



## 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!

#### 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 laws of our country.

**Justice** requires fairness to others as well as to self, balancing praise and blame in accordance with actions.

**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.

#### 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:**

|                                     |              |
|-------------------------------------|--------------|
| Attendance Office                   | 4035         |
| Banker                              | 4200         |
| Cafeteria                           | 4012         |
| Counselors                          | 4035         |
| Deans’ Office                       | 4500         |
| Health Office – FASA & School Nurse | 4022         |
| Library                             | 4026         |
| Principal                           | 4100         |
| Registrar                           | 4065         |
| Special Education Facilitator       | 4032         |
| To schedule a teacher conference    | 4035         |
| CCSD Transportation/Buses           | 702-799-8111 |

#### 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. The Mentorship (formerly Advisory) Class is a credited course where students will receive a grade (not simply a pass or fail) on their report cards. Please ensure that you bring your son/daughter to school on time. Students who are on time must be in their classroom by 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 or behavior school class. Early bird classes begin at 7:00 a.m. 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. Parents/guardians (identified in Parent Portal/Infinite Campus) must present state issued identification in order to sign out a student for the day. **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.

**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, bicycles, calculators, band instruments, clothing, confiscated nuisance items, or any other school items, etc.

**PERSONAL COMMUNICATION DEVICES (CCSD Policy 5136):** The use by students of personal communication devices such as **cell phones**, laptops, tablet computers, or other similar electronic communication devices are permitted during lunch and school-sponsored and school appropriate activities and on District buses.

- 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 and after the final bell. **Headphones are not allowed.**
- Cell phones should be stored in a non-visible location (backpacks, purses, pockets).
- Phones confiscated in violation of these guidelines will be held in the deans' office until the end of the day. The first confiscation will result in the student

being allowed to pick the device up at the end of the day. However, any additional incidents will require parents to present identification and pick the items from the deans' office.

- Cell phones must remain off during a school evacuation, lockdown, or drill. During these situations, students are not permitted to contact parents using cell phones until given the okay by school staff thus allowing emergency communication channels to remain open. The ParentLink/Blackboard communication system has the capability of contacting parents/guardians in an emergency.
- As a condition of possessing a device on campus, the student to surrender to search of the device's content (by an administrator) if reasonable suspicion of violating the cell phone use policy exists.

**Canarelli Middle School is not responsible for phones lost or stolen on campus. Our primary function is the education of students. It is the student's responsibility to manage his/her personal belongings.**

**TEXTBOOKS/TECHNOLOGY:** Textbooks, notebooks, laptops and other devices are provided to students by the school district free of charge. However, all library books, textbooks, laptops or technological devices remain the property of the school. **Students will be charged for lost or damaged books or devices.** Any lost or stolen books or devices must be paid for before another one is issued. Textbooks and technological devices 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 or change of class if the pupil leaves before the **end** of the school year, or changes classes.
3. To maintain proper care of the texts and laptops/devices that the students are issued.
4. Any technological device that is loaned to a student for use during the school day requires a loan agreement prior to use.

**If the book or device is lost or damaged, a pupil must pay for a replacement.**

**BACKPACKS:** To maximize classroom space and eliminate safety hazards, **backpacks are not allowed in classrooms.** All backpacks must be stored in hallway lockers during the instructional day. Students may retrieve items from their lockers before



school, before lunch, and at the end of the school day. Any handbag/purse large enough to carry school books is considered a “backpack” and is not allowed in classrooms. Students are not allowed to use their P.E. locker as their primary locker.

For student convenience, **Sling Sacks, measuring 18 x 13**, 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, in excess of the Sling Sack measurement, cannot be carried from class to class.

**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. All sixth grade students will be required to have a locker. Seventh and eighth grade students are not required to use a locker.

**LOCKER GUIDELINES:**

1. School lockers are generally 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. A written statement is the way to report any problems or theft 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 backpacks 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.

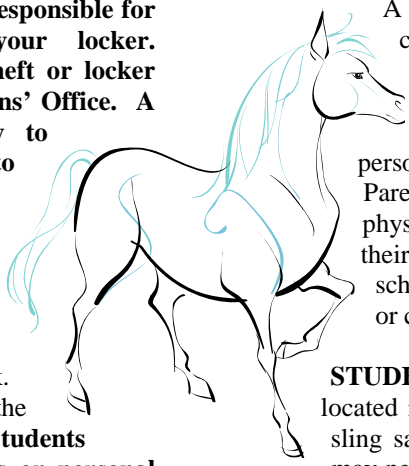
Students enrolled in P.E. classes will be required to wear an approved school uniform. These may be purchased on Welcome Back Day, during P.E. class, or throughout the year in the front office.

**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, and dance. Clark County School District does not provide insurance for students who are injured while participating in athletics or activities. It is the responsibility of the parent to provide insurance for their children.

**ACCIDENT AND ILLNESS: It is imperative that current home and emergency telephone numbers be on file at the 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 school nurse or FASA with any questions or concerns 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.

**FEEES FOR MATERIALS:** Students enrolled in art, technology/coding/robotics, drama, or exploration



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. 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](http://www.ccsd.net) and select transportation. Students must be registered with CCSD Transportation to gain access to the bus. All transportation concerns can be addressed by calling the CCSD Transportation Department at (702) 799-8100 or (702) 799-8111.

Students who ride school buses must abide by all school and transportation department rules. The students ride the bus as a privilege, and any student who does not comply with the rules may lose their privilege to transportation. Inappropriate behavior on the bus which jeopardizes any student's safety and well-being 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 deans. Continued violation of the rules can result in removal from the bus. CCSD secondary behavioral guidelines apply to all 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 and their parent/guardian. There will be no after school activities on TUESDAYS as this date is reserved for all teachers to participate in professional development after school.** Students 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 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 3:45-4:00 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, Hover 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.

**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 asked to avoid u-turns in front of the school or in the middle of the street, 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.

**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 during Club Rush. Club Rush will take place before school and will be advertised during Colt TV.



**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. Tryout dates will be advertised on Colt TV.

**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. **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 with 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 an excuse note to the attendance clerk in the registrar's office within three days following an absence. School personnel are available in the attendance office each morning between 7:30 a.m. and 8:00 a.m. to collect the notes. Notes may also be emailed directly to the clerk on the school website ([canarelli.org](http://canarelli.org)). Absence notes must include:

- The date the note is being submitted
- 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 unapproved absence/truancy. **A student who exceeds ten unapproved/truancy absences in a given class will receive a failing grade for that class.**

**TRUANCY:** Nevada state 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 is 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.

**PREARRANGED ABSENCES:** Prearranged absences should be requested in advance and in writing using the Prearranged Absence Notification Form which is available in the attendance 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 attendance office. **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.

**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:

- Tardiness beyond 20 minutes to the first class of the day – Students will report to the registrar's office to sign in. Students less than 20 minutes late to class will report directly to their first respective classroom.
- All Other Tardies – Student reports to class, signs the tardy sheet and receives deans' detention.
- 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 the attendance clerk in the registrar's office. 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 identified in Parent Portal/IC must report to the attendance office and provide a state issued 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, devices, 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* and the Canarelli Handbook at the start of every school year. These booklets are 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. Smoking on or around our school campus
2. Theft or burglary
3. Defacing or vandalizing school property
4. Throwing items (to include food) at others
5. Immoral, lewd, or disorderly conduct to include saying or writing obscene words or symbols
6. Fighting/threatening bodily harm toward anyone
7. Insubordination and refusal to cooperate with any CCSD employee
8. Wearing gang related clothing, displaying gang signals or being involved with gang activity
9. Using racial or derogatory actions/statements
10. Possession or use of alcohol or drugs

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

### **BEHAVIOR SCHOOL PLACEMENT**

Students who violate the CMS behavior expectations may be referred to a behavior school. Placement is temporary, but typically requires 9 weeks or 45 day enrollment on another CCSD school campus.

**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, athletic slides, 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 in the mid-drift, 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, spaghetti straps, 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 or mesh 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 undergarments 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.*

- **Headgear (hats, sweat bands, head band, hoods, caps, bandanas, hair grooming aids, etc.) are not permitted on campus except for designated school approved uniforms, special events, authorized athletic practices, documented medical conditions, certified 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, cigarettes/tobacco, vapes, 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/vapes, 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, gender, religious, or any other 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, a telephone, a cellular phone, a computer, or any similar means of communication. These may include verbal abuses, including any racial or sexual/gender, or other 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, cd players, iPods, mp3 players, PSP players, cameras, radios, tape recorders, electronic games, laser pens, pagers, water guns, roller blades, skateboards, 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.

**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](http://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.applyforlunch.com](http://www.applyforlunch.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 799-1340 ext. 4012.

**COUNSELING:** The Counselors' Office is for the benefit of every student in the school. Counselors loop 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 2017-2018 school year are: 6<sup>th</sup> (TBA), 7<sup>th</sup> Ms. Keller, and 8<sup>th</sup> Ms. Wittmayer.

**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. All teachers will utilize the school-wide, Canarelli Citizenship Rubric. At the end of each semester, students also receive a grade for their semester exams. CCSD policy does not allow for semester exams to be taken early or at any time other than during the announced test schedule. Student progress reports are issued to **all students** the fifth week of each quarter.

**Academic Grades:**

- A = Excellent Achievement
- B = Above Average Achievement
- C = Average Achievement
- D = Below Average
- F = Failing Work

**Citizenship Grades:** *See the Canarelli Citizenship Rubric for details*

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

**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 Honor Roll, AND/OR STRAIGHT O's IN CITIZENSHIP**

Each quarter, all students who earn straight A's, A/B Honor Roll, Straight O's in Citizenship, and 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 NIGHTS:** At the end of the school year, awards are presented to deserving students during the respective grade level Annual Awards Night celebrations. The following awards are presented during this celebration:

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

b. **Presidential Awards:** The President's Award for Educational Excellence award recognizes academic success in the classroom. In accordance with criteria established by the U.S. Department of Education, in partnership with the National Association of Secondary Principals, 8<sup>th</sup> 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 SBAC exam.

#### **c. Principal's Academic Excellence Awards:**

Special recognition is given to 8<sup>th</sup> grade students who maintained a 4.0 GPA for three consecutive years.

d. **American Legion Award** – This award will be presented to one 8<sup>th</sup> grade boy and one 8<sup>th</sup> grade girl. Teachers will nominate deserving students who demonstrate the qualities of courage, honor, leadership, scholarship, patriotism, and service. Students nominated will make a 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 8<sup>th</sup> 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.

f. **A/B Honor Roll** – This award will be presented to any student in each grade who maintains all As and Bs for the school year.

**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.

### **PARENTS**

**TELEPHONE 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 necessitating the need to contact a student, parents are asked to come to the office and provide appropriate identification.

**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.** Arrangements are made through the counseling office. All visitors must report to the principal's office immediately upon arrival to obtain a visitor's pass.

**DELIVERIES:** Classrooms will not be interrupted for the delivery of messages to students unless there is an emergency. No flowers, balloons, etc. will be delivered during school hours. **All deliveries MUST be taken to the front office. For student safety, students cannot meet people in the quad area or the front of the school for deliveries.**

**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. Parent volunteers play a key role at Canarelli Middle School. If you are available to lend a helping hand, please contact the front office and request a parent volunteer form.

**PARENT TEACHER CONFERENCES:** Parents are encouraged to make appointments to schedule 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 must be scheduled with the deans' secretary at 702-799-1340, extension 4500. Due to the frequency of conferences, parents may not come to the office to meet with administration without scheduling an appointment in advance.

**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 conducted by the fire department 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.

**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.

### **LIBRARY**

The Canarelli Middle School library is the information center of the school. Our library has a wealth of resources, including over 20,000 books, magazines, electronic resources, and 13 student computers. Students are welcome to use the library from 7:30 to 2:25. The library program is integrated with the school's educational and instructional goals. Teachers schedule their classes to come to the library for research projects, activities, reading, and book check out. Students may check out as many books as they want as long as they are responsible. Books are checked out for three weeks and may be renewed one



time. Clark County School District policy holds students responsible for the care and return of their library books. Students may access many of the library's subscription databases and other resources from home on the library section of the school website at <http://canarelli.org/>.

### 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 check out 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 \$5.00 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](http://www.canarelli.org)).

### ACCEPTABLE USE POLICY

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 PORTAL

Clark County School District has implemented a new web based system to effectively monitor the academic progress of your child. This system will provide detailed, real-time information, including: Demographics, Schedules, Assignments, Assessment Scores, Calendar, Grades, Attendance, Graduation Progress, Academic Planner, Immunization status, Reports, District and School Notices. Please visit the registration office to obtain a parent or student login.

### 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, 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 marijuana or other drugs, we will make every effort to remove him or her from the regular school setting.

***\*\*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

#### 2017

|                |  |
|----------------|--|
| August 8       | Welcome Back Day   |
| August 14      | First Day of School  |
| August 17      | Open House 6–7:30 p.m.                                       |
| August 31      | Picture Day 6 <sup>th</sup> & 7 <sup>th</sup> grade students |
| September 1    | Picture Day 7 <sup>th</sup> & 8 <sup>th</sup> grade students |
| September 4    | Labor Day – Holiday  |
| September 8    | Welcome Back Dance 6–8 p.m.                                  |
| September 19   | PAC Meeting 8:30 a.m.  |
| October 6      | Picture Make-Up Day for students                             |
| October 13     | End of 1 <sup>st</sup> Grading Period                        |
| October 17     | PAC Meeting 8:30 a.m.  |
| October 17     | Fall Concert: Choir 6:30 p.m.                                |
| October 18     | Fall Concert: Band 6:30 p.m.                                 |
| October 20     | Halloween Dance 6–8 p.m.                                     |
| October 27     | Nevada Day – Holiday   |
| November 10    | Veterans Day – Holiday                                       |
| November 20-22 | <b>No school for students &amp; teachers</b>                 |
| November 23    | Thanksgiving Day – Holiday                                   |
| November 24    | Family Day – Holiday   |
| December 5     | Winter Concert: Orchestra 6:30 p.m.                          |
| December 6     | Winter Concert: Band 6:30 p.m.                               |
| December 7     | Winter Concert: Choir 6:30 p.m.                              |
| December 7     | Drama Performance “Hoodie” 2:15                              |
| December 8     | Drama Performance “Hoodie” 5 p.m.                            |
| December 9     | Drama Performance “Hoodie” 2 p.m.                            |
| December 20-22 | Semester Exams dismissal 11:40 a.m.                          |
| December 22    | End of 2 <sup>nd</sup> Grading Period                        |
| Dec. 25-Jan. 5 | Winter Break (No School)                                     |

#### 2018

|                |   |
|----------------|---|
| January 8      | Classes Resume  |
| January 9      | PAC Meeting 8:30 a.m.                                   |
| January 12     | Winter Dance 6–8 p.m.                                   |
| January 15     | Martin Luther King, Jr. Day – Holiday                   |
| February 15-16 | <b>No school for students &amp; teachers</b>            |
| February 19    | Presidents Day – Holiday                                |
| February 20    | PAC Meeting 8:30 a.m.                                   |
| February 22    | Drama Performance Musical 2:15 p.m.                     |
| February 23-24 | Drama Performance Musical 5:00 p.m.                     |
| Feb. 26-Mar. 2 | Nevada Reading Week & Book Fair                         |
| March 9        | Spring Carnival Dance 6–8 p.m.                          |
| March 12       | NJHS Induction Ceremony 4:00 p.m.                       |
| March 14       | End of 3 <sup>rd</sup> Grading Period                   |
| March 17       | 8 <sup>th</sup> Grade Disneyland Trip                   |
| March 20       | PAC Meeting 8:30 a.m.                                   |
| March 26-30    | Spring Break (No School)                                |
| April 2        | <b>No school for students &amp; teachers</b>            |
| April 3        | Classes Resume  |
| April 17       | PAC Meeting 8:30 a.m.                                   |
| April 24       | Spring Concert: Orchestra 6:30 p.m.                     |
| April 25       | Spring Concert: Band 6:30 p.m.                          |
| April 26       | Spring Concert: Choir 6:30 p.m.                         |
| April 26       | Take Your Child To Work Day                             |
| April 30       | 6 <sup>th</sup> & 7 <sup>th</sup> Grade Awards Ceremony |
| May 2          | 8 <sup>th</sup> Grade Awards Night 6:30 p.m.            |
| May 4          | 8 <sup>th</sup> Grade Dance 7:00 p.m.                   |
| May 15         | PAC Meeting 8:30 a.m.                                   |
| May 22-24      | Final Exams dismissal 11:40 a.m.                        |
| May 24         | Last Day of School                                      |

**Progress Reports** will be distributed to students on the following dates:

- 09/13/17
- 11/16/17
- 02/07/18
- 04/24/18

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

- 10/31/17
- 1/23/18
- 04/13/18
- 06/11/18 (Last report card mailed home on this date)