary Students should also be consulted as a primary resource concerning districtwide expectations and policies.

Contents of this handbook will be discussed at home between parents and students, and that the information will be beneficial in decision-making.

Parents are encouraged to refer to the school' s website www.knudsonms.org for additional information, revision, or discuss any questions, concerns, or suggestions. The administration and the teachers of K.O. Knudson Middle School take an active interest in each student and in the total school program. We look forward to working with parents and students.

## ADMINISTRATION/COUNSELORS

| Principal.............................................. Ms. Lezlie Koepp |  |
| :---: | :---: |
| Asst. Principal...................................Ms. Melissa Carrizzo |  |
| Asst. Principal....................................... Ms. Susana Serna |  |
| Asst. Principal..................................Mr. Guillermo Vivas |  |
| Asst. Principal...................................... Ms. Ursela Garvin |  |
|  | Mr. John Rehill |
| Counselor-7th grade. $\qquad$ Ms. Jennifer Webster |  |
| Counselor-8th grade....................... Mr. Darlene Cruz |  |
| Magnet Coordir | Ms. Chantay Jensen |

Asst. Principal........................................Ms. Melissa Carrizzo
Asst. Principal............................................ Ms. Susana Serna
Asst. Principal......................................Mr. Guillermo Vivas
Asst. Principal.......................................... Ms. Ursela Garvin
Counselor-6th grade.................... Mr. John Rehill
Counselor-7th grade................... Ms. Jennifer Webster
Counselor-8th grade. Ms. Chantay Jensen

## OFFICE STAFF

| Office Manager. | Karen Bauer |
| :---: | :---: |
| Curriculum/Magnet. | Eileen Fast |
| Counseling/Magnet/Banking... | Janette Cosby |
| Activities/Facilities. | Karen Bauer |
| Attendance............................................ | Rachel Nevarez |
| Student Success Cent | . Arlene Lewis |
| Registrar..............................................Mi | chelle Gamboa |

## IMPORTANT TELEPHONE NUMBERS

> The school office is open Monday through Friday from 6:30 a.m. to 3:00 p.m. The telephone number to K.O. Knudson Middle School is $(702) 799-7470$.

## Following is a list of frequently dialed extensions:

Principal' s Office. ..... 4100
Banker. ..... 4313
Registrar. ..... 4065
Attendance Office. ..... 4000
Magnet Coordinator ..... 4301
$6^{\text {th }}$ Grade Counselor ..... 4303
$7^{\text {th }}$ Grade Counselor ..... 4302
$8^{\text {th }}$ Grade Counselor ..... 4304
Student Success Center ..... 4500
Assistant Principal, Curriculum. ..... 4201
Assistant Principal, Activities ..... 4203
Health Office. .....  4022
Library .....  .4025

## ATTENDANCE

Daily attendance is the responsibility of the student and his/her parents. Attendance regulations are designed to keep parents and the school well informed of a student' s attendance record, and to keep absences from school to an absolute minimum. If a student is to succeed at K.O. Knudson Academy of the Arts, regular and punctual attendance is important.

## ABSENCE PROCEDURES

Please follow these procedures when students are out sick, please have them remember to do the following:

1. Students are responsible to turn their absence note from their parent/guardian explaining the reason for the absence.
2. The day a student returns after an absence, he/she should report to the main office to drop off their attendance note.
3. Students must timestamp their notes before turning them into the basket.
4. Parents/guardians of students who exceed ten (10) absences in one semester will be contacted for attendance conferences.
5. A student missing single periods will be marked absent for those classes. Single period absences are considered truancy, and will be treated as part of the required truancies prior to a citation.

## ABSENCE NOTES

Absence notes MUST contain the following:

- Date of Note
- Student Name (First and Last)
- Student Number
- Student Grade
- Date(s) of absence(s)
- Reason for absence


## ATTENDANCE REGULATION 5113

Missing 30 minutes or more of any class period is considered an unverified absence. Students arriving 30 minutes after the start of their school day need to report to the main office and turn in an absence note.

Students have three (3) school days after an absence to bring turn their written excuse in to the main office. Absence notes must be time stamped upon submission.

## PRE-ARRANGED ABSENCES

Paperwork for pre-arranged absences must be submitted (3) days prior to the absence. Prearranged absences are considered approved absences, however, they shall be considered unapproved should they exceed ten (10) in a school year.

## EXCESSIVE ABSENCES

Students who exceed ten (10) unapproved absences in any course during a semester (18 weeks) shall receive a denial of credit for that course.

After any absence, the student is required to initiate contact with the teacher(s) to obtain appropriate makeup work within three (3) school days immediately following the absence.

## MEDICAL APPOINTMENTS

When possible, medical or dental appointments should not be scheduled during school hours. If appointments must be scheduled during school hour, an excused note by a parent or doctor note needs to be submitted the following day. Parents must present photo ID for their student to be released.

## TIME OF ARRIVAL AND DEPARTURE

Magnet students are not to arrive on campus before 6:20 am, and zoned students are not to arrive before 7:15 am. Students must leave campus each day by 2:05 pm unless students are involved in an approved after-school activity. Students hanging out after school who are not supervised are subject to disciplinary action such as detention, in-school suspension, and a required parent conference.

## CLOSED CAMPUS

K.O. Knudson maintains a closed campus. Once students arrive on campus, they are not permitted to leave campus in the morning, afternoon, or any part of the school day. Parents/guardians must report to the main office and produce a photo ID for student release. Students found leaving campus will be marked as truant.

## TRUANCY

Nevada law (NRS 392. 040) requires children between the ages of 7 and 18 to attend school. School attendance is vital to students' academic success in school. The law is outlined as follows:

- A student will be deemed as truant when absent and no written note is submitted verifying the absence.
- Habitually truant students will be referred to the Truancy Diversion Program. Continued instances of truancy will be reported to law enforcement.
- A student is defined as a habitual truant if they have three (3) or more unapproved or unexcused absences within one school year. Additionally students can be deemed truant for:
- Leaving campus without permission
- Leaves class without teachers permission
- Cuts (ditches) scheduled classes
- Staying home without a valid reason
- Absent without the parents' knowledge


## TRUANCY CONSEQUENCES

KO. Knudson Middle School participates in a Truancy Diversion Program (TDP) to encourage students and parents to establish positive attendance habits. Students with continued attendance issues will be referred to TDP. Students who are unsuccessful in TDP can be issued a habitual truancy citation; the law provides the court with the authority to:

- Order the student or parent to pay a fine of $\$ 100.00$ for habitual truancy and a fine of $\$ 200.00$ for the second or
subsequent truancy.
- Subsequent truancies can result in the students' driving privileges being revoked.
- Students will be referred to Students Attendance Review Board (SARB) Program.


## TARDINESS TO SCHOOL

Parents-please ensure that students are arriving to school on time every day. Parents may excuse two (2) tardies to school per quarter. Parents may escort their student into the Student Success Office or send their students with a valid excuse note. Once the students excused absences are exhausted the tardy consequences will be applied.

## TARDINESS TO CLASS

All students are expected to be physically present in their classrooms prior to the sounding of the bell every period. K.O. Knudson defines this as both feet in the room prior to the sounding of the bell. Students who are not in the classroom when the bell rings will be considered tardy; tardy students will report to the Quad (Lockout) or the Student Success Office (other times) and issued a detention.

## TARDY CONSEQUENCES

1st Tardy: Detention/Parent Notification
2nd Tardy: Detention/Parent Notification
3rd Tardy: Parent Notification/In-House
Suspension
4th Tardy: Required Parent Conference (nonremoval)/Progressive Tardy Plan

5th Tardy: Required Parent Conference
(RPC)/Student enrolled in Truancy Diversion/Revised Progressive Tardy Plan
tardy plan for the quarter. Parents will need to sign students in the following day after a tardy. If students are not signed-in by parents on the following day, the student will be placed in our In-House for the remainder of the day.

## HOMEWORK AND MAKE UP WORK

All assignments are available on canvas.ccsd.net. Please contact teachers directly to satisfy the requirements of a specific course. The Student Success Center can assist with any additional inquires related to homework and make up work.

## VISITORS ON CAMPUS

Parents/Guardians are always welcome. They are required to check in at the main office with a valid ID and obtain a Visitor's Pass immediately upon arrival on campus. Parents/Guardians who wish to observe a class must make a request through the school counselor 24 hours in advance. Any student from another campus or any person (minor or adult) who fails to properly check in or identify themselves to school personnel will be subject to arrest for violation of Nevada Law. Visitors from out of town or relatives who are visiting are not permitted to come to school with students. Students from other CCSD schools are not permitted to visit during the regular school day and will be marked truant.

## EMERGENCY INFORMATION

It is important that all parents' names, addresses, home and work phone numbers,

## PROGRESSIVE TARDY PLAN

Students who are continuously tardy to school/class will be placed on a progressive
email addresses, doctors' names and phone numbers be listed correctly in Infinite Campus. Parents, it is extremely important that the Online Registration (OLR) is completed each year so that information is current and accurate. The registrar should be notified immediately of all changes including, but not limited to address and phone numbers. Proof of address is required upon request.

## SICKNESS AND ACCIDENTS AT SCHOOL

If a student becomes ill at school, he/she must check with his/her teacher first and then report to the Health Office. When necessary, parents will be called to pick up the student. If parents are unavailable, the emergency contact listed on the student' s information form will be contacted. If a student is in distress and a parent/guardian is not available, school officials may have the student transported to a medical facility at the cost of parent/guardian.

## MEDICATION ARRANGEMENTS

School personnel may not dispense nonprescription medication such as aspirin. If prescription medication must be taken during school hours, arrangements must be made with accompanying paperwork with the School Nurse or First Aide \& Safety Assistant (FASA) All unused medicine may be left in the Health Office. Students may self-medicate under certain provisions. State law does not allow school health personnel to diagnose illness or injury. Parents can check with their family doctor if they have concerns about their student' shealth. All accidents occurring during school hours and injuries occurring during a school-sponsored event must be reported to the adult in charge or to the FASA immediately. First aid is administered in case
of minor injuries. The FASA or School Nurse will contact the parents to discuss the need for additional medical care if an injury appears serious.

## STUDENT RELEASE

Students will be released to the parent/guardian only after valid photo identification has been confirmed. This is done through the main office through the secured system. We cannot release students or information based on phone calls, texts, videos, faxes, or handwritten notes from individuals whose true identity we cannot verify. Students will not be released 30 minutes prior to the end of the school day. At the end of the day, staff is preparing for dismissal and are not available to run for students.

## TELEPHONE MESSAGES

In order to maximize instructional time students cannot be called to the telephone, nor will telephone messages be delivered to students during class. Parents who must speak to a student, due to an emergency, must report in person to the main office with identification. Office telephones are not available to students unless it is an emergency. Students may access the telephone outside of the main office after 2:05 p.m. to contact parent/guardians outside the main office.

## INFINITE CAMPUS

Both students and their parents can track academic progress by accessing Infinite Campus. In an effort to enhance communication between home and school, KO Knudson M.S. encourages parents and students to access and monitor grades and attendance on a regular basis. Grades are updated when teachers enter grades into their grade books. Teachers also use Infinite Campus as a communication platform to keep parents update on upcoming events, missing assignments, and due dates.

## PARENT IDENTIFICAITON

Parents need to bring their driver' s license or other state issued photo identification when coming to school to pick up their student during the school day or when leaving a delivery. Only individuals identified by the custodial parent in Infinite Campus will have access to students.

## DELIVERIES

Classrooms will not be interrupted for the delivery of messages to students unless there is an emergency. No flowers, balloons, etc. will be delivered to students during school hours. School personnel cannot be liable/responsible for delivery of items that students fail to bring to school. Learning the necessity of preparation is important for students at the middle school level; therefore, we strongly encourage students to bring the necessary supplies, projects, books, and monies to school. Further, staff is responsible for constantly supervising students, making it unsafe for staff to neglect supervision to make deliveries. Additionally, we do not permit fast food deliveries at lunch time. All students receive free breakfast and lunch.

## PARENT TEACHER CONFERENCES

Parents are encouraged to make appointments for conferences with teachers, counselors, or administrators by calling 702-799-7470 ext. 4013.

## SCHOOL CHROMEBOOK PROCEDURE

Each student can check out a CCSD Chromebook for the school year. This will allow students access to online educational materials and other resources both at school and at home. It is the students' responsibility to care for and protect their Chromebook at all times; Chromebook will be used daily in classrooms as a learning tool.

- Use of the Chromebook is subject to the CCSD Acceptable Use Policy related to technology resources
(Policy 3990)
- Chromebooks should be kept in their schoolissued cases at all times. Their Chromebooks should never leave their possession.
- It is the students' responsibility to write assignments and objectives as stipulated by the teacher in the Google Calendar app in their nv.ccsd.net account daily for each period.
- Parents/Guardians are urged to check their students' Chromebook regularly to be informed of student learning targets, homework assignments, and to maintain the guidelines set through the Acceptable Use Policy.
- It is a violation of school rules to use any recording device to record or photograph anyone without their permission and may result in disciplinary action, such as an RPC. This includes recording both students and faculty.
- Students are prohibited from the use of electronic devices in compromising areas included but not limited to restrooms, locker rooms, dressing areas, etc.
- Students are responsible for using the Chromebook according to school and district policies and procedures.
- If a student' s Chromebook is not working or is damaged, immediately report the problem to their teacher or designated site personnel.
- Never throw or slide the Chromebook or a bag that contains the Chromebook.
- Always keep the Chromebook in its protective case.
- If a student' s Chromebook is lost/stolen report the loss immediately to their teacher or designated site personnel.
- The Chromebook is the property of CCSD and may be collected and inspected at any time.
- Do not alter or remove any software or preinstalled apps on the Chromebook.

Students are responsible for bringing their Chromebook fully charged to school every day. Failure to bring their Chromebook or other class materials does not release a student from their class work responsibility. If student repeatedly fails to bring materials to class including their Chromebook, progressive discipline procedures will be followed.

## COUNSELOR SERVICES

The Counselor' s office is for the benefit of every K.O. Knudson Middle School student. It is best to make an appointment to see the counselor; request forms are located with the registrar. Students can simply fill out the form and they will be called to the counselor' s office as soon as possible. In the event of an emergency, students may ask their teacher for a pass or stop by the Student Success Center Office for assistance. Students may also take the opportunity to speak with a counselor in the cafeteria at lunchtime.

## REPORTING STUDENT PROGRESS

Report cards are issued to students every nine weeks. Students receive two grades for every course, an academic grade and a citizenship grade. At the end of each
semester, students may also receive a grade for their semester exams. CCSD Policy does not allow for semester exams to be administered early.

## ACADEMIC GRADES

Grades for academic performance are computed using the scores earned on homework assignments, tests, quizzes, projects, and class work. A complete Progress Report will be distributed to students at the mid-point of each quarter. Student' s grades may be viewed by students and parents through Infinite Campus. The district will report student achievement and compute grades point averages using the scale

| A | Excellent | $90 \%-100 \%$ | 4.0 |
| :---: | :---: | :---: | :---: |
| B | Above Average | $80 \%-89 \%$ | 3.0 |
| C | Average | $70 \%-79 \%$ | 2.0 |
| D | Below Average | $60 \%-69 \%$ | 1.0 |
| F | Emergent | $50 \%-59 \%$ | 0 |

## CITIZENSHIP

Citizenship grades reflect student's attitudes, class behavior, cooperation, and ability to work with peers. Begin by reviewing the criteria for outstanding citizenship. To earn an ' $\mathrm{O}^{\prime}$, the student must meet at least 3 criteria for that level. If not, they move to the satisfactory level. In order to earn an 'S,' the student must meet at least 3 criteria for that level. Continue for ' N, ' and ' U . Below is the school-wide citizenship rubric used to determine student citizenship grades based on behavior and performance.

## K.O. KNUDSON MIDDLE SCHOOL CITIZENSHIP RUBRIC

|  | Outstanding | Satisfactory | Needs Improvement | Unsatisfactory |
| :---: | :---: | :---: | :---: | :---: |
|  | Consistently on time ( 0-1 tardy) | Usually on time (2-3 tardies) | Inconsistently on time to class ( 4-5 tardies) | Consistently late to class ( 6 or more tardies) |
|  | Consistently brings all necessary materials and is consistently prepared (Chromebook not charged 0-1 times) | Usually brings all necessary materials and is usually prepared (Chromebook not charged 2-3 times) | Inconsistently brings necessary materials and is inconsistently prepared (Chromebook not charged 4-5 times) | Consistently unprepared regularly does not bring necessary materials to class. |
| $\begin{aligned} & \stackrel{ \pm}{0} \\ & \text { 䨗 } \end{aligned}$ | Consistently takes initiative and participates actively in learning | Usually takes initiative and participates actively in learning | Sometimes participates actively in learning | Has to be directed to get started |
|  | Consistently participates by asking questions or contributing to the lesson | Usually on task, listens and follows directions with respect | Inconsistently on task, listens and follows directions. Needs consistent reminding. | Frequently distracted and distracts others in class |
| ~1 | Consistently on task, listens and follows directions with respect | Usually treats teachers and classmates in a respectful and caring way. <br> May need a reminder | Inconsistently treats teachers and classmates in a respectful and caring way. May need a Reminder | Treats teachers or classmates in a negative way through tone of voice or with put-downs or refusals |
| U U U ¢ ¢ | Consistently shows respect for self or others | Usually shows respect for self or others | Inconsistently shows respect for self or others | Frequently causes problems for self or others |

## LIBRARY USE

The library is open from 6:45 a.m. to 3:30 p.m. (M, W, F) and 6:45 a.m. - 3:00 p.m. (T, Th) and during lunch periods, unless otherwise designated. Books may be checked out for a two- week period and may be renewed once. Fines are assessed for overdue books. Books and materials must be returned in excellent condition. Students must pay in full for lost or damaged materials. Students may use the library during their lunch period. Students will receive library passes in the cafeteria. Misuse of library passes, or misconduct while in the library will result in disciplinary action.

## STUDENT ID CARDS

Students will receive their K.O. Knudson Middle School ID cards after school pictures are taken. Once received, students must clearly display their IDs on a lanyard around their necks. This card is the identification needed for students to check out books from the library, to eat lunch, to go out to the blacktop, and participate in school activities. If a student loses their student ID, they may purchase a new one for $\$ 5.00$ in the library. If a student does not have $\$ 5.00$, a fine will be added to their student account and parents will be notified. Students that fail to wear their school ID card will face progressive discipline.

## PERSONAL ITEMS

Schools in the Clark County School District cannot guarantee the safety and security of personal items including all electronic devices, cell phones, hall/P.E. locker contents, personal transportation devices, and/or instruments; therefore, the school is not responsible for lost or stolen items. It is the responsibility of every student to keep track of all belongings including books, backpacks, school supplies (Chromebook), jewelry, purses, wallets, and clothing. All items should be clearly labeled with the name of the student. Students will be expected to pay for lost or damaged textbooks, library books, team uniforms, instruments, Chromebook, and other school-owned items for which they are responsible.

## LOST AND FOUND

If a student has lost an item, they should do the following: retrace their steps, ask their classmates and their teachers if they have seen the item. Items that have been found are to be turned in to the green bin in the cafeteria. If a Chromebook has gone missing check in the library. Students, who suspect that the item has been stolen need to fill out an incident report with a description of the item and turn it in to the Student Success Office as soon as possible.

## TRANSPORTATION

- Bus transportation is a privilege, not a right. Inappropriate bus behavior may revoke this privilege for a number of days or for the remainder of the current school year.
- Students on a school bus are under the immediate supervision of the bus driver and are subject to the rules set by the Clark County Board of School Trustees and the State of Nevada. Any infraction of these rules by a student is to be documented on a School Bus Incident Report (citation) issued by the bus driver concerned with the disciplinary infraction with copies distributed to the principal, the parents, and the Clark County School District Transportation Office.
- Any distracting action by a bus passenger creates a safety hazard by demanding the unnecessary attention of the driver. These actions are forms of misconduct. Examples of misconduct that may result in disciplinary action are the following: loud talking, use of profanity, fighting, throwing things, and smoking, damaging the bus or bus seats, standing, eating or drinking.


## LATE BUS

Late buses are provided for those students who are participating in approved after-school activities. Only those students who normally ride the bus to and from school and who have received an "After-school Activity Pass "from the after-school advisor may ride a late bus. Students who are staying for the late bus must remain on campus the entire time and may not leave campus before the activity. After the activity has ended, students must report to the front of the school to wait for the late bus. While waiting for the late bus, students may not leave campus for any reason. A late bell will at $3: 45 \mathrm{pm}$ ring signifying dismissal of after school activities. Students waiting for transportation must follow all the CCSD and school rules and regulations. Students, who do not follow these rules, may lose the privilege of staying after school and riding the late bus and risk severe disciplinary consequences. Loitering on campus, after-school is not permitted. Also, students MUST be picked up by 4:00 pm. Students are not allowed to leave campus, nor are they allowed to go to the park or other local businesses at any time. Late bus privileges will be revoked for students found violating late bus policies.

## STUDENT PEDESTRIAN SAFETY

Students, who walk to and/or from school, should use extreme caution. The times before and after school are very busy traffic periods. Please obey all traffic signals, use designated crosswalks and sidewalks, and follow adult directions. If there are no designated crosswalks, cross at the nearest corner. Please do not "jay-walk" across the street or walk through the parking lot while buses are present. Cars may not park in the Atlantic Street parking lot during drop off and pick up because it serves as a bus lane during those times and student pedestrian traffic is at its highest.
scooters, or rollerblades to school is a privilege which may be taken away when regulations are abused. Bikes, skateboards, scooters, and rollerblades are not to be used anywhere on campus.

## LUNCHTIME

Students have the option of bringing their own lunch or receiving a school lunch. Students who bring their lunch, should mark their bag or other container with their name and grade. A variety of hot lunches are provided daily. All students will be provided with free lunch during the 20222023 school year. Any problems with their lunch must be reported to the cafeteria manager. During the lunch periods the cafeteria will not be an "open hallway," for students.

## STUDENT STORE

KO Knudson M.S. maintains a student store during all lunches. Students may purchase drinks, chips, ice cream, other snacks and clothing.

## EATING AREAS

Food or drinks are not allowed in the courtyard, corridors, or classrooms at KO Knudson M.S. and are restricted to designated areas only. All trash must be disposed of in trash cans provided in the cafeteria and courtyard areas. Students who do not clean up after themselves may receive Detention or other disciplinary action.

## BIKES, SKATEBOARDS, AND SCOOTERS

Students should walk their bike or skateboard while on campus. Riding bikes, skateboards,

## STUDENT BEHAVIOR IN THE CAFETERIA

Students are expected to exhibit proper behavior at all times in the cafeteria. Students who violate the cafeteria rules may be assigned to lunchroom cleanup duty, or another consequence, depending on the seriousness of the violation.

## The following rules apply:

1. Students must walk at all times.
2. Student's lunch money is their responsibility.
3. Do not ask to borrow money from other students.
4. Students are never to use another student' s

ID number to pick up a lunch.
5. Do not take or give "cuts", save places, buy food for others, or horseplay in the lines.
6. Stealing will not be tolerated. Students who steal will be subject to disciplinary consequences.
7. Students must remain seated at a table once they have their food. Students should not walk around the cafeteria and visit other tables.
8. Keep the noise level down. Only use normal speaking tones when talking with friends.
9. Use good table manners. No throwing food, "mooching," or touching food of others.
10. Students need to clean up their own area before they leave. Do not pass food or trash down the table.
11. No opened or unopened food or drinks are to be taken outside of the lunchroom.
12. No food is allowed in the restrooms.
13. Cell phones should be turned off before returning to class.

## STUDENT BEHAVIOR ON THE BLACKTOP

During lunches at K.O. Knudson Middle School, students have the opportunity to go out to the blacktop. Students are expected to exhibit the proper behavior while they are out on the blacktop. When the lunch lines are short a call will be made for students needing to eat to go in to the cafeteria.

## The following rules apply:

1. Water only permitted on the blacktop.
2. Students will keep their hands to themselves
3. Students will use respectful language when interacting with one another.
4. Students will return all sporting materials to the appropriate bins at the end of lunch.
5. The cafeteria/blacktop closes ten minutes before the end of lunch; students are not permitted to go back and forth once the cafeteria/black top has closed.
6. Students are not permitted to loiter in the 700 or 900s. Students going to the blacktop will go directly from the cafeteria to the blacktop.
7. A student ID is required to access the blacktop area

## DISMISSAL FROM CAFETERIA

Students are dismissed from the cafeteria by the administrators and counselors in an organized and orderly manner. The adult with the microphone will direct students at each table check to make sure all trash has been thrown away and lunch items have been collected from the table and floor before students are released from the cafeteria. Students are expected to exit the cafeteria when directed.

## HALLWAY PASSES

Students who must leave one area of the campus and travel to another during class time are required to use the hallway pass signed by a teacher, administrator, or other school supervisor. Students will be given a hall pass that is completed by the adult sending the student out of class. The pass must be carried by the student to and from the destination and must belong to the person using the pass (sharing of passes is not permitted). Detours to other rooms, wandering, and loitering is not acceptable and will result in progressive discipline.

## FIRE DRILLS

Fire drills are required by law and are an important safety procedure. Exit routes are posted in every classroom. When the fire alarm sounds, react immediately as directed by the adult in the location. Follow the prescribed route and leave the building quickly and quietly. Remain with their class until a signal is given to re-enter the building.

## SHELTER-IN PLACE AND LOCKDOWN

When the announcement is made, all students must immediately follow teacher directions. Students who are not in a classroom must report
to the nearest classroom and wait for a teacher to dismiss them.

## POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS) SYSTEM

At K.O. Knudson Middle, all adults on campus actively work to create a positive, consistent, predictable and safe environment where our students achieve academically and build positive relationships with each other and with adults. We do this by teaching all students what the expected behaviors are during school by demonstrating their K.O. Cougar PRIDE:

- Positive Choices
- Respect
- Integrity
- Determination
- Effort

Students are consistently reminded to demonstrate their PRIDE in all behavior choices. Adults on campus will reward HERO Points to students who actively demonstrate: positive attitude, respect, integrity, determination and effort. Students can redeem their HERO points at the HERO Store. There will also be quarterly raffles for students who excel in their PRIDE.

## CLASSROOM EXPECTATIONS

The teachers at K.O. Knudson Middle School have high expectations for their students-both academically and behaviorally. The teacher will publish the expectations online for every class and review their expectations with students throughout the school year. Teachers will send a paper copy home with the student upon parent request.
Parents must review the information and return the signed acknowledgment page to the teacher. The information will include an overview of the course,
objectives for the year, a listing of materials needed by the student, class grading policies, and behavior expectations. The expectations will provide students and parents with an overview of progressive classroom consequences for inappropriate actions in the classroom as well as the privileges that will serve to reinforce positive behavior.

## CODE OF CONDUCT

The essence of good discipline is respect-respect for authority, respect for others, respect for self, and respect for rules. The behavior matrix lays out the behavior expectations in all areas of campus. Students are expected to follow all school rules including but not limited to:

- NO PHYSICAL CONTACT
- RESPECT ALL STUDENTS—NO HARASSMENT
- RESPECT ALL STAFF AND VISITORS
- RESPECT THE PROPERTY OF OTHERS
- TAKE PRIDE IN YOUR SCHOOL
- NO BULLYING/CYBERBULLYING


## CLASSROOM BEHAVIORAL EXPECTATIONS

Behavior in the classroom has a direct impact on a student' s academic success. Decide now to be a good citizen and an excellent student in their classes by doing the following:

1. Be present and on time.
2. Complete assigned work on time.
3. Be courteous and pay attention in class.
4. Have no missing assignments- Prioritize.
5. Participate in class discussions when called upon to do so.
6. Follow the rules and expectations established for the class by the teacher.

## CLASSROOM EXPECTATIONS

In all classes, the student must:

- Attend class daily and arrive on time with a fully charged Chromebook at the beginning of the day.
- Bring materials to class daily including pencils, pens, notebook paper, textbooks, and other assigned materials or supplies.
- Check Canvas assignments and modules, write the homework in the Google Calendar App, and participate in the warm up activity of the day.
- Remain seated. Raise hand and wait to be recognized before speaking out.
- Complete assigned homework and submit to teacher on or before the due date.
- Respect the rights of others by keeping hands, feet, and other objects to his/her self. Foul language will not be used in school at any time.
- Remain seated until dismissed by the teacher at the end of class. The bell at the end of class is for the teacher not for the student. Students are to exit the classroom in a safe and orderly manner.


## CLASSROOM PROGRESSIVE DISCIPLINE

If a student' s behavior warrants attention, teachers will follow the school' s progressive discipline. This is only a guideline for behavior concerns and may need to be adjusted regarding specific incidents. Minor Behavior Incidents (MBIs) may be assigned for minor classroom behaviors.

- Verbal Warning/ Re-teaching Positive Behavior
- Written Warning/ Re-teaching Positive Behavior
- Teacher Detention/Parent Contact
- Student Relocation/Counselor Referral/Parent Conference
- Student Success Office referral
Voice Levels

- 22 -

|  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Pasitive | All Settings | Classroom | Hallways | Restrooms | Cafeteria | Buses | Library | Technology | Special Events |
|  | Choose your attitude; Be ready to learn everyday | Have a positive outlook about school; be encouraging to your classmates | Use <br> appropriate greetings; greet staff and students with a smile | Leave it cleaner than when you found it | Use good manners; leave it cleaner than when you found it; leave it cleaner than when you found it | Leave it cleaner than when you found it; greet drivers with a smile | Keep the room cleans enter and exit in quiet positive manner; use appropriate manners | Adapt to change; use appropriately | We are all Cougars! Show your P.R.I.D.E. |
|  | Treat others, the way you want to be treated | Be prepared to learn; follow classroom rules and expectations | Volume at a reasonable level; use respectful language; keep your hands to yourself | Use restroom supplies appropriately; Throw away your trash | Volume at a reasonable level; always use table manners; take care of property, | Volume at a reasonable level; stay in your seat; use appropriate language | Follow all library and computer rules; take care of all property; have all materials needed to work | Bring fullycharged device to school every day; follow guidelines for acceptable use; iPads must be attended at all times | Respect performers; treat equipment and facilities with care |
|  | Do the right thing, Even when it's difficult; Take responsibility for your actions | Do your own work; minimize socializing | Leave no trace; secure belongings | Honor privacy; limit talking; Get In, Get Out, Get Back | Eat your own food; leave no trace; form orderly lines | Use appropriate behavior; show acceptance | Minimize socializing; use technology for education purposes only | Use technology for learning purposes; do your own work | Support other activities and events; Focus on the presentation |
|  | Always try your best; Make good choices | Turn in work on time; Come prepared to learn | Go directly to where you need to be; have all materials with you for class | Use at appropriate times; minimize class disruptions | Follow lunchroom expectations; use time wisely | Follow all transportation <br> expectations and rules | Show gratitude; use time wisely | Keep devices in good condition and in the case; clean with appropriate materials | Show gratitude and appreciation to performers/speakers; Apply lessons |
|  | Always do your best; Lead by example | Work to meet or exceed academic goals; | Follow adult directions | Keep restroom visits to 2 minutes or less | Always follow staff directions | Get to your bus as soon as possible; Use bus time to study | Participate in activities appropriately; Leave no trace | Use technology appropriately; balance learning with entertainment | You represent K.O., your family, and your community |

## AWARDS AND RECOGNITION

K.O. Knudson Middle School students are rewarded for academic excellence, attendance, and positive citizenship throughout the school year. K.O. is proud to acknowledge and reward.

## $8^{\text {TH }}$ GRADE AWARDS NIGHT

At the end of the school year, awards are presented to deserving students during our annual Awards Night celebration. The following awards are presented during this celebration:

PRESIDENTIAL AWARDS- The President' s Award for Educational Excellence and Achievement award recognizes academic success in the classroom. In accordance with criteria established by the U.S. department of Education, in partnership with the National Association of Secondary Principals, students who receive this award must meet the following two requirements:

- ACADEMIC ACHIEVEMENT-Students must have a GPA of 3.0 or higher for three years.
- ACADEMIC EXCELLENCE-Students must have a GPA of 3.5 or higher for three years, and a score of EXCEEDS on a standardized test.


## COUGAR PRIDE AWARD

Teachers will have an opportunity to nominate students who have consistently exemplified the spirit and citizenship of our school during the school year

## K.O. SERVICE AWARD

Teachers will have an opportunity to nominate students who have positively contributed to our school and assisted teachers, students, and staff throughout the year.

## SPECIAL RECOGNITION DEPARTMENT AWARDS

Departments will have an opportunity to award a student who has demonstrated academic excellence throughout the school year.

## PRINCIPALS' CREATIVE ARTS AND TECHNOLOGY

Teachers will have an opportunity to nominate students who have shown outstanding achievement in our creative arts and technology program for the past three years.

## K.O. OUTSTANDING STUDENT

Teachers will have an opportunity to nominate students who demonstrated the qualities of leadership and integrity, and who are role models for other students.

## DISCIPLINE

The Student Success Center is responsible for discipline at K.O. Knudson Middle School. Students who are referred to the Student Success Office for disciplinary reasons will be subject to consequences for their actions which may include one or more of the following listed below. Conferences will result in one or more of the following consequences:

- A warning and description of consequence for a repeat violation
- Parent contact and conference by phone
- After School Detention
- In House Suspension
- Involvement of counselor or law enforcement for investigative purposes
- Required Parent Conference
- Suspension
- STAR ON
- Expulsion


## DETENTION

A teacher or administrator may assign, in writing, detention with a full school days' notice. Students report to the detention on time. Detention is served from 2:15- 3:15 p.m. Missed detentions will cause a referral to the Student Success Office for possible further action. Students assigned detention report to the Student Success Office to sign in at the end of the day.

## STAR ON

The K.O. Knudson HOPE 2 Behavior Program is designed to provide instruction on-site or virtually ( $8^{\text {th }}$ grade) for students who would have been sent to an off-site behavior program or would have been suspended for a long period of time. It is meant for students to improve their behaviors so that they can return to regular classes. It can last anywhere from 10 to 45 days.

## IN-HOUSE SUSPENSION (IHS)

Upon administrator discretion and/or emergency need, students may be placed in In-House and will be expected to complete assignments. In-House represents an alternative setting which places the student in the least restrictive environment in which they can learn. This is a disciplinary consequence that allows a student to remain in school and keep up with academic work while being separated from the regular classroom environment. The activities of the student are severely restricted during the day. Teachers submit assignments to canvas.ccsd.net and the In-House supervisor is available to assists students to complete them during the day. The student must bring books, paper, pens, pencils, and any other materials needed to complete their class work. Restroom breaks and lunch, provided apart from other students, are strictly monitored. Students violating In-House rules will be issued an automatic RPC or Suspension from school.

## REQUIRED PARENT CONFERENCE (RPC)

When a required parent conference (RPC) has been issued, the student may not return to the school until a parent conference has been held and the Student Success Office has issued a reinstatement pass. An RPC may be issued for disciplinary, investigative or safety reasons. While placed on RPC, the student is ineligible for all school activities, and is not permitted on campus. Appointments are scheduled by the Student Success Office secretary. Appointments can be made by calling (702) 799-7470 ext. 4500. Disciplinary consequences are determined based on the severity of the offense and discipline record of the student.

## SUSPENSION

A student may be suspended from school depending on the level of the infraction. Suspensions are deemed appropriate to seek problem resolution, to ensure that a student' s presence does not constitute a danger to himself/herself or to others, or to accomplish stringent disciplinary actions such as alternative school placement or expulsion. Out of school suspensions are for a period of one, three, five, seven, or ten days depending on the severity of the infraction and the cumulative discipline record of the student. Students who are suspended are not allowed to participate in school activities during the suspension and may be ineligible for participation in activities for a specified period of time (quarter, semester, and year) as determined by the school administration.

## REFERRALTOALTERNATIVE EDUCATION

## PROGRAMS

Students deemed as habitual discipline problems, involved in threats, extortion, fighting, excessive suspensions or other serious violations may be recommended for alternative school placement, expulsion, and/or law enforcement action can be taken dependent upon the severity of the offense.

## EXPULSION

Expulsion means the termination of enrollment by action of the Board of School Trustees as the result of behavior so serious that future attendance in the schools of the district is forfeited. Students who are expelled from KO Knudson Middle School do not return to the KO Knudson M.S. campus. Students involved in serious infractions and/or any of the offenses listed on the poster on the following page will be subject to expulsion.

## DISCIPLINARY OFFENSES

Any of the following in the list below are considered to be violations of the laws of the State of Nevada and/or the rules of K.O. Knudson Middle School. A clear and blatant violation of the law will require the administration of the school to call upon law enforcement agencies to deal with the violation. In addition, disciplinary measures will be taken by school authorities for the same offense with sequences ranging from restitution of money to expulsion from school. The listings of incidents below are in violation of the Behavior Guidelines for Secondary Students in the Clark County School District. Other violations, not referred to in this handbook, including student integrity, respect, responsibility, and manners will also be referred for disciplinary action if not maintained.

- Smoking on or near the campus or being in possession of cigarettes, tobacco, matches, or lighters, vape pens or cartridges
- Being under the influence of alcoholic beverages or drugs
- Theft or burglary
- Vandalism, destruction, or defacing school property
- Immoral or lewd conduct, saying or writing obscene words or symbols
- Disruptive or disorderly conduct
- Fighting, play fighting, horseplay, or any form of physical assault or altercation
- Defiance, insubordination, or the refusal to cooperate with CCSD employees
- Possession of harmful substances such as spray propellants, cinnamon oil. Toothpicks, needles and pins, and other questionable substances or items
- Gang activity including gang-related clothing, behavior, hand signs, tagging and other vandalism


## THE FOLLOWING OFFENSES MUST BE RECOMMENDED FOR

## EXPULSION

## POSSESSION OF WEAPON(S)

## POSSESSION/USE OF WEAPON(S) WITH INJURY

## POSSESSION OF WEAPON(S) WITH THREAT

Possession, use, transmittal, or concealment of ANY operable or inoperable firearm or dangerous weapon. Firearms include, without limitation, any pistol, revolver, rifle, shotgun, and explosive substance or device. Dangerous weapons include, without limitation, blackjack, slungshot, billy, sand-club, sandbag, metal knuckles, dirk or dagger, nunchaku, switchblade knife or trefoil, butterfly knife or any other knife described in NRS 202.265 and NRS 202.350, or any object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause, bodily injury to a person. In alignment with NRS 202.265, an airsoft gun, BB gun, paintball gun, and pellet gun are all considered weapons. The Gun-Free Schools Act of 1994 and NRS 392.466 specify expulsion requirements based on the type of weapons, and/or circumstances surrounding the infraction.

Refer to the Clark County School District Pre-Kindergarten-12 Student Code of Conduct and Clark County School District Regulation 5141.1 for additional information and guidance.

WHEN A VIOLATION OF LAW IS BELIEVED TO HAVE OCCURRED, THE STUDENT WILL BE REFERRED TO THE APPROPRIATE LAW ENFORCEMENT AGENCY.

CLARK COUNTY SCHOOL DISTRICT

## STUDENT SEARCHES

Students are hereby informed that they are subject to search when they enter campus after the beginning of the school day. This includes, but is not limited to, unauthorized returns (if students have left campus and returned without parent notification/permission.) This notice does not exclude personnel from searching a student at any time should there be reasonable suspicion of wrongdoing

## "HANDS OFF" POLICY

A "Hands Off" policy is enforced at KO Knudson Middle School. Everyone is required to keep his or her hands to him or herself. This applies to horseplay as well as public displays of affection. Hugging, hand-holding, and other displays of affection on campus are prohibited at the sole discretion of administration.

## GUM POLICY

Students are not allowed to chew gum on the campus of K.O. Knudson. Students who are found with gum will be subject to progressive discipline.

## VIOLATIONOF CCSD ACCEPTABLE USE POLICY (AUP) AND/OR MISUSE OF COMPUTERS

Students who violate AUP will be severely dealt with through the Student Success Office and may subject the student to RPCs, suspension, and loss of privilege regarding the use of Chromebooks, classroom and/or laptop computers. Students in advanced technology-related courses may be subject to removal from the courses related to the violation. These include violations originated from home as well as school including, but not limited to, inappropriate language, cyber-bullying,
harassment, accessing inappropriate or forbidden sites, installing software to block CCSD security measures and reckless use/care of equipment. Monetary restitution for loss or damage will be assessed when deemed appropriate.

## NUISANCE ITEMS

Items not directly associated with the educational program are not to be brought to school. Nuisance Items will be confiscated by school authorities and returned only to parents in person. Items may be picked up from the Student Success Office; however, at no time is the school responsible for any item that becomes lost, broken, or stolen. Unclaimed confiscated items will be donated to a charity organization at the end of each semester. Flowers, toys/gifts (teddy bears, oversized cards, etc.) brought onto campus will be stored in the front office for the students to retrieve after school hours. All types of laser lights, squirt guns, balloons, spray bottles, sharpies, paint pens etc., will be confiscated and disposed of immediately. They will not be returned. Students found in possession of slime, shaving cream, eggs filled, water balloons, poppers, or students using squirt guns of any kind, or any other nuisance item will be placed on RPC. Weapon related items may subject the student to expulsion consequences.

## GROUP MOVEMENT ON CAMPUS

For safety reasons, students are not allowed to move around campus in large groups. When this happens, it gives the appearance that a fight or other inappropriate activity could be taking place and it is considered a campus disruption.

## VANDALISM

Illegal activities such as vandalism and graffiti are prohibited and will result in disciplinary action. As we take pride in a clean campus, we would appreciate your help in reporting vandalism to the Student Success Office. Campus monitors routinely patrol our school campus during school hours.

Additionally, K.O. Knudson Middle is equipped with a closed circuit camera system. These cameras assist with the safety of our school on a twenty four hour basis.

## ZERO TOLERANCE FOR HARASSMENT, INTIMIDATION, BULLYING AND CYBERBULLYING

Bullying, cyberbullying, harassment, and/or intimidation are prohibited in public schools. Cyberbullying is bullying, harassment, and/or intimidation through the use of electronic communications such as email, text messages, web pages, etc. If a student feels that they are a victim of any type of harassment or intimidation, they should immediately report the incident to a teacher, a counselor, an assistant principal or the principal. Appropriate actions will be taken by the school administrator to reinforce CCSD Policy 5137 and CCSD Regulation 5141.1 in an effort to keep students safe and to ensure that there are no further incidents or retaliation.

## RACIALLY DEROGATORY STATEMENTS

At KO Knudson M.S., students are expected to work cooperatively with respect for each other. Student harassment and verbal abuse, including racially derogatory statements made by one person to another, is unacceptable and will not be tolerated. Consequences may range from RPC, suspension, Behavior Improvement School to expulsion

## DRESS AND APPEARANCE

Proper attire is to be worn to school by all students to foster an environment conducive to learning. The K.O. Knudson Middle School dress code is in accordance with CCSD Regulation 5131 and the specific needs of K.O. Knudson Middle School. To ensure that students observe basic
rules of personal hygiene and dress in a manner that would not disrupt the educational process, the following dress code shall apply to students:

- All clothing must be sufficient to conceal any and all undergarments.
- The wearing of shoes with hard soles. House slippers and shoes with wheels are not permitted.
- No skin will show between bottom of a shirt and top of pants, shorts, or skirts at any time.
- All sleeveless shirts must have straps at least three inches wide.
- Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage, this would include sheer or see through clothing.
- Require that all shorts, skorts, skirts, and jumper/dresses must be fingertip length
- All jeans, pants, and trousers must be secured at waist level and sized to fit. Sagging is strictly prohibited.
- Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located above the knee. If the jeans or pants have a rip above the knee, the rip must have an attached patch.
- Headgear (hats, hoods, caps, bandanas, etc.) is not permitted on campus except for designated school approved uniforms, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school sanctioned activities.
- Leggings are strictly prohibited
- Slogans or advertising on clothing, jewelry, buttons, and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats are prohibited.
- No spiked or studded clothing, jewelry, and/or accessories are prohibited.
- Outerwear such as coats, mittens, and scarves must be removed upon entering the classrooms/buildings.
- Baseball hats are not allowed on campus. Hanging a baseball hat on belt is not allowed and will be confiscated if on campus.

Additionally, the following dress code violations will be enforced at K.O. Knudson Middle School:

- No jewelry that may be used as a weapon (heavy chains, spiked or studded articles, etc.)
- No gang related clothing
- Jerseys, bandanas and sweatbands are not allowed
- Pajamas are not allowed on campus or at any school function.
- Students are not permitted to wear T- shirts over their collar shirts.
- Students are not permitted to wear PE uniforms outside of gym class.


## STANDARD STUDENT ATTIRE (SSA)

K.O. Knudson Middle School has established a policy that requires pupils to wear Standard student attire (SSA) for the purpose of increasing student achievement, promoting safety, and enhancing a positive school climate. The following page includes information concerning the Standard Student Attire at K.O. Knudson.

The basic colors of khaki, navy, and white will be required at all Standard Student Attire Schools. Additionally, K.O. Knudson Middle School will have black and all shades of gray and green as optional colors. Approved clothing must be worn under jackets/coats; brand logos are not permitted. Polo shirts with the school logo may be purchased for \$12-\$16 at the Student store. All Items of clothing must be in basic/optional solid colors only with no pattern, no words and no brand logos.

- Pants/shorts, blue jeans, denim pants, and sweatpants (sized to fit- No Leggings).
- Shirts (with collars only) may be long or short sleeved, with or without school logo.
- Hooded Sweaters are outerwear and do not have to be in SSA (can be worn over approved shirts). However, the hooded sweaters should still follow CCSD dress code policy. Additionally, since hooded sweaters are outerwear, it is expected that they will be removed upon entering the classroom.
- Non-hooded sweatshirts with or without school logo are allowed in SSA colors only. Anything without a zipper needs to be SSA.
- Two pairs of pants are not allowed. Students are not permitted to wear basketball shorts under their pants.
- Tights/leggings - worn under approved clothing only and must be in approved solid colors.


## CONSEQUENCES FOR DRESS CODE VIOLATIONS

K.O. administration shall have the right to designate types of dress, fashion, fads, or appearance, which disrupts or detract from the educational program and may be a potential safety hazard. The principal shall retain the authority to grant exceptions for special occasions and/or special conditions. School personnel are to refer students who are in violation of the dress code to the Student Success Center for appropriate disciplinary action. Dress code violations will be enforced with progressive disciplinary steps. Consequences for dress code violations may include the following: a warning, detention, in-house suspension, Required Parent Conference.

## Personal Electronic Devices

KO Knudson MS is a "limited use" personal electronic device campus. Personal cell phones, iPads and other personal electronic devices are only allowed before school, during lunch, and after school. Students may also have their personal electronic devices confiscated if seen with their devices during passing periods. In addition, personal headphones and earbuds will not be allowed, unless a teacher or administrator have given permission to use for an educational purpose. Students will have their headphones and earbuds confiscated if seen by a teacher or administrator. Personal electronic devices, earbuds, and headphones will only be returned to parents that have proper ID.

## Grammar

## What is a NOUN?

A common noun is simply a person, a place or a thing.
A proper noun is a specific person, place or thing. The first letter of a proper noun is capitalized.

## What is an ADJECTIVE?

An adjective is a word that describes a noun. The following are examples of adjectives:

The young boy was named Harold. Chicago is a windy city.

## What is a PREPOSITION?

A preposition shows how a noun or pronoun is related to another word. The following are examples of prepositions:

The dog sleeps under the table.
The plane flew over the city.
What is an INTERJECTION?
An interjection is also called an exclamation. An exclamation mark(!) is used for an interjection. The following are examples of interjections:

Wow! Karma reads quickly!
Hey! Stop that!

## What is a PRONOUN?

A pronoun is a word that takes the place of a noun.
The following are examples of pronouns: he she it

## What is a VERB?

A verb shows action or a state of being. The following are examples of verbs:

Karma reads books.
Bobby builds furniture.

## What is an ADVERB?

An adverb is a word that describes a verb, an adjective or another adverb. It tells how, when, where and how much. The following are examples of adverbs:

Karma reads quickly so she can go and play.
Bobby works tirelessly to finish the furniture.

## What is a CONJUNCTION?

A conjunction joins words, phrases or clauses together.
The following are examples of conjunctions:
Karma reads quickly because she practices. Bobby built a table and a chair.

## Mechanics

This is not a complete list but includes the most common applications.

## Capitalization

- Capitalize the first word of every sentence and the first word in a direct quotation. The boy said, "Yes."
- Capitalize all proper nouns and proper adjectives including races, nationalities, languages, religions, days of the week, months, holidays, holy days, periods and events in history, special events, political parties, trade names, geographical names, heavenly bodies, streets, and official titles.
- Capitalize words like father, uncle, and senator when they are proper nouns, when they are parts of titles, or when they are substituted for proper nouns.
- Names of school subjects are not capitalized unless they are followed by a number or are the name of a language: Biology 100, English.


## Abbreviations

- In formal writing, do not abbreviate names of states, countries, months, days, measurements, or school courses.
- When part of a proper name, do not abbreviate Street, Road, Avenue, Company, or similar words.


## Plurals

- Most nouns are made plural by adding s to the singular - wheels, bikes, girls, pencils, thoughts.
- Nouns ending in $\mathbf{s h}, \mathrm{ch}, \mathrm{x}, \mathrm{s}$, and z are made plural by adding es to the singular - foxes, churches, wishes.
- The plurals of nouns ending in y preceded by a consonant are formed by changing the $y$ to $i$ and adding es-skies, flies, puppies.
- The plurals of nouns which end in y preceded by a vowel are formed by adding only s-monkeys, trays.

Periodic Table of the Elements


Fractions/Decimals and Percents


Multiplication multiply straight across

$$
\frac{1}{2} \times \frac{3}{4}=\frac{1 \times 3}{2 \times 4}=\frac{3}{8}
$$

## Division -

Multiply first fraction by the reciprocal of the second fraction

## Changing fractions to decimals

change denominator to a power of 10

$$
\frac{3}{5}\left(\begin{array}{l}
\left(\chi^{2}\right)= \\
(2)=\frac{6}{10}=.6
\end{array}\right.
$$

or divide by denominator
$\frac{3}{5}=3 \div 5=5 \frac{.6}{3.0}$

## Common Fractions, Decimals,

 and Percents$1=1.0=100 \%$
$3 / 4=0.75=75 \%$
$2 / 3=0.6=66.6 \%$ or $66^{2} / 3 \%$
$1 / 2=0.5=50 \%$
$1 / 3=0.3=33.3 \%$ or $33^{1} / 3 \%$
$1 / 4=0.25=25 \%$
$1 / 5=0.2=20 \%$
$1 / 10=0.1=10 \%$

$$
\frac{1}{3} \div \frac{3}{4}=\frac{1}{3} \times \frac{4}{3}=\frac{4}{9}
$$

## Algebra

## Quadratic Equation

$$
\text { if } a x^{2}+b x+c=0
$$

$$
\mathrm{x}=\frac{-\mathrm{b} \pm \sqrt{\mathrm{b}^{2}-4 \mathrm{ac}}}{2 \mathrm{a}}
$$

## Equations of a Line

( $\mathrm{m}=$ slope; $\mathrm{b}=\mathrm{y}$ intercept )

## Slope Intercept Form

$y=m x+b$

## Slope of a Line

$$
m=\frac{y 2-y 1}{x 2-x 1}
$$

Point - Slope Form
$\left(y_{2}-y_{1}\right)=m\left(x_{2}-x_{1}\right)$

## Factoring

$(\mathrm{a}-\mathrm{b})^{2}=\mathrm{a}^{2}-2 \mathrm{ab}+\mathrm{b}^{2}$
$(a+b)^{2}=a^{2}+2 a b+b^{2}$
$(a-b)(a+b)=a^{2}-b^{2}$
$\mathrm{a}(\mathrm{b}+\mathrm{c})=\mathrm{ab}+\mathrm{ac}$
$(\mathrm{a}+\mathrm{b})(\mathrm{c}+\mathrm{d})=\mathrm{ac}+\mathrm{ad}+\mathrm{bc}+\mathrm{bd}$ $(a+b)(a+c)=a^{2}+a c+a b+b c$

Scientific Notation

Scientific notation is a way to write a number as the product of a number greater than or equal to 1 and less than 10 that is a
power of 10 .
98,000,000 -
$9.8 \times 10^{7}$
$.000076=$
$7.6 \times 10^{5}$

Angles and Triangles


Congruency Cases


Circle Theorems

|  |  | $\angle x 90^{\circ}$ PQ is a diameter |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Conversions |  |  |  |  |  |
| Length / Area |  |  |  |  |  |
| from | to | multiply by | from | to | multiply by |
| cm | in | 0.3937 | mi | km | 1.609 |
| in |  | 2.54 | $\mathrm{m}^{2}$ | $\mathrm{ft}^{2}$ | 10.76 |
| m | ft | 3.2808 | $\mathrm{ft}^{2}$ | $\mathrm{m}^{2}$ | 0.0929 |
| ft | III | 0.3048 | $\mathrm{kmin}{ }^{2}$ | $\ldots \mathrm{il}^{2}$ | 0.3861 |
| km | mi | 0.6214 | $\mathrm{mi}^{2}$ | $\mathrm{km}^{2}$ | 2.59 |
| Weight / Capacity |  |  |  |  |  |
| from | to | multiply by | from | to | multiply by |
| g | oz | 0.0353 | T | t | 0.9072 |
| oz | g | 28.35 | ml | fl oz | 0.0338 |
| kg | lb | 2.2046 | fl oz | ml | 29.575 |
| lb |  | 0.4536 | 1 | gal | 0.2642 |
| t | T | 1.1023 | gal | 1 | 3.785 |


| Metric System |  |  |  |  |
| :--- | :--- | :--- | :--- | ---: |
| mm millimeter | .001 m | dam decameter | 10 m |  |
| cm | centimeter | .01 m | hm | hectometer |
| mm | 100 m |  |  |  |
| m | decimeter | .1 m | km | kilometer | 1000 m



FIRST SEMESTER

| First Quarter |  | Progress Grades |  | Quarter Grades |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Period | Class | Grade | Point Value | Grade | Point Value |
| 0 |  |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
|  |  | GPA: |  | GPA: |  |
|  | rter | Progres | Grades | Quart | Grades |
| Period | Class | Grade | Point Value | Grade | Point Value |
| 0 |  |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
|  |  | GPA: |  | GPA: |  |

SECOND SEMESTER

| Third Quarter |  | Progress Grades |  | Quarter Grades |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Period | Class | Grade | Point Value | Grade | Point Value |
| 0 |  |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
|  |  | GPA: |  | GPA: |  |
|  |  | Progres | Grades | Quart | Grades |
| Period | Class | Grade | Point Value | Grade | Point Value |
| 0 |  |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
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| 7 |  |  |  |  |  |
|  |  | GPA: |  | GPA: |  |

4. The number is your
G.P.A.

## STUDENT GOAL SETTING WORKSHEET SEMESTER 1



## STUDENT GOAL SETTING WORKSHEET SEMESTER 2


K.O. KNUDSON HALL PASS RECORD

| DATE | TIME | DESTINATION | STAFF MEMBER |
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## INFORMAL TEACHER-PARENT COMMUNICATION REQUEST

The informal teacher-parent communication request is a tool for teachers to document and communicate student concerns to parents. Parents, be sure you review your students planner on a regular basis. Teacher contact information can be found on the K.O. Knudson website.


## K.O. KNUDSON RESTROOM PASSES

Each teacher will have a color-coded pass that students must have visible when are walking to the restroom. The color of the pass designates the nearest bathroom that they need to use. Students found out of place, out of class for more than 5 minutes or without a pass are subject to progressive discipline.



# K.O. Knudson Middle <br> 2023-2024 <br> <br> School Student Planner 

 <br> <br> School Student Planner}

| 7 Monday | 8 Tuesday | $9 \quad$ Wednesday |
| :---: | :---: | :---: |
| Subject: | Subject: | Subject: |
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| Notes |  |  |



| August 2023 |  |  |
| :---: | :---: | :---: |
| 14 Monday | 15 Tuesday | 16 Wednesday |
| Subject: | Subject: | Subject: |
| Homework: | Homework: | Homework: |
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## August 2023

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## August/September 2023



| September 2023 |  |  |
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| 4 Monday | 5 Tuesday | 6 Wednesday |
| Subject: | Subject: | Subject: |
| Homework: | Homework: | Homework: |
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| September 2023 |  |  |
| :---: | :---: | :---: |
| 11 Monday | 12 Tuesday | 13 Wednesday |
| Subject: | Subject: | Subject: |
| Homework: | Homework: | Homework: |
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| September 2022 |  |  |
| :---: | :---: | :---: |
| 18 Monday | 19 Tuesday | 20 Wednesday |
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| Notes |  |  |



| September 2022 |  |  |
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| 25 Monday | 26 Tuesday | 27 Wednesday |
| Subject: | Subject: | Subject: |
| Homework: | Homework: | Homework: |
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| Notes |  |  |



| October 2023 |  |  |
| :---: | :---: | :---: |
| 2 Monday | 3 Tuesday | 4 Wednesday |
| Subject: | Subject: | Subject: |
| Homework: | Homework: | Homework: |
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| October 2023 |  |  |
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| 9 Monday | 10 Tuesday | 11 Wednesday |
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## October 2023



| October 2023 |  |  |
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| 16 Monday | 17 Tuesday | 18 Wednesday |
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| October 2023 |  |  |  |  |
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| 23 Monday | 24 | Tuesday | 25 | Wednesday |
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| Notes |  |  |  |  |



| October/November 2023 |  |  |
| :---: | :---: | :---: |
| 30 Monday | 31 Tuesday | 1 Wednesday |
| Subject: | Subject: | Subject: |
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| November 2023 |  |  |
| :---: | :---: | :---: |
| 13 Monday | 14 Tuesday | 15 Wednesday |
| Subject: | Subject: | Subject: |
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$20 \quad$ Monday $21 \quad$ Tuesday $\quad 22$ Wednesday

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## Notes


27 Monday 28 Tuesday 29 Wednesday

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## Notes



## December 2023

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## December 2023

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## Notes



## December 2023

18 Monday 19 Tuesday 20 Wednesday

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| January 2024 |  |  |
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## February 2024




## February 2024



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## February 2024



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## February 2024

26 Monday $27 \quad$ Tuesday $\quad 28$ Wednesday

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| March 2024 |  |  |
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| April 2024 |  |  |
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| April 2024 |  |  |
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| April/May 2024 |  |  |
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| May 2024 |  |  |
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| Notes |  |  |

## Clark County School District 2023-2024 School Calendar for Students* August 2023 - May 2024

First and Last Day of School
No School for Students on Shaded Days Parent-Teacher Conferences Day

| August 2023 |  |  |  |  |  |  |
| ---: | ---: | :---: | ---: | ---: | ---: | ---: |
| No School on Shaded Days |  |  |  |  |  |  |
| S | M | W | TH | F | S |  |
|  |  | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |  |  |
|  |  |  |  |  |  |  |


| September 2023 <br> No School on Shaded Days |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 5 | M | T | W | TH | F | 5 |
|  |  |  |  |  | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|  |  |  |  |  |  |  |


| October 2023No School on Shaded Days |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| S | M | T | W | TH | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |  |  |  |  |
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| November 2023 <br> No School on Shaded Days |  |  |  |  |  |  |
| ---: | ---: | ---: | ---: | ---: | ---: | ---: |
| S | M | T | W | TH | F | S |
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |  |  |
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| December 2023 <br> No School on Shaded Days |  |  |  |  |  |  |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |  |  |  |  |  |  |


| January 2024 <br> No School on Shaded Days |  |  |  |  |  |  |
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|  | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |  |  |  |
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| September 2023 |
| :--- |
| Monday, September 4 - Labor Day (No School) |
| Monday, September 11 - Staff Development Day (No School for Students) |
|  |


| October 2023 |
| :--- |
| Friday, October 6 - End of First Grading Period (44 days) |
| Monday, October 9 - Staff Development Day (No School for Students) |
| Tuesday, October 10 - Elementary School Parent-Teacher Conferences |
| (No School for Elementary Students Only) |
| Friday, October 27 - Nevada Day Observed (No School) |


| November 2023 |
| :--- |
| Friday, November 10 - Veterans Day Observed (No School) |
| Wednesday, November 22 - No School for Students |
| First Contingency Day (if needed) |
| Thursday-Friday, November 23-24 - Thanksgiving Day and Family Day (No School) |
|  |


| December 2023 |
| :---: | :---: |
| Friday, December 15 - End of Second Grading Period (45 days) |
| Friday, December 15 - Winter Break Semester (89 days) |
| No School December 18 - January 1 |
| Find Day |


| January 2024 |
| :--- |
| Tuesday, January 2 - Classes Resume |
| Second Semester Begins |
| Monday, January 15 - Martin Luther King, Jr. Day (No School) |
| Monday, January 22 - Staff Development Day (No School for Students) |
|  |

Page 1 of 2
May 3, 2023

Clark County School District
2023-2024 School Calendar for Students* (continued) August 2023 - May 2024
First and Last Day of School
No School for Students on Shaded Days Parent-Teachers Conferences Day

| February 2024 <br> No School on Shaded Days |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 |  |  |
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| Monday, February 19 - Presidents' Day (No School) |
| :--- |


| March 2024 <br> No School on Shaded Days |  |  |  |  |  |  |
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| 10 | 11 | 12 | 13 | 14. | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |  |  |  |  |  |  |


| March 2024 |
| :--- |
| Friday, March 8 - End of Third Grading Period (47 days) |
| Friday, March 8 - Spring Break Begins - End of Day |
| No School March 11 - March 15 |
| Monday, March 18 - Classes Resume |
| Friday, March 29 - No School for Students |


| April 2024No School on Shaded Days |  |  |  |  |  |  |
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| S | M | T | W | TH | F | 5 |
|  | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |  |  |  |  |
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| April2024 |
| :--- |
| Monday, April 1 - Staff Development Day (No School for Students) |
| Friday, April 26 - No School for Students |
| Second Contingency Day (if needed) |
|  |


| May 2024No School on Shaded Days |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| S | M | T | W | TH | F | 5 |
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |  |
|  |  |  |  |  |  |  |


| Monday, May 2024 |
| :--- |
| - End of Fourth Grading Period (44 days) |
| End of Second Semester (91 days) |
| End of School Year (180 days) |
| Tuesday, May 21 - Third Contingency Day (if needed) |

