



**ELTON AND MADELAINE GARRETT  
JUNIOR HIGH SCHOOL  
1200 Avenue "G", Boulder City, Nevada 89005  
Telephone: (702) 799-8290 Fax: 799-8252**

### **MESSAGE TO THE STUDENTS**

Welcome to Garrett Junior High School, home of the Bobcats. The Garrett staff, faculty, and administration wish you a productive and successful school year. The purpose of this handbook is to give you a better understanding of the expectations that are part of everyday life at Garrett. It will also help to explain our instructional program and school activities.

### **MISSION STATEMENT**

Garrett Junior High School, in partnership with home and community, will be dedicated to providing an optimal learning environment in which students achieve academic excellence and become responsible, respectful, productive citizens and successful lifelong learners.

### **STUDENT EXPECTATIONS**

- Students will respect school policy and contribute to a safe and clean school environment.
- Students will maintain regular attendance, arrive on time and be responsible for make-up work.
- Students will wear clothing permitted by the dress code.
- Students will be respectful of others and use appropriate language.
- Students will be prepared for school and complete classroom and homework assignments.
- Students will solve conflicts nonviolently.

### **VISITORS**

Parents are always welcome at Garrett. Due to safety concerns parents and visitors are to check in at the office before proceeding to visit classrooms. Parents wishing to audit their students in class must provide next day notice.

### **CLOSED CAMPUS (CCSD POLICY 5131)**

All Clark County junior high school students will be expected to remain on campus from the time they arrive on campus until school is dismissed at 2:11 p.m. Exceptions will be made only for those students who are ill or who must leave campus during school hours. You must have office clearance prior to leaving campus. If you are ill, you must report to the nurse's office with a pass; the nurse will call home and arrange for you to go home. Any student leaving campus without permission from the office will be classified as TRUANT.

### **SCHOOL HOURS**

The building will be open to students from 7:30 a.m. to 2:40 p.m. Before 7:55 a.m. and after 2:40 p.m., students are not to be in the building unless attending a school sponsored event or meeting with a teacher.

**BELL SCHEDULE**

<b>Early Bird</b>	7:00 - 7:50
<b>Warning Bell</b>	7:55
<b>Period 1</b>	8:00 – 8:58
<b>Period 2</b>	9:01 – 9:55
<b>Period 3</b>	9:58 – 10:52
<b>First Lunch</b>	<b>Period 4</b>
10:52 – 11:22	10:55 – 11:49
<b>Period 4</b>	<b>Second Lunch</b>
11:26 – 12:19	11:49 – 12:19
<b>Period 5</b>	12:22 – 1:15
<b>Period 6</b>	1:18 – 2:11
<b>Opportunity Period</b>	2:15 - 2:40

**IMPORTANT DATES TO REMEMBER**

Aug. 12.....	First Day of School
<b>Sept. 2.....</b>	<b>Labor Day</b>
Oct. 11.....	End of Quarter 1
<b>Oct. 25.....</b>	<b>Nevada Day</b>
<b>Nov. 11.....</b>	<b>Veterans Day</b>
<b>Nov. 25-29.....</b>	<b>Extended Thanksgiving Break</b>
Dec. 18-20.....	Semester Exams*
Dec. 20.....	End of Quarter 2
<b>Dec. 23 - Jan. 3.....</b>	<b>Winter Break</b>
Jan. 6.....	Classes Resume
<b>Jan. 20.....</b>	<b>Martin Luther King Day</b>
<b>Feb. 17.....</b>	<b>Presidents' Day</b>
Mar. 6.....	End of Quarter 3
<b>Mar. 9.....</b>	<b>No School</b>
<b>Apr. 6-13.....</b>	<b>Spring Break</b>
May 18-20.....	Semester Exams*
May 20.....	Last day of School

Teacher Workday 7:30 a.m. – 2:41 p.m.

\*Semester Exam Days: 8:00 a.m. to 11:40 a.m.

**PROMOTION/RETENTION POLICY (CCSD REGULATION 5123)**

Clark County School District Policy and Regulation R-5123 sets the standard for promotion from sixth to seventh grade, from seventh to eighth grade, and from eighth grade to high school. Under the provisions of this policy and regulation, a sixth or seventh grade student may be retained at that grade for no more than one year and an eighth grade student may be retained for more than one year.

6th Grade	7th Grade	8th Grade
Pupils enrolled in Grade 6 during the 2019-2020 school year must complete one semester with a passing grade in mathematics, English or reading, and science for promotion to seventh grade.	Pupils enrolled in Grade 7 during the 2019-2020 school year must complete one semester with a passing grade in mathematics, English or reading, science, and social studies for promotion to eighth grade.	Pupils enrolled in Grade 8 during the 2019-2020 school year must complete three semesters with a passing grade in mathematics, and 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.

## **COUNSELING DEPARTMENT**

Counseling is available for all students desiring help with academics, personal development, interpersonal relationships, and career development. Counseling offers personal support and guidance. Services provided include: counseling, parental support, career/occupational guidance, special education, and academic and personal support.

## **PARENT-TEACHER CONFERENCES**

Conferences are designed to promote positive relations and success for the student. Conferences will be scheduled after verification has been made that the parent(s) have logged into and utilized Infinite Campus. Parents are asked to call the counselor to schedule a conference with the teachers. Conferences may be scheduled for 7:30-7:55 a.m, Monday through Friday. Students are expected to attend the conference along with the parents. A minimum of twenty-four hours notice is required to schedule a conference.

## **ACADEMIC INFORMATION**

You will be issued report cards to carry home for the first, second, and third quarters. Fourth quarter report cards will be mailed directly to your home. During the quarter, you will use Infinite Campus to inform your parents of your progress.

Our grading system is standard throughout the state and was determined by the Nevada State Department of Education. Letter grades have the following interpretations:

A	=	Excellent accomplishment
B	=	Above average accomplishment
C	=	Average accomplishment
D	=	Below average accomplishment
F	=	Failure to meet acceptable standards
I	=	Incomplete work*

\*If the work is not completed within two weeks after the close of the grading period, the incomplete will be changed to an F. If you have any questions, please call the counseling office.

## **POSITIVE STUDENT RECOGNITION**

Celebrating student success is important to our staff and school community. Students who work hard to earn good grades and citizenship scores are rewarded in the following ways:

1. Honor Card - students must earn A's and/or B's along with Outstanding and/or Satisfactory citizenship marks
2. Straight A Luncheons - held quarterly
3. All O's - ice cream treats at lunch
4. Department and Grade Level Awards

## **ATTENDANCE PROCEDURE (CCSD REGULATION 5113)**

Regular and prompt attendance is important to the education of every student. All students are expected to attend school every day unless they are physically or mentally unable to attend. As of this printing, the key provisions for secondary students are as follows:

- Individual student absences should be limited to a maximum of 10 total absences per semester. Students who exceed 10 unapproved absences in any course during the semester may receive a failing semester grade for that course and may be retained in the current grade.
- Students enrolled in courses for which graduation credit is granted (e.g., Algebra I) and have 10

unapproved absences **will** receive a failing grade for the semester and will not receive credit for the course for that semester. The failing grade will be used in the calculation of the student's high school grade point average.

- Students who are more than 30 minutes late for class will be considered absent. Students have three days to bring a **written excuse** upon their return from an absence. If a **written notice** is not received in the office, a truancy letter may be sent to the parent/guardian.
- Parents and students must work with the school to develop an intervention plan for any student with poor attendance and conferences with an administrator may be required to address poor attendance or chronic absenteeism.

## **TRUANCY**

It is unlawful for a student to be truant from school. If you do not have an excuse to miss school, you will be considered truant. The following are major changes made to the law:

- The school is required to report the students 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 student who is absent from school without the written approval of the teacher or principal of the school, unless the student is physically or mentally unable to attend school. If a student is absent due to physical or mental reasons, the parent must notify the school **in writing** within three days of the absence. The court can order the suspension of driver's license privileges for students 14 years of age or older if they are habitual truants.

**\*To avoid a truancy letter, please make sure a written notification of absence is given to the front office staff within three days of an absence. This notice should include the student's first and last name and the parent's signature.**

## **TARDY PROCEDURE**

You have three minutes to go from one class to another. Students are expected to report to their classes on time. Most tardies occur because students spend too much time socializing with friends during the passing time. **Tardies are not excused for any reason.** Tardiness is a situation that may reflect indifference, lack of self-discipline, or poor time management. Students who enter classes late interrupt classes and disrupt the educational setting.

Below is a description of the school-wide tardy lockout procedure. Tardies will accumulate by semester intervals (not nine weeks). Tardies accumulated by you during the first semester will not carry over to the second semester. Thus, each student will begin each semester with zero (0) tardies.

1st Tardy Violation - Documented Warning  
2nd Tardy Violation - Lunch Detention  
3rd Tardy Violation - Counselor Referral

4th Tardy Violation - Admin Detention  
5th Tardy Violation - Required Parent Conference (RPC)  
\*all tardy violations after 5 may result in RPC, IHS or SUS

## **PASSES**

At the start of each quarter, students will be provided with a pass card that can be used to go to their locker, use the restroom, or excuse a tardy. There are a limited number of passes on each card as we try to teach students responsibility and accountability. Students with unused passes at the end of each quarter will receive a prize for each pass that remains.

## **MAKEUP WORK**

When an approved absence occurs, including class or club-sponsored activities, students are expected to makeup work missed. It is YOUR responsibility to get and makeup any homework or class work missed. **YOU** are required to contact your teachers within three school days to get any missed work. You will have three school days upon return in which to return your completed makeup work.

## **HOMEWORK**

The Clark County School District acknowledges the educational validity of homework as an extension of the instructional program of the schools in kindergarten through grade twelve. "Homework" shall refer to those assignments to be prepared by the student outside of the school or independently outside of the classroom.

## **DRESS AND APPEARANCE**

The Garrett Junior High School dress code is in accordance with CCSD regulation 5131. Specific requirements include:

- The wearing of shoes with soles. House slippers, flip flops, and shoes with wheels are not permitted.
- All clothing must be sufficient to conceal any and all undergarments. No skin will show between the bottom of the shirt/blouse and top of pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide front to back. 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.
- All shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.
- No pajama pants.
- 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 located mid-thigh (fingertip length) or higher**. No cutoffs or mini-skirts.
- Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) is not permitted on campus except for designated school approved activities.
- No sunglasses are to be worn in the building.
- Writing, 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.
- 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.
- Spiked or studded clothing, jewelry, and/or accessories are prohibited.

Student's dress, personal appearance and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style which tends to diminish instructional effectiveness or discipline control by teachers is not acceptable and may result in a dress code violation and is subject to progressive disciplinary action: warning, PE clothes, in-house suspension, and Required Parent Conference. **The principal shall retain the authority to grant exceptions for special occasions and/or conditions.**

## **DETENTION**

A teacher, Campus Security Monitor, administrator or any staff member may assign you detention before and after school or during lunch. Any student who does not serve detention on the assigned date will be subject to an in-house suspension (IHS) or RPC. If a consequence, such as a detention, is assigned by more than one teacher or a prearranged medical appointment confirmed by your parent should exist, it will be YOUR responsibility to inform the teacher so that an alternate assignment or change of date may be arranged.

## **FIRE DRILLS/SHELTER-IN-PLACE/HARD & SOFT LOCKDOWN**

Drills are conducted on a monthly basis to ensure the safety of all staff and students. Fire drill exit maps are posted in each room. Consult these maps when entering classes. When the fire alarm sounds, follow these routes quickly and quietly, leave the school building, and remain at least 30 feet away from it until your teacher releases you to return to class. Shelter-in-place drills require you to remain in your classroom. Hard and soft lockdown drills will also be practiced to ensure the safety of our staff and students. You are to follow the directions of your teachers.

## **HEALTH AND NURSE'S OFFICE**

A full-time First Aid and Safety Assistant (FASA) is on duty each day in the health office, located in the main office, from 7:45 a.m. to 2:15 p.m. Students who become ill must obtain a pass from their teacher and report immediately to the health office. The health office does not stock or dispense any form of medication. A certified school nurse is on duty periodically in the health office. Check with the FASA for the nurse's schedule.

## **MEDICATION AT SCHOOL**

Students in grades 6-12 may, with parent/guardian permission, self-medicate with non-controlled medication. Upon request, the student must be able to provide written permission from the parent/guardian. All medication must be properly labeled with the student's name, prescribing practitioner (if the medication requires a prescription), and instructions for administration. Students who self-medicate ARE NOT monitored by the FASA or school nurse. Controlled substances (such as Ritalin) may not be carried by students and will be maintained in the health office. Students who require assistance with their medication must have on file a signed and witnessed medication release and medication must be prescribed by an appropriate health care provider. This applies to both prescription and over the counter medication. A medication release can be obtained from office personnel.

## **STUDENT BEHAVIOR/DISCIPLINE**

Discipline should be viewed as a positive way of life that enables you to enjoy success and a better quality of life. All students are expected to behave in a manner that will be a credit to themselves and Garrett. When students engage in inappropriate behaviors, they will be dealt with fairly and consistently using a progressive discipline approach.

- Teacher conference with the student
- Teacher call home and assign a teacher detention
- Referral to administration

Students may be subject to a Required Parent Conference (RPC), in-house suspension, out-of-school suspension, arrest, referral to opportunity school, and/or expulsion (as appropriate) for the following infractions: **(This list is not all inclusive)**

1. Fighting
2. Assault or physical abuse of any person, including hitting and inappropriate touching
3. Theft, extortion, vandalism, arson, or destruction of school property
4. Use and/or possession of illegal drugs or alcohol, including drug paraphernalia
5. Directing obscene, vulgar, profane, or disrespectful language at any student or staff member
6. Threats to any person on campus or the school
7. Disruptive classroom/campus behavior
8. Forging or providing false information on school forms

- 9. Failure to identify oneself upon request and/or failure to report to the office when directed
- 10. Possession, display or use of tobacco products, including vapes
- 11. Excessive tardiness and/or habitual truancy citations
- 12. Gambling
- 13. Bullying, Cyberbullying and Harassment

The following offenses must be recommended for  
**EXPULSION**

**BATTERY ON A SCHOOL EMPLOYEE**  
Physical abuse directed at a school employee;

**BATTERY TO A STUDENT**  
Physical abuse to any student with significant injury,  
where a clear imbalance of power has been  
established;

**DRUGS, ALCOHOLIC BEVERAGES, USE,  
POSSESSION, & DISTRIBUTION**  
Use, possession and/or distribution of a controlled  
and/or illicit substance or any substance represented to  
be such;

**WEAPONS**  
Possession, use, transmittal, or concealment of ANY  
operable or inoperable weapon. Weapons are defined  
as firearms, knives, explosives, inflammable materials,  
or other items that may cause bodily injury or death. An  
Air Soft Gun, BB Gun, Paint Ball Gun, and Pellet Gun  
are all considered weapons. The Gun-Free Schools Act  
and NRS 392.466 specify expulsion requirements  
based on the type of weapons, and/or circumstances  
surrounding the infraction.

**BULLYING & CYBERBULLYING**

It is the policy of CCSD to encourage students who are subjected to, witness, or overhear incidents of bullying and cyberbullying to report such incidents. Students should report any incident(s) of bullying and cyberbullying to a teacher, counselor or school administrator. Students are also encouraged to report knowledge of bullying and/or cyberbullying via Safe Voice Nevada ([safevoicenv.org](http://safevoicenv.org)), an online reporting system that allows individuals to anonymously report unlawful activities.

**HANDS-OFF POLICY**

It is our policy that all children deserve to attend school and feel safe. Garrett Junior High School has a hands-off policy. This is in effect at all times while on campus.

**BOOKBAGS & BACKPACKS**

Students will need to put all book bags, backpacks or anything that carries books in their lockers. These items will not be allowed in classrooms, corridors, or the cafeteria. They become obstacles in classroom aisles and the corridors. The safety of all students and staff members is necessary.

**CONFLICT RESOLUTION SUGGESTIONS**

Conflict is a disagreement between 2 or more people, and it is a normal part of life; people can't agree on everything all the time. It is our reaction to conflict that can create problems. If you are involved in a conflict stop and think, stay calm, talk, listen, come up with solutions, or ask a trusted adult for help. Successful conflict resolution depends on your ability to pay attention to your feelings, stay in control of your emotions and behaviors, pay attention to the feelings the other person is expressing, listen to the other person, and be tolerant of differences.

## **TECHNOLOGY**

CCSD has an Acceptable Use Policy for students who wish to use the computers and the internet at school sites. This policy requires a parent/guardian to indicate approval using Infinite Campus for their child to be able to use the Chromebooks, school computers, and receive internet access.

## **CHROMEBOOK USE**

Each student will be issued a Chromebook for use while at Garrett once the required paperwork and payment has been made. Special care will need to be given to the Chromebook issued to each student. Do not allow the Chromebook to be bent in any manner. Per teacher direction, students will need their Chromebooks available for daily instruction. Progressive discipline steps will be followed for misuse of the Chromebook.

## **CELL PHONES**

- All cell phones must be **turned off during class and passing** and kept **out of sight**.
- Students found using their cell phone during unapproved times will have the following consequences:
  - a) Warning.
  - b) Phone will be sent to the office and the student can pick it up after school.
  - c) Phone will be sent to the office and a parent can pick it up after school.
- Students who regularly violate the cell phone policy may be required to turn their phone into the office at the start of the school day.
- Students are **never** permitted to use the camera function of a cell phone while on campus unless given **specific teacher approval** for projects.

## **LOCKERS \*\*NEW POLICY FOR 2019-20\*\***

All students are assigned lockers with combination locks at the beginning of the year. For your protection, students are not permitted to share or exchange lockers or combinations with other students. Garrett is not responsible for items left in lockers. To ensure against loss or theft; do not leave anything of value in your locker over the weekend, make sure your locker is securely locked, and report locker problems to the Campus Security Monitor immediately. Your locker is the property of the school district and is subject to inspection for cleanliness periodically and may be opened by an administrator if suspected of containing items considered harmful or dangerous. All posters and pictures must be removed at the end of the school year. Do not use tape or stickers to secure items inside or outside of the lockers. Use magnets only. **Students will only travel to their lockers before school, before/after lunch, and after school.**

## **FOOD AND BEVERAGES**

No food or beverages, except water, are allowed in classrooms, hallways, the courtyard or on the field areas.

## **BUS TRANSPORTATION**

Bus service is provided for students who live two or more miles away from the school. Questions regarding bus transportation should be directed to CCSD's transportation department. Students are expected to behave on the bus at all times. Students who do not cooperate with drivers may be denied the privilege of riding the bus. All school rules apply to students at designated school bus stops. **Students may not ride the bus**



**without completing necessary paperwork from District transportation.**

### **LUNCH HOUR**

You may purchase lunch credits online or in the cafeteria before school. Please call the cafeteria manager for details (799-8290, ext. 4012). You will be expected to do your part in keeping the cafeteria clean. No food or drink may be taken from the cafeteria.

A menu is posted on the windows of the cafeteria. You are asked to observe the following expectations so that all students may be served in a timely manner:

- Buy food only for yourself.
- Be courteous in line and wait your turn.
- Maintain appropriate campus behavior.
- Clean up after yourself.

### **P.E. INFORMATION**

Students taking physical education will be expected to dress appropriately for class to participate. A standard GJHS P.E. uniform will be required. The uniform may be purchased in the school office.

### **MEDICAL EXCUSES FOR P.E.**

**Parent's medical excuse notes will be honored for a period not to exceed three consecutive days. Longer periods of non-participation will require a doctor's note.** The medical excuse should include your first and last name and your parent's signature. You are required to bring your excuse to the nurse's office before school.

### **PLEASE, NO GUM CHEWING!!!!**

In order to preserve the carpeting, to keep the overall facility clean, and to prevent damage to clothes or other property, gum chewing is not allowed on campus. If you violate this policy you will be subject to disciplinary action and lowered citizenship marks.

### **LIBRARY INFORMATION**

The library is open to students 30 minutes before and 30 minutes after school hours. You may visit the library during class time with a pass from your teacher or during lunch on assigned days. When in the library, you are to work quietly and return your books on time. Books may be checked out for a period of two weeks.

### **BICYCLES, SKATES, SCOOTERS, AND SKATEBOARDS**

Bicycles should be locked in the bike rack. Students are responsible for providing locks. Do not ride your bike on school sidewalks. Skateboards, mountain boards, scooters, skates or rollerblades are not to be ridden on campus. They are to be put in the locker in the bike rack. Garrett assumes no responsibility for loss or damage. When exiting the bike rack, please go around and away from the bus loading area to ensure your safety.

### **DELIVERIES**

In the event that a parent must deliver an item to a student, parents will be asked to complete the "Record of Student Delivery" upon dropping off the item in the main office. Instructional items will be available for student pick up in the cafeteria during lunch to minimize disruption to instruction. Lunches dropped off will be made available for student pick-up in the cafeteria.

## **ACADEMIC DISHONESTY**

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 and violates the fundamental learning process and compromises personal integrity and one's honor.

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source.
- Giving answers on an examination or any other assignment to another student.
- Copying assignments that are turned in as original work.
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission.
- Allowing others to do the research or writing for an assigned paper.
- Using unauthorized electronic devices.
- Falsifying data or lab results, including changing grades electronically.

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's work or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source.
- Turning in purchased papers or papers from the internet written by someone else.
- Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own.
- Helping other plagiarize by giving them your work.

Everyone has a responsibility in maintaining academic honesty. Adhering to the Clark County School District Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.