

Churchill County Middle School

2017-2018 CCMS STUDENT HANDBOOK

CCMS MISSION STATEMENT: *“We are dedicated to establishing life-long learners, who give their best effort, show respect for themselves and others, and constantly strive for improvement.”*

Welcome to Churchill County Middle School!

CCMS serves as a 6th, 7th, and 8th grade school with approximately 700 students and 60 staff members. It has a very welcoming atmosphere due to the dedicated staff of well-trained educators.

The goal of our school is to provide the highest quality education for each student in a safe, orderly and caring environment. Time spent on discipline is time lost from instruction. We ask parents to review this handbook with your child and to support our school in maintaining a calm, orderly, rich environment for learning. All students are required to become familiar with the information in this handbook.

The middle school years are a great time of self-discovery, increased academic rigor, and personal challenges. Middle school students will be adjusting to new experiences; including multiple teachers and classrooms, greater workloads, and different social experiences. CCMS is committed to assisting students during this exciting, and at times, difficult transition - but we need your help! Every student needs a school and home support system to navigate these important developmental years.

Please be an active participant in your child’s education by:

- Getting kids to school regularly and on time
- Accessing and checking grades and attendance in Infinite Campus
- Assisting with homework
- Attending conferences
- Communicating by phone or email

Together we can make great strides in academic and social achievement in preparation for high school, college, and careers! We have an open door philosophy and welcome families to come in and participate in their children’s educational experiences. We are here to serve you. Please contact us at 423-7701 if you have concerns, want to volunteer in the school, or have ideas to share that may help us serve students.

Amy Word, Principal

Robbie Wickware, Vice Principal

Brad Barton, Dean of Students

Robin Wood, Counselor

Angel Raymond, Office Manager

PARENTS

We invite you to become involved in CCMS and to get to know your student's teachers. Know what they are doing in class and what homework is expected. At times during the year, parents

may have concerns they wish to express regarding their student's progress in school. The administration and staff recommend the very earliest notification by parents to alleviate any problems as soon as possible. We encourage parents to access information about their child's progress on PowerSchool and to request conferences whenever they feel it necessary. If you have questions, please call 423-7701 because we need your input, help and support. Together we can make a difference in your student's education. Check out our web page at www.churchill.k12.nv.us. CCMS Administration reserves the right to take whatever steps it deems necessary to maintain a safe and positive school environment.

VISITORS

We encourage parents to visit our school any time. For security reasons please use the doors on Maine Street (not Virginia Street) and check in at the office. Visitors will be issued a visitor's pass. Students not enrolled at CCMS may not visit during school hours. Student visitors from other schools are not allowed to attend classes with their friends or relatives, etc. Also, parents, guardians or people listed on a student's emergency card will be asked for picture identification when picking up a student. Parents must also report to the office to see their child during lunch.

CCMS BELL SCHEDULE 2017-2018

Time Start	Time End	Monday	Tuesday	Wednesday	Thursday	Friday
8:10	9:06	1st period	7th period	6th period	5th period	4th period
9:10	10:06	2nd period	1st period	7th period	6th period	5th period
10:10	11:06	3rd period	2nd period	1st period	7th period	6th period
11:10	11:40	1st Lunch	1st Lunch	1st Lunch	1st Lunch	1st Lunch
11:10	11:26	Adv. 2	Adv. 2	Adv. 2	Adv. 2	Adv. 2
11:30	12:00	2nd Lunch	2nd Lunch	2nd Lunch	2nd Lunch	2nd Lunch
11:44	12:00	Adv. 1	Adv. 1	Adv. 1	Adv. 1	Adv. 1
12:04	1:00	4th period	3rd period	2nd period	1st period	7th period
1:04	2:00	5th period	4th period	3rd period	2nd period	Power ½ Hour ends @1:30
2:04	3:00	6th period	5th period	4th period	3rd period	No students

ATTENDANCE POLICY

Attendance as well as achievement will determine the successful completion of middle school courses. School Board Policy 5119.1 will be adhered to regarding attendance matters. Students shall have three calendar days to verify an absence by a note or telephone call from a parent/legal guardian. Any absence not verified within that three-day period will be considered a truancy according to state law, NRS 392.130 Conditions under which pupil deemed truant; approval required for absence; notice of unapproved absence to parent; applicability.

1. Within the meaning of this chapter, a pupil shall be deemed a truant who is absent from school without the written approval of the pupil's teacher or the principal of the school, unless the pupil is physically or mentally unable to attend school. The teacher or principal shall give his or her written approval for a pupil to be absent if an emergency exists or upon the request of a parent or legal guardian of the pupil. Before a pupil may attend or otherwise participate in school activities outside the classroom during regular classroom hours, the pupil must receive the approval of the teacher or principal.

2. An unapproved absence for at least one period, or the equivalent of one period for the school, of a school day may be deemed a truancy for the purposes of this section.

3. If a pupil is physically or mentally unable to attend school, the parent or legal guardian or other person having control or charge of the pupil shall notify the school office orally or in writing, in accordance with the policy established by the board of trustees of the school district, within 3 days after the pupil returns to school.

4. An absence which has not been approved pursuant to subsection 1 or 3 shall be deemed an unapproved absence. In the event of an unapproved absence, the teacher, attendance officer or other school official shall deliver or cause to be delivered a written notice of truancy to the parent, legal guardian or other person having control or charge of the child. The written notice must be delivered to the parent, legal guardian or other person who has control of the child. The written notice must inform the parents or legal guardian of such absences in a form specified by the Department.

5. The provisions of this section apply to all pupils who are required to attend school pursuant to NRS 392.040.

6. As used in this section, "physically or mentally unable to attend" does not include a physical or mental condition for which a pupil is excused pursuant to NRS 392.050.

[372:32:1956]—(NRS A 1985, 2168; 1987, 158; 1997, 2835; 1999, 3456; 2007, 1082, 2181) Parents will automatically receive a letter when their child has been absent for 5 (five), days and another when their child has been absent for 10 (ten) days, categorizing all absences, approved or unapproved. All absences--approved or unapproved--will count toward the 10 days with the exception of school-related absences. Exceptions may be granted due to extenuating circumstances as determined by the administration. The CCMS administration may call for a meeting with the student and parent if that student's attendance record has exceeded the 10 days. Students who are not granted exception to the policy may receive failing grades for the semester. **APPROVED ABSENCES** include any absence for personal illness; verified medical, dental or legal appointments; serious family emergencies; prearranged absences; or any absence approved by the administration. A doctor's note may be required for a lengthy illness. **PREARRANGED ABSENCES:** Parents and/or guardians, according to Nevada law, must

prearrange absences for any type of trip. Notes to excuse students for absences: Students will be suspended to the In-House Suspension room for forging notes from teachers, parents or doctors, office notes, report cards, deficiency notices, hall passes, absences, progress reports or other school forms. Taking or possessing hall passes or other school forms without permission is considered forgery.

LEAVING CAMPUS

CCMS is a closed campus including the times for both lunch periods. Once on campus, a student may not leave prior to the end of school (3:00 p.m.) or he or she will be considered truant. The sidewalk around the campus is also considered school property; therefore, the same rules for truancy applies if a student leaves to cross the street prior to 3:00 p.m. Students are not allowed to leave campus for lunch unless a parent has signed them out. Once students arrive on campus, they are not allowed to leave; therefore, leaving the campus without authorization may result in truancy. For safety and supervisory reasons, students who leave campus after school may not return unless exception is granted by a middle school official; for example, if a bus student crosses the street after school to meet with his friends, then he/she may not be allowed back on campus to ride the bus. No one can authorize a student's departure from school grounds except the school administration. If students do return to campus, then they will be given a warning and parents notified; on second and subsequent times, the student may be placed in the In-House Suspension program for insubordination. School officials will not allow a student to be signed out without the clear consent of parents. If any out of school groups (i.e. Boy Scouts, 4-H, church group, etc.,) take a student out of school, the school must have parent release forms.

COUNSELING DEPARTMENT

The counselor at CCMS is available to see students on a request basis or within a group setting. The goal of the CCMS Counseling Department is to ensure all students are given the opportunity to succeed at the middle school. This is done through academic, individual and group guidance, parent contacts and as a liaison to community agencies. The counseling department refers to outside agencies when necessary. Parents with questions regarding schedules or PowerSchool please contact the counselor's office.

SCHOOL NURSE

A full-time nurse will be available during school hours, except when called to another school for emergency purposes. Students are to report to the nurse's office only when injured, ill, or in need of medical information. The nurse is the medical authority on campus and is the only person who can release a student to go home for any illness. A pass from the teacher will be required of any student reporting to the nurse.

Medication during school hours: The nurse is not allowed to give aspirin or any other type of medication to students unless special arrangements have been made by the student's parent(s)/guardian.

AR 5150: Any student who is required to take medication prescribed by a physician during the

regular school day will be assisted by the school nurse, only if the school district is in receipt of the following: (1) A written Request for Medication Form 5150.1 completed by the parent or guardian indicating the medication and dosage required; (2) The medication is in the original container with instructions from the physician prescribed thereon.

STUDENTS MAY NOT KEEP PRESCRIPTION MEDICATION IN THEIR P.E. LOCKERS OR BOOK BAGS.

PARENTAL PERMISSION: Health services are limited to first aid and short rest periods. Arrangements must be made with parents before students may leave school.

OFFICE TELEPHONE

Students needing to use the telephone must receive permission from the office. The office telephone must be utilized in a proper, courteous manner and only for calls of an emergency nature. The telephone SHOULD NOT be used during class time without teacher permission.

TEXTBOOKS AND EQUIPMENT

Textbooks may be issued to students on a loan basis, and they are responsible for the general condition of these books. Fines will be assessed by the teacher for damaged books or equipment. Students will be required to pay for lost textbooks. The number in each book issued to students is recorded, and that particular copy must be returned at the end of the school year.

CHROMEBOOKS

All Chromebooks, cases, and chargers are provided to all students to support learning in Churchill County Middle School. These devices are the property of Churchill County School District, and may be withheld from students if not used properly. All users will follow Churchill County School District's Acceptable Use Policy and must read, sign, and follow specific guidelines in the Learning With Chromebooks Student Handbook.

OPPORTUNITY TO IMPROVE (OTI)

In order for our students to have every opportunity to be successful we have instituted a program, Opportunity to Improve. Students who have an "F" in any class or missing more than two assignments as of Thursday after 3:30 may be required to stay after school on Friday between 1:30 and 3:15 to either complete missing work or redo assignments to bring up their grade. Teacher Aides will be monitoring students and providing assistance.

HOMEWORK POLICY

Homework is an important way for your children to practice what they learn. Students who do their homework will be the most successful students at the middle school. Some class time may be utilized to explain homework and assist students with homework assignments. You can expect your child to have an average of 60 minutes of homework per night. This homework will be in the core curriculum classes such as English, math, science and social studies. Teachers will make parents and students aware of class requirements, homework expectations, and evaluation methods of each individual class during the first weeks of school or at the start of a

new class. The evaluation method and/or credit weight may differ from teacher to teacher as well as from department to department. Assignments are designed to be meaningful, relevant, and within the skill level of students.

Some helpful tips to consider:

- Help set up a consistent, quiet, and organized place for homework to be done.
- In some classes students will be given projects that take large amounts of time and effort. When students receive these assignments, they are given more time to complete them. Help your child establish a schedule for completing assignments and projects so that he/she can be done in stages instead of waiting until the night before to try and do everything.
- Create an environment of encouragement and motivation so that your child will be successful in completing his/her own work.

If your child is consistently having problems with the homework, please feel free to schedule a conference with the teachers at school. The school also offers some after school tutoring programs for students who need additional help with homework.

REQUESTS FOR HOMEWORK

Parents may request homework for their student if missing three or more consecutive days through the office. Assignments for requests made before 10 a.m. can usually be picked up at 3:30 p.m. the same day and after 10 a.m. may be picked up the following day.

MAKE-UP WORK

For each day absent, students will have a day for a day to make up the work assigned during absence; for example if a student is absent for 2 days then he/she will have 2 days to complete all make-up work. Students should have a "study buddy" in each class that they can call regarding missing assignments--names and phone numbers should be listed in their Student Agenda Book. It is the responsibility of the teacher and student to receive make-up work. Students will have the appropriate make-up days even if they are pre-arranged and received the work previous or during the absence.

PROGRESS REPORTS AND MID-TERM REPORTS

CCMS feels that you as parents should be kept informed of your child's progress. Therefore, mid-term reports will be sent home for every student mid point during each nine weeks via email. A parent may call or come in to request an update on student progress if they do not have access to Infinite Campus.

The teacher will make every attempt to call or e-mail parents (and document those calls) regarding classroom work when the student's performance begins to slip. After the teacher makes the initial contact with the parents either through the mailing of a progress report or with a telephone call, it is expected that parents will then schedule an appointment and/or keep in contact with their child's teacher(s) for the remainder of the nine weeks. Parents can contact teachers by telephone and leave a message at school or e-mail the teacher at (teacher's last name and first initial) @churchillcsd.com (example: smithj@churchillcsd.com)

You can also keep track of your child's progress by logging on to the Parent Portal on Infinite Campus through our website.

REPORT CARDS

Report cards are issued each nine-week period and are sent home with the student except for the final nine-week report card which will be mailed home. Distribution dates are provided in the CCMS calendar. According to Churchill County School District policy 5111.1, the following grading system shall be employed for grades 7 and 8:

90 - 100	A	Superior
80 - 89	B	Good
70 - 79	C	Average
60 - 69	D	Poor
Below 60	F	Failure

Churchill County Middle School utilizes an 80/20 percentage when calculating student's grades. 80% of a student's grade is based on Summative Scores (tests, quizzes, individual projects, labs..." and 20% of his/her grade is based on formative assignments (homework, classwork..." An "S" for "Satisfactory," "P" for "Pass," "U" for "Unsatisfactory," "O" for "Outstanding," N for "Needs Improvement", or "I" for "Incomplete" may sometimes be employed by instructors in various classes for grading purposes; however, when utilizing this grading system, teachers must seek the approval of the building principal. Citizenship and/or conduct grades may also be given in addition to academic grades. *If the work is not completed within two weeks following the nine-week period, the incomplete can become an "F".

CREDIT REQUIREMENTS

A pupil who enters the middle must complete one and one-half units of credit (three semesters) in mathematics, one and one-half units of credit (three semesters) in English Language Arts, one credit (two semesters) of science and one credit (two semesters) of history with a passing grade during the seventh and eighth grade years for promotion to high school. Please note, other school districts have the option to be more restrictive in applying the passing grade requirements.

English Language Arts	1.5 credits
Math	1.5 Credits
Science	1 credit
Social Studies	1 Credit

SEEKING ASSISTANCE AND TUTORING

If a student or parent is interested in additional service provided by Churchill County School District and/or the Churchill County Middle School or with outside agencies, please contact your child's counselor.

LOCKERS

Hall lockers are not available for student use. Students may receive books to take home. A class set of books will be available in each classroom. Students may use backpacks to carry their binders and personal items. The school will take all reasonable precautions to insure that students have a safe place for their property. P.E. lockers, however, will still be issued for student use for P.E. only. Students are responsible for locking up all valuables. Should a theft occur, students should promptly notify their P.E. teacher and then the office; however, the school does not assume responsibility for losses from backpacks, P.E. lockers, etc., and students will be held accountable for books lost in this manner. Students should keep their P.E. lockers locked and maintain confidentiality regarding combinations. If students believe someone else knows the combination, they may request that their P.E. teacher change their combination. Students will be assessed a \$6 fine for lost or damaged padlocks.

PERSONAL PROPERTY

THE SCHOOL CANNOT BE RESPONSIBLE FOR YOUR PERSONAL PROPERTY.

ELECTRONIC DEVICES: Nevada Revised Statutes has been modified to allow students to bring electronic devices (cell phones, beepers) to school; however, each school district will have its own policy regarding the use of electronic devices. ALL ELECTRONIC DEVICES SUCH AS CELL PHONES MUST BE CARRIED OUT OF SIGHT AND MUST BE TURNED OFF DURING THE SCHOOL DAY. THEY MAY ONLY BE USED AT LUNCH. ONCE SCHOOL DISMISSES, THEN STUDENTS WILL BE ABLE TO USE ELECTRONIC DEVICES. If students use electronic devices during the school day, on the second occurrence the administration will confiscate the device and relinquish it to the parents and assign discipline. Also, students will be banned from bringing any electronic devices for the rest of the school year. Examples of electronic and communicative equipment are two-way radios, pagers, beepers, and cellular phones; Students are discouraged from bringing other electronic devices such as portable radios, CD's, iPods, MP3 players, tablets, and wireless speakers. Students are not allowed to listen to their portable audio devices during class or between classes. Students may be able to listen to ipods/mp3 players or radios before or after school or on the field at lunch time with headphones for personal use only. They may not listen to audio devices during class time or in the hallways during passing time. Students who violate this policy will have their audio devices confiscated. Repeated offenders may receive disciplinary action. One of our primary concerns deals with theft of expensive personal property. Also, in case of lost property the school bears no responsibility and may not be able to spend time in looking for lost or stolen items. If students bring two-way radios and attempt to interrupt the daily operations of communications, then disciplinary action to include suspension will be assessed. LASER POINTERS: Our school

district policy does not allow a child to bring laser pointers to school or to any school-related event. If these confiscated devices are not claimed within 10 days, then CCMS may dispose of these items. State law also states using laser pointers in an unsafe manner could also constitute a misdemeanor.

GAMBLING: Any form of gambling is illegal for minors. Repeated offenders will be referred to law enforcement. Items such as dice, playing cards, miniature roulette games, etc., should not be brought to school.

BICYCLES: Bike racks are provided for bicycles, which must be locked. Students **MUST** walk their bicycles while on campus between 7:30 a.m. and 3:30 p.m. However, we ask students not to ride their bicycles in front of the gym or the old high school when there is a scheduled activity. All students who ride a bicycle will be asked not to enter or exit the school grounds via Virginia Street because of safety concerns with both bus passengers and school buses.

SKATES, ROLLERBLADES, AND SKATEBOARDS: Skates, roller blades, in-line skates, heely's, skateboards, etc. are not allowed on school transportation. Students are not allowed to bring skateboards, roller blades, in-line skates, heely's, or roller skates on school property or on any school grounds at any time according to CCSD policy. However students may bring scooters but they must lock them at the bike rack like a bicycle. Disciplinary action ranging from detention to suspension to expulsion will be administered to repeat violators.

NUISANCE ITEMS: We also ask students **NOT** to bring aerosol cans, colored hair spray, rubber bands, and spray perfume to school. Additionally, students **ARE NOT** to bring, possess or use water pistols, water balloons (and plain balloons), soakers, etc., to or at school. They will be confiscated **AND NOT RETURNED**, and students will receive disciplinary action. Nuisance items can also be things that are age inappropriate (pacifiers, stuffed toys, etc.,) and/or cause a disruption.

BREAKFAST

CCMS maintains a hot breakfast program served daily from 7:45 through 8:10. It is the responsibility of each student using the lunchroom to assist in keeping it clean by placing empty cartons, lunch sacks, etc. in the containers provided.

LUNCH

CCMS maintains a hot lunch program for all students who wish to eat in the lunchroom. Students who are eating lunch should be in the cafeteria within the first 15-minutes of the lunch period. Hot lunch may be paid in advance or on a daily basis. Students will **NOT** be allowed to charge lunches. Cold lunches may either be eaten in the lunchroom or outside on the picnic tables. It is the responsibility of each student using the lunchroom to assist in keeping it clean by placing empty cartons, lunch sacks, etc. in the containers provided. Students eating cold lunch outside are required to pick up after themselves; otherwise this privilege may be taken away. All beverages purchased in the cafeteria must either be consumed there or in the picnic area. **STUDENTS ARE NOT TO EAT OR DRINK BEVERAGES ON THE FIELD OR BLACKTOP**

AREA AT LUNCH. THEY WILL BE ASSIGNED DETENTION FOR EATING FOOD OR DRINKING A BEVERAGE (other than water) ON THE FOLLOWING SCHOOL DAY.

CCMS is a closed campus school. A parent/guardian must sign a student out in the office to leave for lunch. Students who leave the campus without permission are subject to a truancy and social suspension for half a nine-week grading period. If a student is late from lunch, he or she will receive a tardy.

HALLWAYS

The passing time between classes has been set up to allow students the opportunity to get to their respective classrooms, get a drink of water, or use the restroom. It is not a time for socializing with friends. The halls are often crowded and opportunity exists for students to be hurt because of horseplay which is why we have adopted the following rules:

- Students will walk on the right side of the hallway.
- Use only quiet voices while walking between classes.
- Do not stop to talk to your friends, you may stop and talk to a teacher if you or they have questions to discuss.

EATING AND DRINKING IN HALLS OR ON THE BLACKTOP

There will be no eating or drinking in the halls or on the blacktop because of littering. Only unopened or resealable containers will be allowed in the halls.. Do to the relative ease of adding illegal substances to drink containers under no circumstances are students allowed to bring any container other than water on campus. A student caught with any container other than water will be asked to throw it away immediately.

Administrative discretion will be used when dealing with food in the classroom issues.

Regular Food Prices: Breakfast \$1.50 and Lunch \$2.25

Extra milk is available for \$0.30

Other items are available for purchase at the snack bar at extra cost.

CCMS PHYSICAL EDUCATION DRESS POLICY

The CCMS P.E. program has the following policy: Students will dress out every day regardless of illness or injury except for long term injury/illness. Students must wear the appropriate footwear in PE or it will be counted as a Non-Dress day.

BUS POLICY

CCMS students are provided the opportunity to ride the bus to and from school. Transportation is provided from the student's point of origin (bus stop) to the middle school. When students arrive at a transfer point, which is at another school, they must board the new bus to the middle school. Students are not authorized to walk from another school to the middle school. The reversal applies in the afternoon. Students may not walk to another school to catch the bus. They must board at the middle school and then transfer to their next bus at the next site.

If a student wishes to ride a bus home with another student he/she must first get a permission slip from the office before the bus driver will allow him/her on the bus. If a parent wishes to get their child from the bus line he/she must first stop in the office and check them out before proceeding to the bus line.

For more information on bus routes or policy, contact CCSD Transportation at 423-7135. The majority of discipline problems are handled by transportation; however, the middle school will become involved if the violations are in direct violation of Nevada state law to include sexual battery and offenses, assault and/or battery against an employee or student, possession, use or distribution of alcohol or drugs, possession or use of weapons, a bomb threat or other offenses deemed serious by law enforcement officials.

STUDENT DROP OFF AND PICK UP POINTS

Parents are requested to drop off or pick up their students in the drop off lane located in the parking lot off Virginia Street. Private automobiles should avoid using the bus loading areas, the area in front of the gym, and Front Street.,. These are highly congested areas, We ask parents to avoid parking along the bus route for safety reasons. Parents please arrange for your child/children to be picked up by 3:15 because we have no adult supervision after this time.

HARASSMENT/SEXUAL HARASSMENT AND INTIMIDATION

Any student or parent/guardian who has a question or concern or who wants a copy of the Churchill County School District Administrative Regulation 4139 may contact any administrator at CCMS. The Churchill County School District is committed to a positive and productive working and learning environment free from discrimination. The district prohibits the form of discrimination known as sexual harassment or intimidation of its employees or students whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student.

Discrimination adversely affects employee morale and productivity, and it interferes with the student's ability to learn.

This school district also prohibits harassment of any person on the basis of that person's race, color, national origin, sex, age, disability and/or religious preference, as harassment is defined by this CCSD regulation. Such behavior is cause for disciplinary action. Furthermore, this school district WILL NOT tolerate harassing behavior in general, sex based or sexually harassing behavior between members of the same or opposite sex. The school and district will act promptly on reports, complaints and grievances of harassment and sexual harassment or intimidation (including informal reports), which come to the attention of the school and/or district.

CCSD prohibits retaliation against any employee or student because he/she has made a report of alleged harassment or sexual harassment or against any employee or student who testifies or participates in the investigation of a report. Retaliation of this nature is a violation of federal regulations prohibiting discrimination and will lead to disciplinary or other appropriate action against the offender. This CCSD policy also applies to harassment/sexual harassment by any individual on district policy, while on school business, or at any school-sponsored event regardless of location.

Also under the provisions of anti-harassment and intimidation, the Nevada legislature passed AB 459 that is incorporated into NRS 393.463.

Section 1. Chapter 388 of NRS is hereby amended by adding thereto the provisions set forth as sections 2 to 7, inclusive, of this act.

Sec. 2. As used in sections 2 to 7, inclusive, of this act, unless the context otherwise requires, the words and terms defined in sections 3 and 4 of this act have the meanings ascribed to them in those sections.

Sec. 3. "Harassment" means a willful act or course of conduct that is not otherwise authorized by law and is:

1. Highly offensive to a reasonable person; and 2. Intended to cause and actually causes another person to suffer serious emotional distress.

Sec. 4. "Intimidation" means a willful act or course of conduct that is not otherwise authorized by law and:

1. Is highly offensive to a reasonable person; and 2. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person.

Sec. 5. The legislature declares that: 1. A learning environment that is safe and respectful is essential for the pupils enrolled in the public schools in this state to achieve academic success and meet this state's high academic standards; 2. Any form of harassment or intimidation in public schools seriously interferes with the ability of teachers to teach in the classroom and the ability of pupils to learn; 3. The intended goal of the legislature is to ensure that: (a) The public schools in this state provide a safe and respectful learning environment in which persons of differing beliefs, characteristics and backgrounds can realize their full academic and personal potential; and (b) All administrators, principals, teachers and other personnel of the school districts and public schools in this state demonstrate appropriate behavior on the premises of any public school by treating other persons, including, without limitation, pupils, with civility and respect and by refusing to tolerate harassment or intimidation; and 4. By declaring its goal that the public schools in this state provide a safe and respectful learning environment, the legislature is not advocating or requiring the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but is requiring that pupils with differing beliefs be free from abuse and harassment.

Sec. 6. A member of the board of trustees of a school district, any employee of the board of trustees, including, without limitation, an administrator, principal, teacher or other staff member, or any pupil shall not engage in harassment or intimidation on the premises of any public school, at an activity sponsored by a public school or on any school bus.

Sec. 7. Each school district shall include the text of the provisions of sections 3 to 6, inclusive, of this act under the heading "Harassment and Intimidation is Prohibited in Public Schools," within each copy of the rules of behavior for pupils that the school district provides to pupils pursuant to NRS 392.463.

Sec. 8. The provisions of subsection 1 of NRS 354.599 do not apply to any additional expenses of a local government that are related to the provisions of this act.

PLEASE NOTE THE FOLLOWING:

1. Students or parents have the option to ask the school to investigate any complaints of sexual harassment as informal or formal. An informal investigation takes place within the school, and a formal investigation involves the school district.
2. The “pantsing” of a student is no longer considered to be “joking around”; therefore, any student who pulls another student’s pants down will face a suspension of one to three days depending on the severity of the incident.

FALSE HARASSMENT AND STATEMENTS

CCMS has a zero tolerance in regards to making false or true threats against other students, joking about fights, weapons, etc., or bringing play guns and knives to school. CCMS will consider these incidences as severe infractions so that these situations will not occur on the school campus at any time. Schools are required to contact the police on students who may or may not joke about “shooting or killing someone” or “bringing a weapon to school”, etc., Parents must take the time to explain to their child the seriousness of making false statements or jokes about serious events. Students who file false reports, report false emergencies (911 call, fire alarm, etc.), or set off a fire alarm without a reasonable belief a fire exists, or give staff or laws enforcement officials a wrong name will serve for a minimum of three days in In-House Suspension. A student who calls in a bomb threat is subject to a 90-day expulsion.

RULES OF BEHAVIOR

The following section deals with discipline in the Churchill County School District and at Churchill County Middle School.

A. STUDENT DISCIPLINE

All students will be required to become familiar with this code, and all student conduct will be governed thereby. The administration has the authority to take whatever discipline steps are necessary.

CHURCHILL COUNTY SCHOOL DISTRICT POLICY 5135.2 STUDENT DISCIPLINE

The primary objective of the public schools is the education of children and youth. It is recognized that this objective can be best realized with students who are happy, well-adjusted, law abiding and healthy young citizens. Unfortunately, not all children and youth are socially adjusted to the extent that they conform to the recognized standards of good conduct. It is sometimes necessary for the schools to take disciplinary action, not only for the sake of the individuals who do not obey the laws and regulations of society generally and the schools particularly, but for the sake of other students. In this regard, every teacher in the public schools shall hold students to strict account of their conduct on or in close proximity to the school grounds, on the playground and during any intermission, recess, field trip and all other school sponsored activities. In the maintenance of a sound-learning environment, the district shall expect acceptable behavior on the part of all students who attend schools in the district. Discipline shall be enforced fairly and consistently, regardless of race, creed, sex, color, age or

national origin. Such discipline shall be consistent with applicable federal and state laws. The principal assumes the overall responsibility for discipline and the welfare of the student. The principal will handle extreme behavioral cases. The imposition of serious discipline on any student, including but not limited to suspension from interscholastic activities, suspension from school, transfer and expulsion, shall be governed by the provisions of the Disciplinary Procedures for Students in the Churchill County School District as adopted by the Board of Trustees.

The primary responsibility for discipline in the classroom rests with the teacher. The teacher shall use reasonable and professional judgment in controlling and maintaining order and in administering prudent disciplinary measures. If the teacher is confronted with a situation brought to the attention of the principal, he/she should take or send the student or students involved to the principal. In the event a student is sent to the principal, the teacher shall prepare a written report to the principal as soon as possible detailing the incident. The teacher shall make himself/herself available for any and all conference procedures established for cases involving serious discipline. Every effort should be made to resolve potential disciplinary matters through discussion and district counseling and psychological services.

I. PURPOSE

These regulations shall provide for the uniform implementation of Policy 5135.2 in the school district. The law charges every teacher and principal with maintaining order and discipline among students and provides that students who do not comply with reasonable rules may be recommended for disciplinary action. Actions taken to control and correct undesirable student behavior should take individual circumstances into account. Concern for the safety and educational welfare of all students must be the major priority.

Students receiving, and students who have been identified as qualifying for special education and/or 504 services, shall be disciplined in accordance with the provisions of Part B of the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act.

II. RULES OF BEHAVIOR

The violation of the following rules of behavior by a student "on school property" may result in appropriate discipline of the student:

1. Malicious damage to school property;
2. Willful disobedience to administrators, teachers, or other school personnel;
3. Possession of intoxicating liquor, a controlled substance or a counterfeit substance;
4. Bullying, repeatedly tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting another person.
5. Cyber-Bullying, which is defined for purposes of this regulation as repeatedly tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting another person using e-mail, instant messaging, text messaging, or any other type of digital technology.
6. Using or being under the influence of an intoxicating liquor, inhalants, or a controlled substance;

7. Hazing in connection with any school or social activity relating to school;
8. Impairing the health, safety, or welfare of teachers, students, or other persons;
9. Impertinent language toward administrators, teachers or other school personnel;
10. Use of profane or vulgar language;
11. Possession/Use of tobacco products;
12. Sexual harassment of students(s), administrators, teachers or other school personnel;
13. Being guilty of conduct that interferes with the maintenance of school discipline;
14. Being guilty of conduct that warrants the reasonable belief that disruption of school operations will likely result;
15. Violating the district's technology acceptable use policy;
16. Violating any other rules that the principal has deemed unacceptable and has published in the site handbooks;
17. If a student pulls a fire alarm they will be subject to disciplinary action for the disruption of the educational process and be responsible for any fines incurred for the false alarm.
18. Any action which the principal deems an educational disruption; For the purposes of this policy, "on school property" includes conduct on school property, at an activity sponsored by the school, on a school bus, in a school vehicle, at a school function, or otherwise off school property that adversely affects the operation of the school.

A copy of the rules of behavior, prescribed discipline and procedures to be followed in imposing discipline must be distributed to each pupil at the beginning of the school year and to each new pupil who enters school during the year. Copies must also be made available for inspection at each school located in the District in an area on school property, which is open to the public.

III. DISRUPTIVE DISCIPLINE

The discipline for a violation of the rules of behavior by the student will be the appropriate discipline in light of all of the circumstances, including, without limitation:

1. The seriousness of the offense;
2. Prior violations of that or other rules of behavior;
3. Any statutorily required minimum discipline;
4. Whether the health, safety or welfare of school employees or students was impaired; and
5. Whether the offense disrupted school operations.

The range of appropriate discipline includes:

1. Discipline by staff; Many student behavior rule violations should be appropriately handled at once by the staff member in charge.
2. Informal administrative discipline; If the circumstances indicate the need for action other than discipline by staff, the student should be referred to the principal or designee for discipline.
3. Detention; Reasonable detention before, during, or after the close of the school day or on Saturday, is permitted for violation of the rules of behavior under the following conditions:
 - a. When a student is detained at school beyond the normal dismissal time, the principal and/or teacher shall give appropriate consideration to factors of pupil transportation, weather, and any other extenuating circumstances.
 - b. The age and grade level of the pupil shall be considered in determining the length of time a pupil may be detained longer than one hour. In the event that a student is detained beyond thirty

(30) minutes before or after the normal starting and/or closing time, the parents or legal guardian shall be notified.

4. In-House Suspension/Temporary removal from the classroom; If the circumstances warrant, the principal may remove the student from class(es), and /or school sponsored activities, for no more than ten (10) school days. During the term of In-House Suspension/temporary removal, the student must remain in a separate supervised area of the school. A student may be temporarily removed from the classroom in accordance with the school specific principal's plan. The site plan, which each principal must develop with the input and participation of teachers and parents of students who are enrolled in the school, is to provide for progressive discipline of student and on-site review of disciplinary actions.

5. Short-term suspension (10 school days or less); If circumstances warrant, the principal may suspend a student from school for ten (10) school days or less for violation of the rules of behavior. This suspension is the temporary removal of the student from school, and school-sponsored activities.

6. Long-term suspension (more than 10 school days); If the circumstances warrant, the Superintendent may suspend a student from school, and all school activities for a period more than ten (10) school days and less than one school year except when circumstances require Board approval.

7. Corporal Punishment; Corporal punishment may not be administered in any school in the Churchill County School District.

8. Expulsion; If the circumstances warrant, either by statutory required discipline or by determination that it is necessary, the Superintendent may recommend to the Board of Trustees the expulsion of a student. A student may be expelled for a semester, a year or be permanently expelled. Expulsion is the removal and withdrawal of the student from any attendance at school.

9. Referral to law enforcement.

IV. STATUTORILY REQUIRED DISCIPLINE

If the student admits, or is found after due process, to have committed a violation of the rules of behavior, law may mandate the discipline or range of discipline. In the following two circumstances, the mandated-by-law discipline of long-term suspension and expulsion may not be effective until the Board of Trustees has reviewed the circumstances and approved the action in accordance with the procedural policy adopted by the Board:

1. Long-term suspension or expulsion of any student in grades 1 to 6 (except a student found in possession of a firearm); and

2. Long-term suspension or expulsion of any student, who is participating in a program of special education pursuant to N.R.S. 388.520, except a student who is gifted and talented.

In all other circumstances, statutorily required discipline will be effective when imposed by the Superintendent, unless the discipline involves expulsion, in which case there is a right of appeal to an impartial hearing panel as provided in 5135.2 (j) VI.

(A). BATTERY OF SCHOOL EMPLOYEE RESULTING IN BODILY INJURY

Pursuant to N.R.S. 392.466, any student who commits a battery that results in the bodily injury of an employee of the school while on school property must for the first occurrence be either suspended or expelled from that school for at least a period equal to one semester for that

school. For a second occurrence, the student must be permanently expelled from the school. On either occurrence, the discipline may be more severe if the circumstances warrant. "Battery" is defined in Paragraph (a) of Subsection 1 of N.R.S. 200.481. "On School Property" is defined in 5135 II.

(B). SALE OR DISTRIBUTION OF A CONTROLLED SUBSTANCE

Pursuant to N.R.S. 392.466 any student who sells or distributes any controlled substance, while on school property, must for the first occurrence, be suspended or expelled from that school for at least a period equal to one semester for that school. For a second occurrence, the student must be permanently expelled from that school. On either occurrence the discipline may be more severe if circumstances warrant.

(C). POSSESSION OF A DANGEROUS WEAPON

Pursuant to N.R.S. 392.466 any student who is found in possession of a dangerous weapon while on school property, must for the first occurrence, be expelled from the school for a period of not less than one (1) year. For a second occurrence, the student must be permanently expelled from the school. On each occurrence, the discipline may be more severe if circumstances warrant.

(D). HABITUAL DISCIPLINARY PROBLEM STUDENT

If a student is deemed a habitual disciplinary problem as defined in K below, the student must be suspended or expelled from the school for a period equal to at least one semester for that school.

(E). KNIVES/OTHER WEAPONS NOT COVERED BY N.R.S. 392.466 OR 393.410

A knife or weapon not covered by N.R.S. 392.466 or 393.410 will be confiscated and the student suspended for up to 10 days. If such weapon is used as a dangerous weapon, the offense may be treated as a dangerous weapon.

(F). EXPLOSIVE OR INCENDIARY DEVICE/FIRECRACKER

Explosive or incendiary devices as defined in N.R.S. 393.410 are dangerous weapons and will be treated as dangerous weapons as described and outlined in C above. Firecrackers not meeting the definition of explosive or incendiary device will be treated as a serious offense. Students in possession of, selling, lighting or setting off firecrackers may be suspended for a long-term period up to 45 days and may be referred to law enforcement.

(G). POSSESSION OF A FIREARM

Pursuant to N.R.S. 392.466, any student who is found in possession of a firearm while on school property, for the first occurrence, will be expelled from the school for a period of not less than one year. For a second occurrence, the student must be permanently expelled from the school. On each occurrence, the discipline may be more severe if circumstances warrant. Any student who brings a firearm to school who is participating in a program of special education may be immediately removed for 10 school days with no educational services provided. During this two-week period, the IEP team will determine programming content and physical placement for a 45-calendar day alternative education placement. The student will be placed in the alternative education placement for 45-calendar days. If the parent requests due process following the firearms incident and prior to the end of the 45-day placement, the students will remain in the alternative education placement until all due process proceedings have been completed. During the 45-day period, the IEP team will determine if the student's firearm

incident was related to, or caused by, the student's disability. If no such relationship exists, the school can move to expel the student under the Gun-Free Schools Act for a minimum of one year, unless the Superintendent, or designee, waives the expulsion on a case-by-case basis. If there is a relationship between the firearm incident and the student's disability, the school cannot impose a long-term suspension/expulsion under the Gun-Free Schools Act. Rather, the school's options are 1) Convene the IEP team to consider a change of placement to a more restrictive setting; 2) Get the parent's agreement to a change of placement; 3) Go to court to obtain a "Honig" injunction to remove the student from school. To obtain the "Honig" injunction the school must prove that the student is, or is substantially likely to be, a danger to himself or others, and that the District has taken reasonable steps to accommodate the child's disability to minimize the likelihood of injury to the child or others.

(H). DANGEROUS WEAPON – DEFINITION

"Dangerous Weapon" is defined in N.R.S. 393.410 and includes, without limitation, an explosive or incendiary device; a dirk, dagger, switchblade knife, butterfly knife or dangerous knife; a nunchaku or trefoil; a blackjack, billy club or metal knuckles; or a pistol, revolver or other firearm. The definition also includes any other object that is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause, bodily injury to a person.

(I). DANGEROUS KNIFE – DEFINITION

Dangerous knife, as defined in N.R.S. 393.410, means a hinged knife having a blade that is 2 inches or more in length when measured from the tip of the knife which is customarily sharpened to the unsharpened extension of the blade which forms the hinge connecting the blade to the handle which is used or threatened to use to cause bodily injury to a person.

(J). FIREARM – DEFINITION

"Firearm" includes, without limitation, any pistol, revolver, shotgun, explosive substance or device, and any other term included within the definition of a "firearm" in 18 U.S.C § 921, as that Section existed on July 1, 1995.

(K). HABITUAL DISCIPLINARY PROBLEM – DEFINITION

A principal of a school shall deem a student enrolled in the school a habitual disciplinary problem if the school has written evidence, which documents that in 1 school year:

1. The student has threatened or extorted, or attempted to threaten or extort another student, or a teacher or other personnel employed by the school;
2. The student has been suspended for initiating at least two fights on school property, or if the fight occurs within 1 hour of the beginning or end of a school day, on his way to or from school; or,
3. The student has a record of five suspensions (each with a duration of 3 or more days) from the school for any reason.

(L). HABITUAL DISCIPLINARY PROBLEM – INITIAL NOTICE TO PARENT OR GUARDIAN

If a student is suspended for initiating a fight and the fight is the first such fight that the student has initiated during that school year, or if a student receives one suspension on his record, the school in which the student is enrolled shall provide written notice to the parent or legal guardian of the student that contains:

1. A description of the acts committed by the student and the dates on which those acts were committed;
2. An explanation that if the student is suspended for initiating one additional fight, or if the student receives five suspensions on his record, during the current school year, he will be deemed a habitual disciplinary problem;
3. An explanation that pursuant to N.R.S. 392.466 a student who is deemed a habitual disciplinary problem must be suspended or expelled from school for a period equal to one school semester, and
4. If the student has a disability and is participating in a program of special education pursuant to N.R.S. 388.520 an explanation of the effect of N.R.S. 392.466 including, without limitation, that if it is determined in accordance 20 U.S.C. § 1415 that the student's behavior is not a manifestation of his disability; he may be suspended or expelled from school in the same manner as a student without a disability. A school must provide the notice required by this section for each suspension on the record of the student during a school year.

(M). HABITUAL DISCIPLINARY PROBLEM – FINAL NOTICE TO PARENT/GUARDIAN

If a student commits an act that qualifies the student to be deemed a habitual disciplinary problem, the school must provide written notice to the parent or guardian of the student that contains:

1. A description of the qualifying act and any previous such acts committed by the student and the dates on which those acts were committed;
2. An explanation that pursuant to N.R.S. 392.466 a student who is deemed a habitual disciplinary problem must be suspended or expelled from school for a period equal to one school semester, and,
3. If the student has a disability and is participating in a program of special education pursuant to N.R.S. 388.520 and explanation of the effect of N.R.S. 392.466 including, without limitation, that if it is determined in accordance 20 U.S.C. § 1415 that the student's behavior is not a manifestation of his disability, he may be suspended or expelled from school in the same manner as a student without a disability.

(N). HABITUAL DISCIPLINE PROBLEM – TEACHER REQUEST

Procedures for the removal of a student due to a teacher request of a habitual discipline problem will be outlined in each school plan.

V. PROCEDURE FOR ADMINISTERING DISCIPLINE

The procedure for the investigation and discipline of violations of the rules of behavior will depend on the type of violation, and in some cases the type of student. All deadlines may be shortened or lengthened by the Superintendent for good cause.

(A). SHORT-TERM SUSPENSION (10 SCHOOL DAYS OR LESS)

The principal may not impose a short-term suspension upon a student for a violation of the rules of behavior unless and until:

1. The principal or designee has first talked to the student charged, given the student the chance to admit or deny the reported violation of the rules of behavior, and an opportunity to tell

his/her side of the story; and,

a. If the investigating administrator deems necessary or appropriate, talked to other students or staff; and

b. If appropriate, held a conference with the student and/or the student's parent(s) or guardian(s); and

2. Thereafter, determined that the investigating administrator believes, in good faith, based on the investigation, that the student committed a violation of the rules of behavior.

(B). EMERGENCY SUSPENSION

A student who:

a. Poses a continuing danger to persons or property or

b. Is an ongoing threat of disrupting the academic process, or

c. Who is selling or distributing any controlled substance, or

d. Is found to be in possession of a dangerous weapon or firearm may be removed from the school immediately after a short-term suspension investigation and determination. He must be given an explanation of the reasons for removal, and pending proceedings, to be conducted as soon as practicable after removal, for his long-term suspension or expulsion.

(C). TRANSFER, LONG-TERM SUSPENSION AND EXPULSION

The Superintendent may not impose a transfer, long-term suspension or expulsion upon a student for a violation of the rules of behavior unless and until:

1. The principal or designee has conducted an appropriate investigation as for a short-term suspension and the investigating administrator believes, in good faith, based on the investigation, that the student has committed a violation of the rules of behavior;

2. The principal has recommended transfer, long-term suspension or expulsion to the Superintendent; and

3. The student is given formal due process in accordance with 5135.2(j)

VI. FORMAL DUE PROCESS PROCEDURES

Upon completion of the above, the Superintendent may recommend a charge of EXPULSION to the Board of Trustees for final action.

VII. FORMAL DUE PROCESS PROCEDURES

The provisions of this regulation shall govern the imposition of serious discipline upon any student, including, but not limited to suspension, expulsion or transfer.

(A). If, following thorough investigation of charges of misconduct by any student, the principal of a school determines that suspension, expulsion or transfer is a possible consequence, the principal shall initiate proceedings for these actions.

(B). If suspended from school for more than ten (10) school days, expelled or transferred for disciplinary reasons, the student shall be accorded an opportunity for a hearing.

(C). The hearing shall be conducted by an impartial panel that shall consist of three (3) employees of the school district. The panel members shall be appointed by the Superintendent who shall also designate the chairperson.

(D). The principal shall furnish the student and his parents or guardians a notice that shall contain the following:

1. A statement of the specific facts alleged against the student, the school rule, policy or regulation allegedly violated, and the disciplinary action proposed by the principal;
2. The student's right to request a hearing with respect to the charges, together with the name and address of the person to whom such request must be directed and the last date upon which such request must be made, three (3) school days after the receipt of such notice.
3. The student's right to be represented at such hearing by an advocate of his choosing, including counsel;
4. The student's right, at such hearing, to present evidence and witnesses in his own behalf and to cross-examine witnesses against him;
5. Notice that the disciplinary action proposed by the principal will be imposed automatically unless a hearing is requested as provided in (2) above.
6. A copy of this regulation.
7. Notice that after considering the hearing panel's decision, the Superintendent may recommend expulsion to the Board of Trustees.
8. Notice that the student or his parents or guardians may appeal the Superintendent's recommendation of expulsion to the Board of Trustees by notifying the Superintendent in writing at least three days prior to the next regularly-scheduled
9. In the event that the student fails to request a hearing within the time specified in the notice prescribed above, the disciplinary action proposed by the principal shall be imposed.
10. In the event that the student fails to request a hearing within the time specified in the notice prescribed above, the disciplinary action proposed by the principal shall be imposed. In the event that the student requests a hearing, as provided above, the chairman of the hearing panel shall select a date, time and place for the hearing, no more than ten (10) school days following the receipt of such request. The chairman shall give notice of the date, time and place of the hearing to the student, his parents or guardians, the principal and all members of the hearing panel not less than three (3) school days prior to the date of the hearing. Neither the principal nor the student or his parents or guardians shall discuss the merits of the case with any member of the hearing panel prior or subsequent to the hearing.

(E). All hearings shall be conducted as follows:

1. Hearings shall be closed to the public as stipulated in NRS 392.467 subsection 3;
2. No evidence shall be offered against a student unless prior to the hearing, the student is allowed to inspect written evidence and is informed of the names of witnesses against him, if so requested by the student or his parents or guardians;
3. All parties shall have the right to present evidence, call witnesses, cross-examine adverse witnesses and submit rebuttal evidence;
4. The student shall have the right to be represented by an advocate of his choice (including counsel);
5. The student shall have the right to confront any witness against him;
6. The hearing panel shall not be required to observe the strict rules of evidence observed by the courts, and shall be allowed to take evidence, including oral and written evidence, as the panel deems appropriate;
7. Either party may request that a tape recording be made of the hearing at the expense or, under supervision, make a copy of such recording;

8. The hearing panel shall issue a written decision stating its findings of fact and the evidence upon which the findings are based. Findings shall be based solely on relevant evidence presented at the hearing;

(F). No decision that disciplinary action is warranted shall be made unless the hearing panel first finds that some evidence exists that:

1. The student has committed the misconduct charged;
2. The student's conduct violated a school rule, policy or regulation; and
3. The student had reasonable notice that his conduct was prohibited by a school rule, policy or regulation.

If the panel so finds against the student, it shall, by majority vote, take such disciplinary action, as it may deem appropriate; provided however, that such action shall not be more severe than that proposed by the principal.

In the event that disciplinary action is not found warranted by the hearing panel, all notations relating thereto shall be completely removed from all school records. Students shall have the right to inspect their school records to ensure that any notations are removed. If the hearing panel modifies the disciplinary action, the discipline notation shall remain in the student's permanent record. Students will also have reasonable opportunity to rebut or correct any mistaken or incorrect information or notation found.

LEGAL REFERENCE: NRS 391.270, 392.460

(G). After considering the decision of the hearing panel, the Superintendent may make a recommendation of long term suspension, expulsion, or transfer to the Board of Trustees. This recommendation shall be presented for action to the Board of Trustees on the consent agenda at their next regularly scheduled meeting.

(H). Prior to taking action, the Board may remove the Superintendent's recommended action from the consent agenda to review it in closed session and take action to accept, reject, or modify the Superintendent's recommendation.

(I). The student shall have the right to appeal to the Board of Trustees the Superintendent's recommendation for expulsion by notifying the Superintendent in writing of his request for an appeal hearing at least three days before the next regularly scheduled meeting. At this appeal, the Board of Trustees in closed session may review evidence and hear testimony. The Board of Trustees shall have the right to accept, modify, or reject the Superintendent's recommendation.

(J). The Board of Trustees may not take action to impose discipline which is more severe than that which was noticed in the letter required by VI (D) (3) of this policy.

(K). After the Board of Trustees has rendered its decision regarding the discipline which is to be imposed on the student, the Superintendent shall, in writing, inform the parents or guardians of the decision. A copy shall be sent to the principal of the school the student attends.

FIGHTING

STUDENTS FIGHTING OR COMMITTING BATTERY AT SCHOOL ARE SUBJECT TO SUSPENSION AND ARREST.

Nevada Revised Statute 392.470 states that it is unlawful for any person, against the will of a pupil attending any public school, to beat, whip, detain or otherwise interfere with him while he is

on his way to and from school. The school administration will determine the penalty for fighting based on the situation and reserves the right under school district policy to administer a punishment stricter than the existing one if the need so arises. However, state law, NRS 392. Sec 22 states, the penalties for inciting a fight are quite severe: Incidences are based on the year, not on the semester. Students can be suspended and/or expelled for initiating a fight on school grounds or on a school bus, at a school activity, or if the fight occurs within one (1) hour of the beginning or end of a school day, on their way to or from school. The sidewalk surrounding CCMS is also considered school property. Any student involved in a fight will be arrested. There is no self defense in school we have numerous teachers and duty assistance on duty at all times so that a child can always seek help if they choose to.

FIRST OFFENSE: 5-10 day suspension. Possible expulsion and police involvement.

SECOND OFFENSE: 10 day suspension and behavior contract. Possible expulsion and police involvement.

IMPORTANT: According to the law, students become mutual combatants if they do not diffuse the confrontation, and neither one walks away either to avoid a fight or to seek assistance. Once students become part of the problem with words, pushing, and/or hitting, or they agree to meet at a certain location, then they may be charged with mutual affray and initiating a fight. Any student who becomes a party to a fight and either encourages it, videos it, or does nothing to stop it may be treated as a participant and receive the same punishment as an actual combatant. Battery constitutes a suspension towards the maximum number of suspensions allowed under state law before a student is expelled from school. If the student poses a threat, however, then the school reserves the right to make a recommendation for expulsion or suspension based on current CCSD guidelines. Parents and student must understand that any fight or battery will be referred to law enforcement, and the juvenile probation office may determine if the student is to go to court.

STUDENT SAFETY PLAN

In order to create a safe environment here at CCMS, it takes everyone accepting certain responsibilities. Below are the following ways in which students assist in creating that safe environment. What to do if the following situations arise:

SEE A FIGHT:

1. Tell an adult immediately then move away from the area so that the necessary people can defuse the situation;
2. If you feel the adult needs assistance, proceed to the office.

HEAR OF A FIGHT OR THREAT TO YOU OR OTHERS:

1. Tell an adult immediately of the possibility of the fight or threats, then stay away from the area that is affected;
2. If you feel assistance is needed, notify the next immediate adult.

“Watching a fight may encourage a fight even more. You then actually become a participant

and part of the problem. Avoid giving negative attention.”

PARENTS’ ROLE IN DIFFUSING SITUATION: Once parents hear of any problems between their child and another, they have an obligation to contact the school in order to prevent a negative situation from occurring and/or their child being in an unsafe environment.

INDIVIDUALS NOT BELONGING ON CCMS CAMPUS:

1. Tell an adult immediately;
2. Do not talk with the individual to find out who they are or why they are on campus;
3. Stay away from anyone who does not belong on campus.

THREAT OF WEAPONS ON CAMPUS:

1. Tell an adult IMMEDIATELY!!
2. Move away from the area involved;
3. DO NOT at any time attempt to take said weapon. Notify an adult immediately. The proper authorities will handle the situation;
4. Do not try at any time to counsel or talk someone out of doing something;
5. Do not worry about “telling” or making someone mad--this is not television.
6. Teachers maybe asked to keep all students in class. Remember it is for your safety and others that you do as asked.

SAFE SCHOOLS HOTLINE

Churchill County School District has established two hotlines for students or parents to report any concern about student safety. You will be anonymous when calling. You can contact the Crisis Call Center via phone (775.784.8090), text (“listen” or “answer” to 839863), or website (www.crisiscallcenter.org).

DRESS CODE

The purpose of this policy is to promote an atmosphere of learning rather than one of leisure. The dress and personal appearance of each student is not to disrupt or distract from the educational process or obstruct the disciplinary control of the teachers. Students are expected to come to school looking neat and clean and dressed in good taste. Clothing that may be appropriate for casual beach wear or picnics are not regarded as acceptable school attire. The wearing of any apparel to indicate any gang affiliation is prohibited by CCSD regulations. The administration maintains the authority to specify additional regulations if deemed necessary, or to suspend the following policy in special circumstances. Certain groups may at times be required to conform to a more rigid dress policy, such as athletes during a playing season, band members, extra-curricular groups representing our school district and community, or vocational and science classes where safety is the overriding consideration.

STANDARDS FOR ALL STUDENTS:

1. Students are not allowed to wear bandannas during school. THESE ITEMS CAN BE WORN TO AND FROM SCHOOL BUT MUST BE LEFT IN THE STUDENTS' BOOK BAG OR BACK PACK. Items confiscated may be picked up by the students at the end of the semester; If a student continues to wear a bandana, the third incident will be treated as insubordination and the student will be subject to disciplinary action.
2. Clothing or accessories with inappropriate words or pictures printed or written upon it may not be worn. This includes obscene, or alcohol/drug-related slogans or pictures, or material that promotes violence, Satanism, anti-social behavior; sexual innuendo such as "PIMP" or "PORN STAR" clothing, etc. but not limited to.
3. All students must wear shoes, boots, or sandals at all times while on school premises. Flip-flops or other footwear is acceptable, unless safety requirements in a class prohibit the student from wearing these types of shoes. House slippers are not allowed even ones with soles.
4. Shirts that are low-cut in front or back or transparent in nature are prohibited. Tank tops, blouses and dresses must have straps that are at least 3-inches wide. Spaghetti straps are not allowed. The length of shirts and blouses must extend beyond the belt level. Tank tops must not have an extended dropped armhole. Skirts, dresses, and shorts must be no more than 5 inches from the tops of the knees and shorts as well as all other pants must be hemmed; no pajamas will be allowed.
5. Clothing should be so constructed that it is not unduly revealing. ALL CLOTHING MUST BE STYLED AND WORN SO NO UNDERWEAR IS EXPOSED; Tops of pants must be maintained at the waist without the aid of a belt or suspender. SAGGING PANTS THAT CONTINUALLY SHOW UNDERWEAR ARE NOT ALLOWED. If a student is unable to maintain the appropriate level on his/her pants, then the administration will secure the pants so that they will not be able to fall below the hip line.

The administration will provide alternative shirts to cover up inappropriate clothing; Because of safety concerns, the administration may restrict certain articles of clothing from being worn or brought to school. This would be done either on a temporary or permanent basis in order to protect students and staff.

6. Hair must be neat and clean and must not obstruct vision or cause a health/safety hazard.
7. Any apparel, jewelry, accessories, notebooks or any manner of grooming which, because of its color, the way it is worn, its trademark, or any other characteristic, carries known gang connotations is prohibited;
8. Items worn or carried which could be used as weapons, i.e.; chains, long belts, spiked dog collars, etc. are prohibited.
9. Spiked hats, collars, or wristbands may not be worn to the middle school.
10. Writing on hands, arms, and legs is not conducive to a positive learning environment and students will be asked to wash off the material. Students may be assigned to In-school Suspension until it comes off or school is dismissed.
11. For safety purposes, in P.E. classes, students may be asked to remove their jewelry.

TOBACCO

Students found in possession of tobacco products (including hookas/E-cigarettes) will be given 1-3 days suspension depending on the seriousness of the infraction. .

ALCOHOL/DRUG USE/POSSESSION

Students suspected of being under the influence of or in possession of alcohol/drugs or under the influence of inhalants will be referred directly to the office. The Fallon Police Department will be called, and parents will be contacted. Students found to have taken or be in possession of alcohol/drugs or under the influence of inhalants will be suspended for a set time according to CCSD policy and will be required to undergo an evaluation by a certified drug and alcohol counselor at the parent expense before students can return to school. Inhalants, for definitive purposes, are volatile substances that produce chemical vapors. Inhalants are not limited to paint thinners and removers, dry cleaning fluids, degreasers, gasoline, glues, correction fluids, felt tips markers, spray paints, deodorants, hair sprays, vegetable oil sprays for cooking, fabric protection sprays, medical anesthetic gases, butane lighters/fuel, whipped cream dispensers and refrigerants. Also, under NRS 52.323, any student who sells, transports, delivers, gives, or administers any other substance in place of an illegal substance will be treated as if he/she was involved with an actual illegal substance. Example: a student who sells ground up tobacco wrapped in cigarette paper with the ends rounded and passes it off, as marijuana will be arrested for the sale of an illegal drug.

DRUG PARAPHERNALIA is illegal to possess in the state of Nevada and offenders will be referred to law enforcement, parents will be contacted, and the student will receive a minimum three-day suspension and possible referral for drug abuse counseling. In each situation, school officials will follow the guidelines set forth by CCSD policy for drug and alcohol free schools.

E. INAPPROPRIATE AFFECTION

Kissing, hugging, holding hands, arms around each other, or other forms of affection are considered inappropriate for this grade level and the school environment.

- 1st Consequence students will be warned
- 2nd and 3rd Consequence students may be assigned noon detention or after school detention.
- 4th and subsequent offenses may result with In-House Suspension or assessed for insubordination.

F. SUBSTITUTE TEACHERS AND NOON AIDES

Students are expected to give substitute teachers and noon aides the same courtesy and respect they would give to a regularly employed staff member; therefore, if students misbehave in such a manner to either disrupt a class taught by a substitute teacher or impede or interfere with the duties of a noon aide either through actions or words, those students may be suspended from school or detained in the office until a parent conference is held. Students are

expected to behave for substitute teachers at all times. There is no excuse for deplorable behavior during these times.

For infractions in a class taught by a substitute teacher, the following steps will be taken:

FIRST OFFENSE: Three days of detention may be assigned. The administration will notify parents about the discipline referral via telephone (or e-mail) depending on the severity of the infraction. The student and parent will be advised that future referrals from a substitute teacher may be considered as severe infractions and what disciplinary action will occur.

SECOND OFFENSE: One day of IN-HOUSE SUSPENSION MAY BE ASSESSED.

THIRD OFFENSE: The student may be referred to In-House suspension up to three day.

FOURTH and subsequent referrals: The student may receive a suspension of no fewer than three days for each incident involving a substitute teacher.

TRUANCY

CCMS follows NRS 392.130 and NRS 392.140 relative to truancy. A student who misses any portion of class and does not have a valid reason is considered a truant. The third truancy is reported to Churchill County Juvenile Probation Authorities and the local District Attorney for further action and the student will be placed on Social Suspension for the remainder of the school year. The penalties for truancy are as follows:

First Truancy: Parent contacted and 3 days lunch detention.

Second Truancy: Parent contacted, possible conference, 1 day In-House Suspension.

Third/Subsequent Truancies: Attendance contract, possible Habitual Truant referral to law enforcement, possible 3 day suspension.

Students who leave campus without permission may be assigned to In-House Suspension.

TARDIES

Students who are not in the classroom when the bell rings will be considered tardy. This includes students who leave class without a hall pass. Students will be allowed to accumulate only 15 tardies for the semester.

- 1st - 5th tardies: Tardy will be recorded but student will receive no discipline.
- 6th - 10th tardies: Student will receive 1 day of detention for each tardy.
- 11th - 15th tardies: Student will receive 2 days of detention for each tardy.
- 16th(+) tardies: Student will receive 1 day In-House Suspension for each tardy.

IT IS THE STUDENT'S RESPONSIBILITY TO KNOW WHEN THEY SERVE. The office will remind students when possible; however, the school accepts no responsibility if the student fails to serve. Unexcused tardies to first period classes also count towards the district's tardy policy. Missing the bus or having an alarm not ring ARE NOT valid excuses. The administration reserves the right to review unusual circumstances (other than missing the bus or sleeping in) that lead to a morning tardy, and may excuse the tardy as long as the parent submits a written excuse with the student or calls the school on the same day.

Students assigned discipline as a result of tardies will be assigned to lunch detention. Each lunch detention is 30 minutes in length. Students assigned multiple detentions have the opportunity to serve that time in "After School Detention" from 3:05pm - 3:35pm in the In School Suspension room. The after school opportunity is optional, however, if a student owes time they will be required to attend lunch detention. Students that have pending time to be served by the end of the day Friday will be required to attend OTI (Opportunity to Improve) on Friday from 1:30-3:00pm. Students will be transported home after that time via school district bus. Students required to attend OTI will receive notification no later than the day before their time is to be served.

STUDENT DISCIPLINE

A. CLASSROOM DISCIPLINE PLAN

Each teacher shall prepare a plan detailing procedures for CLASSROOM MANAGEMENT. The plan shall be submitted to the appropriate administrator for approval and then communicated to students and parents in writing. Teachers will require students to obtain a parent signature on a copy of the discipline plan to insure that parents are informed. This discipline plan must be returned to the teacher. The teacher's plan for discipline must contain three basic elements that would include detailed information for the student:

1. A list of expected behaviors and/or rules;
2. Positive consequences, which students can expect when they behave;
3. Negative consequences, which students can expect if rules have been broken.

UNACCEPTABLE BEHAVIORS (But not limited to...)

1. Lack of cooperation
2. Disruptive conduct
3. Excessive talking
4. Inappropriate dress and appearance
5. Wandering halls without a pass
6. Annoying classmates
7. Lack of preparation for class
8. Mischief
9. Note writing, passing of notes
10. Not returning signed reports, etc. to teacher
11. Plagiarism/cheating (first offense only) Plagiarism/cheating is an academic problem.

First offenses will be handled by the teacher. A discipline referral will be sent to the Vice Principal's office for documentation purposes. The teacher will then contact the parent, first by telephone, to notify them of the cheating incident. Subsequent cheating can result in detention, suspension, or expulsion from school. Cheating will prevent a student from being a member of Honor Society and cause him/her to be removed. The teacher will also deduct a student's citizenship grade for cheating or plagiarism.

12. Gleeing, spitting, and shooting spit wads are not acceptable. Students who do so may be sent to the office on a discipline referral for disruption of class. Punishment in the form of

after school detention or suspension may also be administered.

13. Disrespecting teachers and classmates.

On behavior problems only, if the student does not stop after A REASONABLE NUMBER of warnings and continually disrupts the class, then this becomes insubordination and a referral should be written immediately.

Students who received a discipline referral and refuse to come to the office or do not arrive at the office after they received a discipline referral, will be suspended a minimum of three days in In-House Suspension.

If an eighth grader receives seventeen or more tardies for the entire year, three trancies for the entire year, four or more referrals in the second semester, and/or the student hasn't paid his/her fines or fees, and/or has not met state and school district requirements for promotion, he/she will not be allowed to participate in fun day or end of the year assembly. If any student is involved with a fight or battery or continued threats/harassment during the final 10 days of school, then he or she may be removed from school for the remainder of the academic year. Consequently, suspended students will NOT ATTEND such activities as Fun Day and the Reflection Celebration Assembly. Sixth and seventh graders who are truant or incur disciplinary action on the final day of school will still be held accountable and serve the appropriate punishment as determined by the CCMS administration.

B. CLASSROOM PERFORMANCE OR UNACCEPTABLE BEHAVIOR

A. Teacher's Procedures dealing with classroom performance or minor classroom discipline infractions.

1. Student warning
2. A Citation or note will then be sent home or a telephone call will be made to parents if the situation needs immediate attention on discipline matters. The teacher will contact parents by telephone for classroom performance. It is highly preferred that teachers Make a concerted effort to call the parent at work or home.
3. If and when the teacher must schedule a conference, the teacher will call the parent(s) at home. If not successful in calling, the teacher will then call the work telephone number. OR If the teacher is unsuccessful in contacting parents, then he/she notifies the vice principal who will try to schedule the conference.
5. On classroom discipline issues when a student disrupts and/or interferes with the learning of others, the student receives a discipline referral (unless he is on a behavior plan) and is sent immediately to the office.
6. When a referral is written on a severe infraction involving classroom behavior, then the teacher will also notify the parent as to the seriousness of the infraction.

C. Churchill County Secondary Schools Progressive Behavioral Matrix

Churchill County Secondary Schools (Churchill County Middle School and Churchill County High School) support positive reinforcement to deter negative student behaviors. If student

behavior falls below expectations, the following behavioral guidelines will be used by school administrators to determine consequences for student behavior violations. In all instances, these guidelines may be modified contingent upon the level of severity of the incident and aligned with age, developmental level and other extenuating circumstances. The guidelines are applicable to incidents which occur at school; travel to and from school, during lunch, and while involved in school sponsored-activities. In all circumstances, school administrators will make decisions based upon the health, safety and welfare of all students while keeping the focus on student success and the goal of graduation.

Items marked with an asterisk (*) refer to Habitual Discipline in Student Handbook for more information.

Legal/CCSD Policy	Descriptors	1st Incident Minimum	2nd Incident Minimum	3rd Incident Minimum
	Academic Integrity – Plagiarism and Cheating	Zero on Assignment or modified replacement assignment	Zero on Assignment or modified replacement assignment, 1-3 Suspension	Zero on Assignment or modified replacement assignment, 3-5 Suspension
		Can result in denial of membership or removal of membership from Honor Society, Honor School and other academic or citizenship related activities or programs.		
NRS 200.571 NRS 392.910	*Bullying, Cyberbullying, Harassment, Intimidation-Harassment, Hazing, Sexual Harassment, Videotaping	Administrative Conference, Student Call Parent, 1-2 Suspension	Administrative Conference, 3-5 Suspension	Administrative Conference, 5-10 Suspension Possible Expulsion
NRS 393.410	*Damage to School Property-Destruction of School Property, vandalism	Administrative Conference, Parent Contact, Restitution, 1-3 Suspension, School Beautification (campus clean-up, painting, etc.), Possible Police Involvement	3-5 Suspension, Restitution/School Beautification, Possible Police Involvement	5-10 Suspension, Restitution/School Beautification, Possible Police Involvement
	*Encouraging or Recording a Fight	2 Suspension, possible police involvement	3 Suspension, possible police involvement	3 Suspension, possible police involvement

CCSD P5136.1 NRS 200.481 NRS 392.910 NRS 203.030 NRS 203.060 NRS 392.4655	*Fighting/Physical Aggression-Assault, Battery, Fighting, Instigation of Fighting NIAA Rules Apply	5-10 Suspension, Possible Expulsion, Police involvement	10 Suspension, possible expulsion with behavior plan, 2 nd Initiation of fight	
	Attendance – Truancy	Written documentation in Infinite Campus, Truancy Letter 1, 3 Detention	Truancy Letter 2, Pre-SARB Conference with Student, Detention, Possible Suspension	Truancy Letter 3, SARB Referral; possible Habitual Truant Referral to Law Enforcement, Possible 3 Suspension
NRS 202.265 CCSD P5136.1	Dangerous Weapons/Guns/ Firearms/ Explosives/Knives	1-year expulsion / Police Involvement	Permanent Expulsion	
	Dress Code Violation	Student Must Comply Immediately or go to ISS, Administrative Conference, Parent Contact to Bring Appropriate Clothing	Student Must Comply Immediately, ISS Remainder of School Day, 1 Detention	Student Must Comply Immediately, 1-3 Suspension, Warned Further Violations Will Result in Multiple Days of Suspension and/or Referral for Insubordination
	Failure to Serve Detention	Detention Time Doubled	1 Suspension	2-5 Suspension, Referral for Insubordination
	Foul Language - Gestures to Another Student	1-2 Detention, Possible Suspension	2-5 Detention, Possible Suspension	1-3 Suspension
	Foul Language/Gestures to Staff	1-3 Detention, Possible Suspension	2-10 Detention, Possible Suspension	1-5 Suspension
	Gang Related Behavior – Gang Activity (Displaying gang affiliation in any manner)	Administrative Conference, Loss of Gang Paraphernalia	Loss of Gang Paraphernalia, 1-3 Detention, Possible Law Enforcement, Gang Task Force	Loss of Gang Paraphernalia 3-5 Suspension, Possible Law Enforcement, Gang Task Force
	General Misconduct, Interference with Instruction, Disruptive Conduct, Class	Administrative Conference, Parent Contact, Possible 1-2 Detention	3-5 Detention	1-3 Suspension

	Disturbance			
	Inappropriate Display of Affection	Administrative Conference, Warning	1-3 Detention, Parent Notified	3-10 Detention, Possible Suspension
	Insubordination, Defiance, Disobedience, Disregard for School Rules, Disrespect	Detention, Administrative Conference	1-3 Suspension	3-5 Suspension
	Cell Phone or Personal Technology	Parent call, device taken to office	Parent call, parent must pick up device from office	Parent call, detention, parent must pick up device and make a behavior plan
	Chromebooks	Parent Notification, student conference	Parent notification, restricted level 1 account, detention	Parent contact, detention, restricted level 2 account, Possible required digital citizenship module to modify behavior
	Knives, Pocket or Work Knives	5 Suspension, confiscation of knife, Possible Expulsion Recommendation	10 Suspension, possible Expulsion Recommendation	Recommendation for Expulsion
	NIAA Violation – District Substance Abuse Policy	6 Week Competitive Suspension, Possibility to Waive 4 Weeks with Completion of Substance Abuse Program	90 School Day Interscholastic Competition Suspension Including 6 Competitive Weeks of Competition	Ineligible to Participate in High School Athletics Remainder of High School Career
	Positive Recognition	Positive Behavior Reinforcement (i.e. HERO), Parent Contact	Positive Behavior Reinforcement (i.e. HERO), Parent Contact	Positive Behavior Reinforcement (i.e. HERO), Parent Contact
NRS 202.020 CCSD P5136.1	Possession/Use of a Alcohol, Controlled Substance-Marijuana, Narcotics, Narcotics Paraphernalia, Illegal Substance or Legal Substances Possessed to be Used as Intoxicants	10 Suspension, reduced to 5 with verified drug/alcohol counseling appointment (1 time in student's educational career)	10 Suspension	Expulsion

	Safety Violations	Detention	1-3 Suspension	Suspension, Possible Recommendation for Expulsion
NRS 392.466 NRS 202.020 CCSD P5136.1	Sales/Distribution of Alcohol, Controlled Substance	10 Suspension, possible 90-day Expulsion, police involvement	Permanent Expulsion, police involvement	
	Tardy (Per Semester)	Refer to School Student Handbook		
	Technology Violation – Cell Phones, Other Electronic Devices	Device Confiscated – Returned to Student at End of Day, Parent Notified	Device Confiscated – Returned to Parent, Detention	Device Confiscated – Returned to Parent, Detention, Referral for Insubordination, 90 school days Technology Privilege Revoked
NRS 205.0832	Theft- Possession of Stolen Property	1-3 Suspension; possible police involvement	3-5 Suspension, police involvement	10 Suspension, police involvement
	*Threats to staff or students (verbal, written & social media)	5-10 Suspension, possible police involvement	10 Suspension, police involvement, possible expulsion	10 Suspension, police involvement, Expulsion
NRS 202.2491	Tobacco (any form), E-Cigarette Violation NIAA Rules Apply	1-2 Suspension	3-5 Suspension	5-10 Suspension
	Vehicle Misuse	Verbal Warning, Parental Notification	Ticket with Fee, Parental Notification	Ticket with Increased Fee or Car Towed at Owner's Expense, Consideration for Permanent Removal of Parking Privileges.
NRS 392.466	*Violence or Harm to Staff	90 day Expulsion, police involvement		
	Withholding Knowledge of Harmful/Unsafe Event	Detention	Suspension	Recommendation for Expulsion
	Pornography/ Print or Video	2 days suspension, search for inappropriate use of	3 days suspension, search for inappropriate use of school device,	5 days suspension, search for inappropriate use of school device,

		school device, restricted level 1 access of school device	restricted level 2 access of school device	parent meeting and behavior plan
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School Administration will determine In or Out of School Suspension.

D. DISRUPTIVE STUDENTS

Provisions of removing disruptive students: Under the provisions of legislation passed by the 1999 Nevada State Legislature, the principal will remove a disruptive pupil who has engaged in behavior that seriously interferes with the ability of the teacher to teach the other pupils in the classroom and with the ability of the other pupils to learn. CCMS will notify parents, first by telephone, and if unsuccessful, then by letter.

Alternative settings after removal: A pupil who is removed from a classroom must be assigned to a temporary alternative placement.

Exceptions to alternative settings: The principal shall not assign a pupil to a temporary alternative placement if the suspension or expulsion of a pupil who is removed from the classroom pursuant to this section is (a) Required by NRS 392.466; or (b) Authorized by NRS 392.467 and the principal decides to proceed in accordance with that section.

Mandatory conference: NRS 392.4646 Except as otherwise provided in this section, not later than 3 (three) school days after a pupil is removed from a classroom, a conference must be held with the pupil, a parent or legal guardian of the pupil, the principal or his designee, and the teacher who removed the pupil. The principal shall give an oral or written notice of the conference, as appropriate, to each person who is required to participate. After receipt of the notice, the parent or legal guardian of the pupil may, not later than 3 school days after the removal of the pupil, request that the date of the conference be postponed. The principal shall accommodate such a request.

If the date of the conference is postponed, the principal shall send written notice to the parent or legal guardian confirming that the conference has been postponed at the request of the parent or legal guardian. If a parent or legal guardian of a pupil refuses to attend a conference, the principal of the school shall send a written notice to the parent or legal guardian confirming that the parent or legal guardian has waived the right to a conference provided by this section and authorized the principal to recommend the placement of the pupil. Except as otherwise noted, a pupil must not return to the classroom from which he was removed before the conference is held.

If the conference is not held within 3 (three) school days after the removal of the pupil, the pupil must be allowed to return to the classroom unless (a) The parent or legal guardian of the pupil refuses to attend the conference; (b) The failure to hold a conference is attributed to the action or inaction of the pupil or the parent or legal guardian of the pupil; or (c) The parent or legal guardian requested that the date of the conference be postponed. During the conference,

the teacher who removed the pupil from the classroom or the principal shall provide the pupil and his parent or legal guardian with an explanation of the reason for the removal of the pupil from the classroom.

The pupil and his parent or legal guardian must be granted an opportunity to respond to the explanation of the pupil's behavior and to indicate whether the removal of the pupil from the classroom was appropriate in their opinion based upon the behavior of the pupil. Upon conclusion of the conference or, if a conference is not held pursuant to this law no later than 3 (three) school days after the removal of a pupil from a classroom, the principal shall recommend whether to return the pupil to the classroom or continue the temporary alternative placement of the pupil. UNTIL THE SITUATION IS RESOLVED, NEVADA LAW MANDATES THAT STUDENTS NOT PARTICIPATE IN ANY EXTRA-CURRICULAR ACTIVITY.

E. SPECIAL EDUCATION DISCIPLINE LAWS

Key changes were recently enacted at the Federal level with the regulations regarding discipline for children with disabilities. Under the provisions of IDEA, the Individuals with Disabilities Education Act, a student can be disciplined in the same manner as a non-disabled child providing that the disciplinary action was not a manifestation of the child's disability. The administration can forward a copy of these changes regarding discipline to the IDEA at the parent's request.

F. DISCIPLINARY ACTIONS

REFERRAL

A referral is very serious. The majority of the student body can spend three years at CCMS without getting one referral. When a student's behavior in the classroom is very bad or does not improve, no matter what steps the teacher has taken to change the behavior, the teacher writes a referral. The student is sent to the office with the referral. The administration decides what needs to be done to change the inappropriate behavior and takes action. This may be a severe warning, calling the parents, social suspension, detention, In-house suspension, school suspension, or in very serious situations possible expulsion.

NOON DETENTION

Students may be placed in noon detention for disciplinary infractions. All students who are placed in a school-wide detention will be placed in there either by school administration. Students receiving noon detention may only eat hot lunch or bring their lunch. They will not be allowed to go through snack bar. Students removed from noon detention may automatically be placed in after school detention. The administration may also assign noon detention with the provision that any missed noon detention could result in suspension. Teachers may also assign noon detention to students, and in this case, those students would have to serve their detention for a portion during the noon time in the teacher's room. If students refuse or forget to attend a teacher's detention, students will receive a double detention to serve, and parents notified by the teacher. If students refuse to serve or keep forgetting to serve, then the teacher will write a disciplinary referral and the student is subject to either noon detention, after school detention or suspension.

AFTER SCHOOL DETENTION

After school detention is held from 3:00 p.m. to 3:30 p.m. on Mondays, Tuesdays, Wednesdays, and Thursdays. Students assigned to after school detention are given 24 hours to arrange transportation. All extra-curricular activities and employment are subordinate to detention. If a student skips detention and no prior arrangements have been made either by a parent or guardian, then the student will be given one-day of In-House Suspension. Failure to attend future after school detentions will be treated, as insubordination and the student may receive a three-day suspension.

IN-HOUSE SUSPENSION

In-House Suspension will be used for those students who commit moderate to severe infractions. Students who bring or distribute drugs or alcohol, possess or use a weapon or commit a serious infraction of sexual harassment and/or lewdness at school, at a school event or on school transportation will be placed on an out of school emergency suspension. In-House Suspensions may range from 1 to 10 days. Ten days or longer will be reviewed on a case-by-case basis. A student is allowed 3 (three) times each semester, after that they will be suspended. Students will receive their daily work in the In-House Suspension program that will be held at the same time of regular middle school but in a separate room on campus. Students are expected to behave in In-House Suspension and follow all ISS rules or they will be removed from the school setting resulting in out of school suspension.

SCHOOL SUSPENSION

When a temporary removal of a student from school or class occurs, it is an excused absence. Students will be able to make up their work, and parents are able to request and pick up work for long term out of school suspensions. No grade reduction will occur for each suspended day out of school; however, students must not be on ANY CCSD campus at any time of day or night during the duration of the suspension. Those days suspended do not count against the ten (10) day Absence Policy.

The Administration may suspend any student whose conduct is determined to be a clear threat to the physical safety of others, or to the property of others, or is so extremely disruptive as to make the student's temporary removal necessary to preserve the right of other students to pursue an education. Suspension from school or to In-house Suspension can be progressive, at the discretion of the Administrator (i.e.; 3 days; 5 days; 7 days; 10 days.) Nevada Revised Statutes state that a student who receives five suspensions for ANY reason in a school year will be recommended for a 90-day removal, either expulsion or suspension.

3rd out of school suspension— Student Behavior Plan will be constructed with parent

4th out of school suspension— A charge of disruption of public school will be filed with local law enforcement

5th out of school suspension student will be deemed a habitual disciplinary problem

CITIZENSHIP GRADES

Students are placed on social suspension by their classroom teachers at mid-quarter and at the end of the quarter when their citizenship grade falls to a "U". A final citizenship grade check will be held on the final day of May. Citizenship grades will fall for inappropriate classroom behavior. (i.e.: excessive talking, disruption of class, disrespect to a substitute teacher, failure to bring required class material.) Teachers will review their citizen expectations with their students during the first week of classes.

DISTANCE EDUCATION

Distance Education is for those students who prefer an alternative to the traditional school environment, are credit deficient or need an alternative setting. With this program the student can work from home on A+ to complete the four core subjects. They will sign a contract, be monitored and contacted frequently by a teacher who monitors A+ students' progress. For more information please contact the school counselor.

EXTRACURRICULAR ELIGIBILITY AND ACTIVITIES

It is our desire here at the middle that students become involved in extracurricular activities. This is a time for them to try new things. To be eligible for extracurricular activities, students must be 7th and 8th grade age equivalent and be able to represent CCMS in an acceptable manner and not be on the social suspension list. 6th grade students will be eligible to participate in cross country, track and field, and all clubs and activities if they meet the above criteria. The purpose of this academic standard for participation in extracurricular activities is to support the state and federal requirements of NCLB (No Child Left Behind) and to promote our Character Counts Program. To participate in middle extracurricular activities, a student must be passing all classes and demonstrate good citizenship. If a student is not passing a class (a minimum grade of 60% or above) at the end of each week, and/or has a "U" in citizenship in any class, at the end of each week he/she will become ineligible to participate for one week. Any eighth grade student wanting to participate in any extracurricular activity in the fall of their ninth grade year must also have a passing grade in all of their classes at the end of their eighth grade year. For seventh grade, students must have received a passing grade in all classes at the end of their seventh grade year in order for them to participate in extracurricular activities at the beginning of their eighth grade year.

On away games and events, school district policy mandates that students take school district transportation to those activities. Students can return home with their parents as long as the coach/instructor receives a written note. Students may not go home with other parents unless a waiver is filled out and on file at least 24-hours in advance. CCMS offers both interscholastic and intramural sports. The interscholastic sports seasons are as follows: girls basketball (September to mid-October); boys basketball (Late October to mid-December); volleyball (January-February); wrestling (mid-February-March); and track (April-May). Intramural basketball, volleyball and dodgeball are also offered. In order to avoid last minute problems with doctor appointments, it is highly advisable for students to obtain a sports physical at the beginning of the school year if they are interested in competing in athletics. This physical will be

effective for both 7th and 8th grade. Other activities offered include student council, honor society, art, yearbook, newspaper, choir, and band.

The Churchill County School District has implemented a fifty dollar (\$50.00) pay to play fee for students who participate in a school sport. This will be a one time payment for the year regardless the number of sports played. The fee excludes the participation in the intramural sports.

8th Grade Fun Day

Fun Day is set aside for the 8th graders to mark their successful achievements at the middle school and to send them on their way to the high school. The 8th graders will participate in an assembly have an early lunch and then there will be a variety of activities on and off campus for student to participate in. The requirements for participation are as follows:

- Successful completion of academic credits required for high school
- No 2nd semester grade below a 60% one week before fun day
- Must not be on Social Suspension list
- No current "U"s in citizenship

Students not meeting these requirements 3 weeks prior to fun day will spend the day in a separate classroom doing assigned work.

STUDENT COUNCIL

Candidates for student body office must maintain no grades lower than a "C" for the first semester, never been placed on social suspension, or received disciplinary suspension or expulsion during the current school year. Newly elected officials must maintain grades no lower than a "C", cannot be placed on social suspension, or have been suspended or expelled from school. Student Council Officers and Representatives will participate 100% in all meetings and sponsored activities; they will present themselves as positive role models at all times; they will be positive role models and follow the Tribes agreements. Specific information will be distributed during the school year to the students regarding application and eligibility for membership. Student council is a place for students to voice their concerns. If students have a concern, then they need to address it with their respective class representative and follow procedures.

CAMPUS VOLUNTEERS

The Campus Assistants program is a way for parents to volunteer at our school. During the past year, Campus Assistants assisted school personnel with supervision at both lunches. We would like this to continue as well as, encourage parents to help with our lunch tutoring program. This program has had a positive impact at the middle school. Campus Assistants welcomes new volunteers and encourages parent involvement in the education of all of our children. Per District Policy, every volunteer must be approved through the district office. For more information contact Mrs. Word at 423-7701.

EMERGENCY PREPAREDNESS PLANS

According to Nevada law, each school district in Nevada must have an emergency

preparedness plan for each school. CCMS has a comprehensive plan to deal with both natural and man caused disasters. According to state law, this document is confidential.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Churchill County Middle School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Churchill County Middle School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Churchill County Middle School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Reflection Celebration Assembly; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Churchill County Middle School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 31st, of the current year. Churchill County Middle School has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance

- Grade level

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

FERPA Coordinator
690 S Maine St.
Fallon, Nevada 89406
Telephone: 775-423-6955

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98)

applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the above address

INTERNET AGREEMENT

As a condition of my right to use the Churchill County School District network and access to the Internet or any other public network for the 2016-2017 academic year, I understand and agree to the following:

1. I will follow all the guidelines and regulations of Administrative Regulation 6140 Churchill County School District's Computer Network and Internet Acceptable Use.
2. The use of the Churchill County School District network and access to the Internet or any other public networks is a privilege which may be revoked by the Churchill County School District at any time for abusive conduct or violation of any of the conditions of use set forth herein, in Administrative Regulation 6140, or in future written, electronic, or web-site based directions, policies, regulations, and guidelines that may be developed during this academic year. Churchill County School District reserves the right to regulate time and access of personal use.
3. Churchill County School District has a right to review and monitor any material created, stored, transmitted, or received via the Churchill County School District network or access thereof to the Internet or other public network. Churchill County School District has the right to remove any material which the district, in its sole discretion, believes may be harmful to minors,

obscene, pornographic, abusive, unlawful, or otherwise objectionable, and I hereby waive any right of privacy which I may otherwise have in and to such material.

4. Churchill County School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained, created, transmitted, created, and/or obtained via use of the Churchill County School District network or access thereof to the Internet or other public networks. Information and services contained on the Internet and other public networks in no way are intended to reflect the beliefs or philosophy of Churchill County School District, nor are they intended to refer to, or be applicable to any specific person, case or situation.

5. Churchill County School District does not warrant the functions of its network or any of the networks accessible through Churchill County School District access, will meet any specific requirements you may have, will be error free or uninterrupted, nor shall Churchill County School District be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, profits) sustained or incurred in connection with the use, operation, or inability to use Churchill County School District's network or access.

6. That in consideration for the privilege of using the Churchill County School District access and network, I hereby release the Churchill County School District, its staff, administrators, operators, and any institutions with which they are affiliated from any and all claims and damages arising from my use, or inability to use Churchill County School District's network or access, including, without limitation, the types of damages identified in paragraphs 4 and 5 above.

Students who engage in internet threats to another student or staff member will receive disciplinary action such as suspension, social suspension, or expulsion in extreme cases. Students at CCMS do not have access to personal e-mail websites such as MySpace or Facebook at school. However, irresponsible internet activity at home often carries over into schools causing a disturbance between students. Texting on cell phones is another way students may inappropriate use allowing cell phones not to used during school hours. Cell phones must be off and kept out of view once the student enters campus. Students may use their phones after school is dismissed. The school is not responsible for stolen or broken cell phones. Cell phones that are on or in view will be confiscated and sent to the office. Students may pick up the cell phone from the office on the first offense. On the second offense parents may pick confiscated cell phones in the office. The third offense parents/guardian may pick up confiscated cell phones by appointment only and students will be issued detention.

PARENTS AND STUDENTS

BEHAVIOR AGREEMENT: We as parents/guardians and student accept our responsibility to (1) read and understand the CCMS Student Handbook; (2) make certain our child/children is/are aware of school rules, state laws and district regulations contained in this handbook and district handbook; (3) comprehend fully the consequences for breaking the rules, regulations, laws, etc.; (4) pledge our cooperation in maintaining and encouraging appropriate behavior with our

child/children.

INTERNET AGREEMENT: We as parents/guardians and student have read the Network and Internet Access Agreement and the District Policy and Administration Regulations and agree to abide by their provisions provided on the CCSD and CCMS Website. I (parent/guardian) give permission to issue an access account for my child. I understand and agree that violations of these agreements may cause my child's access privileges to be revoked and result in the revocation of my child's network access and related privileges. Student and parent/guardian also understand that continued violations are severe violations and may result in more serious disciplinary action including, but not limited to, detention, suspension, expulsion, and legal charges.

NEWS AND PHOTOGRAPHIC/VIDEO RELEASE: We as parents/guardians, give permission for my child to be photographed, filmed, and/or identified in news articles or on the Churchill County School District web page while involved in activities associated with programs, including special education programs in Churchill County School District and yearbook. I understand that such films, photographs, or new articles will be used to promote community awareness.

FOR ALL EIGHTH GRADE STUDENTS AND THEIR PARENTS/GUARDIANS: The acknowledgement below allows my child to participate in Fun Day and/or Reflection Celebration Assembly providing that all fines and fees are paid, all textbooks and supplementary textbooks are returned, all state and school district requirements for promotion to high school have been met; and that my child has not received four or more discipline referrals for the second semester, or three trancies, or 16 tardies for the entire school year. Fun Day activities will be held at the Naval Air Station Fallon and/or local establishments located in Churchill County.

Please sign to acknowledge that you have reviewed the 2016-2017 student handbook on the CCMS website and have reviewed the following with your child: (1) behavior agreement; (2) internet access; (3) news and photo release (4) and fun day/promotion requirements (eighth grade only). Return this sheet to your "Advisory" teacher no later than Tuesday, September 1, 2015. Signing one form eliminates the need to sign separate forms for each item.

Student's Name (Please Print): _____

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Parent e-mail address: _____