

## Eleanor Lemaire Junior High Student Handbook 2017-2018

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## **Eleanor Lemaire Junior High**

### **Contact Information**

985 W. Humboldt St.  
Battle Mountain, NV 89820

Phone- 635-8114  
Fax- 635-8803  
Website- [bmms.lander.k12.nv.us](http://bmms.lander.k12.nv.us)

### **School Administration**

#### **Principal**

Dr. Toby Melver

#### **Administrative Assistants**

Mrs. Shannon Ramirez

#### **Counselor**

TBA

## **SCHOOL DISTRICT ADMINISTRATION**

### **Contact Information**

450 E 6<sup>th</sup> St  
Battle Mountain, NV 89820

Phone- 635-2886  
Fax- 635-5347  
Website- [www.lander.k12.nv.us](http://www.lander.k12.nv.us)

#### **Superintendent**

Mr. Dan Lantis

#### **Director of Special Services**

Mrs. Susan Ortega

***The Lander County School District does not discriminate on the basis of race, color, national origin, sex, age or***

***disability.***

***El Lander County School District no discrimina a raza, color, nacionalidad, género, edad, o habilidad diferenciada***

All policies in this handbook are subject to change. All changes will be posted on the LCSD website.

## ***A Message from the Principal***

On behalf of the Eleanor Lemaire Junior High School staff, we welcome you. This handbook is published so that all students at Eleanor Lemaire Junior High School have easy access to information that will allow for a successful school year. It is essential that parents and students read the Student Handbook. We are more than happy to answer any questions or concerns that you may have. We strive to foster working partnerships between home and school. We look forward to working with you and your child throughout the school year.

## ***Mission Statement***

All ELJH students will be 21<sup>st</sup> century leaders.

## ***Beliefs***

How do you lead: BE READY, BE RESPONSIBLE, BE RESPECTFUL!!!

Eleanor Lemaire Junior High's educational vision is to **maximize student learning**. To achieve this vision, students, parents, teachers, and administrators need to be committed to the following primary concepts:

**A selective curriculum** – The selection of enduring state bench mark standards are the primary focus of lessons. The pursuit of the goals is that all students will master the selected state standards at an achievement level of 80% or better.

**Routine common summative assessments** – Collaboratively developed common assessments written

to test students' proficiency on enduring state bench mark standards selected for each quarter.

**Assessment driven lessons** – The development of lessons that are designed to teach what will be tested with the common assessments developed for the enduring state bench mark standards each quarter.

**Formative assessment** – The engagement of students in several formative assessments during the quarter without penalty to grades. The analysis of results from formative assessments to identify mastery and non-mastery of selected enduring state standards and adjustment of lesson content.

**Data driven instruction** – The timely adjustment of lesson content to a focus on enduring state bench mark standards not mastered based on the students' achievement results from formative assessments and summative common assessments.

**Reflective teaching** – The routine reflection on lesson presentations and instructional strategies for the purpose of continuous improvement to maximize instructional effectiveness.

**Timely and purposeful remediation** – Remediation provided during the school day for standards not

mastered. This remediation needs to be provided after every common assessment for the purpose of getting students to the 80% mastery level.

## ***Federal/State/Local Compliance***

The Lander County School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Lander County Schools also comply with the Family Education Rights and Privacy Act (FERPA) of 1994 which grants parents/guardians the right to examine children's official school records. Persons, other than those allowed by FERPA, who are not listed as Parents/Guardians, may not view a student's record nor be given any information regarding a student. Non-Custodial parents may receive copies of all records relating to their student.

## ***DISTRICT AND SCHOOL INFORMATION SOURCES***

Eleanor Lemaire Junior High offers a variety of ways to keep up with important news and information about

our school district:

### ***Websites***

The district's site offers a wealth of information about Lander County School District, including school closings and delays, kindergarten registration, Board of Education meeting minutes, Top News, the

district Continuous Improvement Plan, curriculum guides, forms, etc. Make sure you regularly visit [www.lander.k12.nv.us](http://www.lander.k12.nv.us).

### **School Closures**

Sometimes school may be closed due to inclement weather or emergencies. LCSD uses an automated telephone program to communicate information, alerts and emergencies that may affect your student. Therefore, it is imperative that you keep a current phone number in our records to avoid missing an important call. Call the office, 635-8114, and let us know if your number has changed.

### **Remind Text Messages**

Timely information is often communicated through text messages distributed to your cell phone. If you would like to join this service, please contact the office for information. Much of this same information is posted on the school website.

### **Alert Solutions**

Alert Solutions is an automated phone system used to inform parents of important information such as tests, project due dates, events, yearbooks sales, requests, fund-raising, etc. Please ensure that the School Office has your correct and current phone number.

### **Newsletters**

Monthly newsletters are sent to students' home addresses and are accessible on the LCSD Website. Our newsletter has a variety of information including the Honor Roll and upcoming important dates.

### **Announcements**

All school information is disseminated at the beginning of the day. Please make sure you listen to the announcements for information and anything that may be specific to you. Students are called to the front office at the end of the day to collect messages, gifts, flowers, etc.

### **Infinite Camps**

Infinite Campus is the LCSD's student information system. We encourage you to use this Internet-based information system to track student progress and attendance. Parents/Guardians and students may access grades and attendance from the Infinite Campus portal or directly from the website, <http://www.lander.k12.nv.us>. There are links from the LCSD website. Parents/Guardians and students will need usernames and passwords to access a student file. Please contact the front office if you need usernames and passwords. If you need help with Infinite Campus, please let us know, and we will gladly give you a lesson or two.

## **ATTENDANCE AND INFORMATION GUIDELINES**

### **School Start and End Times**

<b>Doors Open</b>	<b>8:00 a.m.</b>
<b>Classes begin</b>	<b>8:05 a.m.</b>
<b>School Out</b>	<b>3:47 p.m.</b>

### **No School on Fridays**

### **LCSD Attendance Policy and Philosophy**

To ensure all students receive a quality education, it is important that the LCSD adopt a policy that requires students and parents to develop an attitude that attendance is an important aspect in a child's education. Students must be in class on a regular basis to ensure quality educational experiences. The following regulations are predicated on the premise that positive attendance habits will promote successful student career and life experiences:

- Students are considered present in school when they are attending classes or school sanctioned functions.
- Students are considered absent when they fail to attend classes as scheduled for any reason other than attendance at a school-sanctioned activity. All absences, including those which only involve a portion of the school day, not to include tardies shall be considered when calculating minimum day attendance.

Communication between home and school is absolutely vital in promoting and managing good attendance.

The Administration Office will call a Parent/Guardian when a student has been absent for a day, for a period of several days, or when absences become excessive

### **Student Absences- Excused or Unexcused**

If a student is absent from school, the parents must call the School Office or send a note signed by the parent/guardian to advise of the child's absence. Without this notification, the absence will be considered unexcused.

The parent/guardian or medical verification note should be taken to the office the day the student returns to school. Absences documented with medical verification notes for each date absent will be excused and will not count as unexcused.

The following factors may be considered, but are not limited to, as unavoidable and/or defensible exceptions to the minimum number of attendance days:

1. Doctor verified medical release.
2. School Nurse Verification.
3. Prearranged educational experiences outside of school.
4. Verifiable family emergencies.
5. Extended injury or illness which is doctor verified.
6. An absence directly related to a student's identified disability.

*Exceptions will be determined by the school principal.*

Perfect Attendance will be awarded at the end of the school year with NO absences or tardies to any classes. Three (3) unexcused tardies will equal one (1) unexcused absence.

### **Student arrival time**

Please do not bring students to school earlier than 7:45 a.m. Students are to wait outside until 8:00 a.m. No student should be in or around any other area of the building.

### **Students Leaving Campus during the School Day**

Students should never leave the building without permission or without a parent signing out his or her student in the Administration Office.

### **Making up missed work due to absences**

Students have two days for every day they missed to make up work. Parents are encouraged to contact individual teachers if their student has been absent for TWO days. Teacher e-mail addresses are on Infinite Campus and on the LCSD website.

### **Pre-arranged Absences**

In instances where parents have advanced notice of a child's absence, a pre-arranged absence form may be acquired from the Administration Office. The intent for pre-arranged absences is to encourage students to have all assigned work completed prior to their departure so that all academic requirements are met. If they do not turn in their academic work before being gone, then students are allowed two days make up time for every day they are absent. As with all absences, a note requesting a pre-arranged form must be submitted to the office. It is the student's responsibility to obtain the required work from each teacher.

### **Truancy**

Truancy Policy: Truancy is defined by the State of Nevada Revised Statutes as "*Any student who is absent from school without a valid excuse acceptable to the student's teacher or principal, unless the student is physically or mentally unable to attend school.*" Absence for any part of the school day shall be deemed an absence for the entire day.

The following are considered bona fide excuses for absences:

1. Personal illness.
2. Family emergency or crisis.
3. Funeral of a relative or friend.
4. Religious holidays or religious instruction during release time for such purposes as provided by law.
5. Doctor or dental appointments. However, such appointments are to be made, whenever possible, when school is not in session. Verification of appointments may be required.
6. Required appearances in court or other legal proceedings.

7. Attendance at or involvement with special educational activities may be considered for classification as excused at the discretion of the principal or a designee. Whenever possible, the request for such excuses shall be pre-arranged.

In all instances the final determination for excuses rests with the school administration.

Truancies shall be dealt with in the following manner:

1st offense 1 – 3 days of Detention or In-School Suspension & Parent Contact

2nd offense 1 - 5 days of Detention or In-School Suspension, & Parent Contact

3rd offense 1 – 3 days of In-School Suspension, Parent Contact, & Habitual Truant status

In all cases of truancy, a certified letter will be sent to the parents or guardian of the student describing the incident and the consequences. Parents will be advised that in the event of further truancies the student may be declared a habitual truant as defined in N.R.S. 392.140. The district is required to report a student as a habitual truant following the third instance of truancy and report their parents or guardian to the district attorney's office for prosecution under the statute noted above. Lander County Sheriffs may also be employed to ensure a truant student attends school.

## **TRANSPORTATION**

### **Bus Pass**

***Please note that bus drivers will not drop students off at stops other than their regular stops without signed authorization (Bus Pass) to do so.***

Bus passes for students who need to ride a different bus other than the one assigned to them are **not allowed** except in cases of extreme emergency. Parents/guardians must contact Administration to request approval for a bus pass prior to the day the pass is needed. If administration authorizes the bus pass, written request from a Parent /Guardian is required. A pass will be prepared that the student can return to pick up between classes or during his or her lunch time. If a student does not have a bus pass, he or she cannot ride home on a different bus or get off at a different bus stop. Students must ride their assigned bus and get off at their assigned stop. Students will not be dropped off at other than board-approved bus stops.

### **Bus Conduct**

**For the safety of all students, the following rules must be followed:**

1. Be under the direct supervision and authority of the bus driver.
2. Have written permission to leave the bus other than the regular stops or at the school.
3. Be in their assigned seats when door closes and the bus begins motion.
4. Keep hands and feet, books, and other objects to yourself.
5. Refrain from swearing, rude gestures, and cruel teasing (verbal and nonverbal).
6. Follow the bus driver's instructions.
7. Be at the bus stop at least five (5) minutes, but not more than ten (10) minutes prior to bus arrival time.

When a student is guilty of misconduct, the driver will give the completed Misconduct Report ( Bus Violation) to the school Administrator. After disposition of the report, copies will be distributed to the student, parents, transportation department and the driver.

**The following courses of action are considered the minimum:**

**First:** Driver gives warning by name, and the driver may change seat assignment.

**Second:** Driver changes seat assignment.

**Third:** Issue first misconduct report and parent conference or written notification by principal.

**Fourth:** Issue second misconduct report, suspension from riding 3-5 days by Administration and parent conference to be held prior to reinstatement.

**Fifth:** Issue third misconduct report. Suspension from riding bus minimum of 10 days by administration. Parent conference to be held prior to reinstatement.

**Sixth:** Issue fourth misconduct report. Excluded from the bus for the balance of school year. Parent conference and/or written notification.

**The severity of any student action may result in permanent suspension from the privileges of bus transportation:**

1. Commits or threatens to commit physical harm to driver or passengers.
2. Damages or destroys school property.
3. Absolutely refuses to obey or follow instructions.
4. Engages in any activity to distract the driver's attention from his/her duties.

**Suspension from bus transportation does not excuse the student from school attendance as required by the Compulsory Education Laws of the State of Nevada, N.R.S. 392.040.**

### **Bus Stop Safety**

It is expected that children will behave in a safe and orderly manner while at a bus stop before and after school. Parents are asked to instruct their children in appropriate behavior while at the bus stop (i.e. no rock throwing, do not handle other students' property, do not run or play in the street, etc.) Problems which begin at the bus stop may continue on the bus and/or at school. Disciplinary action may result if student misbehavior continues on the bus or at school.

## **GENERAL INFORMATION**

### **Dismissal**

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, advisor or coach. Pupils staying at school after dismissal for a school activity are to be out of hallways and with their adult supervisor. Students waiting for rides after tutoring, practices, games, detentions or meetings are to remain in a front foyer near an outside doorway. If weather permits, students are to wait in front of the building for their ride home. They may not be anywhere else in the building unless they are with a teacher, coach or advisor.

### **Lunch**

**Cost: Lunch** - \$3.00 per lunch,

Applications for the **Free/Reduced Meal Program** are available in the Main Office. This is an equal opportunity Federally Funded Program. If you feel you have been discriminated against in any way because of race, color, national origin, age, sex, or handicap, write to : Secretary of Agriculture, Washington, D.C. 20250.

### **Fund-raising Activities**

The only items that can be sold at school are those that are part of a school-sponsored fund-raising activity and these items may only be sold before school starts in the morning, during lunch periods and after the school day is over. Students may **not** bring candy or anything else to school to sell that is not part of a school-sponsored fund-raising activity. There will be school-sponsored fundraising throughout the school year.

### **Student Lockers and Locks**

Administration assigns a locker to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. All lockers remain the property of the school and are subject to search at any time. A lock will be assigned to each student PE locker. A record will be kept at the PE office. All locks will remain the property of LCSD. Lost or stolen locks are the responsibility of the student. A \$5.00 fee will be assessed for the lost or stolen lock. The Administration Office and PE teachers will have a master key to the school locks. **We hope that these locks will help reduce the number of locks that are lost or destroyed due to removal from unassigned lockers. This will save money for the Parents/Guardians and eliminate the stress students have due to lock issues.**

In order to protect personal belongings, each locker will be kept locked and the combination numbers used only by the assigned student. *Do not share lockers or keys!* Students violating the locker policy should expect disciplinary measures.

Lockers remain the property of the school. The rights of personal property as well as the rights of the school must be afforded consideration. Administration, or other designee, is authorized to open and examine locker contents including personal belongings. Search of lockers may take place when Administration/Designee has reasonable cause to believe that the locker contents threaten the health, safety, or welfare of the students, include stolen property, or violates any LCSD or ELJH rule/policy. Any such items may be impounded and parents will be notified. Reasonable efforts will be made to locate the student prior to entering the locker. If the student is present, the school official shall advise him/her of the



circumstances justifying the search and seizure of the objects which the official believes the search may disclose. If the student is not present, he/she shall be informed of the search.

### ***Valuable Personal Property***

Students assume the responsibility for loss or damage to their clothing, personal property, equipment, books, or instruments. The school is not responsible for these items, though we will try to protect such items. Please do not bring large amounts of money or articles of real or sentimental value to school. Personal property includes but is not limited to radios, recorders, CD, MP3 and tape players, pagers, cellular phones, expensive jewelry and electronic games, etc. At the Administration's discretion, confiscated items may be held until the end of the school year and/or only be returned to a student's parent or guardian. Radios, iPods or MP3 players are not permitted on campus, unless they will be used during a specific activity. These items are governed by the LCSD Electronic Device Policy and students will be held accountable for their actions.

### ***Lost and Found***

Clothes, books, jewelry and other items turned in to the Administration Office will be kept in a Lost and Found location. Students who have lost something should check with the Administration Office. Items not claimed are donated to a charitable organization.

### ***Parent Contact with Students (Non-Emergency)***

In an effort to minimize disruption of class time, all parent messages and/or drop offs for students will be left in the Administration Office. Messages and materials will be delivered to the student dependent upon the immediate need of the message or materials. All other messages and materials will be delivered when time allows or at the end of the day. Flowers and other celebration deliveries will be distributed at the end of the school day.

### ***Procedure to Resolve Public Complaints About District Personnel***

#### **LCSD Policy 008.4 Citizen Complaint Against a School District Employee**

The Board of Trustees encourages citizens to try and resolve differences by conferencing directly with the employee and his/her supervisor. If a citizen feels this approach is not appropriate, he/she may file a formal complaint with the superintendent by filling out a complaint form. The matter will then be reviewed by the superintendent and if necessary the Board of Trustees. (Continued detail of policy is available in District Policy Manual available at the School District Office)

### ***Parent Teacher Association –Parent Organization***

PTA meets semi-monthly. All parents are invited and encouraged to attend. Meeting dates and times will be announced. Check the LCSD Web site for meeting information.

### ***Visitors***

All persons who are not regular school personnel must report to the Administration Office and state their reason for being on school grounds or in the building. The Administration will decide if the person can remain in the building. This rule is for the protection of students and staff and will be enforced. Bringing visitors to school is not allowed.

**ALL VISITORS MUST HAVE A PASS FROM THE ADMINISTRATION OFFICE.**

### ***Student Backpacks and Coats***

Students are encouraged to use backpacks to transport school materials to and from home. While at school, backpacks will be kept in student lockers. By nature, backpacks and book bags are large and cumbersome. Coats can be worn to class when winter weather is severe causing a possible drop in classroom temperature. Coats should be left in student lockers when at all possible.

### ***Parent Classroom Observations***

Parents are always welcome at ELJH. We encourage parent participation and volunteers in classrooms, at events, and the offices. If you wish to observe in your child's classroom(s) it is important that you are aware of the following so that your visit is a profitable one. Schedule your visit with your child's teacher(s). Check in at the Administration Office. Walk quietly into the classroom and take a seat. Do not bring younger children. Do not involve the teacher in conversation during instructional time. Watch for the following indicators of your child's success at school.

- Ability to listen and follow directions.
- Success in working with others.
- Happy, well-adjusted attitude.
- Ability to get started and stay on task until the work is completed.
- Watch for organization at the beginning of class, during transitions, and at the end of class.

## **Student Fines and Fees**

The Board of Trustee has established reasonable rules and regulations governing the care and custody of school property. The parents and guardians of pupils shall be responsible for all books and any and all other material or equipment loaned to the students in their charge and student shall pay to the school financial secretary, to receive the same, the full purchase price of all such books, materials, or equipment destroyed, lost, or so damaged as to make them unfit for use by other pupils succeeding to their classes. Student fines will be tracked and follow the student through their LCSD academic career.

**The owner of any *not* sufficient funds (NSF) checks returned to ELJH will be assessed the bank fee.**

Currently there are no student fees for academic core courses. There are fees associated with some student classroom projects, and PE. Some of the fees that may be required are related to Field Trips and PE Uniforms.

## **HEALTH OFFICE INFORMATION**

### **General Information**

The Health Office is available to students referred for medical problems and emergencies. Band aids are available in teacher classrooms for minor injuries. Only students that are too ill or too injured to be attended to in class will be sent to the Office. All students must have a pass signed by the Teacher in order to go to the Office except in cases of emergency. The nurse will contact parents if deemed necessary.

**Other responsibilities include:** Health Screening, Vision, height, weight, hearing screenings

### **Medication in School**

If it becomes necessary for a student to take medication during the school day, there are two options:

- 1) The parent may come to school to administer the medication to the child.
- 2) The school nurse, or in the nurse's absence an appropriately trained school staff person, will administer the medication or help the student to self-administer medication in a manner which protects the privacy rights of the student.

### **Prescription Medication -**

**Parents may NOT send students to school with prescription medication. Prescription medication that is given at school must be in compliance with the following requirements:**

- The medication must have been prescribed by a licensed physician or licensed practitioner. It must be accompanied by signed authorization for administration at school from the prescribing person and include:

- 1) Student name
- 2) Name of medication
- 3) Dosage
- 4) Time of administration
- 5) Possible side effects
- 6) Date for administering medication

- The medication must be contained in a pharmacy labeled container. The pharmacy label does not substitute for the prescribing practitioner's directive for administration of the medication at the school.

- There must be written parental/guardian permission for the school nurse to administer the medication.
- Any change in dosage or frequency of administration requires a written directive from the prescribing physician/practitioner.

### **Over-the-Counter Medication**

• Over-the-counter medication which is requested to be given on a regular basis must be physician authorized for administration at school and must include the same information, where applicable, as that which is listed in the prescription medication section above.

### **Storage of Medication**

All medication that is stored on the school premises must be kept in a locked drawer or cabinet. **No medication may be kept by students on their persons, lockers, in their back packs, or in the**

**classroom.** Exception may be granted if a student's health condition warrants that the medication must be student carried. Unused medication will be returned to parents only. Medication that is not claimed will be destroyed.

## **SAFETY**

In an effort to provide the safest possible environment for your child, we have adopted the following student safety policy:

Students are not permitted to leave campus without a pass and/or an adult escort. We will only release students to their legal parent/guardian or to the person identified as an emergency contact person. To be in compliance with our policy, the person checking the student out of school must sign the student out of school at the main office where he/she will be asked for a photo I.D. in the event that office personnel cannot verify his/her identity.

Students on field trips, competitions, or any other school sponsored trip will not be released to anyone without Administration approval. Only parents and other approved persons may collect the student from the activity.

### **Safety Drills**

Safety drills are held throughout the school year. The drills are unannounced as to better prepare students for the possibility of a real emergency. Students are taught the procedures and their cooperation is paramount. Safety drill information can be provided to Parents/Guardians upon request.

### **Glass Containers and Bottles**

Due to safety concerns glass containers and bottles are not allowed on the Battle Mountain Junior High campus. Please use plastic or other non-glass containers to transport anything to or from ELJH or around the building.

### **Non-Human Life Forms**

Due to safety concerns, bringing animals, insects, or other life forms inside the Battle Mountain Junior High building is not encouraged. It is required to receive prior verbal permission from an Administrator or Teacher of the class which will be hosting the presence of the animal. This rule also applies to *service dogs* for which one time verbal permission must be granted by an administrator.

## **EXTRACURRICULAR ACTIVITIES**

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. Such participation is a privilege and not a right that carries with it responsibilities to the school, to the activity, to the community, and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education. Battle Mountain Junior High activities are considered to be a supplement to the school's program of education which strives to provide opportunities that will promote the physical, mental, social, and emotional development of our students.

Participants in the extra-curricular programs chose burdens and make sacrifices that are normally above and beyond those of other student body members. You have chosen to represent your school and community. We require you to do this in such a manner that will provide you with a rewarding experience and establish a reputation for the activity that will bring pride to you, the community, and the school.

### **Student Council**

The Student Council plans school activities, conducts community service projects, discusses recommendations from students, teachers and administrators, and seeks to improve the image of the school. Elections will take place during the fall. Students must declare their candidacy with Mrs. Stewart, and then return the candidate packet within the required time frame.

### **Athletics**

The ELJH Athletic program is participatory in nature. It is designed to provide instruction in fundamental skills, develop sportsmanship, and reward good citizenship. The Athletic activities to be offered this year are as follows: Girl's and Boy's Basketball, Volleyball, Wrestling, Track, and Cheerleading. It is important for parents, guardians, family members, etc., to accept the authority of the coach assigned to their student's team and acknowledge that it is the coach's prerogative to choose the type of play, assign who

will play what positions, and determine playing time. Parents are welcome to practices and competitions. Every parent, guardian, and spectator is expected to conduct themselves in a responsible manner. Parents are expected to refrain from harassing any coach, referee, or student during practices or competitions or they may be asked to leave. If any parent or guardian has concerns or complaints, those concerns and complaints should be directed to the coach.

### **Eligibility**

Only regularly enrolled students in good standing may participate in extracurricular activities. All students shall maintain a “C” grade or a 2.0 grade point average in all to be eligible for participation in extracurricular activities. Additionally, students may not have any D’s or F’s at the time of the grade checks. Initial eligibility shall be based on grade checks done at time of try-outs. Continued eligibility shall be determined by maintaining passing grades, as defined above, and acceptable citizenship in all class subjects. Grades and citizenship will be monitored every week for continued participation eligibility. Should a student be deemed ineligible for a second consecutive week, he/she will be removed from the extracurricular activity. Practice is allowed while ineligible, but no travel or game participation, including but not limited to, sitting on the bench with the team is allowed. The sponsor, coach, and/or the administrator shall have the authority to suspend any student participating in any activity of the school, or as a member of any school organization, from the activity or organization, should the student’s conduct at any time not be considered exemplary or worthy. The school principal has the primary responsibility to see that all rules and regulations that students are expected to abide by are given to the students in writing and thoroughly explained before participation in any extracurricular activity. In the event that a student is on a field trip or athletic event while under teacher/coach supervision, teachers/coaches will not release a student from their supervision without a signed release from the parent and Administration approval.

### **Clubs**

Student Clubs are available after school and during enrichment classes. Currently the following clubs are available at ELJH: Digital Design and Student Council. We encourage students to get involved in Athletics or Clubs to broaden themselves academically, athletically, and socially. If students have a great idea for a special activity they should talk to a faculty member who might like to help them get organized. All clubs and organizations must have a staff member sponsor.

### **Student Dances**

During the course of the school year, dances are organized and held for student enjoyment and social development. To celebrate the promotion of the 8<sup>th</sup> Grade students to high school, the ELJH Student Council sponsors a special 8th grade dance at the end of the school year. The following guidelines have been established for the safety and enjoyment of everyone at all dances as well as the 8th Grade Dance.

- Students absent from school all day or any part of the day of a dance will not be permitted to attend dances, unless the absence was pre-arranged for a valid reason.
- Students assigned to intervention settings, who have been suspended on the day of a school dance, or who are serving a suspension **may not** attend the scheduled dance.
- Students failing to attend assigned detention on the day of the dance may not attend.
- Only designated doors may be utilized to enter or exit the dance.
- Students need to remain in the gym unless accessing the restroom, water fountain or concessions. Students who leave the building may not return to the dance. They must call a parent and be picked up immediately.
- All school rules, including the ELJH Dress Code, are in effect during dances. Behavioral problems, including inappropriate dancing, will cause the student to be sent home immediately and possibly lose attendance privileges at dances for the remainder of year. In addition, misbehaving students are subject to additional disciplinary consequences as established by the Lander County School District and ELJH.
- Students attending the 8th Grade Dance must attend school for the whole day on the day of the dance. Students shall not leave school early that day to attend appointments of any kind, unless prior permission has been granted by an Administrator.
- Only ELJH students are allowed at the 8th Grade Dance. Guests are not allowed unless prior permission has been granted by an Administrator.
- Violations to any of these guidelines by students will be considered insubordination and appropriate consequences will be applied. Students who violate the rules during a dance may not be permitted to attend the next school dance.

# ACADEMICS

## Student Records

### **Procedure to Inspect Educational Records**

Parents of students and eligible students themselves may inspect and review the student's education records upon request. If a parent requests to view academic files, identification may be required before any records will be released for viewing purposes. A school counselor or administrator must be present during the viewing process and must properly fill out the Records Review Register located at the front of each student's file. The principal (or other appropriate school official), as promptly as possible, shall notify the parent or eligible student of the time and place where the records may be inspected. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

### **Correction of Educational Records**

Parents and eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights under procedures of the corrections of records provided in Section 99.20 and 99.21 of the FERPA regulations.

### **Release of Educational Records**

No educational records or information about a student will be provided to any individual whom makes inquiries via telephone or fax machine without prior written authorization for release of confidential records. If information is requested in person, identification will be required before any records will be released. Student records are released to a school when the school sends a record request form which must be authorized by a parent/guardian.

## Grading Policy

### **GRADING SCALE**

A- 90-100%

B- 80-89%

C- 70-79%

D- 60-69%

F- 59% and Lower      NC- No Credit

## Progress Reports

Mid Quarter Progress reports for every student are sent to Parents/Guardians each Quarter. Progress Reports may be sent at any time during the school year.

## Report Cards

Report Cards will be sent at the end of each quarter and semester. The report card will indicate the student's classes and grades.

## Honor Roll

Honor Roll is determined at the end of each semester. Placement on the Honor Roll will be determined by the student's grade point average (GPA). The categories are:

Principal's Honor Roll      4.0 GPA

Honor Roll                      3.50-3.99 GPA

Honorable Mention            3.0-3.49 GPA (one C allowed)

## Awards

At the end of each semester, students are recognized for good citizenship, high academic performance (honor roll), athletics, and other personal accomplishments and contributions to the school community. Parents, Guardians, and family members are welcome.

### **Principals Honor Roll**

Semester= \$10.00

Entire Year=\$50.00/7<sup>th</sup> & 8<sup>th</sup>, presented at Awards Assembly

2 Years= 100.00/8<sup>th</sup> only, presented at Promotion

### **Honor Roll**

Semester= \$5.00

### **Honorable Mention**

Semester= \$2.00

**Perfect Attendance**

Semester= \$10.00

Entire Year=\$25.00/present at Awards Assembly

2 Years=\$50.00/present at Promotion

**Most Improved Students**

Medals/presented at Awards Assembly

**Student of the Year**

Medals with a name on plaque at the school

**Athlete of the Year**

Medals with name on plaque at the school

## **Student Promotion Policy**

### **Grade 7 and 8 Student Promotion**

The following requirements are in effect per LCSD Board Policy 006.55:

To be promoted to high school a student must meet the LCSD Board of Trustees minimum attendance requirement and is required to earn the minimum number of course credits specified by Nevada Administrative Code (NAC 389.445) during 7<sup>th</sup> and 8<sup>th</sup> grade combined. In order to be considered for promotion with academic probation, the student must complete an academic plan for summer remediation designed by the high school staff. After completion of the academic plan, the student must be no more than ½ credit deficient in any core subject and no more than 1 credit deficient across the four core subject areas combined. A student who does not complete the academic plan prior to enrolling in high school will not be eligible for academic probation under this policy and will remain in grade eight for a second year.

If the credit deficiency is in a subject in which the State of Nevada administers a 7<sup>th</sup> or 8<sup>th</sup> grade criterion referenced and/or norm referenced test (e.g. reading, writing, math, and science) and the student receives a test score resulting in Exceeds standard achievement on the CRT and at least grade level achievement on the NRT in each deficient core area, the student may be promoted to high school without restriction.

If a student is promoted to high school and is on academic probation, the student must enroll in remediation courses in the subject(s) of middle school credit deficiencies, and these courses are to be taken at the same time as the regular ninth grade class schedule. Students remain on academic probation until all of the courses of study or credits required for promotion to high school by the State Board of Education in English, mathematics, science and social studies have been earned. A student who is on academic probation shall not be permitted to try out or participate in any high school extra-curricular activities. A parent or legal guardian may elect not to place his or her child on academic probation, but to have the pupil remain in grade eight for an additional year.

## **COUNSELING AND GUIDANCE**

The Guidance Department is ready to work for the students at ELJH. The school counselor is responsible for reporting and monitoring the academic progress of each student. He/she is supportive with the respect of the educational, personal, social, and career development of the students with whom he or she works.

It is necessary to know the policies of the ELJH Guidance Department. Confidentiality of information with regard to students and student records will be maintained at all times. In the event that an individual's health, safety, or welfare is compromised, school personnel will take action and inform appropriate persons and/or agencies to appropriately address the situation. The Counselor is available for students at the Guidance Office. A student may sign up between classes or before or after school and/or get a pass from his or her teacher. If a student signs up between classes, the counselor will contact the student as soon as possible. **In an emergency, a student should report to a counselor or administrator immediately.**

## **Special Education Program**

Students who qualify for Special Education are served in either the Inclusion and/or Resource Room setting. Teachers who are licensed to work with students who have special disabilities work with the Multi-disciplinary Team, made up of the student's parents, administration, other special education teachers, a school psychologist, regular classroom teachers, sometimes that student, and any other individual who will be working with that student, to develop an Individual Education Plan.

### **504 Learning Plans**

Some students may not qualify for Special Education services but may qualify to be serviced by a 504 Learning Plan. A committee of school personnel who know the student, the meaning of the student's evaluation data, and the student's placement options, will convene along with the student's parents to determine an appropriate educational program to best meet the student's needs.

### **Conflict Resolution**

Conflict is a fundamental part of social and intellectual development; therefore, cooperative and effective means of conflict resolution will be emphasized. The Counselor will use the conflict resolution process and strategies to help students resolve their differences and promote healthy, respectful social relationships.

## **CODE OF CONDUCT AND DISCIPLINE**

### **Student and Parent Responsibilities for Code of Conduct**

Students **are** responsible for understanding and adhering to this Code of Conduct and the Progressive Discipline Plan. Parents/Guardians are responsible for helping students understand and abide by these rules and policies for recognizing that unacceptable behavior shall be subject to disciplinary action.

### **Student Rights and Responsibilities**

**Students have the right to expect:**

- an atmosphere which is conducive to learning
- a curriculum which is challenging, yet appropriate to each of their needs
- teachers who desire to create an interesting and challenging learning environment
- fair and unbiased treatment from teachers and administrators
- to be informed about those areas of policy that directly affect their performance and education
- free and open dialogue with the administration on items of mutual interest and concern
- channels of appeal to be available for the purpose of arriving at satisfactory solutions
- those who abuse the rights of others to be properly disciplined
- leadership and guidance in educational career and post middle school endeavors

**Responsibilities make rights possible. In order to secure the aforementioned rights, students have the following responsibilities:**

- take full advantage of the educational opportunities afforded to them
- always strive for excellence of performance in all activities in the home, school, and community
- be punctual and in attendance, barring illness and other bona fide emergencies
- contribute to the learning opportunities of other students
- gather facts through proper channels and meaningful dialogue prior to drawing critical conclusions

Students should recognize that, in all probability, they will be shown the same courtesies as they display toward their peers, teachers, and administrators.

### **Behavior Expectations**

#### **Classroom and Hallway Expectations**

- Always follow the directions of the adult supervisors.
- Always use quiet voices in the building. Never yell or scream.
- Be courteous and respectful to others. Wait your turn. Hold doors open for others. Use nice words like "please" and "thank you."

- Always walk while inside the building. Always walk on the right side of the hall. Please do not touch the wall or other displayed items on or near the walls.
- Keep your backpack and jackets in your locker.
- Always **keep your hands to yourself**. ELJH maintains a **“Hands-off” policy**. Do not touch other students, their clothing or backpacks.
- Do not open other students’ lockers. Do not trade or share lockers with other students.
- Gum and gum chewing **may be allowed**. However, teachers have the right to ban gum chewing in their classrooms.
- Do not plagiarize your work.
- Instructional time is sacred! Always be on time for class. Use the time between classes to go to your locker, use the restroom, and get a drink.
- Public display of affection (PDA) is not allowed at any time.
- Weapons drugs, tobacco products, and alcohol are not allowed.
- Physical violence (including fights), threats, harassment of any kind (physical, verbal, sexual, etc.) will not be tolerated and subject to prescribed consequences.
- Vulgar language is not allowed and subject to prescribed consequences.
- Severe non-compliance of behavioral expectations will not be tolerated and subject to prescribed consequences.
- Activities of any kind that endanger the health, safety, or welfare of any person will not be tolerated and subject to prescribed consequences.
- Vandalism of any kind will not be tolerated and subject to prescribed consequences.

### ***Fountain and Bathroom Expectations***

#### **Drinking Fountains:**

- Stand behind the person drinking until that person has finished.
- Never crowd or push the person using the drinking fountain.

#### **Bathrooms:**

- Never run, shove, push, crowd others, touch others, or play while in the bathroom.
- Do not put paper towels or other inappropriate items down the toilets or into the urinals.
- Maintain respectful and hygienic behavior practices at all times.

### ***Assembly Expectations***

- Always enter and leave the gym quietly.
- Always be respectful of the presenter and be a good listener.
- Never *boo*, *hiss*, or use disrespectful noises.
- Leave backpacks, jackets, and personal objects in the classroom except when you are instructed to bring them.
- Do not leave the area unless given permission.
- Stay seated until your class is dismissed.

### ***School Grounds Expectations***

#### **General Guidelines:**

- Follow directions given by the adult supervisor.
- Comply with discipline requests immediately.
- Hang out/talk/play only in designated areas.
- Use appropriate language at all times.
- Gum and gum chewing is permitted, however, it is at the discretion of teachers and administration.
- No invented games that involve anything which could result in injury.
- Harassment or BULLYING of any type WILL NOT BE TOLERATED.
- Walk bicycles on school grounds.
- Do not throw dangerous objects like rocks, sticks, snowballs, or any other item.
- Play fighting or rough horseplay is not allowed on school grounds.
- Tackle football or other tackle games are never allowed.



- Do not climb on fences, walls, soccer goals, mobile classrooms, ramps, or landscape mounds or benches.
- Roller blades, roller skates, skateboards, and scooters are not to be used on school grounds.

## ***Student Behavior Management***

Teaching and learning are too important to allow misbehavior to interfere with the educational process. ELJH operates under the assumption that all behavioral expectations need to be taught to each student to help him/her be a successful learner in school and to help students become masters of their own behavior. ELJH also believes that appropriate discipline must be administered in order to modify behavior.

The staff and administration at Eleanor Lemaire Junior High School are aware that the vast majority of students and parents want and expect an instructional environment which is conducive to a positive educational atmosphere. We are also aware that the majority of students accept their responsibilities as demonstrated by their positive conduct and everyday interaction with other students, faculty, and staff. Student Discipline is determined by the behavior infraction. Discipline begins in the classroom and when the behavior interrupts the learning of the student, learning of other students, and the instruction by the teacher then the student may be referred to administration. Administration will then determine the infraction, its severity, the consequence, and subsequent action.

## ***State Laws, Policies, Rules and Regulations***

### ***State Laws and District Policies***

The State of Nevada and the Lander County School District have clearly defined policies relating to certain student discipline infractions and subsequent consequences. The violation of the following rules of behavior by a student on school property may result in appropriate discipline of the student.

- (1) Malicious damage to school property.
- (2) Willful disobedience to administrators, teachers, or other school personnel.
- (3) Possession of an intoxicating liquor, a controlled substance, or a counterfeit substance.
- (4) Using or being under the influence of an intoxicating liquor or a controlled substance.
- (5) Hazing in connection with any school or social activity relating to school.
- (6) Impairing the health, safety, or welfare of others.
- (7) Impertinent language toward administrators, teachers, or other school personnel.
- (8) Use of profane or vulgar language.
- (9) Possession or use of controlled substances such as tobacco or alcohol products or prescription medication
- (10) Sexual harassment of student(s), administrators, teachers, or other school personnel.
- (11) Being guilty of conduct which interferes with classroom instruction or the maintenance of school discipline.
- (12) Being guilty of conduct which warrants the reasonable belief that disruption of school operations will likely result.
- (13) Unapproved access of the computer files.
- (14) Committing any other act which is a crime under the Nevada Revised Statutes.

### ***Truancy***

#### ***NRS 392.140 Habitual Truancy***

Pursuant to N.R.S. 392.140, a student is a "habitual truant" as follows: 1. Any child who has been declared a truant three or more times within one school year must be declared a habitual truant. 2. Any child who has once been declared a habitual truant and who, in an immediately succeeding year, is absent from school without the written: (1.)Approval of his teacher or the principal of the school pursuant to subsection 1 of N.R.S. 392.130; or (2.)Notice of his parent or legal guardian or other person who has control or charge over the pupil pursuant to subsection 3 of N.R.S. 392.130, may again be declared a habitual truant. 3. The provisions of this section apply to all pupils who are less than 18 years of age and enrolled in public school, including 17 year olds. 4. Report of Habitual Truant by Principal: 1. If a student is a habitual truant, the principal of the school must in all cases report the student to a school police officer or local law enforcement agency for investigation and issuance of a citation, if warranted, in accordance with N.R.S. 392.142.2.The principal shall refer the student to the District's Attendance Advisory Board if the parent or legal guardian has signed a written consent agreeing to release the student's records to the District's Attendance Advisory Board.

## ***Bullying, Harassment, Slander, and Social Scheming***

### ***I. Bullying Is Prohibited in Public Schools***

As Defined in NRS 388.121 bullying is to:

- (a) Have the effect of:
    - (1) Physically harming a person or damaging the property of a person; or
    - (2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or
  - (b) Interfere with the rights of a person by:
    - (1) Creating an intimidating or hostile educational environment for the person;
    - (2) Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
  - (c) Are acts or conduct described in paragraph (a) or (b) and are based upon the:
    - (1) Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or
    - (2) Association of a person with another person having one or more of those actual or perceived characteristics.
2. The term includes, without limitation:
- (a) Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;
  - (b) Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;
  - (c) Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;
  - (d) Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;
  - (e) Blackmail, extortion or demands for protection money or involuntary loans or donations;
  - (f) Blocking access to any property or facility of a school;
  - (g) Stalking; and
  - (h) Physically harmful contact with or injury to another person or his or her property.

**Further explanation or understanding of this policy is available in the LCSD Policy handbook at the LCSD Office.**

### ***Interviews in School for Investigative Purposes***

#### ***By School Administrators or Designee***

School officials have the rights and duty to interview students when investigating crimes, or reports thereof, committed during the school hours or on school property without prior notification or presence of parents.

#### ***By Law Enforcement Office at Request of School Authorities***

The administrator may exercise his/her discretion in determining whether to request assistance of law enforcement in investigating a crime, or allegation of a crime, committed in the school building or on school grounds during school hours. Attempts shall be made to contact parents. Law enforcement guidelines shall be followed regarding any interview, search, or arrest.

### ***ELJH Specific Rules Not Listed Under State Laws and District Policies***

#### ***Forgery, Misrepresentation, Plagiarism***

Impersonating a parent on the phone or signing in for a parent, school employee or medical personnel, etc., are all considered forgery or misrepresentation. Altering notes, documents, etc., for personal benefit or for the benefit of another student is considered misrepresentation. Plagiarism is taking or copying ideas from another (i.e. person, book, internet, reference, etc.) and passing them off as one's own ideas. Any student who assists another student in plagiarism is considered to be participating in plagiarism.

## **Tardiness**

Instructional time is sacred at ELJH. Students are expected to be in their assigned classrooms before the bell rings each block of the school day. Students who are late to school will have a tardy logged on their attendance and ELJH will prescribe a consequence if the tardies become excessive. Students who are tardy to class are expected to present a pass upon arrival to class. If students are tardy to class due to their own unexcused behavior, they may receive a referral for disruption of class or willful disobedience. Hall passes are required for students to be in the halls while classes are in session. Students in the hall without passes will be considered tardy. Teachers at ELJH will emphasize promptness on the part of students.

## **Public Display of Affections**

At ELJH we maintain a “hands off” policy. Students are to keep their hands to themselves and off others. This includes horseplay as well as display of affection. Holding hands, locking arms, kissing, hugging, and fondling of any kind will not be tolerated. Students engaged in public displays of affection will be disciplined as outlined in the ELJH Progressive Discipline Plan.

## **Phones, Cell Phones, iPods**

Electronic devices are allowed on the ELJH campus. Cell phones and other electronic devices may not be used during the regular instructional day without the permission of the Principal. Cell phones and other electronic devices may **not** be used during passing periods. Cell phones and other electronic devices may be used before and after school, at lunch, and on school sponsored trips, as long as they meet the requirements of the Lander County School District Acceptable Use Policy. Cell phones must be turned off or turned to silent and preferably kept in lockers during school hours. If a cell phone rings or is being used during class time or in the hallway **it will be confiscated**. Texting is **not** allowed at any time during the school day. Electronic devices may be used in classrooms during regular instructional time with permission from the teacher and principal or his designee. Consequences are listed on the ELJH Progressive Discipline Plan.

- **Bringing electronic devices to school – The student does so at his or her own risk.**
- **ELJH will not be held liable for lost or stolen electronic devices.**

## **Gum Chewing**

Students will be allowed to chew gum on ELJH campus as long as the students are responsible with proper disposal. The Administration at ELJH will have the right to revoke this privilege at any time. Teachers reserve the rights to ban or allow gum chewing in their classrooms.

## **Student Dress and Appearance Code**

The responsibility for the appearance of the students of the Lander County School District rests with the parents and the students themselves. It is the intent of this policy only to ensure a clean and healthful environment in the Lander County Schools. Therefore, limitations on student dress and grooming will be left to the discretion of Administration when in his opinion the students’ dress and/or grooming become obscene, filthy, unhealthy, or become a distraction to or interferes with the educational process. Any student whose dress and grooming are not consistent with the intent of this policy may be suspended from school by the building principal and be re-admitted only after a satisfactory conference with the student’s parents. A complete written report of each suspension will be maintained in the student’s file. Students violating the dress code will be sent to the office to call home for another clothing item or will be directed to put on ELJH p.e. clothing, which is to be returned the next day. Legitimate school concerns that justify the rules related to our dress code include:

- Articles of clothing that promote smoking, drinking, drug use, and violence are prohibited.
- Creating a positive educational environment,
- Furthering the interest of student health and safety,
- Ensuring modesty,
- Encouraging adherence to rules,
- Promoting a general atmosphere of order and discipline in the school environment.

Following are some general outlines to student dress and grooming at Eleanor Lemaire Junior High. Limitations to student dress are not limited to what is outlined below.

- Shorts, skirts, and dresses will be no shorter than the tips of the fingers when the arm is extended down the leg.
- Pajamas or other nighttime wear is not allowed to be worn at school, including house slippers.
- Transparent clothing, low cut blouses, and crop tops are not permitted. No skin may be showing between the bottom of the shirt/blouse and the top of the pants/skirt. Sleeveless tops must fit under the

arm. Cleavage, undergarments, or bra may not be exposed. ***Spaghetti straps and tank tops are not allowed.***

- Distracting contact lenses and hats, caps, scarves, bandanas, or other head coverings are not permitted.
- Chains are not to be worn as belts, necklaces, or attached to wallets. Spiked jewelry or accessories of any type are not permitted.
- Clothing is to fit appropriately and be worn on the hip or at the waist. No sagging and bagging of pants.
- Clothing, jewelry, or accessories that advertise, reference, or imply connotations to controlled substances, tobacco, alcohol, or anything of a sexual nature are not permitted.
- No criminal gang related apparel, accessories or symbols, including, but not limited to, chains or bandanas.
- Body/facial piercing that is determined to diminish students' safety, including any jewelry, is not permitted. Students will be asked to remove piercings and jewelry that are a safety hazard during certain activities including P.E.
- Footwear must be worn at all times and must offer sanitary and safety protection.
- Hats are not allowed to be worn in the building with exception of special school-wide dress days and on days when a hat pass is purchased and required.

### ***Alternative Education Program***

Students may be referred to the **Lander County Alternative Education Program** for a variety of reasons. Students who are unable to be successful in the regular school setting as well as students exhibiting serious and/or chronic disciplinary problems will be considered for referral. Assignments to this program are typically a minimum of nine weeks in duration and are designed to provide students with a last chance for an on-campus educational opportunity.