

PRINCIPAL'S MESSAGE

Welcome to Lawrence and Heidi Canarelli Middle School, where our school motto is "Enrich, Believe, Excel, Become." We are committed to providing a five-star education to each of our students. We know that we need the support of each parent and family member in order to make this happen. We expect our students to complete all work assigned to the best of their ability. No excuses. We are also proud of the culture of excellence and mutual respect at Canarelli Middle School where our students consistently demonstrate kindness and follow all rules established.

This Parent/Student Handbook was developed to provide you with a comprehensive review of our schoolwide policies, procedures, and expectations. Please take the time to review the contents of this handbook. Students will be held accountable for following the rules contained within. However, since one of our major responsibilities is to protect the safety of our students, we are unable to predict what each year may bring. As a result, the CMS Administrative Team reserves the right to add to or amend these rules at any time throughout the school year. Students/parents will be made aware of any changes that may occur.

We wish each family the best throughout the year. By working together, we know that our students will excel!

BE THE CHANGE!

CANARELLI TELEPHONE DIRECTORY

School Phone Number: 702-799-1340
Office Hours 7:00 a.m. – 3:30 p.m.
Monday through Friday



The following extensions are provided for your information:

Main Office Reception	4000
Attendance Office	4035
Banker	4200
Cafeteria	4012
Counselors	4035
Dean's Office	4500
Health Office – FASA	4022
Principal	4100
Assistant Principal-Facilities	4201
Assistant Principal-Schedules	4203
Registrar	4065
Special Education Facilitator	4032
To schedule a teacher conference	4035
Transportation/Buses	702-799-8111

STUDENTS' CODE OF ETHICS

As a secondary student in the Clark County School District, our students will strive to demonstrate the five qualities of moral character fundamental to human conduct:

Integrity requires that our students stand up for what is right instead of just trying to go along with the group.

Respect requires that our students treat themselves and others with honor and respect, and obey school rules and the state and federal laws.

Justice requires fairness to others as well as to self, balancing praise and accountability in accordance with actions and integrating factors.

Responsibility means our students are responsible for their own actions and the effects they have on themselves and on others.

Manners means our students should be conscientious of and respectful to adults and to each other at all times.

CODE OF HONOR

The Nevada Department of Education has set clear expectations that all students will perform academic tasks with honor and integrity. Parents and students must sign the Code of Honor which clearly states that cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. As a result, students who are caught engaging in academic dishonesty will face stiff penalties.

Academic Dishonesty Policy

Cheating or academic dishonesty is when a student utilizes any unauthorized means to gain an advantage over other students or assists another student without permission to do so. Plagiarism is a form of cheating or academic dishonesty.

What is cheating? Examples of cheating include, but are not limited to:

1. Taking or copying answers on an exam or any other assignment from another student or other source.
2. Giving answers on an exam or any other assignment to another student.
3. Copying assignments that are turned in as original work.
4. Collaborating on exams, assignments, papers, and/or projects in person, or via Google without specific teacher permission.

5. Allowing others to do the research or writing for an assigned paper.
6. Using unauthorized electronic devices.
7. Falsifying data or lab results, including changing grades electronically.

What is plagiarism? Examples of plagiarism include, but are not limited to:

1. Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source.
2. Turning in papers from the Internet written by someone else.
3. Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawing, or paintings as your own.
4. Helping others plagiarize by giving them your work.

Students violating the academic honesty policy are subject to disciplinary action such as detention, In-house suspension, required parent conference, and suspension. In addition, the **student may receive a zero on the assignment with an opportunity to redo the assignment or assessment**, and the parents will be notified. Please refer to the CCSD Code of Honor for more information.

GENERAL INFORMATION

TIME OF ARRIVAL AND DEPARTURE: The first bell rings at 7:55 a.m. and classes begin promptly at 8:00 a.m. Students are dismissed at 2:11 p.m. There is no supervision for students before 7:30 a.m. unless they are enrolled in an early bird class. Students are to be off campus by 2:25 p.m. unless they are working with a teacher or participating in a supervised after school club or activity.

BEFORE CLASS IN THE MORNING: Students may go to a teacher's classroom for extra help beginning at 7:30 a.m., if they have a pass from their teacher. If students are not with a teacher for extra help, they are required to wait in the courtyard or the cafeteria.

TELEPHONES: Office telephones are business phones and may be used by students for emergencies only. Students will be called out of class only for an emergency, as determined by a school administrator. **Phone messages will not be delivered to students.**

PASSING PERIODS: Although a bell will signal the end of each class period, only the classroom teacher will dismiss students. As students change classes, they

are expected to move quickly and quietly and "*walk to the right*" to help others who are also moving to class. Passing periods are four (4) minutes long. There are no portable classrooms this year. Four minutes is more than sufficient to be on time to class each period.

PERSONAL BELONGINGS:

Students who bring personal belongings to school are responsible for the security and safety of those items.

The school is not responsible for any items lost or stolen from anywhere within the school during a school day, at night, or over a weekend. This includes phones, iPods, iPads, electronic devices, bicycles, calculators, band or orchestra instruments, clothing, confiscated nuisance items, or any other school items.

PERSONAL COMMUNICATION DEVICES

(CCSD Policy 5136): Personal technology and communication devices, such as cell phones or tablet computers, are utilized in many ways and are a component of the educational setting. At school, it is critical that students only access personal technology and communication devices when allowed and only for the intended purpose(s). Clark County School District (CCSD) Policy 5136, along with the CCSD Acceptable Use Policy, provides guidelines for the appropriate usage of both District and personal electronic devices along with consequences for violations of the policy.

At school, students are allowed to use personal technology and communication devices during scheduled nutrition or lunch breaks, and while on District buses.

During the instructional day at Canarelli Middle School, students may only utilize these devices in the following manner:

- Phones must be turned off and remain off during the instructional day and passing periods unless otherwise approved by administration. Phones left on silence/vibrate modes are subject to confiscation.
 - Cell phones may be used prior to arrival on campus in the morning, during lunch and after the final bell.
- Headphones/ear buds are not allowed.**
- Cell phones should be stored in a non-visible location (sling packs, purses, pockets).
 - Phones confiscated in violation of these guidelines will be held in the deans' office until the end of the day. If the phone is confiscated more than once, parents are required to pick up in the deans' office with ID.
 - Cell phones must remain off during a school evacuation, lockdown, or drill. During these situations, tell your child **NOT** to try to contact you by cell phone until given the okay by school staff,

thus allowing emergency communication channels to remain open. The District's communication system has the capability of contacting parents/guardians in an emergency. Please be reminded that each school has intercoms and loudspeakers and the classrooms have hardwired telephones. Additionally, administrators and safety personnel are prepared with two-way radios and cell phones.

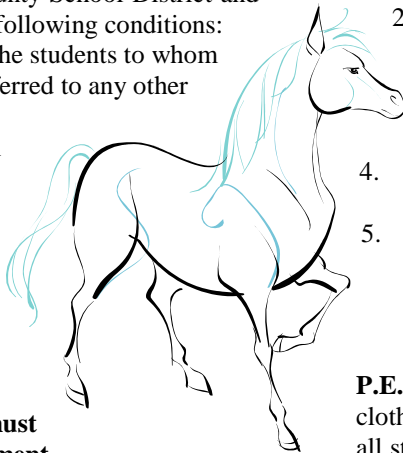
- As a condition of possessing a device on campus, the student agrees to a search of the device's content if reasonable suspicion of violating the cell phone use policy exists.

Canarelli Middle School is not responsible for phones or electronic devices lost or stolen on campus.

TEXTBOOKS: Textbooks are provided to students by the school district free of charge. However, all library books and textbooks remain the property of the school. **Students will be charged for lost or damaged books.** Any lost or stolen books must be paid for before another book is issued. Textbooks are the property of the Clark County School District and are loaned to students on the following conditions:

1. To be used only by the students to whom issued and not transferred to any other student.
2. To be returned when requested or at the time of withdrawal if the pupil leaves before the **end** of the school year.

If the book is lost or damaged in excess of reasonable wear, a pupil must pay for a replacement.



SLING PACKS: Sling Packs will be allowed on campus and in the classroom. To maximize classroom space and eliminate safety hazards, **backpacks are not permitted on campus at all of any size, including backpack purses. There will be no exceptions.**

For student convenience, **Sling Packs** are available for purchase and students are permitted to carry them from class to class. Small purses or other small bags may also be carried from class to class. However, due to large class sizes, large purses/bags, larger than the Sling Pack, cannot be carried from class to class.

Permitted



Sling Pack

Not Permitted



Backpack

LOCKERS: School lockers remain the property of the school, and school authorities have a responsibility to examine the contents of those lockers for reasons of health, safety, and security. Acceptance on the part of a student assigned a locker is acknowledgment of the privilege retained by the Clark County School District to examine the contents of that locker whenever determined appropriate. Students are not required to have a locker.

LOCKER GUIDELINES:

1. School lockers are not secure. Do not leave money or high value items in your locker.
2. Locker combinations are strictly private information and **must not be given to anyone. Students are not permitted to share lockers.**
3. When your locker does not function properly, report it immediately to the Deans' Office.
4. Never leave your locker without spinning the dial to make sure it's properly secured.
5. **Canarelli Middle School is not responsible for any items missing from your locker. Therefore, please report any theft or locker damage immediately to the Deans' Office.**

P.E. LOCKERS: To provide maximum security for clothes and personal items during physical education, all students will be issued a physical education locker with a lock. Students are responsible for keeping the lockers and locks in good condition. **Students are not allowed to store sling packs or personal belongings other than what is required for P.E.**

Students may only use the locker **during their assigned physical education period.**

Students are not to share locker combinations with unauthorized students and may not use personal locks on the lockers. If a personal lock is placed on a locker, custodial staff will cut the lock off.

Students enrolled in P.E. classes will be required to wear an approved school uniform. These may be purchased on Welcome Back Day, during P.E. class, or throughout the year in the front office.



LOST AND FOUND: Lost and found is located in room 802. All unclaimed personal articles are given to a charitable organization at the end of each semester.

INSURANCE: The school does not carry insurance for your child and has no responsibility for accidental injury. Information concerning accident insurance from a commercial insurance agency is available in the main office. If your child is not covered under your current insurance, we encourage you to take advantage of this opportunity. Proof of insurance is required to try out for basketball, cheerleading, dance and other school athletic activities.

ACCIDENT AND ILLNESS: **It is imperative that current home and emergency telephone numbers be on file at the school.** Students are not permitted to contact parents via cell phone (text or call) for pick up from school. If your telephone number changes, please bring your driver's licenses to the registration office to make any changes. Every accident occurring at school or a school sponsored event must be immediately reported to the adult in charge and/or the First Aid Safety Assistant (FASA). A student who is too ill to remain in class, should obtain a pass from the teacher and report to the Health Office so parents may be notified. State law does not allow school health personnel to diagnose illness or injury. Parents should check with their family physician if they have a question about their child's health. Please contact the Health Office at 702-799-1340 ext. 4022.

STUDENT STORE: The Trading Post, located in the cafeteria, will stock spirit wear, sling sacks, and various other items students may need. Snack items will also be available in the Trading Post for purchases during lunch periods.

FEES FOR MATERIALS: Students enrolled in art, drama, exploration, or technology classes will be charged a fee to help cover the cost of the materials needed for these classes. Students enrolled in band, choir and orchestra will also be charged a small fee. Students may also be asked to bring in materials necessary to complete projects. If a need for additional fees should arise during the school year, teachers will be required to submit to parents a cost accounting sheet reflecting the actual cost of the materials used by the students.

CCSD TRANSPORTATION

BUS TRANSPORTATION: Bus transportation is provided for all students living two or more miles from the Canarelli MS campus. Riding CCSD transportation is a free privilege; not a right. Students must ride the same bus to and from school; they are

not allowed to ride another student's bus. Parents are required to register students for transportation using the www.ccsd.net and select transportation. Students must be registered with transportation to gain access to the bus. All transportation concerns can be addressed by calling the transportation department at (702) 799-8100.

Students who ride school buses must abide by all school and CCSD transportation department rules. Inappropriate behavior on the bus which jeopardizes any student's safety and wellbeing will not be tolerated. It is important students comply with any reasonable request from the bus driver while riding the bus. Should a student behave contrary to the safety rules, the driver has the option to issue a bus citation. The CCSD bus transportation rules are explained to the students by the bus drivers and the deans. Continued violation of the rules can result in removal from the bus. CCSD secondary behavioral guidelines apply to students riding the bus.

LATE/ACTIVITY BUS: Four days a week, Monday through Thursday, a late bus will be available for students. **Students must make prior arrangements to stay after school with a teacher; exception for Tuesday.** They need to have a bus pass to ride the late bus. The late bus will be utilized for after school activities such as intramurals, clubs, detentions, and make-up/tutoring. **No students are allowed on campus unsupervised.** When the arrival of the late bus is announced, all students are to report immediately to the bus area. The campus is officially closed at that time. **Passes for the late bus are available from the teacher in charge of the activity.** Tentative departure time is approximately 3:45 p.m.

BICYCLES: All bicycles must be parked and locked in the bicycle area in a manner that is consistent with the design of the bicycle rack. Students must provide a personal lock for their bikes. The bicycle area is locked during the school day. **Canarelli MS is not responsible for damaged or stolen bicycles.** Bicycle riders are to walk their bikes on the designated sidewalk upon arrival and departure. Misuse of bicycles on school grounds can result in the loss of bicycle privileges. Students are not to ride bicycles anywhere on campus.

Roller Blades, Hoover boards, Skateboards, Roller Skates, or any Motorized Vehicle: For the safety of students, staff, parents, and visitors, these types of transportation are not allowed on campus. The parent will be required to pick up all skateboards, roller blades, hoover boards, and any motorized vehicles. After the third offense, the school will hold the item until the end of the school year.

PARKING LOT: In an ongoing effort to provide the safest campus possible for our students, the parking lot will be closed from 7:30 a.m. to 8:00 a.m. and from 2:00 p.m. to 2:30 p.m. Plan to drop-off and pick up students on the sidewalks that surround the perimeter of the school. Please use the sidewalks that border the school so students do not need to cross in front of traffic. **Parents are not permitted to make U-Turns or pass cars in active school zones, which endanger the safety of students and drivers.**

ACTIVITIES

ASSEMBLIES: Assemblies will be scheduled throughout the year. Students must be seated in their assigned section with their teacher. The privilege of attending is limited to those students who demonstrate positive behavior.

DANCES: Dances will be scheduled throughout the year. The privilege of attending school dances will be limited to only those students who have met behavioral expectations during that current semester as approved by the Dean of Students. **All fees and fines must be paid for to purchase a dance ticket or a paid field trip.**

Students must be picked up on time when the dance is concluded. CCSO Police will be contacted and the student may be transported to Child Haven. If the student is not picked up on time at the conclusion of the dance, they will not be permitted to attend any further dance/evening events.

CLUBS/ACTIVITIES: Students are strongly encouraged to participate in activities by joining clubs or enjoying intramural sports. The array of clubs and/or activities offered to students is dependent on current CMS staff availability and is subject to change from year to year. Information about the various clubs/activities will be distributed to students at the beginning of the school year.

COMPETITIVE SPORTS: Prior to trying out for basketball, dance, or cheerleading, students must pass a sports physical, provide proof of insurance, submit a liability waiver, and meet the academic and behavioral requirements. Packets with the appropriate forms will be available from the coaches prior to tryouts.

FIELD TRIPS: A field trip permit and a medical release form signed by a parent or guardian are required to participate in a field trip. **All fees and fines must be paid to attend a paid field trip. However, participation in school-sponsored activities outside the regular classroom is a privilege not a right.** Students must meet academic and behavioral requirements to be eligible to participate. **All field**

trips require a minimum of a 2.0 grade point average, no F's or U's in citizenship. Students who violate disciplinary standards during the current semester will be unable to participate in field trips.

ATTENDANCE

ABSENCES: A student is required to submit a note within three days following an absence. School personnel are available in the deans' office each morning between 7:30 a.m. and 8:00 a.m. to collect the notes. Absence notes should include:

- Student name, student number, and grade
- Reason for absences and dates of absences
- Parent signature and home telephone number.

Failure to submit notes will result in an unexcused absence. **A student who exceeds ten unexcused absences in a given class will receive a failing grade/denial of credit for that class.**

TRUANCY: Nevada law (NRS 392.040) requires children between the ages of 7 and 18 to attend school. School attendance is vital to your child's academic success in school. The following are the major points of the law:

The principal of the school is required to report the pupils who are habitually truant to law enforcement.

A habitual truant is defined as "a student who has three unapproved or unexcused absences within one school year."

A truant is a pupil who is absent without a written note from a parent or doctor that verifies that the pupil was physically or mentally unable to attend school.

If a pupil is absent due to physical or mental reasons, the parent must submit a written note to the school **within three days of the absence.**

The law provides the court with the authority to order the student or the parent to pay a fine of \$100.00 for habitual truancy and a fine of \$200.00 for the second or subsequent truancy. The court can also suspend the student's driving privileges and order ten hours of community service.

If the student is 14 years of age or older, Department of Motor Vehicles (DMV) requires attendance enforcement to be attached to receiving a driver's license. The following will occur if the student is considered truant:

- 1st offense – 30-day delay of driver's license.

- 2nd offense – additional 60-day delay of driver's license.
- 3rd offense – delay until 18 years old.

PREARRANGED ABSENCES: Prearranged absences should be requested in advance and in writing using the Prearranged Absence Notification Form which is available in the deans' office. These arrangements should be made at least three days prior to the absence, except in case of an emergency. The prearranged absence form is then filled out and signed by the parent, and returned to the deans' office. **Prearranged absence requires the approval of the curricular administrator or principal. Prearranged absences are limited to ten days in one school year and are not permitted during the first and last ten days of school.** Prearranged absences include religious holidays or an emergency outside the control of student or student's family. Prearranged absences, in excess of ten days, will be deemed unapproved in compliance with CCSD Regulation 5113. Students who need to leave town for more than 10 days must be withdrawn from school and re-enrolled upon return.

TARDINESS: Tardiness to class disrupts and interferes with the normal educational activity in the classroom. Students are to be in the classroom prior to the bell. Tardies are school-wide, cumulative in nature, and span one quarter. Periodically the deans may opt to hold a tardy lockout in an effort to curb tardiness school-wide. During lockouts tardy students will not be allowed to enter the classroom and will be directed to report to administration for disciplinary action.

The following Progressive Discipline Plan will be enforced for tardiness in the classroom:

- 1st tardy – sign warning tardy form in class
- 2nd tardy – Parent phone call home
- 3rd tardy – Teacher detention
- 4th tardy – Deans' detention
- 5th tardy – In-House Suspension
- Additional tardiness in this quarter and/or No Show for Deans' Detention will result in RPC for disregard of school rules and insubordination.

HOMEWORK REQUEST: When a student is ill or out of school due to a pre-arranged absence for more than three (3) days, parents may submit a homework request. To do so, the parent must notify the attendance office by the second day of the absence, and the work will be ready for pick up the following afternoon. The work must be picked up within 24 hours.

Homework requests will be ordered from the deans' office, for students who will be absent from class for more than three days due to consequences assigned as a result of a behavior infraction.

MAKE-UP WORK: Following each absence, it is the student's responsibility to contact each teacher for make-up work. In compliance with CCSD Regulation 5113, after any absence, 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 acknowledged. **Students shall be allowed a minimum of three days to complete makeup work.**

CLOSED CAMPUS: Canarelli maintains a closed campus. Students are not to leave campus for lunch or for any part of the school day. Parents/guardians must report to the attendance office and produce a photo ID for student release.

WITHDRAWAL / TRANSFERS: When a student is moving from the Canarelli MS attendance zone, he/she must obtain a *Pupil Release and Transfer Form* from the registrar. The parent/guardian must come to the office and request the withdrawal. If the student is present in school, the student will take this form to each teacher to receive a current grade and to return all textbooks and library books. All fines and fees must be paid before grades and records can be transferred to another school.

DISCIPLINE

CLASSROOM BEHAVIOR PROBLEMS:

Teachers will handle minor disciplinary offenses with student conferences, detention, a phone call to parents, parent conferences, and/or referral to a counselor. Minor offenses include but are not limited to minor classroom interruptions, or failure to be prepared for class.

DISCIPLINE REGULATIONS: All students are given a copy of *Behavior Guidelines for Secondary Students* at the start of every school year. This booklet is provided to minimize misunderstanding about school expectations. Clear and blatant violations of these behaviors while at school, at school related activities, **or on the way to or from our school**, will result in disciplinary action. Some violations may require us to call upon law enforcement agencies to

deal with the violation. The following behaviors are subject to immediate action by the school:

1. Bullying/Cyber-bullying
2. Smoking on or around our school campus
3. Theft or burglary
4. Defacing school property
5. Throwing items (to include food) at others
6. Immoral, lewd, or disorderly conduct to include saying or writing obscene words or symbols
7. Fighting/threatening bodily harm toward anyone
8. Insubordination and refusal to cooperate with any CCSD employee
9. Wearing gang related clothing, displaying gang signals or being involved with gang activity
10. Using racial or derogatory actions/statements
11. Possession or use of alcohol or drugs

NOTE: FIGHTING, ASSAULT, BATTERY OR OTHER AGGRESSIVE BEHAVIORS WILL RESULT IN A MINIMUM TEN-DAY SUSPENSION.

BEHAVIOR SCHOOL PLACEMENT

Students who violate the CMS behavior expectations may be referred to a CCSD behavior school.

DRESS & APPEARANCE: The adopted dress code at Canarelli Middle School is intended to instill pride in every Canarelli student and to positively impact campus safety and the overall educational climate of the school.

The Canarelli Middle School dress code was developed in accordance with the CCSD Regulation 5131 and the specific needs of Canarelli Middle School. The dress code implemented at Canarelli Middle School is as follows:

- **Requires the wearing of shoes with soles. House slippers and shoes with wheels are not permitted.**

CMS INTERPRETATION: *No flip-flops or slides are permitted.*

- **All clothing must be sufficient to conceal any and all undergarments. No skin will show between the bottom of shirt/blouse and the top of pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.**

CMS INTERPRETATION: *Shirts and blouses must be appropriately buttoned in accord with the design of the shirt or blouse. Unbuttoned shirts or blouses, which allow crop tops or spaghetti straps to show, muscle shirts or shirts with large gaping armholes,*

and open back clothing, are prohibited. Any clothing designated as an undergarment is unacceptable. This means no see through clothing. CMS applies the three inch-wide rule to dresses as well as tops, shirts, blouses, and athletic wear.

- **Requires that all shorts, skorts, skirts, and jumpers/dresses must be at 4 inches above the knee or longer.**

CMS INTERPRETATION: *If a skirt, skort, or dress has a slit, the top of the slit must be no shorter than 4 inches above the knee or below in length. Dresses that look like shirts are prohibited.*

- **All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose skin and/or are located above the knee or higher.**

CMS INTERPRETATION: *Leggings and yoga pants are not allowed to be worn except under a dress that is fingertip length or longer. Spandex flare pants are considered leggings. Non-clothing items are not permitted under ripped jeans (ie tissue, napkins, etc).*

- **Headgear (hats, sweat bands, head band, hoods, caps, bandanas, hair grooming aids, etc.) is not permitted on campus except for designated school approved uniforms, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school sanctioned activities.**

CMS INTERPRETATION: *This includes tails, bandanas or "rags" whether those items are in the hair or on the student's person (e.g., hanging out of pocket). Hats, sweat bands, head bands, headgear and bandanas will be confiscated and returned only to the parent/guardian. The school will not be responsible for items that are lost or stolen.*

- **Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited.**

CMS INTERPRETATION: *This includes, but is not limited to, any clothing or accessories that advertise alcoholic beverages, drugs, or weapons. Shirts that display condescending or inflammatory slogans or slogans sexual in nature are also prohibited.*

- **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, or drug paraphernalia, or clothing that contains threats are prohibited.

CMS INTERPRETATION: *Items such as, but not limited to, single gloves, bandanas, hairnets, safety pins, rubber bands, chains (including wallet chains), are prohibited. Sweatbands worn on necks, arms, wrists, legs, and heads are prohibited.*

- **Spiked or studded clothing, jewelry, and/or accessories are prohibited.**
- **Students are limited to have one facial piercing.**
- **Outerwear such as coats, mittens, and scarves must be removed upon entering the classrooms/buildings. Administrators, teachers, and staff may use their discretion as appropriate based on the temperature in the facility.**

CMS INTERPRETATION: *The wearing of loose suspenders and belts is also prohibited. Suspenders and belts must be worn appropriately in accordance with the design of the garment. Belts cannot hang more than six inches past the buckle. Finally, gloves, chains, shoelaces, bandanas, or other paraphernalia hanging from the pockets is also prohibited.*

- **In the interest of student safety, it is extremely important that school personnel be able to identify all students on campus at any time. Therefore, the wearing of sunglasses inside the buildings, courtyard, and quad areas is strictly prohibited. Additionally, hair worn at a length and/or style that it covers the eyes and/or face is prohibited.**

Teachers refer students in violation of the dress code to the dean for disciplinary action. If a student is a referred to the deans' office for a dress code violation, the student will not be allowed to return to class without appropriate attire. Repeated dress code violations will result in progressive discipline. The principal retains the authority to grant exceptions to the dress code for special occasions and/or special conditions. **The administration reserves the right to determine any style or dress as a violation if they deem it a disruption to the learning environment.**

BULLYING/HARASSMENT: Student harassment, physical and verbal abuses, including any racially or sexually derogatory statements/actions made by one person to another is prohibited and will result in disciplinary action.

CYBER-BULLYING: Cyber-bullying means bullying through the use of electronic communication. "Electronic communication" means the communication of any written, verbal or pictorial

information through the use of an electronic device, including, without limitation, telephone, cell phone, computer, or any similar means of communication. These may include verbal abuses, including any racially or sexually derogatory statements, name-calling or profanity, threats or intimidating statements, made by one person to another. Students, please be aware that cyber-bullying created **on or off campus** is prohibited and will result in disciplinary action.

HANDS OFF POLICY: Students are required to keep their hands to themselves. This applies to horseplay, play fighting, public displays of affection, and other inappropriate or aggressive behavior. Any behavior of this type may result in a required parent conference.

NUISANCE ITEMS: **Items not directly associated with the educational program are not to be brought to school.** These items include, but are not limited to: balloons, flowers, bluetooth speakers, fidget spinners, handheld video games devices, cameras, laser pens, water guns, roller blades, yo-yos, water balloons, rubber bands, pets or stuffed animals, and trading cards. **Students found in possession of such items will have the items confiscated and may be subject to disciplinary actions.** Parents may be required to pick up confiscated items from the deans' office.

PHOTOS/VIDEOS ON CAMPUS: Students are not permitted to be take photographs or record videos on campus. Students in COLT TV and Publications are permitted to do as they are assigned to take photos and videos as a class requirement.

Students who videotape or take photos using a live feed (i.e.: YouTube, Facebook Live, SnapChat and Instagram) may be placed on a required parent conference (RPC); which could result in further disciplinary action.

HEADPHONES AND EARBUDS: Due to safety concerns, these items are not allowed and should not be visible at school. **Students found in possession of such items will have the items confiscated.** Parents may be required to pick up confiscated items from the deans' office.

GUM AND FOOD: Eating food (including candy) or drinking a beverage, with the exception of water, is permitted only in the cafeteria. Students who take food outside of the cafeteria may face disciplinary action. **There is not to be any gum chewing anywhere on campus.** Gum is a nuisance item that defaces school property.

PUBLIC DISPLAY OF AFFECTION (PDA's): Holding hands and/or arms, embracing, kissing, or

other inappropriate acts of affection are not permitted on campus and students will be subject to disciplinary action.

CAFETERIA

The Canarelli MS cafeteria is a vital part of our school. Breakfast and lunch are served daily.

BREAKFAST: Items for breakfast are available each day in the cafeteria. Breakfast is served daily from 7:30 am – 7:55 am. Students may purchase cereal, rolls, juice, and other breakfast items.

LUNCH: There are three lunch periods each day. Students may bring their lunch, purchase the daily lunch combo, or ala carte items such as a slice of pizza or a spicy chicken sandwich.

GENERAL CAFETERIA GUIDELINES:

To ensure a well maintained cafeteria and a pleasant lunchtime atmosphere, students are to:

- Students must walk, (not run) to their destinations when they arrive at the cafeteria for lunch.
- Students may get up from their tables to purchase school lunch, visit the school store, and use the restroom. **There will be no “table-hopping” or wandering.**
- Be polite and patient in line; no cutting or saving places is allowed. While waiting to be served, stand behind the line in front of a food service window. Having only one student at each window at a time will help to prevent accidents, thus helping the lines progress quickly.
- Do not purchase food for other students.
- **Students are NOT permitted to use another student’s account with/without permission. Disciplinary action will occur.**
- Students must remain seated while eating and drinking. Food and drinks are not allowed in the restrooms, outside, or in the classrooms.
- **All students are to help keep the cafeteria clean. After eating, the table and floor must be left in a clean condition. Students will be expected to clean up their area prior to dismissal.**
- Students will be dismissed table by table from the cafeteria once their area is clean.
- Those students who wish to place money in their lunch account may do so before the school day begins in the cafeteria. Parents may also transfer funds into a student’s lunch account on line at www.myschoolbucks.com.
- Students must maintain safety by not running or horse playing in the cafeteria or quad areas before, during, or after lunch.

- **Food is never to be thrown in the cafeteria.** There are serious consequences for those students who do so.
- Students are allowed to have enough food for themselves only. Do not bring extra food for parties or friends (cupcakes, cakes, hot wings, subs, lunches delivered for multiple people, etc.)

NO FOOD OR DRINK, WITH THE EXCEPTION OF WATER, IS TO BE CARRIED OUT OF THE CAFETERIA!

ANY VIOLATION OF CAFETERIA RULES WILL BE SUBJECT TO DISCIPLINARY ACTION.

FREE OR REDUCED LUNCH: Parents are reminded that they need to apply for free or reduced lunch each school year. Only one application is needed per household. If you wish to apply, applications can be completed online at www.myschoolapps.com or by paper available from the cafeteria manager. Processing of a paper application takes 7-10 operating days. **To reduce processing time we encourage you to apply online.** For more information call the Free and Reduced Food Service Office at 1-800-819-7556. The cafeteria supervisor manages this program and any questions concerning the program may be handled by calling 702-799-1340 ext. 4012.

COUNSELING: The Counselors’ Office is for the benefit of every student in the school. Counselors move to the next grade with their students so your student will have the same counselor for three years. Students wishing to talk to a counselor are encouraged to do so. Request forms to meet with your grade level counselor are available in the counseling office. Counselors are available to meet with students to discuss academic, social, or career concerns. Counseling grade level assignments for the 2019-2020 school year are: 6th Ms. Keller, 7th Ms. McCreery, and 8th Ms. Farina.

REPORTING STUDENT PROGRESS: Report cards are issued to students every nine weeks. The final report card of the year is mailed home. Students receive two grades for every course, an academic grade and a citizenship grade. At the end of each semester, students also receive a grade for their semester or final exams. CCSD policy does not allow for semester exams to be taken early. Student progress reports will be available to **all students** the fifth week of each quarter through Infinite Campus Parent Portal and paper copies will no longer be distributed.

Academic Grades:

- A = Excellent Achievement, 100-90
- B = Above Average Achievement, 89-80
- C = Average Achievement, 79-70
- D = Below Average, 69-60
- F = Failing Work, 59 and below

Citizenship Grades:

- O = Outstanding Citizenship
- S = Satisfactory Citizenship
- N = Needs Improvement Citizenship
- U = Unsatisfactory Citizenship

PROMOTION POLICY: (CCSD Reg. 5123)

A pupil in grade 6 must complete one semester with a passing grade in mathematics, English or reading, and science for promotion to seventh grade. The principal has the authority to determine the course(s) which need to be repeated.

A pupil in grade 7 must complete one semester with a passing grade in mathematics, English or reading, science, and social studies for promotion to eighth grade. The principal has the authority to determine the course(s) that need to be repeated.

A pupil in grade 8 must complete three semesters with a passing grade in mathematics, three semesters with a passing grade in English or reading, two semesters with a passing grade in science, and two semesters with a passing grade in social studies during the seventh and eighth grade years for promotion to high school. An eighth grade student who does not meet promotion requirements may be promoted to high school on academic probation provided the student meets the criteria as described in CCSD Regulation 5123.

AWARDS AND RECOGNITION

Canarelli Middle School students are rewarded for academic excellence, attendance, and positive citizenship throughout the school year. Canarelli is proud to acknowledge and reward students by implementing the following recognition programs:

COLT CHARACTER AWARDS – This is a monthly celebration, complete with food and prizes, for students nominated by their teachers for recognition in one or more of the following areas: responsibility, integrity, respectfulness, dependability, and honesty. Each month a different department has the opportunity to nominate students for this award. **Caught Being the Change** students are honored during this same celebration. Both groups of students are presented with special Colt Tags.

STRAIGHT A's, A/B, AND/OR STRAIGHT O's IN CITIZENSHIP

Each quarter, all students who earn straight A's, A/B'S, Straight O's in Citizenship, those nominated by their teachers as Most Improved will be recognized and rewarded.

ATTENDANCE – Each quarter, all students who maintain perfect attendance will be recognized and rewarded.

ANNUAL AWARDS CEREMONIES: At the end of the school year, awards are presented to deserving students during the Annual Awards Night celebrations. The following awards are presented during this celebration:

a. **Special Recognition Teacher Awards:** Each teacher will have the opportunity to recognize an outstanding student.

b. **Department Awards:** Each teacher will have the opportunity to recognize an outstanding student for his/her department.

c. **President's Awards:** The President's Award for Educational Excellence and Achievement awards recognize academic success in the classroom. In accordance with criteria established by the U.S. Department of Education, in partnership with the National Association of Secondary Principals, 8th grade students who receive this award must meet the following two requirements:

1. Students must have a GPA of 3.5 or higher.
2. Students must have exceeded standards in reading and/or math on the Nevada State assessment.

d. **Principal's Academic Excellence Awards:** Special recognition is given to 8th grade students who maintained a 4.0 GPA for three consecutive years.

d. **American Legion Award** – This award will be presented to one 8th grade boy and one 8th grade girl. Teachers will nominate deserving students who demonstrate the qualities of courage, honor, leadership, scholarship, patriotism, and service. Students nominated will perform a two (2) minute speech on one of these qualities and speeches will be evaluated by a panel of judges. Winners will be announced at the awards celebration.

e. **Canarelli Award** – This prestigious award is presented to two 8th grade students. Deserving students are nominated by teachers because of their involvement in school, demonstration of school pride,

and positive impact on Canarelli MS. Candidates are required to complete an application and give a 3-5 minute speech. The winner will be announced at the awards celebration and provided a scholarship of \$500.

HOMEWORK: Homework reinforces class work through practice and extension. It is an integral part of the program at Canarelli Middle School. Students can expect to have homework in all major subjects and may have homework in many electives. Homework will only be used to practice the skills already learned during class.

PARENTS

MESSAGES: Occasionally parents request that a telephone message be delivered to their child. **However, school personnel cannot accept such requests by phone since there is no way to verify the legal parent/guardian leaving the message.** Should an emergency arise, parents are asked to come to the office and provide appropriate identification in order to give a message to a student.

CAMPUS VISITS: Parent/Guardians are welcome and encouraged to visit the school and their child's teachers. **Parents/Guardians may attend classes with their child but they must make visitation arrangements at least 24 hours in advance with the teacher.** Arrangements are made through the counseling office. All visitors must report to the main offices immediately upon arrival to obtain a visitor's pass.

DELIVERIES: Classrooms will not be interrupted for the delivery of messages or items to students. **No deliveries of any form (Uber, GrubHub, lunch deliveries or homework) will be accepted. For student safety, students cannot meet people in the quad area or the front of the school for deliveries.**

If a student forgets his/her lunch, a principal lunch can be provided, at the student request. The cost of the meal must be repaid with the school banker.

PARENT VOLUNTEERS: It is important for students to know that their parents are taking an active role in their education by participating in activities with students, other parents, and staff.

CCSD Policy and Regulation 4100 requires all volunteers to be fingerprinted at a cost of \$60. It is the school's number one priority to keep students safe. Parents and volunteers must contact the principal's office for information on how to apply to be a volunteer at 702-799-1340 ext. 4100. Parent volunteers play a key role at Canarelli Middle School.

PARENT TEACHER CONFERENCES: Parents are encouraged to make appointments for conferences with teachers, counselors, or administrators by calling 702-799-1340 ext. 4035. Teacher conferences must be scheduled at least one day in advance.

REQUIRED PARENT CONFERENCES: Students placed on Required Parent Conference (RPC) may not return to school until a conference has been held with the dean. RPC conferences are scheduled through the deans' secretary at 702-799-1340, extension 4500.

PARENT IDENTIFICATION: Please bring your driver's license or other state issued photo identification when you come to school to pick up your child during the school day or when leaving a delivery. Only individuals identified by the custodial parent in the Parent Portal will have access to students.

SAFETY AND SECURITY

CAMPUS MONITORS: Campus monitors assist in keeping our campus safe and secure by frequently checking the hallways, courtyard, and area outside the buildings. They are available to help with any questions students may have about locating rooms, school rules, and student safety.

SECURITY CAMERA SYSTEM: Canarelli Middle School has a closed circuit camera system with recording capabilities. These cameras assist with the safety and security of our school on a twenty-four hour basis.

HALL PASSES: In order to leave the classroom, students must have a written hall pass from their teacher.

FIRE DRILLS: Fire drills are an important safety precaution. Exit routes are posted in every classroom. When the alarm sounds, it is essential to clear the building by the prescribed route as quickly as possible. Students are to remain outside the building until the signal (the orange flag) is given to return inside.

SHELTER-IN-PLACE DRILLS: NRS 392-450 requires that Shelter-in-Place Drills occur during the school year to instruct pupils on appropriate procedures in the event of a chemical release incident or other related emergency.

EARTHQUAKE DRILLS: The Great Nevada ShakeOut is an annual opportunity to practice how to be safer during big earthquakes: "Drop, Cover, and Hold on." The ShakeOut has been organized to encourage students and staff to review emergency

preparedness, plans and supplies, and to secure their space in order to prevent damage and injuries.

HARD LOCKDOWN DRILLS: A Hard Lockdown is a lockdown response to an emergency situation within the building, on school grounds, or immediate surroundings of the school. This drill is completed multiple times a year to ensure student and staff safety.

SOFT LOCKDOWN DRILLS: A Soft Lockdown is a lockdown response to an emergency situation outside the building, off school grounds, and could be near the immediate vicinity of the school.

LOITERING: To maintain maximum safety, students are to report to the cafeteria or courtyard as soon as they arrive on campus each day. Students are not to loiter in parking lots, on the basketball courts, or on properties adjacent to the Canarelli MS campus either before or after school. Once students arrive at school, they must remain on campus. During after school activities, students not authorized to be on campus may be cited for trespassing.

SCHOOL ID CARDS

Students will receive their Canarelli ID cards after school pictures are taken. Once received, students are required to have their ID cards with them while on school campus. This card is the identification needed for students to checkout books from the library and to eat lunch. It is required throughout the year for participation in numerous activities and special programs at Canarelli. If a student loses their student ID they may purchase a new one for \$2.00 at the school banker.

SCHOOL WEBSITE

The school website is a useful tool for locating information about Canarelli MS. School hours, important dates, clubs, and school newsletters can be found on the new and improved website. (www.canarelli.org).

COMPUTER USE CONTRACTS

In order to use the school computers, every student on campus must have completed an Acceptable Use Policy (AUP) signed by both themselves and their parent/legal guardian. This form needs to be completed upon initial enrollment at our school and kept as a record on campus throughout the student's enrollment on campus. **Violation of the AUP may result in loss of access to the school computers and school disciplinary action.**

INFINITE CAMPUS PARENT PORTAL

Clark County School District used web-based system to effectively monitor the academic progress of your child. This system will provide detailed, real-time information, including: Demographics, Student Schedules, Assignment and Assessment Scores, Grades, Attendance, Graduation Progress, Academic Planner, Immunization status, Reports, District and School Notices. Please visit the registration office to obtain a parent login. The Parent Portal mobile app can be downloaded. Parent use at campusportal.ccsd.net. The CCSD school district ID is: ZLSBJB.

STATEMENT OF NON-DISCRIMINATION

Neither Canarelli Middle School nor the Clark County School District does not knowingly discriminate against any person on the basis of race, gender, sexual orientation, creed, color, national or ethnic origin, sex, disability, or age in admission or access to, treatment or employment in, or participation in its programs and activities, pursuant to federal and state laws including, but not limited to Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Improvement Act.

Students, parents and other program participants who feel discriminated against may initiate a complaint by contacting the school principal. Concerns may also be addressed by completing the complaint/grievance process outlined in CCSD Regulation 1213.1 (public concern).

ACCESSIBILITY NOTICE AND PROCESS:

CCSD is committed to nondiscrimination in its programs, activities, and services, and to providing facility accessibility. Parents, students, staff, or other members of the public, who are seeking information or have questions about the existence and location of accessible services, activities, and facilities in the district, should contact the building principal with their inquiry and the building principal will respond to the inquiry within a reasonable period of time.

DRUG FREE SCHOOL

We are dedicated to provide you with a school environment that is safe, secure, and drug free. With your help, we can. Should a student be found in possession of alcohol, vape pens of any sort, tobacco, marijuana or other drugs, it is a violation of CCSD Regulation 5141.1. ***Marijuana is illegal for minors, under the age of 21, to use, carry or possess on school grounds.*** We will make every effort to remove him or her from the regular school setting.



Students found to have used, carried or possessed alcohol, tobacco, vape pens of any sort or controlled substances on school grounds will be required to take Substance Abuse and Awareness Program (SAAP) with parents within 30 days of the incident occurring.

*****The intent of this handbook is to provide a general review of important CCSD and Canarelli MS policies and procedures. The administration reserves the right to strengthen and modify procedures as needed to protect student safety and instructional integrity throughout the school year.***



Lawrence & Heidi Canarelli Middle School

CALENDAR OF EVENTS

2019

August 6	Student Welcome Back Day
August 12	First Day of School
August 15	Open House, 6:00 PM – 7:30 PM
August 29 & 30	Picture Day for students
September 2	Labor Day - Holiday
September 13	Welcome Back Dance, 6:00 – 8:00 PM
September 17	PAC Meeting, 8:30 AM
October 4	Picture Make-Up Day for students
October 11	End of 1 st Grading Period
October 15	PAC Meeting, 8:30 AM
October 24	Halloween Dance, 6:00 – 8:00 PM
October 25	Nevada Day – Holiday, No School
November 11	Veterans Day - Holiday, No School
November 25-27	No School
November 28	Thanksgiving Day – Holiday (No School for students)
November 29	Family Day – Holiday (No School for students)
December 4	Drama Intermediate Performance, 2:30 PM
December 5	Drama Intermediate Performance, 6:00 PM
December 6	Drama Intermediate Performance, 6:00 PM
December 10	Winter Concert: Orchestra, 6:30 PM
December 11	Winter Concert: Band, 6:30 PM
December 12	Winter Concert: Choir, 6:30 PM
December 17	PAC Meeting, 8:30 AM
December 18-20	Semester 1 Exams Dismissal 11:40 AM
December 20	End of 2 nd Grading Period
Dec. 21 – Jan. 5	Winter Break (No School)

2020

January 6	Classes Resume
January 20	Dr. Martin Luther King, Jr. Day Observed (No School for students)
January 21	PAC Meeting, 8:30 AM
February 10-14	Book Fair
February 13	Drama Performance–Frozen, 2:30 PM
February 14	Drama Performance–Frozen, 6:00 PM
February 17	Presidents Day - Holiday
February 18	PAC Meeting, 8:30 AM
March 2-6	Nevada Reading Week
March 6	End of 3 rd Grading Period
March 17	PAC Meeting, 8:30 AM
March 27	Spring Carnival and Dance, 5:00 – 7:00 PM
April 4-13	Spring Break (No School)
April 14	Classes Resume
April 21	PAC Meeting, 8:30 AM
April 23	Take Your Child To Work Day
May 5	Spring Concert: Orchestra, 6:30 PM
May 6	Spring Concert: Band, 6:30 PM
May 7	Locker Cleanout
May 8	Spring Concert: Choir, 6:30 PM
May 11	Yearbook Signing Party – 6 th period
May 13	6 th & 7 th Grade Awards Ceremony, 6:00 PM
May 15	8 th Grade Awards Night, 6:00 PM
May 15	8th Grade Dance, 6:00 – 9:00 PM
May 18-20	Final Exams, dismissal 11:40 AM
May 19	PAC Meeting, 8:30 AM
May 23	Last Day of School

Progress Reports will be available online Infinite Campus for review on the following dates:

- 09/11/19
- 11/15/19
- 02/05/20
- 04/17/20

Report Cards will be distributed to students on the following dates:

- 10/24/19
- 01/16/20
- 03/20/20
- 06/05/20 (Last report card will be mailed home on this date)

***Students at CMS are required to check their own grades and progress on Infinite Campus each week.**

***Parent passwords are required to access grades and are available daily (with ID) in the registration office.**