

Welcome to Legacy High School, a Global Studies School. The information in this agenda has been provided to assist you in familiarizing yourself with the policies, procedures, and expectations at Legacy High School. The outstanding academic and extra-curricular programs at Legacy are offered to aid in your future success, and Legacy students are encouraged to participate in the various clubs, organizations, and athletic programs in which they are interested while striving toward academic excellence. The administration, faculty and staff are dedicated to your positive growth and look forward to an exciting year.

The contents of this folder are subject to revision at any time during the year by either the CCSD Board of Trustees or the Legacy High School administration.

Mission

The mission of Legacy High School is to empower its students with educational enrichment through an understanding and appreciation of being academically motivated, culturally diverse, technologically sound, and socially respectful members of a global society.

Beliefs

FUTURE

Students will possess the skills needed to succeed in life beyond high school.

OPPORTUNITY

Students have a wide range of opportunities in academics, activities, arts and athletics.

COMMITMENT

Students, staff, parents and community share a commitment to the success of the school.

UNDERSTANDING

Students and staff show mutual understanding and respect for one another.

SOCIAL RESPECT

Through diverse education students will develop socially respectful attitudes.

Motto: A World of Learning, A World of Difference.

ACADEMICS

GLOBAL STUDIES Legacy High School is committed to providing students the best possible educational opportunities that will allow them to be competitive in the 21st Century while fostering an appreciation and awareness of the interconnectedness of international communities.

Skills to increase student achievement and success will be the focus as will the establishment positive school-student-parent relationship.

A parent/guardian should expect to receive correspondence regarding his/her student's academic status each school year. Parents should contact the appropriate counselor regarding questions concerning grade level classification. After four years of high school, an application must be made for a fifth year of high school. A fifth year will be considered if the following criteria are met:

- Administrative (Principal) approval has been granted
- Student consistently demonstrated good attendance
- Student demonstrated good citizenship
- Student is within six (6) credits of graduation

SCHEDULE CHANGE POLICY

Advanced planning and guidance are provided for each student prior to registration. Schedule changes will not be made after registration. The student will be expected to remain in year-long courses for the entire school year. Schedule changes will **not** be granted to accommodate a change in the student's lunch period or to request a specific instructor. In keeping with the State of Nevada Department of Education Guidelines, no student may change a course and receive credit after the third week of the semester. Requests for schedule changes are considered only during the first (3) weeks of the semester, may require a parent conference and are granted for the following reasons only:

- Graduation requirement fulfillment
- Misplacement in an academic course according to ability
- Successful completion of summer school course work

The administration may, due to increased/decreased enrollment and staff changes, balance course sections by transferring students from one class and/or teacher to another section. This process is called *leveling*. Every effort will be made to ensure a smooth transition for students who are leveled.

HOMEWORK: Homework reinforces class work through practice. It gives students the opportunity to display responsible behavior and to develop self-directed independent study habits. It is an integral part of the program at Legacy High School. Students can expect to have homework in all academic subjects and may have homework in many electives.

MAKE-UP WORK: Teachers shall provide an opportunity for a student to make up missed work due to any absence, and students shall be held accountable for the work. When a student is absent, however, the education experiences lost during that absence might be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through makeup work. After any absence, a student is

required to initiate contact with the teacher(s) to obtain appropriate makeup work within three (3) school days immediately following the absence. Once contact has been made with the teacher(s), specific makeup work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student. The makeup work must be returned to the teacher(s) by the specified due date to be acknowledged.

TESTING PROGRAM: All students at Legacy High School participate in the required district-wide testing program. Students will take the End of Course Examinations (EOC's). Starting with the class of 2019, students must take the EOC's in Eng I, Eng II, Math I, and Math II in order to graduate and to receive a diploma. Information outlining testing for college is found in the Preparing for College section of this catalog.

GRADUATION REQUIREMENTS: To receive a high school diploma, students must earn 22½ credits of approved course work. Starting with the class of 2019, students must take the EOC's in Eng I, Eng II, Math I, and Math II. Advanced and Honors Diplomas may be earned by successfully completing additional specific coursework and maintaining an established grade point average.

COUNSELING AND GUIDANCE

COUNSELING Legacy High School counselors are available to help in many different ways. The Guidance and Counseling Program consists of personal/social development, educational counseling, career counseling, classroom guidance activities, consultation with parents and teachers, individual counseling, group counseling, crisis intervention, and referrals to community agencies. The counselors' office is for the benefit of every student in the school. Students wishing to talk to a counselor are encouraged to do so. Counselors are available to meet with students to discuss academic, social or career concerns. Students are assigned to a counselor based upon their matriculated grade status; however, they may consult with any counselor about their concerns. To see a counselor, a student should stop in the counseling office before or after school or during lunch to make an appointment. Emergency situations do not require an appointment.

Mr. Rowe	Alpha – A – C
Ms. Newton, Counselor Coordinator	Alpha – D – He
Ms. Turner	Alpha – Hi – Me
Ms. Rolen	Alpha – Mi – R
Ms. Amador	Alpha – S – Z
Ms. Pautz	Alpha – Student Services

21st Century Course of Study

SUBJECT	CREDITS
English	4
Mathematics (Includes Algebra II)	4
Science (Includes Biology)	3
World History	1
U.S. History	1
U.S. Government	1
Physical Education	2
Health Education	½
Use of Computers	½
Electives	<u>5 ½</u>
Total Credits	22 ½

All students will be expected to meet the requirements of the 21st Century Course of Study. Students must be prepared for the following post-secondary opportunities:

- University/Four-Year College
- Community/Two-Year College
- Trade/Technical School
- Workforce

This course of study will provide the following for students:

- Opens Doors to Workforce and Post-Secondary Educational Opportunities
- Meets Nevada System of Higher Education Core Requirements for Admission
- Prepares Students for the New Nevada State Millennium Scholarship Core Requirements

PARENTS

PARENT CONFERENCES Parents are encouraged to make appointments for conferences with teachers, counselors, or administrators by calling the school office at 799-1777. Students placed on Required Parent Conference (RPC) must attend the conference with the parent/guardian.

PARENT IDENTIFICATION Photo identification must be presented when picking up your child during the school day or requesting student information. No student will be released nor will information be given without proper identification.

TELEPHONE MESSAGES Occasionally parents request to leave telephone messages for their children. However, school personnel cannot accept such requests by phone. Since there would be no way of verifying the legal parent/guardian leaving the message, a possible violation of the Family Rights and Privacy Act (FERPA) might occur. Should an emergency occur necessitating the need to contact a student, parents are asked to come to the office and provide appropriate identification.

2018-2019 BELL SCHEDULES

Daily Bell Schedule

This schedule will be followed for all regular instructional days.

5/6 period in the PE, 200,300, 500,

5/6 period in the 1000,

600,700, & 800 classrooms

1100,1200, & 1300 classrooms

1st Lunch	
Period 1/2	7:00 - 8:31
Period 3/4	8:36 - 9:59
1st Lunch	9:59 - 10:29
Period 5/6	10:34 - 11:57
Period 7/8	12:02 - 1:25

2nd Lunch	
Period 1/2	7:00 - 8:31
Period 3/4	8:36 - 9:59
Period 5/6	10:04 - 11:27
2nd Lunch	11:27 - 11:57
Period 7/8	12:02 - 1:25

30-Minute Assembly Bell Schedule

This schedule will be followed on short assembly days.

1st Lunch	
Period 1/2	7:00 - 8:31
Period 3/4	8:36 - 9:59
1st Lunch	9:59 - 10:29
Period 5/6	10:34 - 11:43
Period 7/8	11:48 - 12:55
Assembly	12:55 - 1:25

2nd Lunch	
Period 1/2	7:00 - 8:31
Period 3/4	8:36 - 9:59
Period 5/6	10:04 - 11:13
2nd Lunch	11:13 - 11:43
Period 7/8	11:48 - 12:55
Assembly	12:55 - 1:25

ATTENDANCE

ABSENCES A note is required following an absence. Absence notes must be turned in before school in the deans' office no later than the third day after the student returns from the absence. An unexcused absence may become a truancy and be subject to a citation. Absence notes should include: student's name, grade, date of absence(s), reason for absence, parent's signature and telephone number. An absence form is available online or at the reception desk.

Attendance cards will automatically be sent home once the student accumulates their third, fifth, eighth and tenth excused or unexcused absence in one or more classes. Students who exceed six unverified (unapproved) absences per semester in any course will not earn credit for that course for that semester and will receive a failing grade. Students who exceed absences during the semester in any course must continue to attend that class and must remain enrolled in the school's regular instructional program. Students who do not attend or do not remain enrolled in school are truant and will be reported to law enforcement as per state law.

CLOSED CAMPUS The Clark County School District operates under a closed campus policy. Students may not leave campus during the school day. This includes passing periods and lunches. **The parking lot is off limits during the school day.**

PASSPORTS Students who must leave campus during the school day, for an approved reason, will be issued a passport. A passport may be obtained from the attendance office if requested before the start of first period. A note from the parent/guardian is required and should include the time of departure. Students will be released only when the parent comes to the receptionist's desk to sign them out.

PREARRANGED ABSENCES Prearranged absences should be requested in advance and in writing using the Prearranged Absence Notification Form. These arrangements should be made at least three days prior to the absence, except in case of an emergency. The form is then signed by an administrator and given to the student to present to each teacher prior to the scheduled absence(s). These absences are still included in the absence total. Prearranged absences are not permitted during the first and last ten days of the school year. Prearranged absence forms may be obtained in the deans' office.

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

- The principal of the school is required to report the pupils who are habitually truant to law enforcement.
- A habitual truant is defined as "a student who has three unapproved or unexcused absences within one school year."
- A student is truant if he/she is absent from school without written approval from a parent verifying that the pupil is physically or mentally unable to attend school.
- If a pupil is absent due to physical or mental reasons, the parent must notify the school within three days of the absence.
- The law provides the court with the authority to order the student or the parent to pay fines of \$100 - \$1000 for habitual truancy. The court can order the right to deny a driver's license until the student turns 18 years old.
- The law provides the court with the authority to order the student or parent to pay a fine of \$200 for the second or subsequent times the child is found to be a habitual truant. The order can include ten hours of community service and the suspension of driver's license privilege for 60 days for students 14 years and older.
- Citations are issued by CCSD police for truancy.

SB269 took effect on January 1, 2015, and directly impacts students and schools in the state of Nevada. The law pertains to school attendance requirements for the application of a learner's permit, obtaining a driver's license, and keeping a driver's license for anyone under the age of 18.

Under the law a student will not be able to apply for his/her driver's license or learner's permit if he/she does not attend at least 90 percent of school days. This means that students cannot have more than seven unapproved absences in a block schedule or more than 10 absences in a non-block schedule.

Students who are deemed habitually truant could lose their driving privileges for 30 or more days. However, before driving privileges are suspended, students and parents will have an opportunity to make an appeal.

- More information and documents pertaining to SB269 can be found at ccsd.net/driverslicense or in Spanish at ccsd.net/licenciadeconducir.

DISCIPLINE

DETENTION: Students may be assigned detention by the dean of students or individual teachers as a consequence for various minor disciplinary offenses. Students assigned to detention are to report to the room designated on the detention notice for the number of days and amount of time assigned. Each student is to have sufficient materials and a book to study for detention. They are to cooperate with the detention supervisor, or disciplinary action will follow. Students will be given 24-hour notice before they are expected to remain for detention. Failure to report to an assigned detention may constitute insubordination and may result in additional disciplinary action.

DISCIPLINE REGULATIONS: All of the following are considered to be offensive behaviors. Most are violations of the laws of the State of Nevada and are not simply rules of Legacy High School. Clear and blatant violations of these behaviors while at school, at school-related activities, and/or on the way to and from school may require the administration to call upon law enforcement agencies to deal with the violation. If law enforcement is involved, discipline from the school may also be administered on the same offense with consequences ranging from detention to expulsion from school.

All students are expected to behave in a manner that will be a credit to themselves and Legacy High School. When students engage in inappropriate behavior, they will be dealt with fairly and consistently using progressive discipline. Students may be subject to a Required Parent Conference (RPC), suspension, arrest, referral to a behavioral school, and/or expulsion, if appropriate, for the following:

- Assault, physical altercations, or abuse on any person
- Disruptive classroom or school behavior
- Excessive tardiness
- Failure to identify oneself upon request and/or failure to report to the deans' office when directed to do so by any school personnel
- Forging corridor passes, admission slips, absence notes and/or providing any false information on school forms
- Gambling including, but not limited to card and dice playing
- Immoral, lewd, or disorderly conduct to include saying or writing obscene words or symbols
- Insubordination and refusal to cooperate with any CCSD employee
- Possession of weapons on school campus, including parking lot
NOTE: Possession, use, transmittal, or concealment of ANY weapon. Weapons are defined as firearms, knives explosives, inflammable materials, or any other items that may cause bodily injury or death.
- Smoking on campus/use of smokeless tobacco including smoking derivatives such as electronic and vapor pens
- Student harassment and verbal abuse (including any racially derogatory statement from one person to another)
A student shall not willfully or cause a reasonable person to feel racially or sexually harassed.
- Theft, burglary, extortion, vandalism, or destruction of school property

- Throwing items, including food.
- Use and/or possession of illegal drugs or alcohol
- Use of obscene, vulgar, profane or disrespectful language to any staff member
- Verbal or physical altercations (fighting/threatening bodily harm toward anyone)
- Wearing clothing or accessories deemed to be gang related, displaying gang signals or being involved with gang activity

Weapon Possession/Selling Drugs/Assault

Possession of weapons, theft, fighting, possession or use of narcotics, gross insubordination (threatening or cursing the teacher) will result in immediate referral to the dean on the 1st offense and RPC-also possible suspension, arrest, and/or expulsion. Students possessing a weapon, selling a controlled substance, or committing an assault on any school employee shall be referred for expulsion from school and prosecuted to the full extent of the law. Expulsion is the termination of enrollment as a result of behavior so serious that future attendance in the school district is not contemplated.

Discipline Policy Legacy High School will implement a school-wide discipline policy. Progressive discipline steps will be as follows:

- 1st violation – warning/parent contact
- 2nd violation – teacher detention/ counselor referral (if applicable)
- 3rd violation – teacher detention/referral to dean
- 4th violation – referral to dean

DRESS CODE AND APPEARANCE The Clark County School District and Legacy High School reserve the right to insist that the dress and grooming of students are within the limits of generally accepted community standards and students shall be required to show proper attention to personal cleanliness.

Legacy High School students' 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.

The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard.

Specific requirements and prohibitions are addressed in the *Legacy High School Student Handbook*. Additionally, an orientation to acquaint students with the enforcement procedures of these requirements will be held at the beginning of the school year. Notifications of dress code changes occurring during the school year will be sent promptly to parents.

Basic Dress Code provisions:

1. Require the wearing of shoes with hard soles (Ex. Flip flop sandals, slippers, etc.)
2. Prohibit wearing crop tops (no skin showing between bottom of shirt/blouse and top of pants or skirts), strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimal coverage.
3. Prohibit wearing clothing with spaghetti straps. All sleeveless shirts must have straps at least three inches wide and have a hemmed sleeve that covers the shoulder.
4. Require that all shorts, skirts, and dresses must be at least fingertip length.
5. Require that all hems must be sewn without fraying.
6. Prohibit the wearing of torn clothing or items with holes.
7. Prohibit the wearing of headgear on campus except for designated school approved uniforms or at authorized athletic practices or activities.
8. Prohibit sayings, slogans or advertising on clothing which by their controversial or obscene nature disrupt the educational setting. This includes any clothing that advertises tobacco, alcoholic beverages, drugs, or behavior not conducive to the school setting.
9. Prohibit the wearing of spiked or studded clothing.
10. Prohibit wearing of outerwear such as coats, mittens, and scarves upon entering the classrooms.
11. Prohibit the wearing of oversized clothing including “sagging” pants/shorts.
12. Prohibit the wearing of lingerie and lounging attire including pajama pants and slippers.
13. Require that all hair styles must be of such character as not to disrupt or detract from the educational environment.
14. Prohibit the wearing of facial jewelry that is disruptive or distracts from the educational environment.
15. Prohibits the wearing of name plate necklaces and/or accessories.

Any student violating the dress code will not be allowed to attend class. Consequences will be issued for all dress code violations and may include detentions, dean referrals, and required parent conference. The principal shall retain the authority to grant exceptions for school-wide free days. On those days, the Basic Dress Code provisions will apply to all students.

TARDY POLICY: Tardiness to class is not acceptable. Students arriving to a class after the tardy bell has rung will receive consequences aligned with the Legacy High School Tardy Policy. A student who is more than 30 minutes late to class will be counted absent from that class. Classrooms will be locked when the tardy bell rings.

Legacy High School Tardy Policy

Teachers will issue a tardy if a student is late to class. They will mark tardy in Infinite Campus.

1st tardy = Verbal Warning, student initials on tardy slip.

2nd tardy = Verbal Warning, student initials on tardy slip.

3rd tardy = Call parent, student initials on tardy slip.

4th tardy = Detention, student initials on tardy slip.

5th and additional tardies = Referral to the deans' office with documentation of progression

*Random tardy lock-out sweeps will be conducted. Students out of class without a pass will be issued an RPC.

SAFE AND DRUG FREE SCHOOL: Legacy High School is committed to providing our students with a school environment that is safe, secure and drug free. With your help, we can. Should a student be found in possession of marijuana or other drugs, we will make every effort to remove him or her from the regular school setting. Students are encouraged to call school administration at 799-1777 and school police at 799-5411 if they are aware of any drugs or weapons on campus.

GUM AND FOOD: Eating food (including candy and sunflower seeds) or drinking a beverage is permitted only in the cafeteria and in the atrium. Gum chewing is prohibited everywhere on campus. Gum is a nuisance item that, when used, may deface school property.

HANDS-OFF POLICY: Legacy High School has a hands-off policy; therefore, hitting, pushing, shoving, holding hands, embracing and kissing is prohibited on campus.

HARASSMENT: Bullying, cyberbullying, harassment, and/or intimidation are prohibited in public school. These actions include, but are not limited to, the following: unwanted touching, blocking a person's normal movements, threats, slurs, epithets, verbal propositions, graphic comments about one's body, unwelcome jokes, unwelcome sexual advances, or any act of retaliation. Cyberbullying is bullying, harassment, and/or intimidation through the use of electronic communication. Harassment in any form against students by either a student or a district employee is grounds for severe disciplinary action. For students, it may be the basis for suspension/expulsion in accordance with the existing disciplinary procedures. For staff, it may result in disciplinary action up to and including dismissal. Any retaliatory behavior against any student who reports an incident or anyone who participates in the harassment complaint process is prohibited. For students, this may result in suspension/expulsion. Any student, male or female, who feels that he/she is a victim of harassment should immediately contact his/her teacher and/or principal, unless the principal or teacher is believed to be part of the harassment, in which case contact should be made with the appropriate area superintendent.

NUISANCE ITEMS: Items not directly associated with the educational program are not to be brought to school. These items include, but are not limited to, radios, CD players, speakers, Ipods, MP3 players, electronic games, cameras, water guns, yo-yos, balloons, flowers, permanent markers, rubber bands, pets, stuffed animals, playing cards, and dice. Students found in possession of such items will have the items confiscated and may be subject to disciplinary action. Legacy High School is not responsible for nuisance items that are lost or stolen.

GENERAL INFORMATION

ASSEMBLIES: Assemblies are scheduled throughout the school year to enhance the social enrichment of Legacy students. An assembly bell schedule will be in effect on assembly days. No student will be admitted into the assembly once it has begun, and no student will be allowed to leave before the assembly has concluded. Appropriate student behavior is expected at all assemblies. No children or babies will be allowed into assemblies. The privilege of attending is limited to those students who demonstrate positive behavior. Students must either attend the assembly or leave campus immediately.

BICYCLES: All bicycles must be parked and **locked** in the bicycle area. The bicycle area is locked during the school day. Students with permission to leave during the school day must go to the deans' office to arrange for access. **Legacy High School is not responsible for damaged or stolen bicycles.**

CAFETERIA: Breakfast and lunch are available to Legacy students through the school cafeteria. Although students are not allowed to leave the campus for lunch, they may bring a lunch from home.

DAILY BULLETIN, ANNOUNCEMENTS AND ADVERTISEMENTS: Distribution of advertisements, posters, and party announcements is prohibited on campus. If a student has an announcement appropriate for school, the announcement must be submitted to the Activity Director for approval prior to it being included in the daily bulletin. Announcements must be submitted to the student activities office before 12:00 noon on the day preceding publication. All informational posters and flyers must be approved by the Activity Director before they may be posted on campus and must be removed promptly after the event.

DANCES: Student Council and other groups in the school sponsor dances throughout the year. All Legacy students are welcome to attend dances unless they are on Required Parent Conference (RPC), suspension, or owe a school fine. School rules are enforced at all dances – whether they are held on or off campus. **Only Legacy students are allowed to attend informal dances.** No one will be admitted to a dance during the last hour of the dance.

GRADUATION CEREMONY: In order to participate in Legacy's graduation ceremony, a student must earn a Standard, Advanced Honors, Advanced, or Adjusted Diploma. Participation in the graduation ceremony is an earned privilege and may be lost due to discipline infractions.

LIBRARY: Each student will be issued a student identification card. This card will be used to gain access to the library outside of class time and is needed to check out material. Each student may check out two library books. A fine may be assessed against any student who keeps a book beyond the due date. During school hours a corridor pass is needed to enter the library as well as an assignment from the teacher sending the student. Please help us to maintain a quiet academic atmosphere in the library. Students may obtain a library pass for library use during lunch hours before school.

LOCKERS: Students may use their lockers before and after school and between classes. School lockers remain the property of the school, and school authorities have a responsibility and a right to examine the contents of those lockers for reasons of health, safety and security. Acceptance on the part of a student assigned a locker is acknowledgement of the privilege retained by the Clark County School District to examine the contents of that locker whenever determined appropriate.

LOST AND FOUND: When items are found on campus, they are taken to the deans' office. Clothing is held in the deans' office for two weeks then donated to charity. Please check with the deans' secretary.

PASSING PERIODS: In order to ensure the orderly movement of students from one area to another, everyone needs to make a special effort to move quickly and quietly. Although a bell will signal the end of each class period, only the classroom teacher will dismiss students.

PERSONAL DELIVERIES: It is very difficult to deliver items to students without interrupting classroom instruction. Please limit deliveries to emergencies only. Flowers and balloons should be delivered to the home as they will not be delivered to the student during school hours. The office will not accept balloon or flower deliveries.

SCHOOL BANK: All money collected for a class, club, or activity by either students or school district employees must be deposited in the school bank on a daily basis. A school deposit slip completed by the club advisor/coach is required and will be verified by the bank. No school funds are to be carried in private accounts in public banks. All clubs and organizations must keep records of their financial transactions and make them available for audit upon request. **Legacy High School does not accept personal checks.**

SCHOOL HOURS: The office opens at 6:30 a.m. The teachers' workday is from 6:45 a.m. – 1:56 p.m. There is no supervision for students before 6:30 a.m. Students may conference with their teachers after 6:45 a.m. **Students should be out of the building by 1:35 p.m. unless they are under the direct supervision of a faculty member.**

SKATEBOARDS, ROLLER BLADES & SCOOTERS: These items are not allowed on school grounds. Legacy High School is not responsible for lost or stolen skateboards, roller blades or scooters.

STUDENT PARKING: Student parking is limited to the lot west of the gym/theatre. This serves as due process notice that vehicles will be towed at the owner's expense if parked in unauthorized zones. Students are not to loiter in the parking lot or in their cars during class time, between classes, or during lunches. Failure to adhere to this policy may result in disciplinary action. Students' cars may be searched if there is suspicion of alcohol or drugs, stolen items, or as part of an arrest for violation the law.

STUDENT PROGRESS: Report cards are issued to students every nine weeks. The final report card of the year is mailed home. Students will receive two grades for every course, an academic grade and a citizenship grade. At the end of each semester, students will also receive a grade for their semester exams. CCSD policy does not allow for taking semester exams at any time other than the announced test schedule.

TELEPHONES: Office telephones are business phones and may be used by students for emergencies only. Cell phones will be permitted before school, at lunch, and after school. Cell phones must be turned off during instructional time, or they will be confiscated by the teacher and returned to the student's parent/guardian on record. Parents may retrieve confiscated cell phones in the deans' office.

TEXTBOOKS: Textbooks are provided to students by the school district free of charge. However, all library and textbooks remain the property of the school. Students will be charged for lost or damaged books. Any lost or stolen books must be paid for before another book is issued. Textbooks are the property of the Clark County School District and are loaned to students with the condition that upon request from the teacher or withdrawing from Legacy High School, the textbook will be returned without excessive damage to be determined by the staff.

TRANSPORTATION: Legacy High School is not responsible for transportation. Bus service is provided for students who complete and submit an application on-line at ccsd.net. The transportation department assigns drivers, designs the bus routes, designates the bus stops and determines which students are provided transportation. If you have any questions or concerns regarding transportation, please call 799-8100. Students who ride the bus are expected to follow the bus rules and the directives of the driver. Students who are disruptive will be referred to the dean of students and may be denied the privilege of riding the bus.

VISITORS' POLICY: Students are not allowed to bring guests with them to school. Parents are always welcome and are encouraged to visit their child's classrooms. Parents should coordinate their visits with the counseling office at least 24 hours in advance. Any communication with the teacher should be done through a scheduled teacher-parent conference, which can also be set up through the counseling office.

SAFETY AND SECURITY

ACCIDENT AND ILLNESS: It is imperative that current home and emergency telephone numbers be on file at the school. If your telephone number changes, please notify the registrar at 799-1777 ext. 4065. Every accident occurring at school or a school sponsored event must be immediately reported to the adult in charge and/or the First Aid Safety Assistant (FASA). A student who is too ill to remain in class should obtain a pass from the teacher, then report to the health office so their parents may be notified. State law does not allow school health personnel to diagnose illness or injury. Parents should check with their family physician if they have a question about their child's health.

LOITERING: To maintain maximum safety, students are to report to the cafeteria or atrium as they arrive on campus each day. Students are not to loiter in parking lots, on playing fields, or on properties adjacent to Legacy High School campus either before or after school. Once students arrive at school, they must remain on campus. Any student who leaves without a passport will be considered truant. Students are also responsible for displaying cooperative behavior at all times while traveling to and from school. During after school activities, students not authorized to be on campus may be cited for trespassing.

MEDICATION: School personnel are not allowed to dispense non-prescription medication such as aspirin. This does not mean that a student cannot take an aspirin at school. It does mean that we cannot provide the aspirin. Students may carry and take over the counter medication provided they have a note from their parent, the medication is in the original container, and it is not shared with other students. Students who require assistance with their medication must have a signed and witnessed medication release on file in the health office. The medication must be prescribed by an appropriate health care provider and be properly labeled with the student's name, prescribing practitioner and instructions for administration. Students may be self-medicated only with the written permission of their appropriate health care provider and be properly labeled with the student's name, prescribing practitioner and instructions for administration. Self-medicating students are not monitored by the FASA or the school nurse and should carry only one day's medication.

SEARCHES: Students are hereby informed that they will be subject to search when they enter campus after the beginning of the school day. This includes, but is not limited to, unauthorized returns. This notice does not exclude personnel; however, from searching a student at any time should there be reasonable suspicion of wrongdoing.