

Greenspun Junior High Student Handbook



2022-2023



Administrative Team

Principal:

Jackie Carducci

Assistant Principals:

Nakia Barker
Jason Bidwell
Shannon Regin

Counselors:

Kari Lopez (6th)
Nathan Murdock (7th)
John Halpin (8th)

Please remember to ALWAYS do the following every day to assist you in having a successful year:

- Wear your school identification card on a lanyard.**
- Bring your charged Chromebook to each of your classes.**
- Check your Chromebook for all assignments due the next day.**
- Complete and turn in all of the assignments.**
- Read at least 30 minutes a day.**
- Plan to go to Opportunity Period or after school Homework Club if there is something you don't understand, or if you need extra help.**
- Keep your school ID badge and lanyard, as well as your Chromebook in a "morning pick up place" in your home so that you will not forget either item.**

Before the First Day Checklist

Students should complete the following prior to the first day of school:

- ❑ Find CCSD email and standard username at: myaccount.ccsd.net
- ❑ Reset CCSD password if needed at: myaccount.ccsd.net
- ❑ Login to your CCSD Google account and check Gmail for communications from teacher
- ❑ [Log in to Infinite Campus](#) to see your schedule:
- ❑ [Log in to Clever to access Canvas.](#)

School Supplies

List of school supplies are on the school website.

A standard (17") backpack or a padded zipper binder is permitted.

School IDs and lanyards are provided and will be required to be worn daily.

If you have lost your Student ID, you may purchase a new one from the Student Success Office (103B) before or after school or lunchtime

Chromebook Distribution

- Each student will receive a Chromebook
- \$30 technology fee for Chromebooks
- Distribution during English classes 1st week of school
- Chromebook Cases Required
- Please visit the Chromebooks page of our website for more information!

Computer Acceptable Use Policy

You must have a signed Annual Release and Network Access Form (CCF-588), on record with Greenspun JHS before access is granted to the school's computer network. Parents or legal guardians can withdraw their approval for student use of school computers at any time, upon written request. CCSD Acceptable Use Policy (PUB 797.2) explains the user's responsibilities in using the school's computer network. The use of computers is a privilege and not a right.



Attendance



What to do if you are absent . . .

- 1) Within three (3) days of your return to school you must submit an absence note explaining the reason for your absence to the link on the Greenspun Website. This note must be signed by your parent or guardian and must include first and last name of the student, student #, grade, and the parent's daytime telephone number.
- 2) It is the student's responsibility to get make-up assignments from teachers and to complete them on time.

What is an approved absence?

According to CCSD regulation 5113, an absence from school may be excused if written documentation is provided by a parent/guardian within (3) days following your return to school for any of the following reasons:

1. You are physically or mentally unable to attend school due to a medical appointment or illness.
2. You have a required court appearance.
3. You are required to observe a religious holiday.
4. You are absent as a result of an unavoidable emergency.
5. You are participating in a sanctioned activity outside of the classroom during regular school hours.

What is a pre-arranged absence?

We realize that there are times when it is necessary and important for you to have pre-arranged absences with parents. Pre-arranged absences which exceed ten days in one school year will be counted as unapproved absences. Parents are asked to inform the attendance office three days in advance of any pre-arranged absence and to send a written excuse with the student. You will be given an **Prearranged Absence Notification** form, which you will take to each teacher for listing make-up work. It's important that you turn in all make-up work. Failure to do so may result in changing these absences to unexcused. All pre-arranged absences must go through the attendance clerk. **Pre-arranged absences are limited to TEN DAYS PER SCHOOL YEAR.**

Unapproved Absences

According to CCSD regulation 5113, if you exceed (10) unapproved absences, in any course, you will receive a failing grade for the semester. Also, if you exceed (10) unapproved absences in any course, you are required to continue to attend that class for the remainder of the semester in order to remain enrolled in Greenspun's regular instructional program. The administration will monitor each student's rate of attendance and if excessive absences are recorded, the use of parent phone calls, truancy notices, required parent conferences, and police citations will be used in an effort to improve attendance.

Questions regarding attendance may be answered by the attendance clerk at 799-0920 ext. 4035 between the hours of 8:00 a.m. - 2:00 p.m.

Attendance continued / School Calendar / Bell Schedule

Be on time!

According to CCSD regulation 5113, student tardiness is a serious disruption to the educational process. Tardiness interferes with time to teach and infringes on the educational rights of other students. You are required to be in the classroom when the bell rings. Students missing more than thirty minutes of the instructional period will be counted absent from the class. Consequence for tardiness is after school detention on the next school day unless it is Friday then will be carried over to Monday.



What is a truancy?

Truancy is defined as an absence resulting from a parent's/guardian's failure or refusal to require a student's attendance for educationally unacceptable reasons. Nevada Revised Statutes do not distinguish between truancy resulting from an action of the student and that of the parent or legal guardian. According to Nevada State Law "**A truant is a pupil who is absent from school without the written approval of the teacher or principal of the school, unless the pupil is physically or mentally unable to attend school.**" A habitual truant is defined as "**a student who has three unapproved or unexcused absences within one school year.**" A truancy is also defined as a student that is absent and does not provide a written excused note within the allocated time period. Teachers may use their discretion in providing make-up work for those students who are found truant.

Greenspun JHS School Hours

Doors open at 7:30 a.m.

School starts at 8:00 a.m.

Dismissal 2:11 p.m.

Library opens at 7:30 a.m.

Late Activity Bus on Monday-Thursday, departs around 3:45 p.m. (must be registered for bus)

➤ CCSD 2022-2023 Calendar: [CCSD School Calendar](#)

➤ Greenspun 22-23 Daily Bell Schedule: [Bell Schedule](#)

Positive School Environment

- Respect the differences of others
- Treat each other with kindness
- Do NOT post negative comments on social media
- Ask yourself. “What can I do to make a positive difference?”
- Tell someone if you or someone else is being bullied.
- Report to an adult or send a message through the Safevoice App.

➤ Safevoice <https://www.p3tips.com/tipform.aspx?ID=5004>

Etiquette

- **At Greenspun Junior High School, our goal is to give each and every student an opportunity to be successful.**
- **Students will learn acceptable behavior that will help them now and in the future to function as happy and healthy people.**
- **At Greenspun Junior High School, every student should display:**
 - **Good manners**
 - **Respectful behavior**
 - **Acceptable social skills**
 - **Kindness toward others**

Code of Honor

NEVADA DEPARTMENT OF EDUCATION CODE OF HONOR

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

<http://ccsd.net/district/info/code-of-honor>

Behavior Expectations and Guidelines

Classroom Behavioral Expectations

Behavior in the classroom has a direct impact on a student's academic success. Decide now to be a good citizen and an excellent student in your classes by doing the following:

1. Be present and on time.
2. Complete assigned work on time.
3. Be courteous and pay attention in class.
4. Make your assigned work your first responsibility.
5. Participate in class discussions when called upon to do so.
6. Follow the rules and regulations established for the class by your teacher.

Greenspun is a Gum-Free Environment

Teachers and administrators at Greenspun JHS take great pride in providing a healthy environment for students and maintaining a school campus that looks newer than it actually is. We ask all students and parents to help us keep our campus clean and gum-free. Greenspun JHS maintains a **no gum policy** for two reasons. First, discarded gum is a health risk that can further spread germs and illness from one student to another. Second, discarded gum has a devastating effect on the cleanliness of the school campus. Discarded gum builds up on the floors, carpets, buildings, and desks.

Cell Phones

1. Must be turned off during class and in the hallways. Cell phones may never be out in restrooms or locker rooms.
2. May be used during lunch.
3. Students may not use cell phones to record others.
4. During instruction, any student found to be using their cell phone will have the phone confiscated.
5. Students are never permitted to use the camera function of a cell phone while on campus.
6. Cell phones which are confiscated will be released only to parents or guardians from the Student Success office.

Laser Pointers / Laser Pens

Laser pointers/pens are prohibited. When found they will be confiscated and students are subject to school discipline.

Behavior Expectations and Guidelines (Cont.)

Loitering on or about campus

Students are not to loiter on properties adjacent to the campus or school bus stops either before or after school. Once you arrive at school, you must remain on campus as all school district junior high schools operate as CLOSED campuses. Anyone leaving campus during school hours without being checked out by a parent, will be considered truant. Students who are picked up after school should arrange to have their ride here by 2:30 p.m. Students are responsible for late bus passes.

Lost and Found

If you find property which does not belong to you, please do the right thing and turn it in immediately. If you have lost personal property, please check the cafeteria lost and found bins for clothing and binders or the Student Success office for valuable items. Lost and found bins will be emptied periodically, and all unclaimed items will be donated.

Personal Property

The school is not responsible for any personal property of students or their families. Students should not bring valuable items to school. If students bring personal items to school, they do so at their own risk. The school is not obligated to investigate lost or stolen items. The school is not responsible for reimbursement of any kind to students or their families.

Lockers

Students in need of a locker may request one from the student success office, lockers are very limited.. For your protection, students are NOT permitted to share or exchange lockers or combinations with other students. Greenspun JHS is not responsible for items left in lockers. To ensure against loss or theft:

1. Do not leave anything of value in your locker.
2. Make sure your locker is securely locked.
3. Report locker problems to the dean's office.

Your locker is the property of the school district and is subject to inspection for cleanliness periodically and may be opened by an administrator if suspected of containing items considered harmful or dangerous. All posters, pictures, and stickers must be removed at the end of the school year.

Skateboard Policy

Skateboards are not allowed on Greenspun JHS property. For everyone's safety their use must be restricted to prevent injury to riders and bystanders. Skateboards are not allowed on any sidewalk, entrance to the school, bus lanes, parking lots, or stored in lockers. Violating this safety rule will result in skateboard being confiscated to prevent injury or serious accident

Bicycle Safety Policy

Students are to obey all traffic regulations when riding to and from school. Students are to park bikes in the bike racks. Bike racks are off limits to students during the school day. Students who ride their bikes to school are required to lock their bikes every day.

Behavior Expectations and Guidelines (Cont.)

Respect for Others: W.A.V.E.

Greenspun JHS student leaders promote the belief that “We Accept and Value Everyone” on our campus. Respect for fellow students and staff requires a level of behavior free from threats or implied insult. The following will not be tolerated at Greenspun JHS:

1. Any type of verbal or written threat.
2. Inappropriate hand signs, symbols, dress items or intimidation.
3. Derogatory comments, verbal or written, that may be offensive based on gender, religious or ethnic group.

CCSD Policy Prohibits Student Bullying and Cyberbullying

Clark County School District is committed to providing a safe, secure, and respectful learning environment for all students and employees at all District facilities, school buildings, in school buses, on school grounds, and at school sponsored activities. The school district strives to address bullying and cyberbullying so that there is no disruption to the learning environment and learning process. (CCSD Policy P-5137)

Any student who feels that he or she is a victim of bullying, cyberbullying, harassment, or intimidation should report the bullying behavior to a teacher or to an administrator. Another option is to Report a Bully on the Greenspun JHS website.

Parents are encouraged to contact the Student Success office at 799-0920, ext 4500, if they are concerned that their child may be experiencing bullying at school.

Hands-Off Policy

We want students to be safe and focused on their education while attending Greenspun JHS. Therefore we strictly enforce a Hands-Off Policy on campus. This means that students are not allowed to push, shove, trip, slap, or otherwise strike another student either in play or anger. Holding hands, hugging, walking arm in arm is not allowed. Consequences for violation of the Hands-off Policy may range from a warning to suspension, depending on the frequency and severity of the offense.

Nuisance Items

You can keep yourself focused on your school work and stay out of trouble by leaving nuisance items at home. Nuisance items are things that become distractions because they are not directly associated with the educational program (i.e. I-Pods, electronic games, cameras, water guns, skateboards, yoyos, water balloons, rubber bands, laser pens, cards, or stuffed animals, etc.). Nuisance items will be confiscated by teachers or the dean. Students should not bring more than \$5.00 per day to school. **Greenspun JHS is NOT responsible for lost or stolen items.**

Behavior Expectations and Guidelines (Cont.)

Threatening to Use Physical Violence

Greenspun JHS takes great pride in providing a learning environment where students feel safe and learning is maximized. Maintaining an atmosphere that is free from the threat of physical violence is vigorously enforced. Any student found to engage in an act that threatens the safety or well-being of another person on the Greenspun JHS campus will receive severe consequences. These consequences may include suspension, contacting school police, and/or expulsion from the Greenspun JHS campus.

Policy of Fighting

All students have a right to feel safe on campus. Engaging in any physical contact for the purpose of inflicting harm to another student will result in a 5 day suspension. After two or more fights the student will be subject to referral to StarOn or Behavioral School. Students who are involved in a fight with other Greenspun JHS students before or after school can be disciplined for their actions regardless of when it happens. If you are involved in a fight occurring off campus that has a direct impact on the campus, you will also be subject to disciplinary consequences.

COMMIT THESE CRIMES AND
YOU WILL BE SUBJECT TO

EXPULSION

ARSON
The willful burning of property.

ASSAULT AND/OR BATTERY ON A SCHOOL EMPLOYEE
Physical abuse and/or threats of physical abuse directed at a school employee.

DRUGS/ALCOHOLIC BEVERAGES
Use, possession and/or distribution of a controlled and/or illicit substance or any substance represented to be such.

IMMORAL CONDUCT
Contact as it pertains to sexual behavior between individuals.

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

STUDENTS FOUND IN VIOLATION OF THE ABOVE WILL BE REFERRED
FOR PROSECUTION TO THE FULLEST EXTENT OF THE LAW

CCSD
CLARK COUNTY
SCHOOL DISTRICT

Dress for Success



Students are required to follow Clark County School District dress code

Click [HERE](#) for the CCSD Dress Code

Prohibited:

- crop tops
- sagging pants
- short shorts
- Ripped jeans above mid thigh
- profanity or inappropriate images/logos on clothing

Students must wear Lanyards with school Identification cards attached daily.

Students who come to school without their ID and lanyard will be placed in In-House for the day. They will not be permitted to attend classes without their IDs and lanyards. If they lose their IDs or lanyards, they can purchase new ones for \$1.00 each in the Student Success Center before school or during their lunch period.

Student Success Team



Administration

Jason Bidwell-bidwejc@nv.ccsd.net

Shannon Regin-regins@nv.ccsd.net

Secretary

Renee Buntjer-buntjrk@nv.ccsd.net

Counselors

6th-Kari Lopez-barajka@nv.ccsd.net

7th-Nathan Murdock-murdon@nv.ccsd.net

8th-John Halpin-halpije@nv.ccsd.net

School Social Worker

Laura Cassidy-cassila@nv.ccsd.net

School Counseling

Counseling & Guidance

If you are coming from a class, you first need a pass from your teacher. When you get to the counselor's office, stop at the counter and let a secretary know that you need to see your counselor. If your counselor is available, you may see them right away. If your counselor is busy, you will sign in on the "Counselor Request Sheet." You will then return to your class and wait to be called out of class when your counselor can see you. It's helpful if you let the counselor know on the sheet what kind of problem you have (need schedule change, personal, academic problem, and especially if it's an EMERGENCY). Be aware, that if your counselor's door is closed, it usually means that your counselor is meeting with someone else who has a private problem, so don't knock. You will be called as soon as possible!

Schedule Changes

During the school year, students often ask counselors if they can get a schedule change. The answer to that question is that a schedule change is sometimes possible, if other procedures have been followed first. If you have a problem with a teacher, it will first be necessary for your parent to meet with the teacher to attempt to solve the problem. Often a schedule change is not necessary after this meeting is held. If a class seems too hard or too easy for you, the counselor will need a note from your teacher and your parent, indicating that a schedule change would be a good idea. If you've just changed your mind and decide you'd like to be in another elective because you have friends in that class, that change will not be possible. And if you'd like to change classes because you want a different lunch, don't ask! Those changes are not allowed. You can save yourself a lot of time if you'll follow these guidelines before going to your counselor to ask for a schedule change. **All schedule changes require administrative approval.**



Promotion and Retention Policy

All sixth grade students must successfully complete one semester of math, one semester of ELA, and one semester of Science with passing grades during 6th grade to be promoted to 7th grade. A passing grade is identified as a D or better.

To be promoted to high school, 8th grade students must earn passing grades for 3 semesters of mathematics, 3 semesters of English, 2 semesters of Science, and 2 semesters of Social Studies during the 7th and 8th grade years combined. Students may be promoted to high school under a probationary status under some circumstances.

Advisory Period

- **Character Building**
- **Recognizing Diversity**
- **Digital Citizenship**
- **Bullying Prevention**

Advisory will be held on Mondays in your 2nd period class for the first 20 minutes of class.

Canvas: Learning Management System

Canvas LMS clever.ccsd.net

Students can login now via clever.ccsd.net.

1. Use your AD (Active Directory) login, or [@nv.ccsd.net](https://nv.ccsd.net) google account.
2. Next, click the Canvas icon.
3. Once in Canvas, your child should have all of their classes listed on their dashboard.
4. Click on the class and look to the left for links to Home Page, Announcements and Modules. This is where your child will find all necessary material for that day.

➤ Student Access Overview <https://bit.ly/canvasstudent10>

➤ Parent Access Overview <https://bit.ly/canvasparent5>

Greenspun Library & Fees

Greenspun JHS Library

The library is open before school, during lunch, and after school. The library at Greenspun JHS is a resource that provides books, ebooks, technology support, and other instructional materials needed for class work and leisure reading. Please visit the Library page at greenspunjhs.com for more information about resources, support, and Library Club!

Fees

All fees are paid to the school banker before or after school. The banker's office is located in the main office. Fees include: student fees, Chromebook technology fee, P.E. clothes, yearbooks, and donations. Payment is cash or money order only.

Fees can also be paid on the Greenspun website using the webstore. Credit and debit cards are accepted on the webstore.



Illness at School

School staff members are not permitted to issue non-prescription medication. Students who feel they are unable to remain in class will be asked to report to the health office. Ill students must check out through the health office before leaving, and are not allowed to remain in bathrooms or other unsupervised areas. Students who need to take any medication at school must have a completed medical form signed by a parent and physician (available in the health office). This includes all prescribed and over-the-counter medications. Prescribed medication must be checked into the office and will be dispensed per doctor orders.

COVID Precautions: Parents of students who present COVID-like symptoms will be notified immediately and the student will be escorted to the Health Office where the nurse will monitor the student. Parents will be asked to come pick up the student

Cafeteria and Student Store

Cafeteria Information

There are three lunch periods at Greenspun JHS. Seventh and eighth grade students are scheduled for either first or second lunch. Sixth grade students are scheduled for third lunch. All students have thirty minutes to eat lunch.

Many students bring their lunch from home, especially during the first few weeks of school when the lunch lines tend to be long and slow moving. Students may order lunch using their student number. Parents and students may prepay for lunches crediting the student's account number. Credits to an account may be made in the cafeteria in the mornings or you can pay on-line by going to www.myschoolbucks.com

The outside patio area will be supervised for lunch time sports. Tetherball, 4-square, and 8-ball are sports for which the school has provided the necessary equipment and play area. All school equipment must be returned at the end of each lunch period to ensure they will be available on the following day.

Student Store

Greenspun JHS maintains a student store before school, all lunches and after school. Students can purchase drinks and snacks from the Student Store. pizza, chips, ice cream and other snacks.

Cafeteria Behavior

Students are expected to exhibit proper behavior at all times in the cafeteria. The lunchroom supervisors and your fellow students will appreciate your cooperation in following the rules cited below:

- Walk safely to and from the lunch area to avoid getting hurt.
- Stand behind the colored tile line until it is your turn at the lunch window.
- Do not take or give cuts, save places for others, buy food for others, or horseplay in lines.
- Do not take food into the restrooms.
- Use good table manners at all times; absolutely no throwing of food, "mooching" of food, or touching the food of others.
- Clean up your eating area as soon as you are finished eating.
- Greenspun has a closed campus, so you are not allowed to go home or leave campus during lunch.
- Do not ask to borrow money from other students, faculty, cafeteria, or office personnel.
- Keep the noise level down.
- No food or drink is to be taken out of the lunchroom at any time.
- No high energy drinks such as Monster, Red Bull, etc.
- Students are not to eat lunch in the classrooms or library.
- Students are not permitted in hallways at lunch.

Food and Beverages

When you come to Greenspun JHS, you will notice how clean and attractive the campus is. That's because students and staff take pride in their school by keeping it clean. Remember that eating food and drinking beverages are only permitted in the cafeteria.

School Bus

School Bus Behavior

Bus transportation is provided to all students who live more than two miles from the school. Riding the bus is considered a privilege and may be withdrawn for any misbehavior and/or for not following the instructions of the bus driver.

The students on the bus are under the immediate supervision of the bus driver and are thus subject to the rules set by the Clark County Board of School Trustees and the State of Nevada. Any infraction of these rules by a student is to be documented on a School Bus Incident Report to Parents issued by bus drivers concerning the disciplinary infraction with copies distributed to the principal, the parent, and the Clark County School District Transportation office.

- In order to provide for safety to passengers and effective, efficient use of buses, the following rules of conduct are established:
- Bus passengers must stand in an orderly single-file line at pick-up points until the bus comes to a complete stop.
- Passengers must board the bus in an orderly fashion and go directly to their assigned seats.
- All passengers must remain seated while the bus is in motion.
- Passengers must remain seated until the bus has fully stopped, then enter the aisle and go directly to the front exit door. Exit through the front exit door after the bus has come to a complete stop.

Any distracting action by the passenger creates a safety hazard by demanding unnecessary attention of the driver. Such actions are forms of misconduct. Specifically, loud talking, use of profanity, fighting, throwing things, smoking, damaging the bus or bus seats, standing, and eating or drinking, are examples of misconduct that may result in disciplinary action.

- Misconduct at the bus stop is considered a violation. When a student is guilty of misconduct on the bus, at the bus stop, or to and from the bus stop, will be reported to the principal of the student's school.
- Parents will be held responsible for any bus damage that may result from the student's misconduct.
- Misconduct may be cause to deny the privilege of transportation to the student for a limited, specified time. Continued misconduct may result in loss of bus riding privileges.

School Bus Continued

In conformance with the rules of conduct, school administrators will process the School Bus Incident Report and results of student misbehavior will be as follows:

1. Confer with the student, the parent/guardian, or appropriate transportation staff, as necessary, to resolve student conduct problems.
2. Designate students as ineligible for transportation services when warranted and notify the Transportation Department and the parent or guardian of the action taken.

CATEGORY I - Infractions include but are not limited to behavior regarded as mischievous or annoying. Generally, the driver is expected to resolve infractions falling within this category by working with transportation and school staff.

CATEGORY II - Infractions include but are not limited to behavior which could jeopardize the safety and well-being of students, employees, or public. The expected disciplinary action to be taken depends on the student's overall record and the result of the misbehavior.

CATEGORY III - Infractions include but are not limited to behavior which is injurious and jeopardizes the safety and well-being of students, employees or public, and requires immediate intervention by the school administrator. These infractions require severe disciplinary action such as denying transportation and may be offenses which could result in other legal action.



Get Involved

- **Become part of the campus community**
- **Take pride in being a Dolphin**
- **Experience new things**
- **Make new friends**
- **Push yourself to be the best you**
- **Have fun**



Clubs & Activities

Art Club

Dolphins United

Board Game Club

Book Club

Chess Club

Cheerleading

Color Guard Club

Culture Diversity Club

Homework Club

HOPE Squad

GSA Club

Library Club

Newspaper Club

Running Club

Speech and Debate Club

Student Council

Boys and Girls Basketball

Boys and Girls Flag Football

Boys and Girls Soccer

Junior Varsity Quiz Team

Robotics Team

National Junior Honor Society