

STUDENT/PARENT HANDBOOK



2018-2019

Welcome to Edmundo “Eddie” Escobedo, Sr. Middle School! “Home of the Boxers”

On behalf of the faculty and staff, it is our pleasure to welcome the students and parents to Escobedo Middle School. Our goal is to make sure students feel safe, welcomed, and excited to learn. We are proud of our educational programs, staff, students, parents and community members.

The purpose of this student/parent handbook is to inform students and parents of Escobedo Middle School’s expectations for student behavior and academic performance, as well as our procedures and routines. Please review and reference this handbook with your child to promote a successful educational experience.

Our Mission Statement

Students are the priority at Escobedo Middle School. Our efforts to encourage individual talents and dreams are reflected in our classrooms, programs, and actions.

Our School Motto

SIKHONA ... We are here now because of you.

The word sikhona comes from the tribes of Northern Natal in South Africa. A typical greeting, “Zawau Bona,” means, “I see you.” If you were a member of this tribe, your answer would be, “Sikhona,” which means, “I am here now because of you.” In the same way, our staff at Escobedo is here because of you, our students.



This handbook belongs to:

Name _____

Student No. _____

ESCOBEDO MIDDLE SCHOOL
Bell Schedule
2014-2015

Warning Bell
9:05

1st Period
9:10 – 10:06

2nd Period
10:10 – 11:03

1st Lunch 11:03 – 11:33	3rd Period 11:07 – 12:00
3rd Period 11:37 – 12:30	2nd Lunch 12:00 – 12:30

4th Period
12:34 – 1:27

5th Period
1:31 – 2:24

6th Period
2:28 – 3:21

Edmundo “Eddie” Escobedo, Sr. Middle School

9501 Echelon Point Drive

Las Vegas, NV 89149

Phone: (702) 799-4560 Fax: (702) 799-4568

www.escobedomms.com

Class Schedule First Semester

Period	Room #	Class/Subject	Teacher
1			
2			
3			
4			
5			
6			

Class Schedule Second Semester

Period	Room #	Class/Subject	Teacher
1			
2			
3			
4			
5			
6			

Every student at Escobedo MS has the right to attend a safe school where he/she is encouraged to do his/her best. Each student is expected to show courtesy and respect toward his/her peers, staff and guests. It is expected that all students will give their teachers the utmost respect. They will follow the directions of supervising adults, and they will be responsible for their own actions. Students are not allowed to disrupt the learning of others or themselves.

ACADEMICS

Escobedo Middle School's staff is committed to building a strong community that works together to ensure all students have mastered year-long standards and are ready by exit (on track to graduate from high school). Our state has adopted the Nevada Academic Content Standards (NACS). NACS are English language arts, mathematics, and science standards that represent a set of expectations for student knowledge and skills that high school graduates need to master to succeed in college and careers.

ARRIVAL AND DISMISSAL

Student safety is a high priority.

- Students are ***not allowed on campus prior to 8:40 AM*** unless the student is enrolled in the Ignite Program or an early-bird class.
- Students are responsible for and expected to display appropriate behavior at all times while traveling to and from school.
- Students are not to loiter in parking lots, on the basketball courts, or on properties adjacent to the *Escobedo Middle School's* campus either before or after school.
- The gates by the bike rack will open at 8:40 AM for students to enter campus.
 - Once students enter campus, they must remain on campus. ***Any student who leaves campus without permission will be considered truant.***
 - Only students are allowed to enter the campus and proceed directly to their classrooms or the cafeteria.
- The bell rings at 9:05 AM to inform students of the beginning of the passing period for first period. The tardy bell rings at 9:10 AM. All students are expected to be in class for instruction by 9:10 AM.
- Students who report to school late will need to report to the deans' office to get a pass to class. Dismissal time is 3:21 PM.
- Buses leave promptly at 3:28 PM. Bus riders will need to report directly to their bus after dismissal.
- Students who walk home or are picked up are expected to leave campus immediately unless they are attending an afterschool activity.
- Students who are not participating in a school-sponsored activity are required to leave campus immediately after dismissal.
- Once students have left campus, they may not return to attend a club, activity, or utilize the late activity bus.

ASSEMBLIES

During assemblies, students are expected to be courteous at all times; unacceptable conduct will not be permitted. Students are to remain seated in their assigned sections with their teachers until dismissed by the administration.

ASSIGNMENTS/GRADES

- **HOMEWORK REQUESTS** - Homework may be requested for extended absences (3 or more days) and prearranged absences. Homework request submitted to the deans' office prior to noon will be ready for pickup at the end of the next school day. If a student is absent for less than 3 days of school days, it is the student's responsibility to get their homework assignments from their teachers when they return.
- **INFINITE CAMPUS** - Students and parents may access grades and attendance information online through the Infinite Campus Parent Portal. Infinite campus is a real-time application.
- **LATE ASSIGNMENTS** - The Escobedo Middle School Late Assignment Policy is as follows:
 - If an assignment is late, past the due date, the student must complete the Late Assignment Form explaining the reason why the assignment was not completed on time, and a

parent/guardian must sign the form. Teachers will not accept any late assignments without the form.

- Teachers may require the student to serve a detention for not completing the assignment on time.
- Late assignments will only be accepted for ten (10) school days after the assignment was due and will not be accepted within three (3) days of the end of the grading period unless special arrangements have been made with the teacher.
- **MAKE-UP WORK** - Immediately following any absence, students are required to initiate contact with their teachers to obtain make-up work. Once contact has been made with the teacher, specific make-up work must be completed and returned to the teacher within a reasonable length of time, to be determined by the teacher and communicated to the student or parent/legal guardian. The make-up work must be returned to the teacher by the specified due date. Students shall be allowed a minimum of three (3) days to complete make-up work per CCSD Reg. 5113. If the student has consecutive absences, the student has three (3) days for the first absence and one (1) day for each subsequent absence to complete make-up work. The exception to this is if an assignment/assessment/project was due the day of the absence, it will be due the day of the student's return to school.

ATHLETIC EVENTS

Students can support *Escobedo Middle School's* athletic teams by attending the basketball games.

- All school rules, policies and regulations apply during both home and away games
- Students are required to have a student ID card to purchase admission into events. (ID cards are issued at not cost when students take their school pictures.) If a student did not take a school picture or lost their ID card, the student may purchase a replacement ID card in the library for \$5.
- The administration also reserves the right to deny students the privilege participating or attending athletic events if the student's attendance or conduct has been unacceptable.
 - Students on RPC or suspension will not be allowed to attend the events.
- During games, Escobedo students are expected to sit on the "home" side of the gym. Students from other schools must sit on the "visitors" side of the gym and **must** be accompanied by a responsible adult family member.
- Students and other guest who fail to conduct themselves appropriately will be asked to leave and may be excluded from attending future athletic and afterschool events.

ATTENDANCE ABSENCES

Consistent attendance is an important part of the education of your child/children. It is the parents' responsibility to see that regular attendance is maintained and that their child is on time to school. Parents are asked to refrain from taking students out of school before the end of the day. We realize that scheduling doctor appointments is necessary, but we ask that there be no nonessential early pick-up of students.

ABSENCES - *When a student misses school, they miss out.*

If a student must be absent:

- An absence note is required following every absence, including early absences due to early pick up
- In order for an absence to be considered excused, the absence notes must be turned into the Deans' office no later than three school days after the date of the absence.
 - Students should bring their note to the deans' office and time stamp it before placing the note in the absence basket.
- Parents/guardians may be required to attend a conference with the Dean of Students if a student accumulates an excessive number of absences.
- Students accumulating more than ten (10) unexcused absences within a semester may lose credit and receive an F for the class in which the excessive absences have been accumulated.

BACKPACKS

Students will be allowed to use a backpack to carry their supplies, binders, lunch, etc. throughout the academic day. Backpacks with wheels are not permitted due to the excessive congestion they create in the hallways and breezeways.

BICYCLE AREA

All bicycles and skateboards must be secured in the bicycle rack. This area is locked fifteen minutes after the start of school and unlocked at the end of the school day. **All bicycle riders/skateboarders must use a personal lock for their bikes/skateboards (only one lock per bike/skateboard.)** Although the bike rack is locked during the day, this does not guarantee the safety of the bike/skateboard. Escobedo Middle School is **NOT** responsible for any damaged or stolen bikes/skateboards. Students are reminded that skates, roller blades, hover-boards and scooters are not allowed on campus.

BULLYING AND CYBERBULLYING

- **Bullying** is the act of intentionally causing one-sided, unwarranted harm to others through verbal harassment, physical assault, or other coercive methods intended to hurt, frighten, manipulate, threaten, or exclude. Bullying is abuse and is strictly prohibited. The offenders will be subject to disciplinary action. If a student is a victim of bullying in any form, **REPORT IT IMMEDIATELY** to the Dean's Office. Students may also report a bully anonymously by going to the school website (www.escobedoms.com) and click on the **REPORT A BULLY link**.
- **Cyber bullying** involves using electronic communication such as e-mail, phone calls, text messages, computer instant messaging, online chat forums, blogs or message boards, to bully, persist in deliberate, repeated hostile behavior, or make defamatory comments by an individual or a group, and intended to harm others. Cyber bullying is strictly prohibited and will result in disciplinary action per CCSD policy 5137 and CCSD regulation 5141.1 B.

BUS RULES

Students on the bus are under the immediate supervision of the bus driver and are subject to the rules set by the Clark County Board of School Trustees and the State of Nevada. Any infraction of the rules listed below will be documented on a School Bus Citation Report and reported to school administration. Consequences will be established by school administration accordingly. In order to provide safety for passengers, and to ensure effective, efficient use of the busses, the following rules of conduct have been established:

1. Students must board the bus in an orderly fashion and go directly to a seat.
2. All students must remain seated while the bus is in motion.
3. Students must remain seated until the bus has fully stopped.
4. Students must keep the noise level to a minimum using an indoor voice at all times.
5. Students must maintain appropriate behavior while on the bus and at all bus stops.

**Parents will be held responsible for any damage that may result from the students' misconduct.

CAMPUS SECURITY MONITORS

Campus Security Monitors (CSMs) assist in keeping our campus safe and secure. CSMs are also available to help with any problems students may have with locating classrooms. The monitors frequently check areas of the school and its surroundings.

CELEBRATION ITEMS

Food, cakes, cupcakes, balloon bouquets, flowers, stuffed animals and any other such items are not permitted on the school campus and **WILL NOT** be delivered to students or permitted in the cafeteria.

CLASSROOM BEHAVIOR PROBLEMS

Teachers will handle minor disciplinary offenses within their classrooms. These incidents will be handled with progressive discipline, i.e., student conferences, phone calls to parents, teacher detention, parent conferences, and/or referral to a counselor. Students who create a major classroom disruption or who have repeated minor classroom disruptions will be referred to the Dean's Office.

CLUBS/ORGANIZATIONS/ATHLETICS

Students are strongly encouraged to participate in activities. There are several opportunities for students to join clubs and intramural sports. Announcements will be made to inform students of times, locations and events. ***Athletic packets must be completed prior to participation in intramural sports or basketball. The cost of athletic packets is \$10, and these packets are available for purchase with the banker.***

COUNSELING AND SOCIAL WORK

The counselors' office is for the benefit of every student in the school. Each counselor will assist students with educational planning; interpretation of test scores; career information; home, school, and/or social concerns; and/or any questions the student may wish to discuss. Each student can feel confident that the problem will be confidentially discussed with the counselor so efforts may be made to help resolve the problem. Students wishing to speak to a counselor should complete a counselors' request form in the office. The counselor will call the student down as soon as possible. In the case of an emergency, a student should obtain a pass from a teacher and sign in upon arrival at the counselors' office. Additionally, Escobedo Middle School has a social worker to assist families in need of external resources in the community.

DANCES

Dances may be held at various times during the school year.

- Only students enrolled at *Escobedo Middle School* may attend.
- All school rules, policies and regulations apply to students attending the dances.
- Students who have been suspended will not be allowed to attend the dances.
- Students are required to have a student ID card to purchase tickets for dances. (ID cards are issued at not cost when students take their school pictures.) If a student did not take a school picture or lost their ID card, the student may purchase a replacement ID card in the library for \$5.
- Students who fail to conduct themselves appropriately will be asked to leave the dance and may be excluded from attending future dances and other afterschool events. ***No refunds will be made for students who are asked to leave the dance.***

DETENTION

Students may be assigned detention by the administration or individual teachers. Students will be given a minimum of next-day notice before they are expected to remain after school or come in early for detention. Any student who does not abide by the regulations of the detention period or fails to attend detention will be subject to further disciplinary action.

DISCIPLINE REGULATIONS

In accordance with District regulation 5141.1, any student who is considered a danger to themselves, others or property at *Escobedo Middle School* may face immediate disciplinary action. In some instances, law enforcement may also become involved to deal with the violation. If law enforcement is involved, discipline from the school may also be administered for the same offense. This may include suspension and/or expulsion from school. Students may also be ineligible for elective field trips, club privileges, and/or attendance at any school event.

- **BEHAVIORS SUBJECT TO IMMEDIATE ACTION BY THE ADMINISTRATION:**
 1. Assault/Battery on a student or school staff member
 2. Fighting
 - a. Fighting is defined as two or more students engaging in aggressive physical contact.
 - b. Physical Contact includes but is not limited to pushing, shoving, hitting, punching, kicking, and hair pulling.
 - c. Self-defense is not recognized as a reason to engage in fighting or be exempt from disciplinary consequences for engaging in a fight.
 3. Threatening bodily harm toward students or staff members
 4. Mock fighting/horseplay
 5. Verbal Abuse/Bullying/Cyber bullying (unwarranted, one-sided, repeated behavior intended to hurt, frighten, threaten or exclude)
 6. Racial or sexual harassment
 7. Insubordination (Examples: refusing to comply with a reasonable request from a staff member, failure to attend assigned detention, leaving class without permission, etc.)
 8. Immoral or lewd conduct; saying or writing of obscene words or symbols, etc.
 9. Theft/Extortion
 10. Vandalism, intentional damage, or defacing of school property
 11. Arson
 12. Gambling

13. Possession of a weapon, including, but not limited, to pellet guns, cap guns, pocket knives, firecrackers, etc.
14. Possession of, or being under the influence of, a controlled substance or any substance represented to be alcohol or drugs on campus
15. Possession or use of tobacco products on or around the school campus
16. Campus Disruption; causing a campus or classroom disturbance
17. Wearing gang-related clothing, displaying gang signals, or being involved with gang activity
18. Public Display of Affection (PDA) or physical demonstration of affection for another person

DRESS FOR SUCCESS (DRESS CODE)

In accordance with District regulation 5131, any type of dress or appearance that results in disruption of the normal school routine may be designated as unacceptable by the school administration. Students are expected to comply with the following guidelines for “dressing for success” at *Escobedo Middle School*:

- All shoes must have soles. Footwear that does not offer sanitary or safety protection is prohibited. House slippers and shoes with wheels are not permitted.
- All clothing must be sufficient to conceal any and all undergarments.
- Shirts or blouses will be appropriately buttoned in accordance with the design of the shirt or blouse. The length of shirts must extend beyond the belt level. The shoulder width of shirts or blouses must be a minimum of 3 inches.
- All shorts, skirts, skorts, dresses, and jumpsuits must be fingertip length, and tights/leggings may only be worn under approved clothing.
- Full-fingered gloves, mittens, coats, hoods, and scarves may be worn to school, but these items must be removed once inside a building.
- The following is prohibited.
 - See-through shirts, tank tops, muscle shirts, strapless shirts, spaghetti straps, bare midriff shirts (crop tops), low cut shirts, or shirts with an open back
 - Torn (ripped) and cut-off clothing
 - Frayed clothing with skin or an undergarment visible above the knee
 - Wearing pants in a “sagging” fashion that allows shorts or underwear to be visible
 - Clothing with slogans, pictures, or advertising that is vulgar, obscene, related to drugs, alcohols, or tobacco, sex, or promotes hate/violence; or is culturally or morally offensive
 - Clothing or accessories that may be used as weapons, such as chained wallets, large studded necklaces, steel plated boots, or other similar attire
 - Headgear such as hats, hoodies, bandanas, caps, and sunglasses except for designated school-approved uniforms or at authorized athletic activities.
 - Any attire that is not conducive to the educational setting as determined by the administration

EARLY STUDENT RELEASE

To ensure maximum instructional time is utilized, early student check out will not be available after 3:10 PM. Please allow yourself enough time for Escobedo Middle School check out procedures, so that we may provide effective customer service. *Students will be released to their parent/guardian only after **current and valid photo identification** has been confirmed.*

EMERGENCY DRILLS

- **Fire Drills** are during the school year at regular intervals as required by law as an important safety precaution. Exit routes are posted in every classroom. It is essential that students respond promptly when the signal is given and exit the building along the prescribed route as quickly as possible. Students are to remain outside the building with their teacher/class until given permission to return to the building.
- **Shelter-In-Place Drills** are also conducted by Crisis Response Team throughout the school year. The drills teach students the appropriate procedures to follow in the event of a chemical release incident or other related emergency. The drill simulates securing the school facility to trap breathable air and protect against external contaminants or to protect against intruders or disruptive person

FEES FOR MATERIALS

Students may be charged for materials required to construct "special projects" which will be taken home. Students may also be required to bring materials necessary to complete projects. Any fees charged will reflect actual cost of the materials used by the students. Please see the course catalog for specific class with fees.

- \$25.00 fee for the Physical Education (The PE uniform is mandatory and includes a PE shirt and PE shorts.)
- \$20.00 fee for all Art classes (This fee is for art materials used for projects students will be able to take home.)
- \$40.00 fee for all Orchestra, Band, and Choir classes (This fee includes the student's method book/music and polo shirt.)
- Other fees may apply for Intermediate and Advanced Orchestra, Band, and Choir students for performance attire.
- \$20.00 instrument fee will apply to any student using a school-owned instrument (This fee will be used to cover instrument cleaning expenses at the end of the year; students will be responsible for all maintenance and repair expenses while the instrument is checked out to them.)

If you pay fees or purchase items through the school's web store on the school website, an additional processing fee may apply.

GUM AND FOOD

Eating food (including candy) or drinking a beverage is permitted only in the cafeteria. Water in clear water bottles may be carried and consumed throughout campus. ***Gum chewing is not permitted on campus*** at any time due to the damage it can cause to school property. Possession of gum may result in disciplinary action.

HANDS OFF POLICY/ "Respect My Space"

Escobedo Middle School maintains a "hands off" policy. Students are required to keep their hands to themselves; this applies to mock fighting/horseplay as well as other situations. If someone tells you to "respect my space," it will be your one reminder to keep your hands to yourself. This rule ensures a safer and happier school for everyone.

HEALTH OFFICE

- Every accident or injury occurring during school hours and any injury occurring during a school-sponsored event must be reported immediately to the adult in charge and/or to the Health Office.
- A student who is too ill to remain in class should report to the Health Office so that parents may be notified and pickup arrangements may be made.
- School personnel may not dispense non-prescription medication such as aspirin.
- If prescription medication must be taken during school hours, arrangements are to be made with the Health Office and all medication is to remain in the Health Office. Please see the First Aide Safety Assistant or the school nurse for specific information.
- 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.
- ***It is imperative that current home and emergency numbers be on file at the school at all times. If contact information changes at any time during the school year, please contact the Registrar at 799-4560 extension 4065.***

LIBRARY

Each student will be issued a Student ID. Student IDs are also student library cards, and allow students to access computer information networking stations with secure sources featuring current world information and the ability to access the card catalogs of the Escobedo Middle School book collection, as well as public and/or UNLV libraries. Misuse of library computers may result in disciplinary consequences. Books may be checked out for a two-week period and may be renewed. Each student may have up to two (2) books checked out at any given time. A fine of \$0.10 per book per school day will be assessed for overdue library books. Any questions regarding book checkout should be directed to the librarian. During instructional time and lunches, a student must have a pass to enter the library. The library is open at 8:40 AM Monday through Thursday on school days. Extra hours afterschool will be posted on the calendar on the Escobedo Middle School website.

LOCKERS

- **HALLWAY LOCKERS** will not be issued during the 2018-2019 school year. ***STUDENTS WILL NEED TO CARRY BACKPACKS, BOOK BAGS AND/OR BAGS/PURSES LARGE ENOUGH TO HOLD A TEXTBOOK OR BINDER THROUGHOUT THE ACADEMIC DAY.***
- **PHYSICAL EDUCATION (PE) LOCKERS** will be issued to all PE students to provide maximum students a secure place to store clothing and personal items during their PE class. Students are responsible for keeping their assigned lockers and locks in good condition. Students are not to share locker combinations with other students and are prohibited from using personal locks on the lockers. PE lockers may not be accessed at any other time than the assigned period for physical education. The locker rooms will be locked during class time for extra security. Escobedo Middle School is not responsible for lost/stolen items.

LOST AND FOUND

Students who find clothing, books, valuables, etc. are asked to take them to the deans' office. All clothing will be held in the lost and found, located in room 208. At the conclusion of each semester, any unclaimed personal items will be given to a charitable organization.

LUNCHESES

Clark County School District Food Services Department provides a daily lunch serve available for students to purchase; therefore, ***Escobedo Middle School will not deliver lunches brought by parents for students.*** If your student does not wish to eat the lunch available for purchase from Food Services, he/she should pack a sack lunch. Parents are encouraged to deposit money to student lunch accounts for instances when students forget to bring their lunch. This can be done online. You can access the online payment program for Food Services at www.ccsd.net. Students may also bring cash into the cafeteria manager before school in the morning to be deposited on their accounts.

LUNCHROOM PROCEDURES

The cafeteria is maintained as a vital part of the school. The cafeteria management and other students will appreciate students who follow the following procedures:

1. Walk safely to and from lunch.
2. Upon arriving at lunch, students should line up to purchase school lunch unless instructed differently by an adult.
3. Students must follow appropriate, patient, polite behavior in line. No cutting or saving places is allowed.
4. Students may only purchase food for themselves.
5. Students should remain seated while eating and drinking. Food is not allowed in the restrooms, outside, or in the classrooms.
6. Students may not share their seats or sit on each other's laps.
7. Students are requested to be respectful of others at their table. Any student causing a disturbance may be subject to disciplinary action.
8. Students must ensure their area is clean after eating.

NUISANCE ITEMS

Items not directly associated with the educational program (i.e. electronic games, cameras, fidget spinners, fidget boxes, skateboards, roller blades, roller skates, scooters, water balloons, stuffed animals, robes, or pillows etc.) are **NOT** to be brought to school. Students found in possession of such items may have the items confiscated and be subject to disciplinary action. Parents will need to claim confiscated items with the deans' office. **At the conclusion of the semester, all unclaimed personal articles will be given to a charitable organization.** Items deemed to be hazardous to student welfare (laser pens, lighters, permanent markers, and paint pens etc.) will be **confiscated and disposed** of by the administration. Items significantly disruptive to the educational environment will result in the student being placed on required parent conference status. **Escobedo Middle School is NOT responsible for the theft or loss of nuisance items brought to school, and WILL NOT investigate the theft or loss of these items.**

PERSONAL BELONGINGS

Students are responsible for the security and safety of personal belongings they bring to school. *Escobedo Middle School IS NOT responsible for any items that are broken, lost or stolen during or outside the school day.* This includes cell phones, bicycles, glasses, calculators, band/orchestra instruments, clothing, jewelry, electronic devices, nuisance items, etc. Students are responsible for all materials issued to them (textbooks, musical instruments, etc.) during the school year.

PARENT CONCERN PROCEDURES (CHAIN OF COMMAND)

- Step 1 – Consult with the teacher involved.
- Step 2 – Request a parent/teacher conference with a counselor.
- Step 3 – Request a conference with the appropriate supervising administrator.
- Step 4 – Request a conference with the principal.

PARENT CONFERENCES

Appointments for conferences with teachers or counselors may be made by calling the school office at (702) 799-4560. Conferences must be made a minimum of one business day prior to the meeting. Conferences are scheduled to be 20 minutes in durations, and only two conference times are available, 8:20 AM and 8:40 AM, Monday through Thursday. Please ensure that you are on time for your scheduled conference since teachers may need to leave for another conference or the start of classes.

RELEASE OF INFORMATION (REGULATION 5125.1)

According to the Family Educational Rights and Privacy Act (FERPA), student's school records are confidential. All school records of students are confidential. All records containing personal student information will be governed by the following principles:

- Parents/legal guardians have the right, upon written request, to inspect and review any and all educational records relating directly to their dependent and legal wards. Each parent has full rights regarding access to educational records unless the District is provided with evidence that there is a court order, or legally binding document that specifically revokes these rights. The right accorded to parents/legal guardians transfers to the students upon attainment of their eighteenth birthday. As defined in 34 CFR 99.3, parent means a parent of a student and includes a natural parent, a guardian or an individual acting as a parent in the absence of a parent or a guardian.
- The Clark County School District maintains students' education records that (1) contain information which is directly related to a student and (2) are maintained by an education agency. The following are examples of educational records: student academic permanent record, achievement and scholastic aptitude test results, attendance and discipline file, class record books, grade books, health inventory, and student support services folder (if any). These educational records are at the school of enrollment or the Student Records Office. Questions regarding educational records at the schools should be directed to the principal in writing. Questions regarding other records should be directed to the associate superintendent or designee in writing. District personnel must be present to interpret records being reviewed.
- Any request from parents/legal guardians, or students eighteen years of age or older must be complied within a reasonable length of time not to exceed ten (10) school days from the date of receipt of the request.

Please refer to Regulation 5125.1 for additional information on education rights and privacy of parents and students.

STUDENT SUPPLY LISTS

The Clark County School District provides necessary supplies for all students in order to meet their educational needs; however, we know most parents choose to buy school supplies for their child. Should you choose to do this, the student supply list can be accessed on the school website at www.escobedom.com.

TARDINESS

Students are expected to be in their classrooms on time/prior to the bell. Persistent and continued tardiness may result in a referral to the deans' office. Any student who is more than thirty (30) minutes late to a class will be counted absent for that class.

School-wide Progressive Tardy Policy

1st Tardy – Warning

2nd Tardy – Warning

3rd Tardy – Student Conference

4th Tardy – Call Parent and Teacher Intervention

5th Tardy – Call Parent and Referral to Counselor

6th Tardy and each additional tardy will result in a referral to Deans' office

** The Progressive Tardy Policy will begin again at the start of the second semester.**

TELEPHONE MESSAGES

To ensure safety concerns and to avoid interrupting instruction, school personnel **cannot** take phone messages to deliver to students. The school could be found to be in violation of the *Family Rights and Privacy Act* as it may not be possible to verify the identity of the individual leaving the message. Should an emergency arise necessitating contacting a student, parents are asked to come to the school office and provide **current/valid photo identification**.

TRUANCY

Anytime a student is absent from school without providing a valid absence note, the student is considered truant from school. Nevada law (NRS 392.040) requires children between the ages of 7 and 17 to attend school. Positive and regular attendance habits are critical for success. There are serious educational concerns that arise when a student is truant. Regular attendance is expected in order to promote student learning. Excessive trancies may result in a referral to CCSD Police for a truancy or educational neglect citation that requires the parent and student to appear in Family Court.

VISITORS

All parents and guardians must secure a visitor's pass from the front office before entering any other part of the campus. Parents must provide **current/valid photo identification** in order to obtain a visitor's pass.

- Parents wishing to observe classrooms must complete a classroom observation request form in the main office a minimum of one business day prior to their planned visit.
 - Once approved, a staff member will escort the parent/guardian to the class for their observation.
 - Observations will be limited to one day per week.

VOLUNTEERS & PARENT PARTICIPATION

There are a number of ways for parents/guardians to get involved at *Escobedo Middle School*. In addition to visiting their children's classes, parents may volunteer to assist the school in various capacities such as: participating on school committees, stocking the student store, shelving books in the library, involvement in clubs/activities, and providing assistance with clerical work.

WITHDRAWALS AND TRANSFERS

If a student moves out of the *Escobedo Middle School* attendance zone:

- The parent/guardian must come to the Registrar's Office, present identification, and request the withdrawal.
 - The students will be given a "Pupil Release and Transfer Form" from the Registrar's office.
 - The student must take the form to each of their teachers to get their current grade and the teacher's signature. The student will then return the form to the registrar at the end of the day.
 - All textbooks must be returned to the librarian.
 - All fines and fees must be paid before grades and records can be transferred to another school.

