Welcome to the Pride!
This handbook has been prepared to give you an overview of the policies and procedures of our school. Important information is included for your future reference. More detailed information regarding your child’s school program will be provided on our school website, through our school newsletters, and ParentLink. We sincerely hope you will feel at home with your child’s school, its expectations, and the many opportunities for your child’s success.

Arrival & Departure Times
The first bell rings at 7:50 a.m. and dismissal is at 2:11 p.m. There is no supervision for students before 7:30 a.m. unless they are enrolled in an early bird class. Students are to be off campus by 2:30 p.m. unless participating in a supervised activity.

Attendance
If a student is absent from school, a note from the parent/guardian must be brought to school by the student upon his/her return to school. This note must explain the reason for and dates of the absence. Excused absences shall include medical reasons, bereavement, family emergencies, legal reasons and other legitimate reasons approved by the school district. Please note that the parent(s) of students returning from an absence must present an explanation within three school days upon return for the absence to be considered an excused absence. Students are to turn in absence notes each morning from 7:30 a.m. to 7:50 a.m. in the Jungle Hut, which is located inside the cafeteria.

Student Check-Out
Students may not leave campus prior to the close of the school day without office authorization. The parent/guardian must come to the office and present a photo I.D. to sign the student out of school. The I.D. must match that of an authorized person on student enrollment information.

Backpacks
To maximize classroom space and eliminate safety hazards, backpacks are not allowed in classrooms. While students can use backpacks to carry supplies to and from school, they must be stored in lockers during the instructional day. Students may retrieve items from their lockers throughout the school day.

Discipline
School-wide and classroom rules are established to maintain an orderly and safe learning environment and to protect the rights of all students and staff members. Students are encouraged to be respectful, to consistently meet school/classroom expectations of conduct, to set a good example for others, and to reflect upon how their behavior affects others. Students, who continue to misbehave regardless of teacher’s attempts to correct the problem, will be sent to the Dean’s Office. Depending on the severity of the incident, students will be assigned required parent conferences, Dean’s detention, in-house suspension, suspension, or other punishments for severe misbehaviors.

Dress Code
The Lawrence Junior High School dress code is in accordance with CCSD Regulation 5131 and the specific needs of Lawrence Junior High School.
LJHS Interpretation:
• Requires the wearing of shoes with soles. House slippers and shoes with wheels are not permitted.
• All clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
• Requires that all shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.
Dress Code (continued)

• All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
• Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) is not permitted on campus except for designated school approved uniforms, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school sanctioned activities.
• Slogans or advertising on clothing, jewelry, buttons, and/or accessories, which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting, are prohibited.
• Any clothing, jewelry, buttons, and/or accessories that promote illegal or violent conduct or affiliation with groups that promote illegal or violent conduct such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats, are prohibited.
• Spiked or studded clothing, jewelry, and/or accessories are prohibited.
• Outerwear such as coats, mittens, and scarves must be removed upon entering the classrooms/buildings. Administrators, teachers, and staff may use their discretion as appropriate based on the temperature in the facility.

Harassment
Student harassment, physical and verbal abuse, including any racially or sexually derogatory statements/actions made by one person to another, is prohibited and will result in disciplinary action.

Health Services
Although a full time FASA (First Aid Safety Assistant) is on staff, he/she may not take responsibility for evaluating signs of illness or injuries that have occurred at home. These should be referred to your family doctor or an emergency room. A child who has been vomiting or has a fever should remain home until symptoms have subsided. If a child becomes ill during school hours, parents are expected to make arrangements to have the child removed from school immediately. Parents without transportation and working parents, should make plans for such occurrence early in the school year. Please inform the school immediately if emergency contact names/numbers or work numbers change throughout the school year.

Medications
It is recommended that all doses of medication be given at home by the parents. Specific guidelines must be followed if your child must be given doses of prescribed medication at school. When this is necessary, you must contact the school nurse and complete a medication release form that is available in our health office.

All prescribed medication must be brought to the health office by the parent in the original pharmacy container with the following information on it: CHILD’S NAME, NAME OF MEDICATION, STRENGTH OF MEDICATION, DOSAGE FOR THIS CHILD, PHYSICIAN’S NAME, AND DATE PRESCRIBED.

If parents/guardians want to allow their student to take over the counter medications at school, the over the counter medication must be in its original container and a signed note from the parent/guardian giving permission for the student to take over the counter medication must be attached. To protect the safety of all who are enrolled at Lawrence Junior High School, students will face disciplinary measures if the regulations specified above have not been followed, and they are found on campus in possession of any type of medications.

Lockers
School lockers remain the property of the school, and school authorities have a responsibility 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 acknowledgment of the privilege retained by the Clark County School District to examine the contents of that locker whenever determined appropriate.

Lunch
Students may bring their own lunch or purchase their lunch through the school lunch program. The cost of a full lunch has been increased to $3.10 beginning with the 2012-2013 school year. Parents/students are encouraged to purchase lunch credits on a pre-payment basis. This can be done on-line or in our school cafeteria. Students can purchase lunch items at the Jungle Hut (prepackaged snacks), Combo lines (warm lunch), or snack lines (warm sides). A lunch menu will be available each month. Breakfast is also served daily from 7:30 a.m. – 7:50 a.m. The cost of a full breakfast is $1.25. Free or reduced lunch applications must be renewed each school year. If you child had free or reduced lunch during the 2011-2012 school year, you are required to complete a new application to continue through the 2012-2013 school year. Applications are available in the cafeteria or registration office.
Public Display of Affection

Holding hands, embracing, kissing, or other inappropriate acts of affection are not permitted on campus and may be subject to disciplinary action. There is a time and place for everything. School is the time for academic instruction and for practicing proper behavior.

Nuisance Items

The student assumes full responsibility for any item(s) brought to the school. All unauthorized items will be confiscated and parents/guardians will be notified. We encourage parents to pick up confiscated items before or after school only. Rollerblades or skateboards are not to be brought into the school, or ridden on campus during school hours. Because of limited classroom storage, and to promote an orderly classroom environment, we are unable to accommodate the storage of these items. Radios, walkmans, iPods, or any sound/video equipment may not be brought to school. Additionally, sports equipment is provided by the school and therefore, such equipment (i.e. basketballs, footballs, etc.) is not to be brought to school.

Parking Lot CLOSED

In an on-going effort to provide the safest campus possible for our students, the parking lot will be not be open for drop-off or pick-up. Plan to drop off and pick up students on the sidewalks that surround the perimeter of the school. Please use the sidewalks nearest the school so students do not need to cross in front of traffic. Also, please do not make u-turns when dropping off or picking up students.

Telephone Usage

The school office is very busy at all times, and the office telephones are for school business. Parents are asked to make after school arrangements with their children before they leave home. Phone messages will not be delivered to students, since we are unable to determine the identification of any individual over the phone. Students may use telephones for emergencies only, as approved by office personnel. Students are prohibited from using pagers and cell phones during class instruction times. Students are only permitted to use their phones before and after school and with permission during lunch. At all other times, cell phones will be confiscated by staff and faculty if it is a distraction in class. Multiple infractions will result in disciplinary actions. Confiscated cell phones must be picked up by a parent or guardian. Parents are advised not to call students or send text messages during the instructional day.

Textbooks / Library

Students are responsible to the school for the proper care of textbooks and library books and must pay for lost or damaged books. Students are required to pay fines for damaged textbooks in accordance with the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price will be collected since it will no longer be in use. Each student shall return all textbooks issued to him/her when transferring to another school, or at the end of the school year.

School Visitors/Volunteers

Parents are welcome and encouraged to volunteer at the school. To ensure student safety, anyone entering the building for any reason must report to the office and sign in. All visitors must obtain a Visitor’s Badge if they are going to be on the school campus at any time during the school day. You may request a frequent visitors badge from the school office if you volunteer in the school on a regular basis. Any volunteer not directly related to a student is subject to a background check. Parents must present I.D. at the office when removing a child from the building during school instructional hours. The I.D. must match the name on an adult authorized person on student records. If your child forgot his/her lunch, or you plan to drop off a surprise lunch, please drop it off at the office with the child’s name and room number written on it. We will ensure proper delivery at an appropriate time so as not to disrupt the learning environment.

Parents are not allowed to disturb teachers and students by going to classrooms directly, unless a visitor pass has been retrieved through the front office. Parent/Teacher conferences and communication during this time will not be allowed. A scheduled time will need to be arranged. We also ask that you drop off and pick up your children at the attendance or health offices as appropriate. Children who are not students at Lawrence Junior High School are not permitted to visit classes during regular school hours.

Passing Periods

Although a bell will signal the end of each class period, only the classroom teacher will dismiss students. As students change classes, they are expected to move quickly and quietly and “walk to the right” to help others who are also moving to class. Students have four minutes to transition from one class to another. Students have six minutes between periods three and four to allow them to go to their lockers to get lunches and materials for their afternoon classes.
School Supplies
If shopping for Back to School Supplies, the following list has been prepared to guide this process. Your student will need:

- 2” (or larger) Three ring binder
- (3) Composition notebooks
- Loose-leaf notebook paper (college or wide-ruled)
- Binder pouch w/ 3 holes (for pencils/pens)
- “Pocket” dividers (plastic w/ a pocket to hold papers)
- Black or blue pens
- One green pen (for correcting)
- #2 Pencils (wood preferred-box of 24)
- Colored pencils (12 pack)
- Highlighters (1 or 2 any color)

**ADD: 7th Grade Students**
- One spiral notebook

**ADD: 8th Grade Algebra I Students**
- Graph paper
- College ruled loose-leaf paper

*The following items are **suggested**: Glue stick, scissors, and a ruler w/ 3 holes to fit in the binder. Other materials may be required by some teachers. If so, they will provide a listing of these during the first weeks of school.

Tardy Policy
In order to achieve, students must be guaranteed an environment in which interruptions to instruction are kept at a minimum. Therefore, to reduce the interruptions caused by tardy students entering classrooms after instruction has begun; CLJHS has instituted a school wide tardy policy. The details of this policy are as follows:

1st Tardy – Warning
2nd – 1 day Deans Detention
3rd – Phone call to parent/guardian
4th – IHS 1 day
5th – IHS 2 days
6th – RPC
7th – Suspension – 1 day
8th – Suspension – 2 days
9th – Suspension – 5 days

Transportation
Bus Transportation: Students residing two miles or more from Lawrence JHS will be provided bus transportation. Students who received bus transportation to Lawrence during the 2011-2012 school year will automatically be provided with bus transportation during the 2012-2013 school year, provided your address has not changed. Parents/guardians of students new to Lawrence who will need bus transportation, must be sure to check the appropriate box on the registration form indicating that bus transportation is needed. You can also register your child by calling 799-8111 or online at http://transportation.ccsd.net. You will need your child’s student ID number and date of birth. Parents are reminded that bus transportation is a privilege. Students who do not follow bus safety rules can be denied transportation. Students must ride their assigned bus unless they are given written permission by a school administrator per parental requests. If you have any questions, please call CCSD transportation at 799-8110.

**WHERE WILL MY STUDENT CATCH THE BUS AT THE END OF THE SCHOOL DAY?** Students will load the buses on the east side of the school (Riley St.) in the same location they are dropped off when they arrive on campus in the morning. It is imperative that students remember their bus route number. The bus route number is usually located in the front window of the bus. Have your student ask the bus driver what the route number is and after the first day of school where the bus will be parked at the end of the day.

After School Clubs and Activities
After school clubs and activities will begin the week of September 24, 2012. The number and type of clubs and activities available to students differs each year due to staffing. Students will receive information about the clubs and activities available to them during the first weeks of school.

Bicycles
For the protection of the bikes, all bicycles must be secured in the bicycle rack located on the northwest side of the building. This area is locked at 8:15 a.m. and unlocked at 2:00 p.m. Students needing to leave campus during the school day must make arrangements through the Dean’s Office to retrieve their bike. All bicycle riders must provide their own bike lock. Although the bike rack is locked during the day, this does not guarantee the safety of the bikes. Lawrence JHS will not be responsible for lost or stolen bikes.

The First Day of School
Classes begin for the 2012-2013 school year on Monday, August 27, 2012. All students are to report to school no later than 7:50 a.m. on this and all other school days. When the first bell rings, all students are to report to their first period classes. (Please refer to your student’s schedule picked up on Welcome Back Day, if applicable).

Any students who did not attend Welcome Back Day activities should arrive on campus by 7:40 a.m. on the first day of school and report immediately to the school cafeteria to find out the name and location of their first period class.
Fees

All fees may be paid during Welcome Back Day activities. Once school begins, fees may be paid to the school banker, in the main office, before or after school only. Students cannot be excused from classes to pay fees or to get lockers.

Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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<tbody>
<tr>
<td><strong>First Bell – Locker</strong></td>
<td>7:50 a.m.</td>
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<tr>
<td>Access /Move to Period 1</td>
<td></td>
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<tr>
<td><strong>Tardy Bell</strong></td>
<td>7:58 a.m.</td>
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<tr>
<td><strong>Pledge/CLTV</strong></td>
<td>8:00 a.m.</td>
</tr>
<tr>
<td>Period One</td>
<td>8:00 a.m. – 8:59 a.m.</td>
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<tr>
<td>Period Two</td>
<td>9:03 a.m. – 9:53 a.m.</td>
</tr>
<tr>
<td>Period Three</td>
<td>9:57 a.m. – 10:47 a.m.</td>
</tr>
<tr>
<td><strong>First Lunch</strong></td>
<td>10:53 a.m. – 11:23 a.m.</td>
</tr>
<tr>
<td>Period Four</td>
<td>11:27 a.m. – 12:23 p.m.</td>
</tr>
<tr>
<td><strong>Second Lunch</strong></td>
<td>11:23 a.m. – 11:53 a.m.</td>
</tr>
<tr>
<td>Period Four</td>
<td>11:57 a.m. – 12:23 p.m.</td>
</tr>
<tr>
<td><strong>Third Lunch</strong></td>
<td>11:53 a.m. - 12:23 p.m.</td>
</tr>
<tr>
<td>Period Five</td>
<td>12:27 p.m. – 1:17 p.m.</td>
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<tr>
<td>Period Six</td>
<td>1:21 p.m. – 2:11 p.m.</td>
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</table>

*Students who arrive on campus after 8:00 a.m. should report directly to class and will be assigned a tardy.

Dates to Remember

2012-2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 27</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day (No School)</td>
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<tr>
<td>September 19</td>
<td>School Pictures</td>
</tr>
<tr>
<td>September 19</td>
<td>Open House</td>
</tr>
<tr>
<td>October 12</td>
<td>Staff Development (No School)</td>
</tr>
<tr>
<td>October 16</td>
<td>School Pictures (Make-Up)</td>
</tr>
<tr>
<td>October 25</td>
<td>End of First Grading Period</td>
</tr>
<tr>
<td>October 26</td>
<td>Nevada Day (No School)</td>
</tr>
<tr>
<td>November 6</td>
<td>Staff Development (No School)</td>
</tr>
<tr>
<td>November 12</td>
<td>Veterans Day (No School)</td>
</tr>
<tr>
<td>November 13</td>
<td>Report Cards Distributed</td>
</tr>
<tr>
<td>November 22, 23</td>
<td>Thanksgiving Holiday (No School)</td>
</tr>
<tr>
<td>December 7</td>
<td>Progress Reports Sent Home</td>
</tr>
<tr>
<td>December 21</td>
<td>Winter Break Begins (end of day)</td>
</tr>
</tbody>
</table>

Administration

Principal, Ms. Bevelyn R. Smothers
Assistant Principal, Ms. Buffy Grove
Dean of Students, Mr. Daniel Lediard

School Information

Address: 4410 S. Juliano Road Las Vegas, NV 89147
Phone: 702-799-2540 Fax: 702-799-2563
School Website: http://ljhs.edublogs.org

School Mascot: Lion
School Colors: Purple and Gold
(with a hint of Black)
School Motto: Our PRIDE Leads to Success