

Mannion Middle School Parent & Student Handbook

2018-2019



155 E. Paradise Hills Drive
Henderson, NV 89002
702-799-3020

mannionmiddleschool.com

Revised May 21, 2018

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Administration

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Principal

Misty Hargraves

Assistant Principal

Amy Kelsey

Dean of Students

Counselors

Jade Nelson, 8th Grade Counselor & 6th Grade Counselor A - L
Natalie Slocum, 7th Grade Counselor & 6th Grade Counselor M - Z
Paige Johnson, Social Worker

Office Staff

Sandy Wilson, Office Manager & Principal's Secretary

Piper Hernandez, Assistant Principal's Secretary

Stacia Austin, Dean's Office Secretary

Jennifer Selch, Registration

Kim Slusher, School Bank

April Perucci, Graphic Arts

Connie McGrandy, First Aid Safety Assistant (FASA)

Reed Russell, Site Based Computer Technician

Mannion Faculty 2018-2019

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Autumn Medina

SCHOOL PSYCHOLOGIST

Amylynn Mitchell

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Kara Dean
Jane Henry
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Rebecca Lundberg
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Liza Soares
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WORLD LANGUAGE

Telu Ramos

COMPUTERS & EXPLORATIONS

Jill Halverson
Colleen Mars

SOCIAL WORKER

Paige Johnson

SPECIAL EDUCATION FACILITATOR

Stephen Richardson

SPEECH THERAPIST

Carla Gallo

Bell Schedule 2018-2019

PERIOD	6 th GRADE	7 th GRADE	8 th GRADE
EARLY BIRD	7:00 – 7:50	7:00 – 7:50	7:00 – 7:50
1 st PERIOD	8:00 – 9:00	8:00 – 9:00	8:00 – 9:00
2 nd PERIOD	9:05 – 9:55	9:05 – 9:55	9:05 – 9:55
FIRST LUNCH	10:00 – 10:30		
3 rd PERIOD	10:35 – 11:25	10:00 – 10:50	10:00 – 10:50
SECOND LUNCH		10:55 – 11:25	
4 th PERIOD	11:30 – 12:20	11:30 – 12:20	10:55 – 11:45
THIRD LUNCH			11:50 – 12:20
5 th PERIOD	12:25 – 1:15	12:25 – 1:15	12:25 – 1:15
6 th PERIOD	1:20 – 2:11	1:20 – 2:11	1:20 – 2:11

Students enrolled in an early bird class will NOT be permitted on campus before 6:50 AM.*

Students NOT enrolled in an early bird class will NOT be permitted on campus before 7:25 AM. *

**There is no adult supervision for students that arrive to campus prior to these times.*

ACADEMIC EXPECTATIONS

COURSE EXPECTATIONS

At the beginning of the school year, each teacher will provide students with a course expectation sheet for his/her class. Course expectations include performance objectives and the evaluation procedures used by the teacher. Essentially, these expectations provide a course description, course scope and sequence, prerequisites (where applicable), pre and post assessment information, criteria for student evaluation, explanations regarding student grades, grade reporting information, and expected student behavior.

GRADING RUBRIC

Grades will come from two domains: The **Performance Domain** (a reflection of the fact that in assessing student mastery of content and skills, final products are the best indicator of proficiency. *Show us what you know; show us what you can do*) which will constitute the greater portion of the grade and the **Preparation Domain** (a reflection of the belief that performance proficiency generally has to be developed through work and effort that prepares the student to be able to demonstrate mastery/proficiency) which will be the lesser component. Examples are listed below:

PREPARATION DOMAIN EXAMPLES

Classwork, Planner Checks, Homework, Quizzes, Rough Drafts, Writing Process, Research Process, Note Cards, Preparation work for labs.*

PERFORMANCE DOMAIN EXAMPLES

Tests, Quizzes, Oral & Visual Presentations, Final Drafts of Writing, Essays, Research Papers, Projects, Labs

*Participation grade could be included as part of preparation domain.

HOMEWORK

Home study is a necessary part of each pupil's educational program. Each student is expected to spend time, outside of class instruction, reviewing learned material. The amount of time a student devotes to homework each night will depend largely on how well the student organizes work, budgets time, and devotes attention to the work.

Homework is intended to provide students with the reinforcement and practice of previously learned concepts and skills. Students may be given some class time to begin assignments under the supervision of the teacher in order to assist students who have questions. Parents can expect their child to have homework a minimum of Monday through Thursday, and homework may be assigned over the weekend, especially in an accelerated course. Homework will not be assigned over breaks without student having ample opportunity to complete the work outside of the break. Some assignments are long range in nature and require planned study time for their completion. Planned study time eliminates the necessity of completing the assignment the day before it is due.

All teachers will identify homework expectations on their course expectation sheets provided at the onset of the school year.

MAKEUP WORK

Teachers shall provide an opportunity for a student to make up missed work assigned during an absence. Students shall be held accountable for the work (CCSD 5113.7).

After any absence, including a suspension, a secondary student is required to initiate contact with the teacher(s) to obtain appropriate makeup work within three school days immediately following the absence. Once contact has been made with the teacher(s), specific makeup work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian. The makeup work must be returned to the teacher(s) by the specified due date if it is to be graded and recorded. Students shall be allowed a minimum of three (3) school days to complete makeup work from the date of each absence.

If a student experiences an extended absence (three or more days) from school due to a documented medical emergency or suspension, makeup work can be requested. Parents are to notify the pupil reception office and the assignment may be ready for pickup after a minimum of 24 hours.

Students that will be absent from school for extended periods of time may follow along with classroom instruction through his or her teachers' website. Teachers will not be required to give "pre-arranged" absent work in advance of a student absence for a family vacation. In the event a student is absent for an extended period of time, the student will receive additional time to complete make-up assignments upon his or her return.

LATE WORK

Homework is expected to be turned in on the day it is due. Students should not turn in assignments late. Each teacher and course has the authority to establish his or her own late work policy and the policy will be communicated to parents and students in the course expectations. Teachers may, after a certain amount of time has passed, no longer accept late work for academic credit. Students are always encouraged to do the work, even for no credit, in order to better prepare themselves for examinations on that material. **If student is absent on the date that a long-term project or assignment is due, it will be due on the first day of their return.**

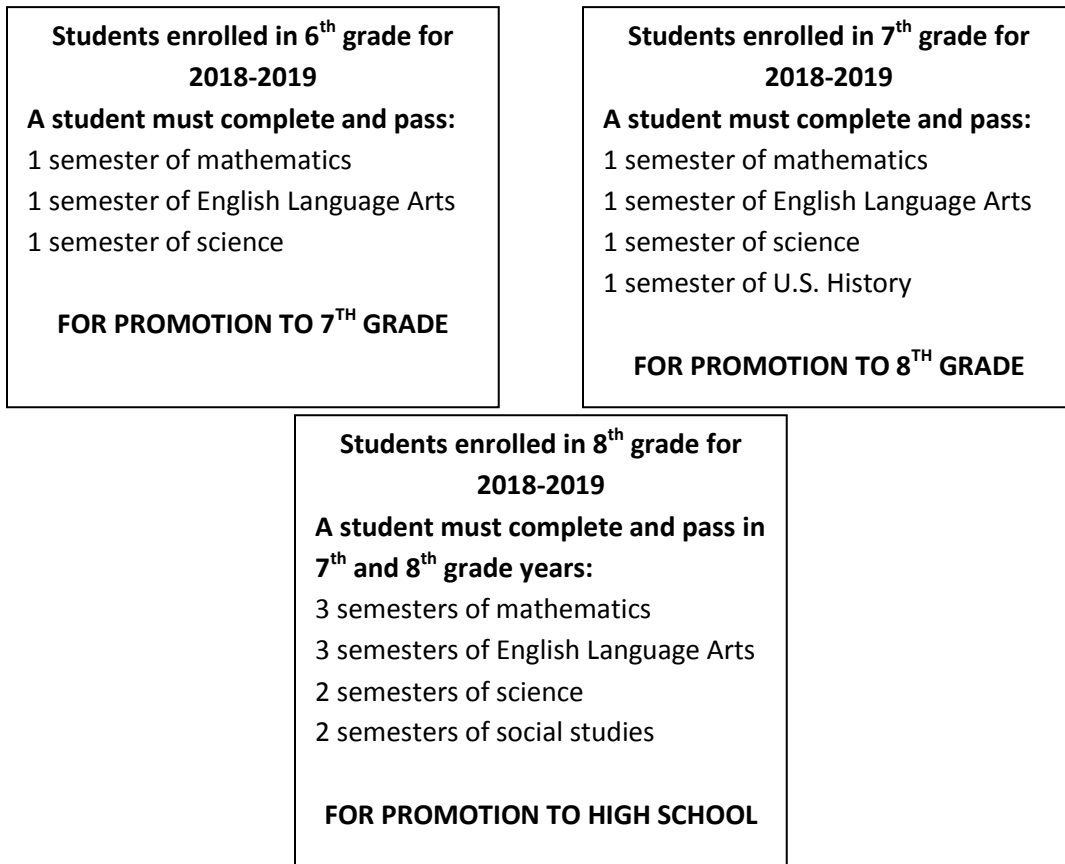
SCHOOL SUPPLIES

Each teacher will distribute a supply list during the first day of school. Students are encouraged to purchase an inexpensive set of earbuds to keep in his or her locker in the event of a classroom activity utilizing the computer lab or Chromebooks. Teachers will also remind students when they may need earbuds for class, but an extra set in the locker will assist in the event the student forgets earbuds at home. Mannion Middle School will no longer provide headphones.

PROMOTION/RETENTION POLICY

The following is the **minimum requirements** for a student to be eligible for promotion to the next grade and/or high school. Mannion Middle School's expectation of all students is to complete and pass every

semester of all courses to be better prepared for the following academic year.



HONOR CODE

At the heart of the school's mission statement is the notion that our main focus is to prepare students for the academic demands of high school by helping them obtain the necessary skills and knowledge to do so. Fundamental to this quest are core values such as personal honesty, the ability to accept responsibility, and the duty to respect oneself and all others in the school community.

The Honor Code for Mannion students is that they will, at all times, be responsible for their own academic work and that work be the product of the student's own initiative, study, research, thinking and effort. The Mannion Honor Code is founded on the idea that only through honest effort can students truly ready themselves for the academic challenges of high school.

Students who attempt to gain an unfair academic advantage for themselves or others by cheating, facilitating cheating by others, or by plagiarism are in violation of the Mannion Honor Code and will face both academic and disciplinary consequences.

Cheating would include copying another's answers on a test, obtaining information from another during a test (including texting), viewing non-permissible material during a test such as a textbook during a

closed book test or a worksheet or study guides if not allowed, or viewing written material brought in to class on a “cheat sheet” or on one’s own person. Another form of cheating would be to get the answers on a test by discussion with other students who have already taken the test earlier. This list does not exhaust the possibilities but does support the notion that during tests, students are to do their own work and do it under the guidelines and rules set by the teacher. Copying homework or class work is a form of cheating as well.

Facilitating cheating would be assisting another student by providing a look at one’s own test paper, giving information or answers before or during a test, and allowing another student to copy one’s homework or class work. There is also such a thing as inappropriate test behavior which could include making one’s work too visible to other students, or receiving repeated warnings to stop talking, stop turning around, or being disruptive during a test. Compromising the testing environment is a violation of the honor code as well.

The following list may prove to be helpful as a guideline for students and parents:

Permissible Help From Fellow Students and Parents:

- Telling another student what the assignment is after class is over.
- Repeating specific directions given by the teacher after class is over.
- Identifying weakness in organization, style, word choice or content. In other words, it is permissible to comment and give feedback on the quality of the work.
- Sharing notes unless the notes are the assignment itself.
- Showing another student how to do a problem by using another example.
- Brainstorming ideas on creative writing assignments or research topics.
- Reviewing material or studying together in preparation for a test or exam.
- Discussing concepts that were addressed in class or engaging in discussion of course material for better understanding.

Non-Permissible Help from Fellow Students and Parents:

- Giving another student your answer or answers to any given question.
- Telling another student exactly what they should write by dictating to them the right answer.
- Sharing with another student during testing any content that is part of an answer.
- Letting someone read your answers, knowing or suspecting he or she will use them directly or paraphrase them.
- Looking up answers for another student or providing them with the exact location of the answer when they should be doing it themselves.
- Looking at another student’s paper and using their ideas or answers.
- Using a calculator when not permitted.
- Having another person such as a parent or friend, actually produce the paper or essay. Students should type their own work unless there are special circumstances.
- Discussing a test or quiz just taken when there are still students testing.

- Letting a project partner do all of the work and then taking equal credit for the work.
- Non-permissible help also extends to the above mentioned activities on social media, through screen shots, in Google hangouts, and via shared Google documents.

Again, other variations are possible but the general idea is that knowledge and skills are obtained by doing your own work.

Plagiarism involves copying another's work or words without proper citation. Paraphrasing means putting another's words into your own thoughts and sentence structure while properly citing the source of the original words. Quoting directly from another source is allowed as long as the words are in quotes and properly cited. To copy another's words directly without quotes and a proper citation or to use another's words indirectly without proper paraphrasing or citation is plagiarism. It is a form of cheating. When using a source in a paper or essay, make sure the ideas are expressed not only in your own words but also in your own sentence structure. To merely replace the author's words with synonyms is still plagiarism. Plagiarism does not include areas of general knowledge (for example, George Washington was the first President of the United States), nor is an original analysis or critique of another's ideas plagiarism. Again, the key idea is not to copy another's work as your own. Proper quotations and citations are always required. In doing a paper or project for class, students should always check with the teacher if they have any questions in this area.

HONOR CODE VIOLATIONS (CHEATING):

Honor Code violations are commonly called cheating or plagiarism. Students that violate the Honor Code will face consequences.

First Violation:

- The teacher contacts the parent to notify him or her that the Honor Code was violated.
- The student receives a zero (no credit) on the work.
- Teacher sends a deans referral, indicating that an Honor Code Violation took place, so that the deans can verify that the violation was in fact the students' first offense.

Second Violation:

- The teacher contacts the parent to notify him or her that the Honor Code was violated.
- The student receives a zero (no credit) on the work.
- Teacher sends a deans referral, indicating that an Honor Code Violation took place, so that the deans can verify that the violation was in fact the students' second offense.
- Student will be assigned In House Suspension for the offending class period.

Third Violation:

- The teacher contacts the parent to notify him or her that the Honor Code was violated.
- The student receives a zero (no credit) on the work.

- Teacher sends a deans referral, indicating that an Honor Code Violation took place, so that the deans can verify that the violation was in fact the students' third offense.
- Student will be assigned In House Suspension for a day.

Fourth Violation:

- The teacher contacts the parent to notify him or her that the Honor Code was violated.
- The student receives a zero (no credit) on the work.
- Teacher sends a deans referral, indicating that an Honor Code Violation took place, so that the deans can verify that the violation was in fact the students' Fourth offense.
- Student will be assigned In House Suspension for two days.

Fifth Violation:

- The teacher contacts the parent to notify him or her that the Honor Code was violated.
- The student receives a zero (no credit) on the work.
- Teacher sends a deans referral, indicating that an Honor Code Violation took place, so that the deans can verify that the violation was in fact the students' Fifth offense.
- Student will be placed on an out of school suspension.

PROGRESS REPORTS

CCSD Progress Reports are printed four times a year and distributed to students. Parents will be notified, via Parentlink, when Progress Reports are distributed. Up-to-date grade and attendance information is always available through Infinite Campus. Parents with deactivated accounts, or need to set up an account, should contact Mannion Middle School. Parents may have to come to campus to show proper identification.

WITHDRAWALS AND TRANSFERS

If students are moving from Mannion Middle School's attendance zone, they must obtain a Pupil Release and Transfer out of document from the registrar's office. A parent or guardian must contact the registrar's office and request the withdrawal form at least 24 hours before the actual withdrawal. Students must take this form to each teacher to receive a current grade and to return all school materials. Also, the student's book locker and P.E. locker must be emptied and all fees and fines paid before grades and records can be transferred. Glencoe Math Workbooks are the property of Mannion Middle School and must be returned when a student is withdrawn.

OPENING THE LINES FOR PARENT COMMUNICATION

It is the philosophy of Mannion Middle School that the success of every child is the direct result of collaboration and cooperation between the parents at home and the teachers at school. Parental help is needed to maximize learning opportunities for all of our students. Parents are encouraged to consider

the following guidelines to assist when there are questions, concerns, or ideas that require the attention of school district personnel:

Classroom Issue:

Contact the classroom teacher via email. Arrange a time for a phone conference to discuss concerns or to obtain information. If the situation is not resolved, contact the principal or supervising administrator. In the spirit of working together, Mannion Middle School is committed to acknowledging your inquiries within a 24-hour time frame in terms of initially acknowledging that the teacher is in receipt of the information requested.

School Issue:

Contact the school and request to speak with the responsible administrator. If the situation is not resolved at this level and you have not yet spoken with the principal, please contact him. Issues or questions that are not resolved at the school level may be addressed to the appropriate area office. Please contact our Performance Zone 10 Office at 702-799-2640.

It is important to work together to support the education of the children. In the spirit of working together, the Clark County School District is committed to acknowledging your inquiries within a 24-hour time frame in terms of initially acknowledging that the appropriate office is in receipt of the information provided. There may be times in which other classroom, school, or district responsibilities may prohibit the individual necessary to address your concern from being immediately available to address your concerns or questions; however, your concern will be fully communicated and addressed in a timely manner. Additionally, there may be times in which inquiries will be re-directed to a more appropriate individual to address given the nature of the concern and/or steps that have not yet been taken to resolve the matter. We are committed to strengthening the lines of communication. As the school year unfolds, we want to ensure that you receive the assistance you need through the various contact options available to you.

Public Concern forms may be filed at any time; however, as issues and questions are usually resolved and answered at the level at which they occur, it is strongly recommended that you avail yourselves of the opportunity provided to discuss situations first with school personnel. Public Concern forms are available at all CCSD schools, the Greer Education Center located at 2832 E. Flamingo and the Sahara Administrative Offices located at 5100 W. Sahara Avenue or by calling 702-799-5000.

ACADEMIC RESOURCES

COUNSELING PROGRAM

The Mannion Middle School counseling department functions as a responsive, supportive unit in providing direct services to children, parents, and teachers. The counselors take an active role in the academic, emotional, and social development of our students. The primary role of our counselors is to help build a foundation for learning by assisting students to develop self-respect, awareness of others, and positive attitudes toward acquiring knowledge. Our fundamental goal is to help students acquire skills, which will help them through life. Middle school counselors are not to serve as therapists. If situations arise where these services are needed, parents must seek services independent of the school, as school counselors do not make private referrals.

Students may see their counselor for any reason. If a student feels a need for someone to listen to a concern, the counselor will give the child the attention he/she needs, and will help in arriving at an acceptable solution to the problem.

Some of the reasons for students to see the counselor include the following:

Adjustment to School Problems
Conflicts with Peers
Conflicts with School Personnel
Family Problems

Learning or Study Difficulties
Loss and Grief
Substance Abuse
Academic Concerns – Promotion/Retention

Mannion Middle School strongly encourages parents to call the counseling office and let them know when their children are in need of counseling services.

Class & Schedule Changes

Students are often concerned about their schedule of classes. The most frequent request that counselors hear from students is that their schedule needs to be changed. Changes will be made for the following reasons:

- Student is misplaced in a leveled class.
- Student is unable to acquire a musical instrument, and needs to change out of music elective.
- Schedules are changed to balance numbers in classes due to increased or decreased enrollment.

We do not make changes because of:

- Conflicts with teachers or other students,
- Student would rather have a different lunch, or
- Student would rather be in another class with particular friends.

Social Worker/Mental Health Professional

The social worker/mental health professional will provide support to students, staff, parents, and community members at Mannion Middle School.

Students:

- Assisting students in understanding and accepting self and others
- Developing intervention strategies to increase academic success
- Helping students develop appropriate social interaction skills
- Provide crisis intervention
- Teach conflict resolution and anger management.

Parents:

- Alleviating family stress to enable their child to function more effectively in school and community
- Assisting parents in accessing and utilizing school and community resources.

School Personnel:

- Assess student with mental health concerns
- Assist teachers with behavior management
- Educate staff with information to better understand factors affecting a student's performance and behavior

PERSONAL TECHNOLOGY & COMMUNICATION DEVICES (CELL PHONE POLICY)

The use by students of personal technology and communication devices such as cell phones, laptops, tablet computers, or other similar electronic devices, is permitted before school in the Quad or library, during scheduled nutrition or lunch periods, after school in the Quad, and school-sponsored activities at all CCSD school campuses. During the instructional day, students may only use these devices with the approval of the principal. Use of a cell phone that violates state or federal law, the Clark County School District Acceptable Use Policy, any CCSD policies or regulations, or Mannion Middle School policy is prohibited. Students that violate the cell phone policy in class will face the teacher's progressive classroom discipline plan as posted in the course expectations. Violations of cell phone policy in the hallways and during the school day will result in a deans referral and the phone confiscated by administration.

The following policies must be followed:

- Student must access the Internet using the Clark County School District network. Network filters will be applied to access the Internet and may not be circumvented.

- Students who violate this policy will be disciplined as provided for in the Clark County School District Behavior Guidelines for Secondary Students.

Examples of improper use of personal technology and communication devices include, but are not limited to the following:

- Interference with or disruption or obstruction of the instructional or educational environment, lawful mission, process, or function of the District.
- Academic dishonesty, plagiarism, or violation of intellectual property laws.
- Accessing files or internet sites which are not relevant to the classroom curriculum.
- Sending or displaying offensive messages, pictures, or language (i.e. sexting or use in a manner that is profane, indecent, obscene, or vulgar).
- Cyber-bullying, harassing, intimidating, coercing, threatening, or attacking others.
- Intruding into a person's physical solitude and making public private information without consent.
- Engaging in commercial activities.
- Damaging computers, networks, or other electronic devices.
- Intentionally wasting network resources.

COMPUTER USAGE

In order for students to be able to access any computer on Mannion Middle School campus, an "Annual Release and Network Access Form" must be completed by the parent/guardian during online registration in Infinite Campus. The computer lab will be 'disk free/or USB drive free' from outside sources. No student will be allowed to bring or possess any disk or USB drive of any kind without prior permission and complete inspection by the teacher. There will be no exceptions.

Any student found tampering with or abusing a computer in any way will be permanently denied any future use of that equipment and will be held responsible for the cost of repair or replacement. Such actions are serious and will be dealt with as vandalism of CCSD property.

Any student found attempting to decode passwords, violating copyright laws, 'crashing' files, accessing unauthorized files, system folders, or control panels, 'customizing' a computer, or copying other students' files would be denied any future use of the computer. Such actions are inappropriate and will be dealt with as vandalism of CCSD property.

LIBRARY USAGE

The library is open from 7:25 a.m. to 2:30 p.m. and during lunch (Students need to ask the librarian, before school, for a pass to the library to be used during lunch.) Books may be checked out for a four-week period. Each student may have three (3) books out at any given time. Any questions regarding book check out should be directed to the librarian. During school hours, students must have a pass to

enter the library. Students are to be quiet in the library as not to disturb others. Any student whose conduct is in any way improper will be sent back to class or removed from the library. Circulation and the card catalog are computerized.

STUDENT PLANNERS

The student planner serves as an essential element in the effective academic planning and organization of the educational expectations. The planner becomes part of the student's required school supplies. Students will be required to document daily and long-ranged assignments in their planners. Included in the planner are various study pages, which may be used as a reference when doing homework and/or reviewing for tests. Parents may check the planner each day for assignments and upcoming assessments as well as the teacher's website.

Student planners will be provided to each student at no cost at the onset of the school year thanks to the sponsorship of Gibson Orthodontics. If a planner is lost or stolen, a replacement cost of \$5.00 will be collected prior to the student being issued a new planner.

TEXTBOOKS

Like many schools, Mannion Middle School, is going through a period of transition with regards to the use of updated textbooks. Changes in curriculum in both ELA and science have caused the use of some content area textbooks to become obsolete as they no longer match the approved standards. In the event that a class still utilizes a textbook, it will be assigned (bar-coded) to a student for his/her personal use. Each student is responsible for the care and protection of books and will be required to reimburse the school for loss or damage beyond normal wear and usage of the book. Textbooks are the property of Clark County School District and are loaned to students under the following conditions:

- Textbooks/electronic versions are to be used only by the students to whom issued and not transferred to any other students.
- Textbooks/electronic versions are to be returned when requested or at the time of withdrawal if the pupil leaves before the end of the school year. This includes Glencoe Math Workbooks, which are the property of Mannion Middle School.
- If the book/disc is damaged in excess of reasonable wear or the textbook is lost or stolen, a pupil must pay for the damaged, lost, or stolen book prior to being issued a replacement book.
- Throughout the school year, fines will be assessed for textbooks/electronic versions, which have been lost, damaged, or stolen.

Students are responsible for the textbooks and electronic versions. Typically, theft will occur when books are either left out of the sight of the responsible student, out of the locker, or when students have given their locker combination to others.

SPECIAL NOTE: Students with outstanding financial obligations to the school may be prohibited from school activities, some field trips, and other activities as deemed appropriate by the administration until such obligations are taken care of by the student. ALL fees and fines must be cleared prior to graduation from high school to receive a diploma.

CAMPUS SAFETY

DRESS AND APPEARANCE (CCSD REGULATION 5131)

Mannion Middle School encourages its students to “dress for respect.” Personal appearance should not disrupt or detract from the educational environment of the school. The school administration has the right to designate which types of dress or appearance are not acceptable.

The Mannion Middle School and Clark County School District Dress Code Policy:

Footwear:

- Students are required to wear shoes with soles. House slippers and shoes with wheels are not permitted. No plastic flip flops, please.

Shirts:

- All clothing must be sufficient to conceal any and all undergarments. No skin will show between the bottom of a shirt/blouse and the top of pants or skirts at any time.
- Prohibited tops include, but are not limited to, tank tops that have straps that are **less than three inches in width**, razorback tops, crop tops, strapless tops, low-cut clothing, clothing with slits, or new design tops and outfits that provide minimum coverage.
- Tank tops, such as a basketball jersey, that have straps that are more than three inches in width will be permitted as long as they are worn tightly so the chest area cannot be seen through the arm pockets. They must be worn snug around the under arm area.
- Shirts with spaghetti straps must have a garment covering them and must be worn at all times. See through shirts must have a camisole underneath them.

Pants/Skirts/Dresses/Shorts:

- All shorts, skirts, and dresses must be a minimum length of three inches above the top of the kneecap. Remember: Clothing (short skirts and some dresses) slip up when walking.
- Pants/shorts may not sag nor may any pants be worn which allow underwear to show. Pants/shorts must be worn at the hip and be no more than one size larger than what the student would normally wear. Students should wear a belt to assist with this issue.
- Pants/shorts may not be torn or ripped three inches above the kneecap. Patches that cover such tears, or leggings worn underneath such tears, are allowed. Paper is not considered a patch.

- Pajamas/lounge pants are not permitted.
- Leggings may be worn if they are a dark color or have an appropriate print. White leggings will not be permitted unless a shirt or dress is worn over that goes to three inches above the kneecap.

Hats, Hoods & Accessories:

- Headgear such as hats, hoods, caps, or hair grooming aids are not permitted in the hallways and must be secured in the student's backpack or locker. These items may be worn in the Quad area, but only before or after school and never during passing periods. Exceptions may be made in extreme weather conditions or in celebration of special events. For example, during winter weather, stocking caps or beanies may be worn until entering classroom areas (academic hallways).
- Bandanas may be worn as a fashion accessory, but any attempt to utilize a bandana to indicate group membership may result in a ban on bandanas (multiple students wearing the same bandana).
- Slogans or advertising on clothing that, by their controversial or obscene nature, disrupt the educational setting, are prohibited. This includes any clothing that advertises tobacco, alcoholic beverages, drugs, racial bigotry, sexual activities, profanity and other forms of inappropriate language, promotes hate, or references weapons. Clothing degrading to women or men, or project the sexuality of women or men will not be permitted.
- Any 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, drug paraphernalia, or gang membership, or clothing that contains threats, are prohibited.
- Spiked clothing, jewelry, and/or accessories are prohibited. For safety reasons, gauges with sharp backs are not allowed. Facial piercings that are maintained by a small stud are not considered a violation of the dress code policy. Facial piercings that involve any sort of hook or loop are considered violations of the dress code policy. Looped earrings are discouraged, but are permitted.
- Coats, mittens/gloves, and scarves must be removed before entering the classroom. No trench coats are allowed. Hooded sweatshirts must be worn with the hood off while on campus. Gang related clothing of any sort is not allowed. As gang fashion can change, this list of concerns will fluctuate as the administration becomes aware of the changes as provided by the CCSD Gang Unit. Blankets may not be used in lieu of a coat or jacket.
- Hairstyle must allow student's eyes to be visible and may not detract from the educational environment.
- No sunglasses. If sunglasses are worn while walking to school, they must be put away before 8:00 a.m. until 2:11 p.m.

NOTE: Any dress and/or appearance indicative of fashion or fad which is disruptive to the educational environment of the school may be determined as inappropriate by the administration. *THE PRINCIPAL SHALL RETAIN THE AUTHORITY TO GRANT EXCEPTIONS FOR SPECIAL OCCASIONS AND/OR SPECIAL CONDITIONS.*

ASSEMBLIES

Educational and spirit assemblies will be scheduled by the administration. At all times, student behavior should be refined and courteous. Whether outside guests are present or not, students are personally responsible for the impression made by the school as a whole. Unacceptable conduct would include, but is not limited to whistling, uncalled-for clapping, booing, boisterousness, and talking during the program. Students must be seated with their class during the assembly. Students, who demonstrate inappropriate conduct during assemblies, may be removed from the assembly, excluded from attending future assemblies, or face disciplinary action through the deans' office.

BACKPACKS

Students will not be allowed to carry backpacks during school hours. Backpacks should be placed in the student's locker and retrieved at the end of the school day. Suitcase backpacks and very large backpacks will not fit in the locker and therefore may not be used at all. Students only need their binder and writing materials as they move from class to class. Girls may carry a small purse for personal items.

BAND & ORCHESTRA INSTRUMENTS

Those students bringing band and orchestra instruments to school will be responsible for securing the instrument. **The school assumes no responsibility for instruments lost during a school day or stolen from the school at night or over the weekend.** Take instruments home every day! Students and parents are responsible for all damage and loss of instruments issued by Mannion Middle School.

BICYCLES, SCOOTERS, SKATEBOARDS, & ROLLER BLADES

Students may ride their bicycles, scooters, skateboards, and roller blades to and from school. Bicycles, scooters, skateboards, roller blades, and hee-lies may not be ridden on Mannion property. Skateboards and roller blades must be immediately placed in the student's locker. **They may not be stored in a classroom.** Mannion Middle School is not responsible for loss or theft of these items. If these items become a nuisance, the administration will deem them as so and the privilege will be suspended. You must have a Class C or higher driver license to drive a moped or motorized bicycle on a public street. Other vehicles with a small engine are considered off-highway motor vehicles and may not be operated on public streets.

There is a locked area to protect your bike. The bicycle rack is located next to southeast corner of the school (near outside exit from the orchestra room). The bicycle area is locked at 8:00 a.m. and unlocked at 2:00 p.m. If students leave campus on a passport, a campus monitor will assist in getting their bike. Remember: Lock it up! Mannion Middle School is not responsible for lost, stolen, or damaged bicycles and scooters. Bicyclists **MUST EXIT** to the right, down the sidewalk towards Paradise Hills Dr. Use of

helmets is recommended.

CAMPUS VISITORS

All visitors are required to check in at the main office immediately upon arrival on campus. Any student from another campus or any person (minor or adult) who fails to properly identify themselves to school personnel will be subject to arrest for violation of Nevada Revised Statutes and County Ordinance. Students from Mannion Middle School giving false information concerning visitors are subject to disciplinary action.

Parents or other guests wishing to visit with a classroom teacher must make the request in advance of 24 hour notice. Visitors meeting with a teacher should sign in and wait in the main office until the teacher or other school personnel are available to escort them to their meeting place.

Senate Bill 287 requires that CCSD representatives/volunteers have cleared background checks through Human Resources prior to beginning service as a volunteer. Mannion Middle School will require volunteers to meet the guidelines outlined in CCSD policy.

DELIVERIES & ITEM DROP OFFS

Mannion Middle School believes that middle school students should be responsible to bring all necessary items to school with them in the morning. In the event that a student forgets an item that is critical to their academic success or instrumental in their safety, the parent may drop off the item at the main office.

Students will receive notice of the delivery during the last ten minutes of class and will have an opportunity, during the passing period, to collect their items from the main office. Lunches may be collected on the student's way to the cafeteria.

Items such as balloons and flowers, as well as food for multiple students, will not be delivered to students.

CONFIDENTIALITY OF STUDENT INFORMATION

Due to confidentiality of student information regulations CCSD 5125.1, Family Educational Rights of Privacy Act of 1974 (FERPA), Mannion Middle School may not release or disclose information from a student's education record via telephone, as we are unable to ascertain the identity of the parent/guardian or other authorized personnel. If a parent/guardian has a question regarding their child's attendance, the parent/guardian must go to the attendance office and present valid proper identification (i.e. valid driver's license, valid military I.D. or other government issued photo ID) prior to any information being given.

CORRIDOR PASSES

When students need to leave class for any reason, they must obtain a written pass from the teacher.

Students are expected to sign in and out of the classroom with the teacher sign in and out log. This ensures proper supervision is in effect. Mannion Middle School has campus monitors who aid with supervision outside of the classrooms.

EMERGENCY PROCEDURES

Emergency drills are conducted on a monthly basis. During all drills visitors to campus will not be allowed to enter the campus. If on campus, visitors will be asked to follow instructions of the staff and participate cooperatively in the drill.

If an actual emergency arises, parents/guardians are asked to cooperate with the school administration to ensure the safety of all students and personnel. The practices of these drills are essential to the safety of all and must be taken seriously by students, staff, and parents.

FIRE DRILL

Fire drills at regular intervals are required by law and are an important safety precaution. Exit routes are posted in each classroom. It is essential that, when the signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are to remain outside the building until a signal is given to return by the teacher. Students are to remain calm and follow the directions of Clark County School District employees in an orderly manner.

SHELTER-IN-PLACE DRILL

The State requires that schools conduct three drills per year that are specifically “Shelter-In-Place Drills” designed to be used in the case of a chemical leak or spill in the area.

SOFT LOCKDOWN DRILL

A Soft Lockdown occurs when an outside event or actual threat near the building requires security actions to take place, but instruction continues as normal. All exterior doors and main interior doors are locked, making it more difficult for an intruder to enter the building or gain access to students.

HARD LOCKDOWN DRILL

A Hard Lockdown is an emergency lockdown response to an actual emergency situation **within** the building or **on** school grounds. This type of lockdown requires that all staff and students seek as much safety from physical assault as possible by using barriers to sight as well as physical barriers.

EARTHQUAKE DRILL

An earthquake drill is practiced by students by using the Duck-Cover-Hold instructions.

EMERGENCY EVALUATION DRILL

Evacuation is the movement of all students and staff out of the facility as quickly and orderly as possible.

This movement is initiated when there is a threat in or near the facility and it is safer for students to move away from the building rather than remaining. Typically the students and staff will move to the designated Staff-Student Staging Area (practiced during drills). At this location, attendance is taken, and decisions can be made as to whether there will be movement to the **Family Reunification Site (Primary Site: Foothill H.S., Secondary Site: Basic H.S.)** or return to the school.

FACILITY FAILURES/OUTAGES

If there is a major failure or outage of HVAC, water, electricity, or plumbing students and staff will typically move to an operable area of the building or if failure is too broad a decision will be made to transport students to a neighboring school. Parents will be notified as to relocation site.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

According to the Family Educational Rights and Privacy Act (FERPA), school records of students are confidential. FERPA allows school officials to provide what is called “directory information” without parental consent. However, public notice must be made before directory information may be made available. Parent notification is included in the Back-to-School Report and registration materials inform parents of the right to restrict the distribution of directory information. Directory information includes the student’s name, address, grade level, date and place of birth, participation in officially recognized activities and sports, weight and height if a member of an athletic team, years of attendance, degrees and awards received, and schools attended. Information other than directory information is not released without the written consent of the parent/guardian, eligible student or by court order.

Parents or guardians also have a right to review educational records kept by the district. To inspect these records, parents/ guardians should contact the principal to schedule a records review. In addition, parents may, by written request to the principal of the school, challenge the contents of student records that they believe are inaccurate. School personnel are to respond to all requests within a reasonable length of time not to exceed ten (10) school days from the date of receipt of the request. A copy of school district Regulation 5125.1 pertaining to the education rights and privacy of parents and students is available upon request from the principal’s office. The regulation can also be accessed through the Clark County School District website.

Questions regarding education records at the school should be directed to the principal in writing. Parents or eligible students have a right to file a complaint regarding the district’s compliance with these requirements by contacting the Family Policy Compliance Office, U.S. Department of Education.

LOCKERS (See also Backpacks)

Lockers will be provided to all students for storage of backpacks, skateboards, scooters, roller blades, and musical instruments. Students may be given textbooks, in their core classes, to leave at home for the duration of the school year, if required in the subject area. Students will only be required to carry a binder with the necessary items needed during the school day. Mannion Middle School is not responsible for items left in the locker. The school administration has a legal right to inspect student lockers at any time or to remove the privilege of using a locker if that privilege is abused. The school will take all reasonable precautions to insure that the locker is a safe place for your property. If a theft occurs, the student should notify the deans’ office promptly.

The following rules of locker use must be observed. Students are to:

1. Students may not share lockers.
2. Keep their locker combination confidential. Do not share the locker or combination with another student unless officially sharing a locker.
3. DO NOT "POP" LOCKER OPEN.
4. Remove items of value from the locker. These items should be kept at home.
5. Make sure the locker is firmly and securely closed after each use.
6. Those students participating in PE are encouraged to purchase a padlock for their PE lockers.
7. Report any problems with your locker immediately to the deans' office.
8. Expect NO privacy in the use of your locker. Lockers remain the property of the Clark County School District and as such may be routinely searched by employees of the school district (CCSD Regulation 5144).
9. Accept responsibility for any loss or damage to books or personal property stored in the locker.

The school and district are not responsible for the loss or theft of personal property, which is brought to school. The school will assist as much as possible to recover lost or stolen property. **We encourage students to leave valuables home and not bring them to school.**

LOITERING ON OR ABOUT CAMPUS

Students are not to loiter on properties adjacent to the campus or school bus stops either before or after school. Additionally, students are expected not to loiter on private property on their way to and from school. Once a student arrives at school, he/she must remain on campus as all district middle schools operate as CLOSED campuses. Any student leaving campus during school hours without a passport will be considered truant.

Unless a student is enrolled in an early bird class, parents are asked not to bring students to school before 7:25 a.m. Students will not be allowed on campus prior to 7:25 a.m. The bike rack opens at 7:25 a.m. The school does not have insurance to protect students if they are injured before school begins. Furthermore, there is no adult supervision on campus at this early hour.

Students are to leave the school campus immediately after school is dismissed. They should stay off the campus unless they are participating in school-sponsored events with a Clark County School District employee in direct supervision. Children should not come onto the campus when evening events are being held unless their parents accompany them.

RELEASE OF STUDENTS DURING SCHOOL HOURS (CCSD Regulation 5145.1A)

- Students are not to be released from school at the request of any person other than the parent with whom they are living (custodial parent) or legal guardians shown on the enrollment card.
- **Parents/guardians must present a valid photo I.D. card/driver's license** to the requesting office personnel so that we may verify the release of the student to the appropriate parent/guardian listed on the registration form.

NOTE: Parents are urged to make medical appointments after school hours so the student may take advantage of a complete school day. All students leaving and returning are required to report to the pupil reception office.

STOLEN ITEMS

Items, which are lost or stolen, are a problem to both students and teachers. Caution should be used when bringing money or valuables to school. Do not bring excessive amounts of money or expensive electronic devices to school. The school is not responsible for lost or stolen item

STUDENT IDs

Upon entering campus, Mannion students are required to wear a student ID. Students will receive a lanyard corresponding to their grade to wear their ID. Failure to wear an ID is considered insubordination, and progressive discipline will be monitored and implemented by the deans office. Students on campus without an ID should report directly to the deans office to receive a temporary ID for the day. A lack of student ID will also be issued by the first period teacher and collected by the 6th period teacher. Lost lanyards and IDs may be replaced for a small fee.

STUDENT SERVICES

HEALTH OFFICE

It is essential that the school office staff have current working phone numbers (cell, e-mail, home, employment) and emergency contact person information.

- The health office is responsible for filing accident reports, keeping health records including vaccinations mandated by law, maintaining and dispensing prescription and emergency medications, providing first aid and emergency treatment, and notifying parents/guardians in cases of medical emergencies or illness.
- The school is responsible for the day-to-day management of student injuries and illnesses. Parents/guardians are responsible for the transport and welfare of their children.
- Every accident or injury occurring during school hours and any athletic injury occurring during a school-sponsored event must be reported immediately to the teacher in charge and to the health office/school nurse. First Aid/Emergency Guidelines for School Personnel will be followed. Emergency Medical Services (EMS) will be called as needed for immediate medical services. The parent/guardian will be responsible for any charges incurred due to EMS transportation.
- With permission of the parent/guardian, a student may self-medicate except for controlled substances. Medication must be properly labeled or have a prescription with the dosage, prescribing practitioner, and instructions for administration. The student must be able to produce written evidence their parent/guardian has authorized self-medication. For controlled

substances and medications requiring administration in the health office, a signed medication release must be completed along with the licensed practitioner's order or pharmacy label. For over-the-counter medication, a copy of the prescription or order from the licensed prescribing practitioner is required.

- A student suspected of having a contagious or infectious disease may be temporarily excluded from school until a licensed healthcare provider determines the student is not a health or safety threat to other students or staff members. If the condition is long term, notify the school nurse so that appropriate educational services may be determined.
- The First Aid Safety Assistant (FASA) is on duty every day in the health office.
- The school nurse serves Mannion Middle School and another school. The nurse is at Mannion 2-3 days/week. If the school nurse is unavailable and needs to be reached, a message may be left with the FASA and she will notify the school nurse.

It is imperative that students report to the Health Office if ill or hurt before they call their parents on their personal communication device. If a student needs to leave from school (illness/accident) they must check-out through the Health Office.

STUDENT STORE

The student store is located in the cafeteria and stocks paper, pencils, pens, snack and drink items, and various other items for sale. It is open before school and during school lunch periods.

TELEPHONE

The office telephone is a business phone and should be used by students for emergencies only. Messages will never be delivered to students. Students may use the reception office telephone before and after school if they do not have access to a personal cell phone. Parents wishing to deliver a message to a student must come to campus and show proper photo identification for the message to be delivered.

LATE BUS

Students involved in after school programs, detentions, or who stay after to receive assistance from a teacher are provided transportation home from school (Monday through Thursday) if they would normally ride the bus. Students riding the late bus are to conduct themselves in the same manner expected when riding any school bus in Clark County. **The late bus leaves the campus at approximately 3:30 pm. Bus stops are not necessarily the same as the regular routes. Students must obtain a late bus pass from advisor of activity or teacher.**

CAFETERIA

The cafeteria is opened each school day at designated times to students who wish to purchase breakfast and/or lunch.

For your convenience, you may go to the food service website: <https://www.myschoolbucks.com> and

put money on your student's account with a credit card. This site is secure and minimizes the problems of lost money and checks. Students will be able to purchase breakfast before school from 7:30 a.m. to 7:55 a.m. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Breakfast items, such as bagels, cinnamon rolls, and French toast, are offered at \$2.00 per item. Lunch prices are \$3.25. (Prices are subject to change.)

Students are expected to behave appropriately and cooperate with the following guidelines. Students are to:

1. Please find a seat and remain there for the entire lunch. No table hopping.
2. Please do not remove any food or drink items, except for water, from the cafeteria.
3. Please, if you decide to use your phone, you may only use it while inside the cafeteria.
4. Please turn off your cell phone during the last five minutes of the lunch period.
5. Please use the restroom during the first 25 minutes of the lunch period as the restrooms will close during the last five minutes of lunch.
6. Please, if you want to participate in Four Square, you must sit at the tables designated for Four Square.
7. Please clean your area prior to dismissal. All trash needs to be placed in the garbage can at the end of the table.
8. Please wait for an adult to dismiss your table before leaving the cafeteria.

Parents cannot bring food in for large groups of students. They may bring food for their student only.

Parents are not invited to have lunch with his or her child in the school cafeteria.

FREE OR REDUCED LUNCH PROGRAM

Any family who qualifies for the federal free or reduced lunch program should obtain an application from the registrar or food service manager. You may also apply online: www.applyforlunch.com

The food service manager manages this program and any questions concerning eligibility or the program may be handled through the food service office. Parents are encouraged to contact their child's counselor or school social worker to inquire about eligibility for this very important program.

LOST AND FOUND

If students find lost articles, such as clothing, lunchboxes, etc., they are asked to take them to the lost and found area in the cafeteria. All valuable items, such as jewelry, cell phones, etc. should be turned into the deans' office. Students may look for lost items before school, during their lunch, or after school.

PETS

Dogs and other pets are not allowed on campus unless it is a part of a class activity with prior arrangements made with the teacher and the administration.

RESTROOMS

Restrooms are to be used for their intended purposes. Loitering in the restrooms causes problems for students who wish to use them. Leave the restrooms immediately after using them. Restrooms are

frequently checked throughout the day for neatness and damage. Use of restrooms during class time is permitted, but a student must have a pass. **Students are encouraged to use the restroom during passing periods, not during class.** To visit the restroom students are required to sign in/out of the classroom through the school-wide system.

FEES & FINES

SPECIAL NOTE: Students with outstanding financial obligations may be prohibited from school activities, some field trips, and other activities as deemed appropriate by the administration until such obligations are taken care of by the student. *ALL fees and fines must be cleared prior to graduation from high school to receive a diploma.*

STUDENT ACTIVITIES & RECOGNITIONS

EXTRACURRICULAR ACTIVITIES

During each school year, students will have the opportunity to participate in a number of special activities, clubs, and events. These activities are offered outside of the school day as a way in which students may investigate new areas and develop in those areas in which they are interested. Remember that while participating in these after school activities, students are still expected to follow the school rules and represent themselves and the school in a positive manner. Additionally, even though extracurricular activities are an integral part of school life, care must be taken that these activities do not take precedence over the content areas. These activities serve to supplement, enhance, and enrich the actual course of study.

Clubs: Groups of students interested in organizing a club either for recreation or study are encouraged to do so. Each club must have a faculty sponsor.

Intramurals: All students may participate in intramural sports. These games are played after school. A variety of sports will be offered throughout the school year in which students may participate.

Lunch time activities: Activities, games, and tournaments will be offered to students during their lunch time. Students will need to eat their lunches and clean up their area in the cafeteria before being excused to any activity. Specifically, students wishing to participate in lunchtime activities are asked to sit in the designated section of the cafeteria (first three rows of the cafeteria).

Dances: Dances are held from 2:15 p.m. until 3:15 p.m. after school. Students will be charged an admission to scheduled dances. Parents are responsible for picking up students after the dances. **No late bus will be provided.**

Middle level basketball: Students may try-out for this interscholastic sport. A student may not participate if they turn 15 years of age prior to September 29 of the current year. Both a boys' team and a girls' team are comprised of a maximum of fifteen (15) students each (grades 6 - 8), will compete against other middle schools in our designated zone. It is important to note that an overall 2.0 grade point average (no "F's" in core subjects) and an acceptable discipline record are prerequisites to trying

out for these teams. Students who are suspended from school during the season are benched for 3 games. A second suspension during the season will remove the student from the team. During the season team members must maintain passing grades. Students that are attending Mannion on a zone variance are ineligible to participate during their first year of enrollment. If other middle level interscholastic sports are offered, the rules will apply. (An athletic packet and physical must be completed prior to tryouts.)

Cheerleaders & Dance: All 6, 7, and 8th grade students are encouraged to try out. A cheer squad of a maximum of 25 girls/boys will be selected. A week-long workshop will be held with tryouts directly following (TBA). The students will be taught some chants, a cheer, a kick line, and jumps.

After the selection process, practice begins immediately. It is important to note that an overall 2.0 grade point average (no “F’s” in core subjects) and an acceptable discipline record are prerequisites to trying out for the cheer squad. During the season squad members must maintain passing grades. Students who are suspended from school during the season are benched for 3 games. A second suspension during the season will remove the student from the squad. (An athletic packet and physical must be completed prior to tryouts.)

Special Events: Special events will be scheduled throughout the year. Dates, times and accompanying information will be provided through daily announcements, flyers, or parent newsletters.

STUDENT RECOGNITION AND SERVICE ACTIVITIES

The counselors and administration organize and supervise a number of activities that involve student recognition and student service to the school.

School-wide Awards Assemblies

In the spring of each year an Awards Assembly to recognize students for their achievements throughout the school year is planned by the administration. Students are honored for their academic achievement as well as outstanding citizenship, service to our school and fellow students, and participation in school activities. Students receive trophies, plaques, certificates and/or pins for their accomplishments.

6 th Grade Recognitions:	Straight As Semester 1 & Quarter 3 A/B Honor Roll Semester 1 & Quarter 3
7 th Grade Recognitions:	Straight As Semester 1 & Quarter 3 A/B Honor Roll Semester 1 & Quarter 3
8 th Grade Recognitions:	Straight As Semester 1 & Quarter 3 A/B Honor Roll Semester 1 & Quarter 3 Straight As for 5 Semesters

Outstanding Citizenship Recognition - Straight “O”

Students who demonstrate good behavior and a positive attitude in their classes receive an “O” on their report cards. When students receive an “O” in every class for the quarter grading period, they are given a treat or reward during their assigned lunch period.

Straight “A” Recognition Activity

Students, who receive an “A” in all of their classes, for the 1st, 2nd and 3rd quarter grading periods are invited to attend a luncheon during their assigned lunch period.

Mustang of the Month

Each month, students are nominated by administrators, counselors and members of the faculty for outstanding achievement in academics, citizenship, or improvement in any area that the student has identified as a personal goal for his/her own improvement. The students are treated to breakfast with their teacher. Parents and family are invited to attend also.

DISCIPLINE PHILOSOPHY & PROCEDURES

PHILOSOPHY

Excellent schools need a safe and orderly environment in order to succeed in their mission to provide students with a high quality education. The foundation of such an environment is a genuine respect that all members of the school community have for each other. In an excellent school, students respect themselves and their fellow students. They also have respect for the necessary authority embodied in the administration, faculty and staff of their school. Everyone in the school community, both students and adults, have a right to be treated with dignity and respect.

All schools need rules and regulations to help foster an environment of respect and to help govern the interactions between all members of the school community. The Clark County School District and Mannion Middle School have established behavior guidelines for students who attend Mannion Middle School. It is the expectation of the professional staff of this school that students will follow acceptable standards of behavior at all times. Disciplinary action is taken when any individual endangers the safety of others, disrupts the educational setting, or interferes with the right of teachers to teach and students to learn.

Disciplinary actions range from recommendation for expulsion to simply conferencing with the student. At the middle school level, a recommendation for expulsion generally means that the student will be placed in an alternative educational setting and will not return to the school the student was expelled from. The next most serious consequence is a referral to a behavior program in an alternative school for a period of time to be determined by the district. The usual referral is for 9 weeks. At the end of that time period, the student returns to the school from which the referral came.

The most common disciplinary action for significant incidences of student misbehavior is a suspension from school that generally runs from 1 to 5 days depending on the infraction but it is possible to suspend a student for up to 10 days. Less severe disciplinary actions include placing the student in what is called in school suspension, where students will be isolated from the general student population. Detentions may be assigned for minor infractions. In some cases, the student and parent have a conference with the dean and a warning is given. All of these consequences depend on the nature of the offense. Sometimes, the past history of the student in regard to similar occurrences has an impact

on the disciplinary action taken. In any event, it is always the hope of the school staff that such actions be necessary as infrequently as possible. With a co-operative attitude from the student and a professional and positive approach by the staff, any and all of the consequences discussed in this section can be avoided.

MANDATORY EXPULSIONS:

Some situations are so serious that the Clark County School District mandates that the school recommend a student for expulsion. These offenses are:

- 1. Battery on a Clark County School District employee:**
 - Physical abuse directed at a school employee.
- 2. Battery to a student**
 - Physical abuse to any student with significant injury. Where a clear imbalance of power has been established.
- 3. Drugs, Alcoholic Beverages, Use , Possession and Distribution**
 - Use, possession, and/or distribution of a controlled and/or illicit substance or any substance represented to be such.
- 4. Weapons**
 - Possession, use, transmittal, or concealment of any operable or inoperable weapon. Weapons are defined as firearms, knives, explosives, inflammable materials, or other items that may cause bodily injury or death. An Air Soft Gun, BB Gun, Paint Ball Gun, and Pellet Gun are all considered weapons. The Gun-Free Schools Act and NRS 392.466 specify expulsion requirements based on the type of weapons, and/or circumstances surrounding the infraction.

MAJOR VIOLATIONS:

The following are considered to be major violations of school and district discipline rules and regulations. Offenses in this category may lead to an expulsion or behavior program referral, depending on the severity of the offense and/or previous acts in the same category. Usually, offenses in this category result in suspension from school. Students who accumulate 5 suspensions during the course of twelve (12) months may be referred to a behavior program in an alternative setting for habitual disregard of school rules. It is also important to point out that if these offenses occur on the way to and from school or on a bus or at a bus stop, they are subject to the same discipline as if they had occurred on campus. School police will be involved as well when any of these offenses rise to the level of a criminal act. The list of major offenses (listed in alphabetical order) is as follows:

- Battery and/or assault against staff, students or visitors.
- Drugs, Alcoholic Beverages, Use, Possession, and Distribution including substances represented as drugs or alcoholic beverages. Being under the influence of such drugs or alcoholic beverages is included in this violation.
- Verbal abuse, Intimidation, or Cyberbullying. A student shall not direct harassing, vulgar, or derogatory remarks towards any person, in person or by electronic means.
- A student shall not willfully or maliciously engage in a course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated or harassed.
- Fighting. It is important to note that both parties involved in a fight are always suspended.

- Gambling.
- Activities of Criminal Gangs. This includes overt gang activity but also includes signing, gang symbols, language or tagging on notebooks or one's person, and certain clothing or other symbols connected with or associated with gang activity.
- Harassment, hazing or intimidation. Basically, this means "No Bullying". Everyone has a right to come to school and feel safe and, at least, be left alone to pursue his or her education. Cyber-bullying will not be tolerated. Inappropriate use of technology will be subject to discipline (includes misuse of sites such as *Facebook, Twitter, You Tube, InstaGram and others*; sending inappropriate pictures, texts, voicemails via the computer or cell phone).
- Immoral or lewd conduct that is sexual in nature, which includes the saying or writing of obscene words or symbols. This also includes "sexting" via the computer or cell phone.
- Insubordination and/or refusal to cooperate with CCSD employees.
- Nuisance items (major) that threaten the safety of others or cause a major disruption to the learning environment. New ones may come up at any time, but the current issues are stink bombs, and laser pens. These are strictly prohibited on campus. If a student is found in possession of these items, a suspension will be given.
- Robbery/Extortion. This includes, as an example, such as school age issues like taking someone's lunch money.
- Racial or Sexual harassment. Students need to understand that it is the perception of the victim more than the intent of the offender that matters the most. Sexual harassment can include sexual language, jokes, pranks (such as flipping skirts or pulling down someone's PE shorts) and other actions that may offend the victim. Offensive language that displays racism or bigotry toward any particular group.
- Smoking on campus or possession of cigarettes, tobacco, matches, lighters, or other smoking materials (including electronic smoking devices).
- Campus disruption or disorderly conduct. This can include, again as example and not as an exhaustive list, activities like food fights, stink bombs, etc. Students should be aware that a police citation could be issued.
- Theft, Loss, or Destruction of School District and/or Private Property. Student is responsible to reimburse the district for loss. Loss of \$500 or more may result in a legal action by the district.
- Truancy. Penalties for truancy are dictated by Law Enforcement.
- Weapons of any kind. Parents and students should note that razor blades, firecrackers, fireworks (containing gun powder), plastic BB guns, air soft guns and any type of simulated gun or knife are considered weapons.

While a list such as this catalogs a lot of negative behaviors, the most important positive thing to remember is that all of the above activities and the subsequent penalties can be avoided by simply choosing not to do any of them. None of the violations above can happen by accident. If students simply choose to respect others as well as themselves, none of the activities listed above need to occur.

OTHER OFFENSES:

There are other offenses that disrupt the educational setting and interfere with the right of teachers to teach and students to learn, or become a safety issue or make the maintenance of our facility more difficult. For these offenses, students and/or parents are conferenced with and either a warning or another consequence is assigned such as in-house suspension or detention. Repeated violations of these rules can lead to suspension if the other interventions do not seem to be correcting the behavior of the

student. Students are expected to be on time for class, to bring the appropriate materials to class and once in class, to cooperate with the teacher in the educational activities of the day. Specifically, students are prohibited from:

- Disrespect for staff.
- Disrupting class or otherwise being uncooperative in class. There is probably nothing else that makes teaching more difficult than this. Students who are frequently referred for this kind of behavior will graduate to more serious consequences such as suspension and ultimately, a referral to a behavior program in an alternative setting.
- Horseplay in the classroom or on the campus. Mannion Middle School has a hands off policy. Students chasing each other and otherwise coming into physical contact with each other as in running, chasing, grabbing, playing “knuckles”, “binder checking”, etc. can result in injury to students even when done with friends. This is not an exhaustive list.
- Chewing gum. Students will NOT be allowed to chew gum on campus.
- Bringing nuisance items to school. The issue of laser pens is addressed under major violations as it could endanger the health and safety of other students. Other items that are banned from campus include “white out” which the district bans because it is flammable, “Sharpies” or any other permanent marker because when used in marking walls or desks, it is difficult to remove (water soluble markers are allowed), rubber bands which some students use on each other, spinner toys and other toy items identified by the school administration throughout the year.
- Toys are not permitted at Mannion Middle School. Slime, fidget spinners, rubber balls, dice, and decks of cards are considered toys and not appropriate for school. These items will be confiscated and will only be returned to a legal guardian or parent.
- Students are not allowed to use electronics during school hours. Examples are ipods, headphones, gameboys, cameras, blue tooth speakers, and video games. Cell phones can only be used during the student’s lunch period. Cell phones may never be used as a camera. Again, items will be confiscated and returned to parents if they wish to claim them. The school will not be liable for any of the above named items if lost or stolen. Generally, cell phones will be returned to the student at the end of the day unless needed as evidence in an investigation.
- Bring any item that can be used to throw at or spray other students. Examples are water balloons, water guns, eggs, spray deodorants or spray colognes. This list is not exhaustive. Any food or drink confiscated will be thrown away. Other items will be confiscated and returned to parents if they wish to claim them.
- Public displays of affection. District regulation bans this. Students are to demonstrate appropriate behavior for school at all times.
- Selling of personal items.

Once again, the behaviors above are avoidable by choice. By working together with parents and students, the administration and staff at Mannion Middle School hope that each and every student in our school has the opportunity to obtain their middle school education in the best conditions possible.

Teachers, counselors, deans, assistant principals, and the principal will handle minor disciplinary offenses with detentions, lunchroom or campus clean-up duty, one-on-one conferences, and if necessary, phone calls to parents and/or parent conferences. If minor disciplinary problems continue, they become a flagrant violation of the rules and must be handled through the deans’

office.

Bullying & Cyberbullying

Cyberbullying and bullying will not be tolerated. Each report of bullying will be investigated thoroughly. Alleged victims and alleged perpetrator parents will receive a bully investigation letter to explain that a bully investigation will be conducted. The investigation will be conducted within two or three days upon receiving alleged bullying complaint. All parents of alleged victims and the alleged perpetrators will at a minimum receive a phone conference with an administrator. Most parents of bullying perpetrators will be required to meet in person with an administrator to discuss consequences. Consequences for bullying will be progressive in most cases, but may be severe depending on the circumstance. Information about cyberbullying/bullying and the consequences will be provided to students throughout the year.

Clark County School District Policy 5137: Safe & Respectful Learning Environment

I. Introduction

The Clark County School District is committed to providing a safe, secure, and respectful learning environment for all students and employees at all District facilities, school buildings, in school buses, on school grounds, and at school-sponsored activities. The school district strives to address bullying and cyberbullying so that there is no disruption to the learning environment and learning process.

II. Definitions:

- A. Definition of Bullying: Under NRS 388.122, "bullying" means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:
- a. Have the effect of Physically harming a person or damaging the property of a person; or Placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or
 - b. Interfere with the rights of a person by creating an intimidating or hostile educational environment for the person or substantially interfering with the academic performance of a student or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
 - c. Are acts or conduct described in paragraph (a) or (b) and are based upon the: (1) Actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person; or (2) Association of a person with another person having one or more of those actual or perceived characteristics.

The term includes, without limitation:

- a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person;
 - b. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;
 - c. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing, or disrespectful gestures;
 - d. Threats of harm to a person, to his or her possessions, or to other persons, whether such threats are transmitted verbally, electronically, or in writing;
 - e. Blackmail, extortion, or demands for protection money or involuntary loans or donations;
 - f. Blocking access to any property or facility of a school;
 - g. Stalking
 - h. Physically harmful contact with or injury to another person or his or her property.
- B. Under NRS 388.123, “cyberbullying” means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, “sexual image” has the meaning ascribed to it in NRS 200.737 which is any visual depiction, including, without limitation, any photograph or video of a minor simulating or engaging in sexual conduct, or of a minor as the subject of a sexual portrayal.
- C. Under NRS 388.124, “electronic communication” means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer, or any similar means of communication.
- D. A student who is a minor who knowingly and willfully transmits or distributes an image of bullying, electronically or using another means, with the intent to encourage, further, or promote bullying:
1. For a first violation is considered a child in need of supervision, as that term is used in Title 5 of the NRS.
 2. For a second or subsequent violation, commits a delinquent act, for which a court may order

the detention of the minor in the same manner as if the minor had committed an act that would have been a misdemeanor if committed by an adult.

III. Bullying and Cyberbullying are Prohibited in Public Schools

No member of the Board of Trustees, employee of the school district, member of a club or organization which uses District facilities (regardless of whether the club or organization has any connection to the District), or any student shall tolerate or engage in bullying or cyberbullying at any District facilities, school buildings, in school buses, on school grounds, or at school- sponsored activities. This includes classrooms, hallways, locker rooms, cafeterias, restrooms, gymnasiums, playgrounds, athletic fields, school buses, parking lots, and other areas on the premises of a school.

IV. Reporting of Bullying and Cyberbullying

A. Students:

It is the policy of the Clark County School District to encourage students who are subjected to, witness, or overhear incidents of bullying and cyberbullying to report such incidents. Students should report any incident(s) of bullying and cyberbullying to a teacher, counselor, or school administrator. Students are also encouraged to report knowledge of bullying and/or cyberbullying via the SafeVoice Program that allows individuals to anonymously report unlawful activities.

B. Employees:

Any Clark County School District teacher, administrator, principal, coach, or other staff member who witnesses or receives information about an incident of bullying and/or cyberbullying at any District facility, on school grounds, in school buildings, on school buses, or at school-sponsored activities shall report it to the principal or the principal's designee as soon as practicable, but not later than a time during the same day on which the teacher, administrator, principal, coach, or other staff member witnesses or receives information about the incident.

C. No cause of action may be brought against a student, an employee, or volunteer of a school who reports a bullying and cyberbullying incident unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.

D. If the principal determines that the report was false and that the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law, the principal may recommend the imposition of disciplinary action or other measures against the person in accordance with District policies that govern disciplinary action.

V. Investigation of Reported Violation

A. Upon receiving a report of bullying or cyberbullying, the principal or designee shall immediately take any necessary action to stop the bullying or cyberbullying and ensure the safety and

well-being of the reported victim or victims of the bullying or cyberbullying and shall begin an investigation into the report.

B. Notification of Reported Violation of Bullying Prohibition

1. The investigation must include notification provided by telephone, electronic mail or other electronic means, or provided in person, of the parents or guardians of all students directly involved in the reported bullying or cyberbullying, as applicable, either as a reported aggressor or a reported victim of the bullying or cyberbullying. The notification must be provided not later than:
 - a. If the bullying or cyberbullying is reported before the end of school hours on a school day, 6 p.m. on the day on which the bullying or cyberbullying is reported; or
 - b. If the bullying or cyberbullying was reported on a day that is not a school day, or after school hours on a school day, 6 p.m. on the school day following the day on which the bullying or cyberbullying is reported.
2. The notification may not include personally identifiable student information other than the name of the parent's child to whom the notice is addressed, and is not required to label the student's alleged role in the incident.
3. If the contact information for the parent or guardian of a student in the records of the school is not correct, a good faith effort to notify the parent or guardian shall be deemed sufficient to meet the notification requirements of Paragraph 1.

C. Interviews: The investigation must include interviews with all students whose parents or guardians must be notified pursuant to Paragraph B and with all such parents and guardians.

D. Timeline for Investigation

The investigation must be completed not later than two (2) school days after the principal or designee receives a report of bullying or cyberbullying. If the principal or designee is not able to complete the interviews required by Paragraph C within two (2) school days after making a good faith effort because any of the persons to be interviewed is not available, one (1) additional school day may be used to complete the investigation.

E. Written Report

1. A principal or designee who conducts an investigation shall complete a written report of the findings and conclusions of the investigation.
2. If a violation is found to have occurred, the report must include recommendations concerning the imposition of disciplinary action or other measures to be imposed as a result of the violation, in accordance with CCSD

Regulation 5141.1.

3. Subject to the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, and any regulations adopted pursuant thereto, the report must be made available, not later than 24 hours after the completion of the written report, to all parents or guardians who must be notified pursuant to Paragraph B as part of the investigation.
- F. Follow-Up: Not later than 10 school days after receiving a report required by Paragraph E, the principal or designee shall meet with each reported victim of the bullying or cyberbullying to inquire about the well-being of the reported victim and to ensure that the reported bullying or cyberbullying, as applicable, is not continuing.
- G. To the extent information is available, the principal or designee must provide, to a parent or guardian of a student to whom notice of a reported bullying violation was provided under Section V(B)(1), a list of resources that may be available in the community to assist a student, as soon as practicable. If a list is provided, the principal or designee, or any employee of the school or the District, is not responsible for providing the resources to the student or ensuring the student receives the resources.

VI. Discipline:

A. Student Discipline

1. Discipline for a violation of the bullying and cyberbullying policy for students is imposed in accordance with CCSD Regulation 5141.1.
2. The parent or legal guardian of a student involved in the reported bullying or cyberbullying violation may appeal a disciplinary decision of the principal or designee made against the student as a result of the violation in accordance with District policies.
3. Not later than 30 days after receiving the disciplinary decision, the parent or guardian may submit a complaint to the Office for a Safe and Respectful Learning Environment within the Nevada Department of Education.

B. Employee Discipline

1. Allegations of bullying and/or cyberbullying among teachers or between teachers and administrators, principals, or other school employees must be reported and will be investigated in accordance with Board policy, administrative procedures, any applicable collective bargaining agreement, and other applicable laws.
2. Any District employee who violates this bullying and cyberbullying policy shall be subject to discipline, if appropriate.

3. An administrator, including a principal, or the designee of an administrator or principal of a school:
 - a. Shall be disciplined by written admonishment, demotion, suspension, dismissal or refusal to reemploy for knowingly and willfully failing to comply with the provisions of NRS 388.1351.
 - b. May be demoted, suspended, dismissed, or not reemployed for knowingly and willfully failing to comply with the provisions of NRS 388.1351 or an intentional failure to report a violation of NRS 388.135 if the administrator witnessed the violation.
4. A teacher may be suspended, dismissed, or not re-employed for knowingly and willfully failing to comply with the provisions of NRS 388.1351 or an intentional failure to report a violation of NRS 388.135 if the teacher witnessed the violation.
5. If an employee is the holder of a license issued pursuant to Chapter 391 of NRS, the Superintendent may recommend to the Board of School Trustees that the Board submit a recommendation to the State Board of Education for the suspension or revocation of the license for knowingly and willfully failing to comply with the provisions of NRS 388.1351.

RULES OF CONDUCT FOR SCHOOL BUS RIDERS

The students on the 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 to Parents, issued by the bus drivers, concerning the disciplinary infraction. Copies are also distributed to the principal, the parents, and the Clark County School District Transportation Office.

In order to provide for safety to passengers and effective, efficient use of buses, the following rules of conduct are established:

1. Bus students must stand in an orderly single-file line at pickup points until the bus comes to a complete stop.
2. Students must board the bus in an orderly fashion and go directly to a seat.
3. All students must remain seated while the bus is in motion. Students must remain seated until the bus has fully stopped, then enter the aisle and go directly to the front exit door. Exit through the front exit door after the bus has come to a complete stop. If student must cross the road, walk forward 10 feet or more, wait for the driver's signal, then cross when it is safe to do so.

SCHOOL BUS STUDENT BEHAVIOR INFRACTIONS/CONSEQUENCES

Any distracting action by the student creates a safety hazard by demanding unnecessary attention of the driver. Such actions are forms of misconduct. Specifically, loud talking, use of profanity, fighting, throwing things, smoking, damaging the bus or bus seats, standing, and eating or drinking, are examples of misconduct that may result in disciplinary action. Misconduct at the bus stop is considered a violation.

When a student is guilty of misconduct on the bus, it will be reported to the principal of the student's school.

Parents will be held responsible for any bus damage that may result from the student's misconduct. Misconduct may be cause to deny the privilege of transportation to the student for a limited, specified time. Continued misconduct may result in loss of riding privileges.

In conformance with the rules of conduct, the site administrator will address infractions in the following manner:

- Confer with the student, the parent/guardian, or appropriate transportation staff, as necessary, to resolve student conduct problems.
- Designate students as ineligible for transportation services when warranted and notify the Transportation Department and the parent or guardian of the action taken.

CCSD SCHOOL BUS STUDENT INFRACTIONS & CONSEQUENCES

<u>Category 1 Bus Infraction</u>	<u>Category 1 Administrative Action</u>
<ul style="list-style-type: none"> • Deliberate littering of paper, gum, etc. • Excessive noise and outbursts • Continuous eating, drinking on bus • Failing to sit in assigned seat • Failing to remain seated • Rude, discourteous conduct • Riding unauthorized bus • Getting on/off the bus at an unassigned stop 	<p>1st Offense:</p> <ul style="list-style-type: none"> • Student-School Conference & Parent Notification <p>2nd Offense:</p> <ul style="list-style-type: none"> • Student-School-Driver Conference & In-House or detention <p>3rd Offense:</p> <ul style="list-style-type: none"> • 3-Day Bus Suspension & Required Parent Conference
<u>Category 2 Bus Infraction</u>	<u>Category 2 Administrative Action</u>
<ul style="list-style-type: none"> • Hanging out of window/door • Throwing objects in/out of bus • Refusing to obey driver • Improper boarding/departing • Bringing unauthorized object aboard • Inappropriate language • Other behavior resulting in the driver's attention being taken away from road. 	<p>1st Offense:</p> <ul style="list-style-type: none"> • Student-School Conference & Parent Notification <p>2nd Offense:</p> <ul style="list-style-type: none"> • 3-Day Bus Suspension & Required Parent Conference <p>3rd Offense:</p> <ul style="list-style-type: none"> • Loss of Riding Privileges for remainder of School Year
<u>Category 3 Bus Infraction</u>	<u>Category 3 Administrative Action</u>
<ul style="list-style-type: none"> • Possession of a weapon • Smoking on bus/arson • Fighting/pushing/tripping • Destruction of property • Tampering with bus equipment • Verbal or physical assault • Indecent Exposure 	<p>1st Offense:</p> <ul style="list-style-type: none"> • 3-Day Bus Suspension & Required Parent Conference <p>2nd Offense:</p> <ul style="list-style-type: none"> • Loss of Riding Privileges for remainder of School Year

NOTE: Individual schools do not identify who will ride a school bus. This determination occurs through transportation. Any questions regarding bus routes eligibility for transportation, etc. may be directed to the CCSD Department of Transportation at 702-799-8111 or go online <http://transportation.ccsd.net>

ATTENDANCE GUIDELINES

ABSENCES

The Board of School Trustees requires that students enrolled for school in the Clark County School District attend school regularly in accordance with the *Nevada Revised Statutes*. When a student is absent, the educational experiences lost during that absence are irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through makeup work. The *Nevada Revised Statutes* provide that corrective steps and/or sanctions be taken or applied when a student does not attend school.

Mannion Middle School students demonstrating poor attendance habits, which are in violation of Clark County School District guidelines, may be placed on a Request for Parent Conference OR a Notice of Required Parent Conference as determined by the Dean of Students and approved school district policy.

EXCUSED/APPROVED ABSENCES

Explanations by the parent, legal guardian, or physician stating the reason the student was absent within the meaning of sections 1-4 as listed below must be presented to the attendance office or designated area not later than **three days** after the student returns to school. Absences shall be approved for the purposes of attendance enforcement within the meaning of the Nevada Revised Statutes when:

1. A student is physically or mentally unable to attend school, or the absence is related to the student's disability and the course work has been completed.
2. The approval of the teacher or principal has been given for an unavoidable absence due to an emergency (NRS 392.130).
3. The student is absent due to a required court appearance or a required religious holiday.
4. The absence has been prearranged upon the prior written request of a parent or legal guardian prior to the absence and does not exceed the allowable ten (10) arranged days per school year.

UNEXCUSED/UNAPPROVED ABSENCES

The Nevada Revised Statutes (392.130) define an unapproved (unexcused) absence as an absence which:

1. The arranged absence as not approved in writing in advance or exceeded the allowable ten (10) arranged days per school year.
2. The absence was not due to the physical or mental inability of the student to attend

- school, the student's disability, an emergency, a required court appearance or religious holiday.
3. The absence from class or school was without written permission from the principal or his designee or teacher.
 4. The parent/guardian or person in charge of the student failed to notify the school of the student's inability to attend school within three days after the pupil returned to school.
 5. The student failed or refused to attend school when so directed by the parent or legal guardian or school official.
 6. The parent or legal guardian or person having charge of the student failed or refused to require the student's attendance at school.

An unexcused absence for the entire school day or any part of a school day shall be deemed a truancy (NRS 392.130 (2)).

PREARRANGED ABSENCE

Prearranged absences, other than those for documented medical surgeries or extended health concerns, no longer exist. Students that will be absent from school for extended periods of time should follow along with classroom instruction through his or her teachers' website. Teachers will not be required to give "pre-arranged" absent work in advance of a student absence for any reason other than documented medical emergencies or suspension.

APPROVED SCHOOL ACTIVITIES

Absences of students due to participation in a school-sanctioned activity such as a field trip, notice of required parent conference, or formal suspension will not be included in either the excused or unexcused absence totals.

ABSENCE NOTES

In an effort to maintain the highest degree of accuracy and to ensure proper accounting of student absences, students are to check-in at the main office or deans office prior to the beginning of school on the day of the student's return from an absence with a note. The note must be submitted within three days of the absence or the absence is recorded as unexcused/unapproved.

Notes must include the full name of the student, student grade, student identification number, dates and reasons for absences, and signature of parent/guardian to make an absence excused. Parents may write a note and scan and e-mail it to (0401-inbox@nv.ccsd.net) or fax the note to the main office (799-3501) if they do not trust their child to drop off the note.

TRUANCY

An unapproved absence for one or more class periods or the equivalent of one or more class periods during a school day shall be deemed a truancy (NRS 392.130[2])

If a student has been declared truant **three times for unapproved absences**, the principal of the school, or his designee, shall report the student to a school police officer or the local law enforcement agency

for investigation of habitual truancy and issuance of a citation, if warranted, in accordance with NRS 392.149 (NRS 392.144)

The *Nevada Revised Statutes* do not distinguish between truancy resulting from an action of the student and that of the parent or legal guardian. Any child who has once been declared a habitual truant and who in an immediately succeeding year is absent from school without a valid excuse may again be declared a habitual truant.

An absence may be declared as truancy when:

- A. The student fails or refuses to attend school when so directed by the parent or legal guardian or school official;
- B. The absence for any part of the day is without approval from the parent or guardian (NRS 392.130[2]);
- C. The unexcused (unapproved) absence results from a parent's/guardian's failure or refusal to require a student's attendance;
- D. The student's absence from class or from school is without official permission from the principal or teacher (NRS 392.130[2]); or
- E. Any child who has once been declared a habitual truant and who in an immediately succeeding year is absent from school without a valid excuse may again be declared a habitual truant (NRS 392.140[2]).

TARDY POLICY

Mannion Middle School believes all students should be on-time for school and each class period throughout the school day.

In the event that a student is late to class, he or she is expected to go directly to class. Tardy students will complete the electronic tardy log in the teacher's classroom. This information will be tracked by the deans office which will document the students' movement on the tardy policy's progressive discipline plan.

The tardy policy's progressive discipline plan is:

- 1st Tardy: Warning
- 2nd Tardy: Warning
- 3rd Tardy: Lunch Detention/Parent Contact
- 4th Tardy: Dean's Detention/Parent Contact
- 5th Tardy: 1 Day of IHS/Parent Contact
- 6th Tardy: 2 Days of IHS/Parent Contact

If a student is late to school, and escorted into the office by a parent or guardian, the student will still receive a tardy, but will not receive consequences as part of the tardy policy's progressive discipline plan. In addition, students with a note from a doctor's office will still be marked tardy, but will not receive consequences as part of the tardy's progressive discipline plan.

As always, any student that is over 30 minutes late to class will be considered absent. The absent may be excused with a doctor's note or a signed note from a parent or guardian.