



HENDERSON
INTERNATIONAL SCHOOL



STUDENT & FAMILY HANDBOOK

ACADEMIC YEAR | 2025 - 2026

WELCOME FROM LEADERSHIP



Dear Families,

The Family Handbook provides a framework for our work together in raising creative, deep thinking young people. It is our Family - School Partnership that provides the essential lessons we want our students to have as they mature from Preschool through Middle School.

No handbook can be a complete treatise on rules and regulations, especially when the circumstances for behavioral issues are unique to individual situations. So, our handbook provides the guidelines and essential spirit of how we make decisions together, as frequently as possible. By building our social mores, rules become less essential, and if we do not have solid agreement of social mores the rules become unenforceable.

So, it is the focus of this Family Handbook to convey the spirit upon which our school family will operate with the aspiration that when we all conduct ourselves in appropriate ways the rules of common sense will prevail.

Our faculty, collectively, have hundreds of years of experience working with children at various stages of development. Parents with multiple children know that each child is unique and that any developmental recommendations are simply broad generalizations. Together, we can partner to bring your unique understanding of your children and the experience of our nurturing faculty into harmony to best serve each child.

It is with clear intention that we choose “each” here. In our Diversity Statement we lean toward the unique conditions that surround all children, and in particular children in our care. We desire to participate fully in the lives of our students to support their development into participating citizens in the greater community.

As a private school, we assemble our enrollment carefully to provide many experiences and opportunities for learning both inside and outside the classroom. Overcoming challenges, academic, social, and emotional, is the platform for all learning, because if everything comes easily then we are not stretching the brain.

Critical Thinking, High Order Reasoning and Complex Problem Solving create innovation, the seeds for future success in an integrated world of cultures and rapidly changing social and work environments. Learning how to learn, adapt and create are essential components of our Primary and Secondary education today. Remember, we are educating children for their future and not their past!

Thank you for your collaboration and trust,

Henderson International School
Leadership Team

Henderson International School

Vision and Mission Statement



Vision

Henderson International School cultivates confident, well-rounded students that contribute wisdom, compassion, and leadership to a global society.

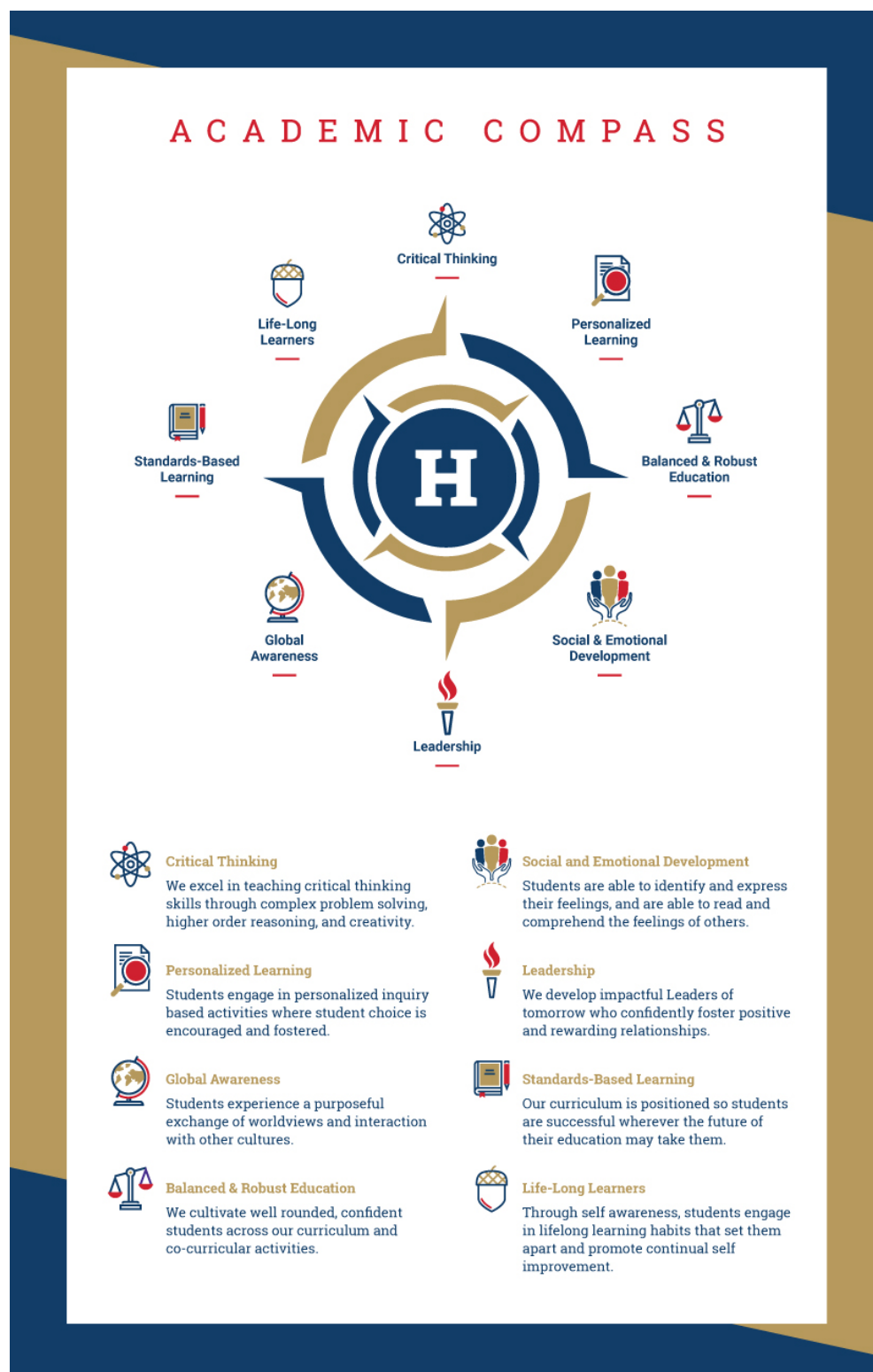
Mission

Our graduates are prepared to excel academically, contribute to society, and lead meaningful, fulfilled lives.

This is accomplished through personalization, globalization, and critical thinking.

Henderson International School

Academic Compass



GUIDING PRINCIPLES

Our teachers engage, prepare, and inspire each student through:

- **Student-centric Focus:**
Our greatest commitment is to support, advise and encourage our students. All decisions are considered through the lens of positive impact on student outcomes and achievement.
- **Collaborative Efforts:**
We believe that learners are best served when students, families and educators work together. Through joint planning, active listening and respectfully challenging one another, we continually improve and achieve better results for our students.
- **Purposeful Practice:**
We are reflective and rigorous in our practice. We deliberately apply lessons learned to improve our curriculum and programs to better serve the needs of our students.

DIVERSITY STATEMENT

Henderson International School is an inclusive community that values diversity among students, staff, and families. In our community, diversity spans race, socioeconomic level, gender identity, sexual orientation, ethnicity, religion, family structure and other differences.

We believe diversity is crucial to academic vitality. Cultivating intellectual, social, and emotional growth in an inclusive environment is essential to the rigorous education we provide.

PHILOSOPHY & GOALS

Henderson International School is committed to providing a learning environment in which children can mature and develop to ever-higher levels of personal growth and academic achievement. We believe that developing a strong partnership with parents and guardians promotes an environment of trust that enables young people to internalize strong character traits while excelling academically, leading to a happy and fulfilling adult life.

Our purpose:

- Reach each child as an individual to help him/her grow intellectually, socially, emotionally, physically, and creatively.
- Provide each child with an exciting and personal educational experience.
- Guide each child to develop a keen sense of self-advocacy, which is essential for satisfying and productive participation in a fast-paced global society.

Through our School-Wide Learning we endeavor to produce:

- Active Learners who participate, contribute, and engage in the challenges of our learning environment and who set, pursue, and achieve realistic and challenging age-appropriate goals.
- Complex Thinkers that collect data, think critically, demonstrate mathematical skills, recognize, and propose options, make decisions, employ technologies, and creatively solve problems.
- Effective Communicators who are skilled readers, writers, speakers, listeners, viewers, technologists, and artists utilizing their literacy skills to interpret others' and express their own creative responses to the world.
- Self-Motivators who are responsible, self-directed students who demonstrate self-evaluation, self-reliance, self-discipline and set defined goals to create personal pathways to success and happiness.
- Responsible and Effective Citizens who have the knowledge to access and make informed choices regarding their emotional and physical well-being; who demonstrate collaborative skills and contribute time and energy in a responsible manner in our socially and culturally diverse local and global communities; and who understand and value the environment and interrelatedness of life.
- Creators of new learning including digital publishing.

AGREEMENTS

The Handbook, as well as these Terms & Conditions, also applies during educational or cultural trips as well as during any other school or extra-curricular activity organized by the School and in which the Student participates, in the United States or abroad.

COMPLIANCE WITH RULES & REGULATIONS - STUDENTS & FAMILY

The student shall abide by the rules and regulations as set forth in the Family Handbook, which may be amended by the school periodically, and such other rules as may be promulgated by the school from time to time. The Parents will ensure the Family Handbook has been read and reviewed with the student. The Parents further acknowledge that any violation of the school's policies, rules and regulations may lead to dismissal of the student, without refund or reduction of any of the financial obligations owing by the Parents to the School. The Parents expressly understand and agree, on their own behalf and on behalf of the student, that the decision of the Leadership Team regarding any disciplinary matter shall be final, absolute, and determinative in all cases, and expressly and completely waive all right to contest such decision for any reason and in any forum whatsoever.

The Parents/legal guardian will read and abide by the rules and regulations as set forth in the Family Handbook, which may be amended by the school periodically with proper notice and communication. The citizenship traits that the school instills in our students are also expected to be upheld by our families during all interactions with the school community. Examples of unacceptable interactions include rude and threatening behavior (physically, verbally or written), non-compliance with our rules and

regulations and disregard of staff recommendations and directions. Failure to comply with these expectations may result in your family being removed from the school or rescission of student contract.

RE-ENROLLMENT GUARANTEE

It is our intent to re-enroll all current Henderson International School families annually. However, a student's current enrollment is not a guarantee of future re-enrollment. Factors that may affect re-enrollment include financial obligations, student and family conduct, academic performance, social-emotional progress, and learning support needs beyond our available school resources.

SCHOOL DIVISIONS

Henderson International School has three divisions:

- | | |
|--------------------------|---|
| • Early Childhood | Preschool, Prekindergarten and Kindergarten |
| • Lower School | Grades 1 - 5 |
| • Middle School | Grades 6 - 8 |

CITIZENSHIP

Citizenship is the responsibility of all members of our school community. Everyone agrees to abide by the rules in this Family Handbook. Teachers work with students to clarify the need for the rules, which promote a safe and inviting learning environment. Students will help create agreements with peers related to class rights and responsibilities including Empathy, Respect, Responsibility, Kindness, Trustworthiness, Composure. To maintain good citizenship, students are expected to:

- Follow the school and classroom rules.
- Come to class on time and ready to learn, with necessary materials.
- Model responsible behavior.
- Help those in need.
- Have a positive attitude.
- Work cooperatively with all students, faculty, and staff.
- Demonstrate pride in our school.
- Comply with the conditions of the Acceptable Use Policy when using technology.
- Dress appropriately in school uniform.

HONOR CODE

Henderson International School believes that it is each student's personal responsibility to complete work accurately and in a timely manner, reflecting what the student has learned. We trust that all students do their work to the best of their ability, and that parental input on homework will be for oversight and clarification only. When a student struggles, the parent should inform the teacher of the specific area(s) that need more support. Henderson International School has established this Honor Code to help all

students develop honesty, integrity, and trustworthiness as they learn and grow. Guidelines include, but are not limited to, the following:

- **Honesty** – Telling the truth is valued. At all times, speak and act in a truthful manner.
- **Personal Expression** – Individuality is valued, with simultaneous respect for others' rights to equally express themselves. Name-calling or other hurtful gestures, either written or spoken, are not tolerated.
- **Respect** - Being considerate of others' feelings or their requests is imperative. Treat others as you would want to be treated.
- **Plagiarizing** – Copying from a written or electronic source without giving proper credit or using quotation marks around the work, for example, whether from a book, encyclopedia, internet site, phone app, AI bot, etc., is never acceptable and will result in appropriate consequences.
- **Cheating** – Accessing materials to aid in a test or assignment (unless otherwise stated by a teacher) is considered cheating and will not be tolerated.
- **Copying** – Taking answers from another student or from another source (copying from a workbook or handout, etc.), or allowing another student to copy one's work or sharing work electronically will not be tolerated.
- **Stealing** – Taking anything that belongs to others is not allowed. Borrowing any materials from a teacher or student without their permission is not allowed. Going into any desk or locker other than your own is not allowed. Not returning school equipment is considered stealing.
- **Consequences** – Each student and each situation will receive individual attention and response. Parents will be informed of inappropriate behavior and the consequences of actions involving their child. Consequences for inappropriate choices may include the following: restitution; a phone call to the parents; removal from a class or activity; additional work or another assessment; notification that the student must be picked up from school by the parents; a corrective conference; suspension and/or expulsion. The Leadership Team reserves the right to suspend or expel any person for any cause deemed sufficient by the school in its sole discretion.

SAFETY

All members of Henderson International School must always participate in securing our campus. Therefore, the possession or use of fireworks, firearms, blades, or any other dangerous weapon, item, or substance will be seen as a serious violation of school rules. Any unauthorized use of fire (e.g., cigarettes, firecrackers, etc.) on school property is a potential threat to the safety of others and is not permitted. Tampering with fire prevention devices puts others at risk and is forbidden. Creating a potential fire hazard is considered a serious violation of school rules and will result in disciplinary action. Nevada law (NRS 202.265) prohibits possession of dangerous weapons on school grounds, which includes our parking areas.

EMERGENCY DRILLS

Students and staff will participate in regular emergency drills across a variety of scenarios.

INTEGRITY

As a principled learning community, we offer every individual in our school the opportunity to strive and grow both intellectually and personally in the pursuit of excellence. Essential to this growth is an unyielding commitment to personal and organizational integrity both on and off campus. Accordingly, every member must always act with honesty, respect, and empathy. By accepting these core values, our families commit themselves to a bully-free community in which trust can develop as well as a lifelong appreciation for learning.

Truthfulness, even in the face of social pressure, is one of the values the school most wishes to establish. Any situation in which a student lies to an adult in the community is considered a major offense. Lying seriously compromises trust within the community in a way the school cannot tolerate. Students must be aware that lying includes false representation in speech, recordings or in writing.

Everyone is expected to respect community property and the property of others. Therefore, stealing, and willful destruction of (or damage to) the property of others undermines the quality of trust necessary in our school. Stealing and willful destruction of property will result in suspension or expulsion.

Students or families who disparage the reputation of the school in any fashion, including on social networking sites, will also be held accountable for their actions at the school's discretion.

DISCIPLINE

Teachers and parents encounter many 'teachable moments' with our students. Primarily, children learn by imitation, and so attention by adults to their own behavior, especially when children can sense what is going on, plays a critical role in our Family/School Partnership. Natural consequences provide wonderful opportunities for children to reflect on choices they have made and to consider ways to improve.

While on campus when school is not in session, parents are responsible for their children. The school is not responsible for children's behavior when accompanied by a parent. Please maintain an important level of control over your children and help other parents to be aware of problems should any issue arise. Praising the positive is appreciated!

In our communication, we strive for transparency and honesty in our dealings with and among all members of our school community. We encourage staff and families to address concerns openly and respectfully, to refrain from making judgments based on incomplete information and to look for common ground in difficult matters.

Adults must always remember that we are role models for our children, reflected in the way we behave and treat each other. We want to help students learn to resolve their own conflicts while supporting the development of their self-advocacy and good choice-making. It is essential that staff and family members engage in open dialog to arrive at a true understanding of student challenges at school and at home.

Deliberate infractions of either the letter or the spirit of major school rules are serious matters and may lead to suspension or expulsion without a warning. Persons silently witnessing such violations may also be held accountable.

COMMUNICATION

The most important Family/School Partnership communication is directly between parents and teachers. If assistance is needed, the Division Principal will participate in resolving both academic and behavioral issues. The Leadership Team will resolve business operations issues. The Leadership Team meets regularly to address proactively as many communication issues as possible.

LEADERSHIP TEAM

Bryan Garofolo	Director of Finance & Accounting 702-818-2120 bryan.garofolo@hendersonschool.com
Brandon Lindsey	Director of Educational and Information Technology 702-818-2177 brandon.lindsey@hendersonschool.com
Lizette Augustine	Early Childhood Director 702-818-2172 lizette.augustine@hendersonschool.com
Carmen Benedict	Lower School Principal 702- 818-2164 carmen.benedict@hendersonschool.com
Joseph Petrelli	Middle School Principal 702-818-2171 joseph.petrelli@hendersonschool.com

FAMILY REFERRAL PROGRAM

Henderson International School would like to thank and recognize the positive referrals so many families make to prospective families. For every student that you introduce, and who is enrolled at our school for more than 90 days, you will receive a minimum \$1,000 tuition credit, which we will apply to your account. For more information, please visit our website: <https://www.hendersonschool.com/parent-resources/resources>

STUDENT AND FAMILY INFORMATION

The parents/guardians are responsible for ensuring the school has updated contact information. This includes, but is not limited to address, email, phone number, emergency contacts and medical information. Changes in student or family information must be received in writing at your earliest convenience. Please note that if you wish to amend or update individuals authorized to pick up your child, the school must receive written permission before a student can be released. Please use the Change of Contact form which is available on the website: <https://www.hendersonschool.com/parent-resources/resources>

PARENT RESOURCES

Please familiarize yourself with the Parent Resources page located on the website. This will provide essential school information such as calendars, family handbook, administrative forms, uniforms, lunches and school activities. Please use this link: <https://www.hendersonschool.com/parent-resources/parent-resources-overview>

TIMELINESS

Punctuality is critical for success in our academic program and an essential life skill. If we as adults do not value and prioritize school instructional time, then neither will our children. We expect that students and parents will make every effort to schedule appointments and commitments outside of the school day.

All gates will close at 7:55 am. The school's expectation is that students arrive at school by 7:55 am and are in class no later than 8:00 am. Instruction for all grade levels commences at 8:00 am. When gates are closed, entry will be via the Front Desk in the West Administration Building.

Tardies - If an improvement has not been made as it relates to tardiness, the school will require a formal parent conference which may result in further disciplinary proceedings including dismissal from the school dismissal or placement holds.

ABSENCES

Absences impact academic performance and social growth. The Federal Government defines chronic absenteeism as missing an excess of 10% of the school year. Following that guideline, a maximum number of six absences, regardless of the reason, will be allowed per trimester. Absenteeism over six occasions per trimester will be defined as chronic. Exceeding this limit will result in formal communication from the school requiring your student to reduce the number of future absences. Continued chronic absenteeism could result in non-renewal of contract.

Although a student may make up work missed, it is impossible to replicate the original learning experience that took place in the classroom. Excessive absences disrupt the flow of learning for each student, create additional burdens for the student and teacher, and jeopardize promotion to the next grade. There is an expectation that your child will make up schoolwork within the allotted time agreed upon by the teacher and divisional

principal. However, make-up work does not replace the effectiveness of the in-person learning experience.

If a family knows that their student will be absent, for any reason, it is their responsibility to contact the student's homeroom teacher or advisor, and frontdesks@hendersonschool.com.

ILLNESS

A student who has been sick with a fever or vomiting cannot return to school until fever and symptom free for **24 hours without medication**. The symptom and fever free period will be extended to 48 hours with a physician's letter. Typically, a fever is classified as above 100 degrees, however, staff will observe the student's full symptoms and wellbeing to determine if a student can remain at school. Students sick on a school day are not allowed to take part in after-school sports, activities, or performances.

For the safety and wellbeing of your child, there may be occasions where you will be contacted to pick up your child due to other symptoms or behavior that we have identified, which result in the child receiving care off campus. If a parent/guardian is refusing to pick up their child at the request of the school, a parent conference will be scheduled.

When contacted, a parent/guardian will be required to pick up a child from school within one hour.

MEDICATIONS

If students require over the counter (OTC) or prescribed medication during the school day, a medication authorization form must be completed. The medication, contained in its original packaging, must also be handed to the Front Desk. The original packaging must contain students' full name, date of birth, expiration date and doses to be administered. Please ensure a completed Medication Authorization form is submitted when handing over student medications. These are available at the front desks and on the HIS website: <https://www.hendersonschool.com/parent-resources/resources>

ALL medications should be in original packaging and clearly labeled with the student's full name, expiration date, storage and dosing instructions. Please note that prescribed medications require the physician's label attached to the original packing. The school will regularly check medication expiration dates. Families are expected to dispose and replace required expired medications as soon as possible. Expired medications will not be administered.

Medications are not permitted to be carried on campus, kept in lockers or backpacks. ALL medications, including Epi-Pens and Inhalers, should be handed to the Front Desk for safe keeping.

PANDEMICS

Please refer to the Covid health and safety guidelines for protocols relating to Covid. Leadership will keep families and staff informed of new and/or updated protocols regarding pandemics including Covid.

MEDICAL CONDITIONS & ALLERGIES

Your child's health is our priority. Understanding your child's health needs will help the school to provide the necessary care. If your student has a medical condition, including allergies, please notify the school. Likewise, if your student's medical condition or allergies change over the school year, please advise the Front Desk immediately.

Families can provide necessary medical information during the online registration period by updating the Student Information System. Once online registration has closed, please detail your child's condition in writing, stating medical care or medication required.

CONFERENCES

Student/Parent/Teacher conferences will be held three times during the year in all grades. Each student's presence is essential at these conferences as we will be addressing his/her Personal Learning Plan (PLP), school performance and individual growth. As the year progresses, these conferences will be increasingly led by the students. On Conference Days, there will be no classes or childcare. The school calendar confirms Conference Days. Please contact your divisional principal if you are unable to attend a conference. In the event you cannot attend a conference, no conference will be scheduled on a separate day. Parents are expected to attend the three conferences held each school year.

FLAG CEREMONY & ASSEMBLIES

We will gather for the flag ceremony and assemblies on a routine basis. Students are expected to respond politely and to develop the social skills of an attentive and appreciative audience. Assemblies generally feature a variety of presentations to enrich the school experience and provide opportunities for student performance.

PARENT TEACHER ASSOCIATION (PTA)

The PTA is a not-for-profit organization open to all our families. The PTA operates separately from, but in close connection with, our school and has its own governance structure. PTA meetings are also a good venue for staying current with the administration. Please visit the PTA website for events, activities and contact information: <https://his.memberhub.com/>.

PHONE CALLS

Students are permitted to contact their parents/guardians in case of emergency. The Front Desk will initiate the setting up of the phone call. Students are reminded to speak respectfully on the telephone and are expected to ask permission before making the phone call. Students are not permitted to use cell phones on campus unless authorized by the divisional principal.

SCHOOL LUNCHES & SNACKS

Hot lunches can be ordered through our catering supplier, Better Lunch. For your child to receive a Better Lunch, please ensure the lunch order is placed no later than 7:55 am each day. You also have the option to pre-order in advance. When placing an online order, please use the following codes which determines your child's division:

Students in Preschool and Prekindergarten: Use code **HISPS**
Students in Kinder through 8th grade: Use code **HIS**

For more information regarding lunch orders, payments and menu options, please visit their website for more information: www.mybetterlunch.com. Students may bring lunch and snacks from home.

Note: If arrangements have not been made for a student to have lunch, an emergency "Lunchable" will be provided. Families are expected to pay the \$10.00 lunch fee within 5 days of the emergency Lunchable being provided. Payment can be made to the Business Office. Henderson International School will notify families if an emergency "Lunchable" was provided.

Henderson International School provides a nut free table in the dining hall. Students may bring in their own snacks, and these products may contain nuts. Please speak to the Front Desk if you have concerns about your child's allergies.

Sugary snacks and drinks can affect your child's ability to focus. Please refrain from providing your child with high sugar snacks and drinks while at school. Water bottles are permitted, and water fountains are available, located around campus. Please label your child's water bottles.

CARLINE/DROP-OFF/PICK-UP

See attached (Appendix A) for drop-off/pick-up instructions. Carline tags will be provided for students.

WALK HOMES

In the interest of student safety, students who walk home/ride bikes from school must sign out at the Front Reception Desk before leaving campus. Written parental consent must be provided to the Front Desk prior to a student being permitted to walk home. Please advise your child of this procedure if applicable.

ACCESSING STUDENT RECORDS

Student records can be either official or unofficial. Official records are those transferred between institutions. Unofficial records are those obtained for family information. Student records may include, but are not limited to:

- Report Cards including attendance
- Transcripts - High School classes and credits
- Standardized Test Scores
- Birth Certificate
- Health Information including immunization records
- Behavioral and Specialist Reports including accommodations

Official Records are confidential between institutions and unavailable for family review or approval. This enables institutions to communicate transparently regarding a student's academic progress and/or behavioral performance. If you require official student records, please complete a student record request form which can be located on our website:

[Permission to Release Student Records](#)

Unofficial Records are available to legal guardians. Unofficial report cards are available through Infinite Campus for the current and previous school year. Please contact the Front Desk if you require assistance accessing these records in our Student Information System. All other unofficial record requests must be requested via the following link:

[Permission to Release Student Records](#)

Principal and Teacher Recommendation

It is common practice for schools to offer placements dependent on receiving a teacher recommendation. Recommendations are confidential between institutions.

High School Records

Students transitioning from 8th grade to High School may be required to submit records as part of the High School admissions process. Henderson International will process all student record requests from High Schools without obtaining parental / guardian permission. If you do not wish for student records to be shared, please write to the registrar **BEFORE** August 1st of each year.

Submitting Record Requests

If you require official records or student records that are unavailable through the Student Information System, please complete the [Permission to Release Student Records](#) form and return to the Front Desk. Upon receipt, the registrar will process student record requests within ten school days. Student records are prioritized and completed on a first come, first served basis. Plan ahead and allow time for your request to be processed.

POLICIES

TECHNOLOGY ACCEPTABLE USE POLICY

The purpose of our educational technology program is to enhance student learning through the integration of technology and to educate our students to be both highly confident users of academic technology and highly respectful digital citizens. A student device is required as part of our academic curriculum and is to be used for educational, rather than recreational purposes. Cellular devices, including but not limited to cell phones, smart watches or similar are not permitted for use during the school day and must be stored in the student's locker/backpack at all times.

As members of our collaborative learning community, we ask that both parents and students read the Technology Acceptable Use Policy document carefully as we expect all individual users to abide by the policy expressed. We expect students to behave in a responsible manner in order to maximize the benefit of our educational technology program. In addition, we believe that students who adhere to the Acceptable Use Policy will experience fewer service issues.

We ask that parents and students work in partnership with Henderson International School staff to address any issues, questions or concerns relating to the Technology Acceptable Use Policy: <https://www.hendersonschool.com/parent-resources/resources>

Online Accounts for Students

A major component of our educational technology program includes the use of online programs. As such, the school will create on your behalf, accounts needed for each of the various programs. The school hereby notifies you, the parent/guardian, on the creation of these accounts and by agreeing to enroll your student into the school, you agree to allow the school to create such accounts.

Consequences of Inappropriate Device, Network or Account Usage

The use of technology is a privilege, not a right. Students are expected to use their devices in accordance with the Acceptable Use Policy. Failure to use devices or accounts in an appropriate manner will result in the following consequences, as determined by the Director of Educational & Informational Technology:

- Cancellation or suspension of internet and account access
- Confiscation of device(s)
- Financial responsibility for damage to another student's device or accessories

BULLYING/HARASSMENT POLICY AND PROTOCOL

In order for Henderson International School to cultivate confident, well-rounded students, EVERY student must feel safe and secure in the learning environment. Our school community strives to provide an environment of respect and support for all students, teachers, staff, and families. Therefore, students have the right to be free from bullying and harassment (including sexual harassment), should feel safe reporting incidents to any member of our staff or faculty, and all staff and faculty will be attentive and thoughtful in response. The following guidelines are designed to help ensure a safe learning atmosphere; create a supportive environment for open, honest communication; help define “bullying” and provide protocols and steps for students, staff, and families to follow that promote respect, empathy, and compassion for all involved.

Definitions

Bullying is when someone repeatedly, intentionally, says or does mean, hurtful things to another person who has a challenging time defending him/herself--negatively affecting the recipient’s physical, psychological, educational and/or emotional well-being.

Bullying includes harassing/intimidating behavior toward another person based on any actual or perceived characteristic such as sex, race, color, ethnicity, national origin, religion, socioeconomic status, age, gender identity, sexual orientation, height, weight, or expression of a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic or sense of “otherness.” Cyber bullying is the same as “real world” bullying.

As bullying is in direct opposition to our focus on the social/emotional development of our students, it will be taken seriously. Bullying will not be tolerated at Henderson International School.

What bullying is NOT: Bullying is not an argument or disagreement between people, peers and friends. It is not a one-time occurrence; it is not an accidental or incidental cause of harm (real or perceived); and it is not simply disliking or avoiding someone.

Forms of bullying:

- Verbal - name calling, personal comments, racial abuse, gossip, taunting, insulting, making threats or intimidation
- Social - being deliberately and maliciously excluded by an individual or group
- Material - when possessions are stolen or damaged or extortion takes place
- Emotional - pressure to conform or manipulating social relationships
- Physical - hitting, kicking, pushing, pulling, blocking/impeding student’s movement, physically assaulting or any other unwelcome physical contact
- Written -including notes, public displays, text messages, social network sites, email or other misuses of technology

Reporting Strategies

Individuals should report bullying or harassment to the nearest trusted adult--faculty, staff, administration--for appropriate and effective action to correct the issue to be taken as quickly as possible. Reporting to an adult should always be the first option.

Incidents such as physical harm, physical threats, or safety issues must be reported to the divisional principal immediately. Upon receiving and assessing reports, teachers and administration will take appropriate action to communicate with families, investigate, take necessary disciplinary action and/or establish follow up steps. Every reasonable effort will be made to maintain confidentiality during any investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

If a student doesn't feel comfortable discussing information with an adult, he/she should share with a trusted peer. Peers should respectfully support each other in approaching trusted adults and not "worry alone." Students aware of others being bullied or harassed are expected to report it as well.

STUDENT EXPULSION

Henderson International School recognizes that parental involvement and cooperation with the school's staff is a critical component in the successful education of our students. Expulsion of students from the school is avoided, if at all possible, but the school reserves the right to expel students at the school's discretion if a student incurs serious infractions with behavior, attendance, or academics. Parent cooperation with staff is also a vital component in the creation of a positive school culture; therefore, uncooperative and disruptive parent behavior may result in the dismissal of the family from the school.

LOCKERS & PERSONAL PROPERTY

Middle school students are provided with two lockers – one locker near the classrooms and the other in the gym. Once assigned, lockers will not be changed or traded with other students. Lockers cannot be shared with others.

Although we enjoy a safe, closed campus, students are to keep their combinations private and store their belongings in their lockers, locking them securely. Only school-issued padlocks may be used. Locker combinations are private and should not be shared with others. If a padlock is lost, then the family will pay a \$20 replacement fee. These items should not be kept in lockers:

- Liquids of any kind
- Leftover food from lunch, snacks, or classroom parties
- Items belonging to others
- Medications - Prescribed or Over the Counter

Families should exercise discretion in the non-essential items that students bring to school. Items that distract a student's attention from the serious business of getting an

education will be held in the office. Students are responsible for safeguarding their personal belongings; the school cannot be held responsible for lost items. Lost and found is located at the East, West, and South Buildings.

Students may personalize the inside of a locker by adding shelves, bins and decorative items. Decorating the inside of a locker is optional and all decorations should be removed at the end of the school year, returning the locker to its original condition. The outside of the locker should remain free of decoration. Examples of items that are not to be used to decorate lockers include, but are not limited to, paint, glue, spray adhesive, magnetic tape, rubber cement, permanent markers, contact paper, items requiring batteries, items that make a noise and any item that would permanently adhere to the locker. If you are unsure of what is permitted, please speak to your principal for guidance.

Having a locker is a privilege. Failure to adhere to locker use policies may lose their locker privilege. Lockers will be checked periodically for neatness by Teachers and Administrators.

Search of Property: To ensure a safe campus environment for all students, guests and personnel, Henderson International School has the authority to search and confiscate any item(s) that may pose a danger to others. Search of Property includes cell phone data, computer files and other technology items that may be of concern. The student's parent/guardian will be notified of the search as soon as reasonably possible. The administration or other authorized staff members may search a student's pockets, purse, backpack, gym bag or other personal property. No student may possess any illegal substance, object or contraband that threatens the health, safety or welfare of anyone on the school property. Contraband includes any substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons or incendiary devices. All items deemed to be illegal, illicit, disruptive or a general nuisance to the educational process may be taken by the staff. Storage, return or destruction of such items shall be at the discretion of the administration. The cooperation of all students, parents, personnel and guests will ensure a safe environment for our children.

TOBACCO, VAPING, ALCOHOL, & DRUGS

Henderson International School is a tobacco and drug free campus. Possession of tobacco products, including dipping, e-cigarettes and vaping, is prohibited while on campus, including the parking lots and school fields. Henderson International School prohibits the following:

- The provision, use or possession of illegal drugs or alcoholic beverages.
- Possession of drug paraphernalia and alcoholic beverage bottles and cans, posters and/or logos associated with school events.
- The misuse of prescription drugs, over the counter medications or chemical substances.

Students may not share or sell their prescription or over the counter drugs and must be aware that sharing or misusing prescription drugs is illegal and will result in severe consequences. If students need to take medication while at school, it must be brought to the Front Desk and a Medication Authorization Form must be completed and turned in with the medication. The medication authorization form can be found here: <https://www.hendersonschool.com/parent-resources/resources>

Violation of the Tobacco, Vaping, Alcohol and Drug policy may result in expulsion without a warning.

If the school suspects that an adult who is delivering or collecting a child is intoxicated by any substance (legal or illegal), the school will not release the child from our care until the matter is resolved by Leadership. If the adult is operating a motor vehicle, Henderson International School will inform law enforcement.

Henderson International School personnel are mandatory reporters to Child Protective Services and will cooperate fully with Law Enforcement Personnel to protect children.

VISITORS

If you need to meet with your child's teacher, parents/guardians are requested to book an appointment. If you are visiting school to assist with an approved classroom activity such as a class party or student performance, please advise the Front Desk and the teacher of your arrival ahead of your visit. An email will suffice. In the interest of safety, all visitors are expected to sign in at the Front Desk of the West Building and always wear a security pass. Visitors are requested to park in the parking bays and not in the fire lanes marked in red.

We encourage appropriate and supportive interaction between parents and our school programs. Appropriate parental involvement will be determined by each classroom teacher and supported by the PTA Room Parent. While we welcome parental interest and involvement in meeting the needs of our students, we ask parents/guardians to respect the school schedule, which allows students to engage fully with their teachers and peers. Students need to learn to become increasingly self-sufficient and self-advocating. We strongly believe students need to develop independence, and we ask that parents/guardians not loiter on campus after the start of the school day. Likewise, when any program has concluded, parents should exit the campus with their child and respect the personal time of our staff. We encourage our school community members to be proactive and schedule appointments with teachers and staff at mutually agreeable times as concerns begin to emerge, or important questions arise.

To maintain a productive tone in class, and for safety reasons, non-Henderson students may not visit for social reasons or for the sake of convenience. Visits for prospective students are arranged through the Admissions Office.

VENDOR DELIVERIES

Please note that Henderson International School does not accept third party deliveries, including student lunches and classroom party deliveries. This includes vendors such as Uber Eats, DoorDash, Postmates and companies such as pizza, coffee and fast-food deliveries. Parents/Guardians and trusted contacts are welcome to deliver lunches and “celebration” foods to the Front Desk West Building, where your child’s teacher will be notified of the delivery. If your child has forgotten his/her lunch, our catering provider, Better Lunch, will offer an emergency Lunchable.

SCHOOL PROPERTY AND FACILITIES

No animals, other than service animals, are permitted on campus without prior authorization from the Leadership Team.

Bicycles, scooters, rollerblades, skateboards and the like are not permitted to be used on campus. If used to arrive at school, they must be walked or carried while on campus and stored appropriately. Cycle storage racks are provided for student use.

ACADEMIC TERMS

Students in PS – 5th grades attend school by trimesters. Students in grades K – 5th receive trimester progress reports at the end of each of the three trimesters, while Early Childhood students receive progress reports in trimesters two and three only. Trimester reports list academic and emotional quotient grades in grades PS – 2nd grade. Formative and summative assessments are used to determine a student’s academic progress. Academic progress is communicated to the home regularly during parent teacher conferences and via trimester progress reports.

Students in 6th-8th grade attend school by semesters. Each semester is composed of two quarters. Students will receive a progress report at the end of each quarter containing an academic grade and socio-emotional grades for their classroom conduct, effort, and personal habits. Students will receive a final report card at the end of each semester, composed of two quarters and possibly a final exam. Teacher comments will not be included in these reports but will be shared during our fall, winter, and spring conferences.

GRADING SCALE

Progress for students in PS-2nd grades is reported using a standard-based academic and emotional quotient grade that looks at progress towards the expectations for the end of the academic school year:

- BE (Below Expectations)
- AE (Approaching Expectations)
- ME (Meeting Expectations)
- EE (Exceeding Expectations)

Progress for students in 3rd-8th grades is reported using a traditional A-F reporting system, considering classwork, quizzes, assessments, and homework assignments.

- A = 90% and above
- B = 80% - 89.9%
- C = 70% - 79.9%
- D = 60% - 69.9%
- F = 0-59.0%

Grades within 0.5% of the next letter grade will be rounded up only for end-of-term grades (trimester or semester).

We do not calculate grade point averages (GPA) in our grade reporting. There may be GPA requirements for participation and/or eligibility in extra-curricular school activities and sports:

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0

LATE AND/OR INCOMPLETE WORK

Every student is expected to complete all assignments on time. Such timeliness is each student's central expression of personal responsibility and commitment to the academic endeavor.

ACADEMIC RECOGNITION

Students who demonstrate any of the six tenets of a positive character (Trustworthiness, Respect, Responsibility, Kindness, Empathy, Composure) will be recognized for their outstanding contribution to our school community and emotional and social growth.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

Students should inquire with an NJHS advisor to determine the requirements for candidacy. This high level of recognition requires strong academic standing, excellent citizenship, and community service.

STANDARDIZED TESTING PROGRAM

Henderson International School engages the Educational Records Bureau's (ERB) CTP 5 Assessment in grades 1-8. Utilizing standardized testing instruments provides instructionally useful information in key areas of the school curriculum such as auditory comprehension, reading, vocabulary, writing, verbal and quantitative reasoning, and mathematics. It is also helpful in determining trends of individual students, grade level classes and the school, allowing teachers to make data-driven instructional decisions with other student evaluation and assessment methods.

HOMEWORK

Homework is assigned to enhance student academic and life skills. Assignments support and reinforce the in-school learning experience and encourage the development of independent work habits and time management. Teachers will coordinate assignments at each grade level to ensure consistency and to provide a balanced homework load. Parents must ensure a study environment at home conducive to rigorous pursuit and allow each student to struggle and learn from mistakes. Parents should never do homework for their child; this sends the wrong message to our students about integrity and honesty and prevents the teacher from receiving important formative information as to what that student has and has not learned. If your child is experiencing difficulties with homework, please contact the teacher.

STUDY HALL Grades 1 - 5

Study Hall in Lower School is an extension of the school day from 3:00 to 3:30 pm. This time gives students the opportunity to begin their homework with a grade-level teacher's supervision. Students are expected to work independently, or with a teacher, on homework or class assignments. Study Hall for grades 1-5 is highly encouraged, but it is not a requirement.

FIELD TRIPS

Field trips are part of the educational experience. Students are expected to exercise self-discipline and courtesy. Participants are to observe all school rules and policies during our excursions, including dress code and technology. A field trip is part of the academic day. If a student does not participate in the field trip, that student is considered absent from school and should remain at home.

DRESS CODE

Our school community believes that students should attend school in a uniform in order to learn, not to reflect personal style or family finances. Attire should be neat, clean, comfortable, durable and promote both a positive self- and school-image.

UNIFORM

Anything purchased through Aim High, our approved vendor, is acceptable attire. Anything purchased elsewhere may not be approved.

Shirts:

- HIS polo shirt (long or short sleeve)
- HIS sweatshirts or sweaters with HIS polo or blouse underneath
- *A plain, white, blue or red sweatshirt or sweater may be worn if embroidered with HIS logo*
- Plain, white, blue or red *clothing without logos may be worn* underneath the HIS polo shirt.

Pants or Shorts:

- Khaki or blue chino in color.
- All pants and/or shorts should be conservatively tailored with pants hemmed at the ankle and shorts worn at knee length.
- All pants must fit at the waist and be worn at the waist.

Dresses & Jumpers:

- HIS plaid, blue or khaki.
- HIS logo dresses may be blue or red.
- All must be hemmed **beyond the length of the fingertips**
- Leggings may be only plain white, black, red, or blue under an appropriate length dress, jumper or skort.

Skirts or Skorts:

- Navy or khaki
- All must be hemmed **beyond the length of the fingertips**
- Leggings may be only plain white, black, red, or navy under an appropriate length skirt or skort.

Shoes and Socks:

- Athletic style shoes should be worn in physical education that are appropriate for school.
- Socks (or tights) are to be worn. Please save “wild” socks for spirit days!

Unacceptable Attire with School Uniform (when not used for athletics)

- Tops with any writing/logos other than HIS
- Oversized, baggy pants and/or shorts (cargo style)
- Pants and/or shorts made from denim, mesh, nylon or sweatpants/fleece material
- Sweatpants, athletic pants, jeans, stretch pants, velour pants or pajama pants and/or tops
- Torn garments that are ripped, cut off, traveling or have holes
- Lower garments that drop below the waist when a belt is removed
- Sandals, crocs, backless shoes, high heels and flip-flops
- Headbands with any attached adornments like ears, horns, flowers, etc. are not permitted except on special days.
- Leggings or stretch pants used as outerwear/not covered by skirts or shorts
- Form fitting athletic compression shorts or yoga pants even with pockets.
- Short shorts and cut off shorts
- Sleeveless tops and spaghetti strap shirts/dresses

APPEARANCE

- Body piercings (other than earlobes) and/or tattoos are not permitted.
- Shoulders straps must be at least one inch of clothing.
- The length of your lower garment must always extend beyond the length of your fingertips.
- Student shirts must extend to the line of their belt, never revealing mid-drift.
- Students are not allowed to bear cleavage or be shirtless.
- No under garments should be revealed.

HAIRSTYLES

- Groomed hair is expected.
- Extreme hairstyles, including shaved head (less than #2 blade) or shaved designs in hair, sideburns or eyebrows are not permitted.
- Students may not have more than two distinctly different hair colors at one time, and the colors may not have dramatically contrasting shades.
- A minimum of 75 percent of the hair must be natural color.
- Hair extensions with accent color must not cover more than 25 percent of the overall hairstyle and be used as highlights, not blocks of color.
- Hairstyles, including ombres, extensions, accents and high/lowlights should be subtle and stay within reasonable expectations of professional dress and color.

Essentially, conservative dress that is worn in a manner that enhances the learning environment is appropriate. Questionable dress and academic distractions will be addressed by Principals. Parents will be expected to correct their student's attire before they are allowed to participate in school.

SPIRIT DAYS

Students may dress in accordance with the stated theme of the Spirit Day. On Spirit Days, students wear uniform bottoms, unless specifically allowed by their administration to wear something else.

FREE DRESS DAYS

Jeans and sweatpants are permitted on free dress day. Students should continue to dress appropriately for school, in a manner which allows them to move around campus comfortably and modestly.

CAPS/HATS/HOODS

Caps, hats, beanies, or hoods may be worn outside only. When wearing a cap or hat, the "bill" must face forward.

PHYSICAL EDUCATION (PE) UNIFORM

Boys and girls in grades 6-8 change into PE attire for class. School shorts and PE t-shirts with socks and athletic shoes are the standard.

SWIMWEAR

Swimwear must be conservative, and either one piece or shorts & top.

DRESS CODE VIOLATIONS

The Leadership Team may modify the dress code as needed. In all cases Leadership will make the final determination as to whether or not an outfit meets the dress code standards.

BACKPACKS ON WHEELS

Oversized backpacks on wheels are not permitted. Bags should be the appropriate size and weight for the child.

AFTER SCHOOL ATHLETICS

Henderson International's interscholastic athletic programs strive to provide the best opportunities beyond the school day for students to excel in leadership, teamwork, self-discipline, and moral character. The purpose is to provide each participant with experiences that will be positive in their physical and psychological development. Being a member of the school's athletic team is a privilege that comes with certain expectations and responsibilities. Students must attend school to participate in athletics on that given day. Spectators, student-athletes and coaches must recognize that their conduct plays an important role in establishing the reputation of our school and that their actions can relate directly to the success of their team. We value the relationship with the other schools that provide us the opportunity to test the many skills that we have practiced. They should be welcomed and treated with the greatest respect when visiting our campus, as well as when we are guests on their campuses.

SKILL ASSESSMENTS/PRACTICES/GAMES

Henderson International School will have a no cut policy for all middle school sports. That being said, aligning with our mission, vision and guiding principles, student-athletes will participate in skills assessments at the beginning of each season for their chosen sport. These will determine the instructional level for which they are best suited, and teams will be divided accordingly. If student athlete numbers are too high to accommodate everyone on a team, an instructional team will be formed and as students develop their skills, students will be added to the game time roster. Student-athletes are expected to be at every practice and game. Practices should be treated with the same intensity as a contest. We use practice time to develop our skills that will be applied during our athletic contests. Once a contest is complete, student-athletes and coaches will reflect on how the skills were applied in the contest to further develop their fundamental skills and knowledge of the game and develop further practice routines for improvement.

PLAYING TIME

All student-athletes are eligible to play in each game of the regular season. The amount of playing time a player receives is at the coach's discretion. In the post-season or in tournament play, this rule will not apply. Exceptions to the rule are applied when lack of academic progress, disciplinary issues, injuries or illness arise.

ATHLETICS UNIFORMS

The athletic department will distribute game uniforms to athletes at the beginning of each season. Athletes are expected to wear uniforms in their entirety during contests. It is the responsibility of the athlete to be prepared for practices and games. The practice uniform consists of PE t-shirts, shorts/pants, socks and athletic shoes. If an athlete does not come dressed completely in their practice uniform, it is up to the coach's discretion if the athlete may participate in practice. Missed practices will affect game time. If they do not come prepared and dressed completely in their game uniform, they are not allowed to participate in the game. However, they are expected to sit on the bench and support their team for the entirety of the contest. An athlete who has come unprepared is not allowed to obtain an extra portion of a uniform from the storage room.

At the end of the season all athletic uniforms are to be returned to the athletic department in a similar condition. Failure to return the uniform will result in a fine to be imposed for the cost of the uniform. The student will not be allowed to join a different athletic team until the complete uniform is returned in good condition to the athletic department.

TRANSPORTATION

All Henderson International School student-athletes are expected to establish their own safe and reliable mode of transportation to and from all away games.

AWAY GAMES

Where students have to leave school early, due to away games, a parent, guardian or trusted contact will be expected to present a photo ID in order to sign out a student. Parents, guardians or trusted contacts that are not listed in the Student Information System will not be permitted to sign out a student. Every student must be signed out by a trusted contact prior to leaving campus.

CODE OF CONDUCT - PARENTS OF STUDENT-ATHLETE

As a parent of one or more student-athletes, you also have committed yourselves to certain responsibilities and obligations, which are outlined in this Athletic Code of Conduct. Your signature on the Athletic Code, along with the signature of your student-athlete, indicates that you understand and accept those responsibilities and obligations, and agree to cooperate with the school to enforce the Athletic Code of Conduct. See Appendix C for Code of Conduct - Parents of Student-Athletes

CODE OF CONDUCT - STUDENT-ATHLETE

The essential elements of character building and ethics in athletics are embodied in the concept of sportsmanship and six core principles: Trustworthiness, respect, responsibility, fairness, caring and good citizenship. See Appendix D for Code of Conduct - Student-Athlete.

APPENDIX A: STUDENT DROP-OFF/PICK-UP PROCEDURES

CARLINE TAGS

Each family will receive three (3) carline identification tags, which can also be given to guardians who have permission to pick up your child. Carline tags from previous years are not permitted. Fold and visibly place the carline tag on the passenger's side dashboard.

NOTE

- Unfamiliar drivers (i.e. nannies, babysitters, aunts, uncles, cousins, etc.) of vehicles not displaying a carline tag will be asked to park and proceed to the reception desk and present photo identification before the student is released.
- Under NO circumstances is the Early Childhood parking lot to be used for K-8 pick-up/drop-off purposes unless a sibling is enrolled in Preschool or PreK.

EARLY CARE

Early care is available to students across all grade levels and included within tuition. Students will enter campus through the front administration gate and proceed to the designated location. Early care is available from **7:00 am**.

- **Early Childhood (PS-PK):**
Parents/guardians are required to sign in your children. Students are escorted to their designated classroom at 7:50 am.
- **Students (Grades K-8):**
At the end of the session students will then proceed to join their peers. The session ends at 7:30 am.

STUDENT CARLINE DROP-OFF – ON TIME ARRIVAL

SCHEDULE

- Carline will commence at 7:30 am across all divisions.
- Students should arrive no later than 7:55am.
- All campus gates will be locked at 7:55 am.
- Classes start at 8:00am.

DROP-OFF LOCATIONS

- Preschool and PreK students should use the Early Childhood parking lot.
- Kinder through 5th grade drop-off will take place at the southeast carline circle. Enter through the lower school gate.
- Middle school drop-off will take place at the main gate between the South Building and administrative offices.

NOTE

- When using the carline, remain in your vehicle. Your child will be assisted by a staff member.

- No parking in the carline loop or the right side lane in front of the lower school gate entrance.
- Please do not park or stand in the fire lane.
- Once the carline has finished, and gates are closed, please enter via the main admin building. This pertains to all students entering after 7:55 am regardless of grade level or division.
- Henderson International School provides parking bays. If you need to enter campus for any reason, check in at the front desk. Please do not park in the carline lanes or along the red lines. You will be asked to move your vehicle.

STUDENT DROP-OFF/WALK-IN – TARDY

- Late arrivals may enter through the Main Admin Building – West reception.
- Students who arrive at or after 8:00 am will be marked tardy.

STUDENT DISMISSAL PICK-UP

PRESCHOOL/PreK

- Gates will open at 2:45 pm for a 3:00 pm dismissal. Gates will close at 3:30 pm.
- The parent or guardian will park in the EC parking lot and enter the building through the EC hallway.
- Students in Preschool and PreK must be signed out when picking up.
- Older Siblings will come down to meet their PS/PK sibling at 2:55 pm.

LOWER SCHOOL

- Lower School students will be dismissed from the East Building to carline at 3:00pm
- K-5 pick-up will take place at the east carline circle between 3:00 pm and 3:30.

MIDDLE SCHOOL

- Middle School students will be dismissed from the West Gate to carline at 3:00 pm.
- MS pick-up will take place at the west building (Main Office) between 3:00 pm and 3:30.

CARLINE EFFICIENCY

- Staff will direct traffic flow. Follow their directions and be sure to have your carline tag visible on the dashboard.
- Remain in your vehicle at all times. Your child will be escorted to/assisted in your car by a staff member.
- Middle School pick-up will take place at the main gate from 3:00-3:30 pm. Older siblings can meet younger siblings at the East Building at dismissal.
- Older siblings (both Lower and Middle School) can meet younger siblings in the Early Childhood wing for one-stop pickup beginning at 3:00 pm.

LATE STUDENT PICK UP

At 3:30 pm, students that have not been picked up will be escorted by a staff member to Skyhawks. After School Club (Skyhawks) drop-in charges will apply. To pick-up your child from Skyhawks, please go to the Front Desk, West Admin Building.

Middle school students supervised by a staff member may remain in the South Building until 3:30 pm. Students may not be in any location on campus without staff supervision.



DRIVING ON CAMPUS

Neither parking nor standing are allowed in the drop off/pick up lanes. Active loading and unloading could be occurring.

If you have business to conduct, then please park in a 5-minute allocated parking bay or another space if staying longer.

Never leave your car running unattended.

Never park on the red curbs.

Please drive very carefully and attentively near the school as many students are en route to and from four schools in our neighborhood.

On campus the speed limit is 5 mph.

Operating a motor vehicle while texting or holding a device is illegal in Nevada. All phone operations should be hands-free.

Music should be kept to a low level while on campus. If asked, please lower the volume so as not to disrupt learning or the local community.

Be considerate to other drivers.

Watch out for pedestrians including students who are walking home, on bicycles, scooters and skateboards.

APPENDIX B: BEHAVIOR EXPECTATIONS AND POLICY

Responsive Behavior Expectations and Procedures

The faculty and staff of Henderson International School is dedicated to addressing the needs of the whole child by creating a school environment wherein every child may experience success in social and academic growth, as well as develop an enthusiasm for learning. Children learn to cooperate and take responsibility for their actions. They learn to function with a sense of community while maintaining individuality and creative self-expression. They are treated with kindness and respect and learn to respect others. In conjunction with the Responsive Classroom approach in each individual grade level classroom, the behavioral guidelines and expectations below will help us achieve this environment.

Be Courteous: It is expected that all students will act in a courteous manner throughout the school day regardless of where they are or what they are doing. Whether they are in the hallways, classrooms, on the playground or during carline, we believe that the rules of courtesy should be exhibited and may simply be defined as respect for and consideration of others.

Be Safe: It is expected that all students will behave in a safe manner throughout the school day. If students' efforts are directed to always behaving in a "safe and courteous manner", our school will continue to be a warm and caring educational environment. We believe all children should exhibit self-control and self-respect.

Consequences:

- 1st Offense: Verbal warning
- 2nd Offense: Communication to home
- 3rd Offense: Principal communication to home, possible loss of privileges and/or behavioral plan
- 4th Offense: Written reprimand on file, parent and student conference, possible in-school suspension or out of school suspension, expulsion

APPENDIX C: CODE OF CONDUCT

PARENTS OF STUDENT-ATHLETE

- I will refrain from coaching my child or other players during games and practices.
- I will respect the officials and their authority during games; I will never question, discuss or confront coaches at the athletic venue; and I will take time to speak to coaches at an agreed time and place.
- I will remember that student-athletes participate to have fun and that the game is for youth, not adults.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his or her performance.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- I will promote the emotional and physical well-being of the student-athletes ahead of my personal desire I may have for my child to win.
- I will not encourage any behaviors or practices that could endanger the health or well-being of the student-athletes.
- I (and my guest) will offer positive support for all players, coaches, officials and spectators at every game, practice or sporting event.
- I (and my guest) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent, such as booing or taunting, refusing to shake hands or using profane language or gestures.
- I understand that any violation of this code of conduct will be cause for dismissal, suspension or permanent expulsion from future athletic contests.

APPENDIX D: CODE OF CONDUCT

STUDENT-ATHLETE

I realize that it is a privilege to participate in athletics at Henderson International School. Accordingly, I accept and will live by the following athletics code:

- I will work daily during the season of the sport to improve my skills and to be an asset to my team.
- I understand that my participation is a season-long commitment to myself, my team and my coach and that if I quit or am dismissed from the team after a roster has been formed, I will not be eligible for any other sport until that team's season is complete.
- I will conduct myself in such a manner as to bring respect to my team, both at Henderson International and other schools. I understand that my behavior is a reflection upon my team, my coach, my parents, my school and me.
- I understand that my decision to compete in interscholastic athletics for Henderson International is completely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules or regulations.

- I understand that all practices and competitions are MANDATORY. If for some very important reason I cannot participate, I will contact my coach at the very latest by the morning before the practice or competition.
- I will organize my time so that my academic responsibilities do not conflict with practices or games. I understand that my team commitment does not excuse me from maintaining academic excellence and that my presence at school is required on days of competition as well as practice.
- I will be personally responsible for all school athletic equipment checked out to me and will return it in good condition immediately following the last contest, or I will pay for the replacement of the gear.
- I understand that the coach has the sole responsibility to decide who will play in a game, match or contest.
- I understand that any unsportsmanlike conduct or other violation of this code or the rules determined by the coach may result in disciplinary action not only by the coach, but also by the Coordinator of Student Activities or the administration in the form of possible suspension or dismissal from the sport or from school, in the case of a serious infraction.

APPENDIX E: EARLY CHILDHOOD PROVISIONS

NAC 432A.350 a-m Information to be provided by facility; criteria for admission into facility that provides care for ill children. (NRS 432A.077)

1. Every licensee of a facility shall adopt a written statement which:

(a) Sets forth the general services to be offered to the children; Found on Pages 3- 6.

(b) Henderson International School does not enroll students with Special Needs. As a for profit, private school, we have limited resources and no access to programs that are found in the public sector. While each student at Henderson International has a personalized learning plan, Henderson International does not make special accommodations for students with Individual Education Programs.

Provides for the special needs of each child

(c) States the requirements for admission and procedures for enrollment; Requirements for admission include a formal application (on line), a physical exam and a shadow assessment form.

(d) Sets forth fees and any plan for payment of fees; Please refer to tuition contract and payment plan schedule.

(e) Provides rules relating to personal belongings brought to the facility; Personal belongings are not allowed at school. A nap sack, lunch box and backpack are allowed and are placed in individual student cubbies.

(f) Covers arrangements for transportation; No transportation is provided to students. We do not offer field trips or transportation of any kind at this age level.

(g) Requires written parental permission for trips and activities outside the facility;
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(h) Provides for parental involvement in the general functions of the facility; Pages 20-21.

(i) Gives either or both parents the right to observe the program of the licensee before enrollment and at any time after enrollment of the child; Pages 20-21.

(j) For a child care facility as defined in paragraph (a) of subsection 7 of NRS 202.2491, notifies either or both parents that smoking of tobacco in any form is prohibited in the facility at all times; Page 20

(k) For a facility other than a child care facility as defined in paragraph (a) of subsection 7 of NRS 202.2491, notifies either or both parents if smoking of tobacco is permitted on the premises of the facility in a designated area approved by the fire authority; Page 20

(l) Notifies either or both parents if and when a member of the staff who is trained and certified in cardiopulmonary resuscitation is on duty at the facility; All teachers are CPR certified. All teacher's credentials are shared with parents at Teacher Orientation in August prior to the first day of school.

(m) Notifies either or both parents of the contents of any plan created pursuant to NAC 432A.280 to ensure that the staff of the facility is prepared to respond to an emergency.
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GLOSSARY OF ACRONYMS AND DEFINITIONS

AR	Accelerated Reader, a program designed to assist young readers to earn points and recognition in grades K-5
AUP	Acceptable Use Policy for appropriate and ethical use of technology and our campus resources
CCL	Child Care Licensing, a division of Nevada Division of Public and Behavioral Health (DPBH), under which we operate the Early Childhood Program
CTP5	Comprehensive Testing Program from ERB
EC	Early Childhood
ERB	Educational Records Bureau - A not-for-profit organization providing admission and achievement assessment as well as instructional services
FD	Front Desk
HIS	Henderson International School
IC	Infinite Campus
LS	Lower School
MS	Middle School
NIAA	Nevada Interscholastic Activities Association
NIPSA	National Independent Private School Association
NJHS	National Junior Honor Society
NVDOE	Nevada Department of Education
OTC	Over The Counter medications
PK	Prekindergarten
PLP	Personal Learning Plan, developed for each student in collaboration with student, parent, teacher(s)
PS	Preschool
PTA	Parent Teacher Association, 501(c)3 organization authorized under NV PTA and National PTA
SIS	Student Information System
WrAP	Writing Assessment Program through Educational Records Bureau, twice annual writing growth test
WW	Wolverine Weekly, a newsletter publication