



Student Handbook

2018–2019

Students, Parents/Guardians, Teachers, Administration, and School Staff can reference this document throughout the school year to answer many different questions regarding school policies and procedures. This document was updated June 12, 2018. This document will be updated throughout the year as necessary and the most updated version can be found online.

VISION

Carson Middle School will create a culture of shared responsibility to engage, empower, and inspire successful lifelong learners.

WE BELIEVE

- All students and teachers deserve a chance to work and learn in a safe and respectful environment.
- All students deserve to be challenged in a way that empowers them to take control of their own learning.
- All staff, students, and family members hold stake in the educational process through shared responsibility.
- All students are capable of learning.
- High expectations for learning are reasonable to ensure academic success.
- Every challenge is a learning moment and an opportunity for re-teaching.

STUDENT GOALS

Students at CMS shall demonstrate accountability for their own grades and behavior by:


- Attending school daily
- Showing respect toward faculty, peers and guests
- Completing all assignments to the best of his/her ability
- Getting involved in school and community programs

EXPECTATIONS

We are fortunate to have a beautiful facility to learn and grow as future leaders in. It is important that students display appropriate behavior and respect while at school. We can work together to maintain a high-quality environment for learning by following these practices:

- Be respectful
- Be responsible
- Be safe

Please refer to the PRIDE model behavior matrix at the beginning of this handbook for more information on student expectations.

	Practice Responsibility <i>We own our actions, decisions and their outcomes.</i>	Remain Safe <i>We protect ourselves and others from harm.</i>	Inspire Respect <i>We show consideration for ourselves, others, and the environment.</i>	Display Integrity <i>We do the right thing when no one else is watching.</i>	Expect Success <i>We have self-confidence and determination to succeed.</i>
Classroom	*by being prompt, prepared, and ready to learn *by being on time and attending school daily	*by keeping walkways clear and sitting properly	*by being an active listener and using appropriate language, volume, and tone when speaking	*by owning my actions and accepting the results	*by being an active learner *by putting forth my best effort and being proud of what I have done.
School-wide	*by using areas and materials for their intended purpose	*by following directions the first time given *by following the school rules	*by respecting myself, others, and property *by treating others as I want to be treated	*by doing the right thing (even when no one is looking) *by being honest with myself and others	*by applying my knowledge to make good decisions
Activities	*by meeting eligibility requirements to participate	*by following the rules for the event	*by being a <i>positive</i> participant or spectator	*by being a good sport *by putting forth my best effort	*by showing positive school spirit
Bus/Outside	*by following the rules for the designated area *by keeping our hands to ourselves	*by making safe decisions *by respecting others' space	*by interacting fairly and appropriately with students and adults	*by being a positive role model for others	*by leaving the area better than I found it
Technology	*by treating all devices with care and not leaving them unattended	*by following the technology AUP rules. *by protecting individual passwords (not sharing with others)	*by using devices for learning only	*by making decisions that benefit me, my family, and my school community	*by checking Infinite Campus regularly *by being a positive member of the digital community

Student & Parent Support

ATTENDANCE PROCEDURES

The following are the procedures to follow if a student has been absent for one or more class periods:

Within three days of a student's return to school he/she must:

*Bring a note explaining the reason for the absence or have a parent call the attendance office to explain the reason for the absence. Notes must include the date(s) of the absence, and a phone number where a parent/guardian may be reached during the day. The student's parent/guardian must sign the note. Notes may be taken in Spanish. School authorities reserve the right to verify such statements and to investigate the cause of each absence.

*Get make-up assignments from teachers and complete on time.

The Carson City School District has an established policy requiring 90% attendance for a student to earn credit in any given course.

It is extremely important that students and parents understand the Carson City School District Attendance Policy. (Note: The attendance policy is lengthy. Below are important excerpts from the policy. The policy is based off NRS statutes and is not a creation of the Carson City School District).

Please carefully read the following:

How many absences are allowed before losing credit? If, in a semester, a student accumulates **Ten (10)** of (or any combination of) the following absences in **any one class**, the student may **not** earn credit:

AUK = Unverified Absence

CT = Confirmed Truant

CTL = Truancy Letter Mailed

DOM = Domestic Absence

NCU = Parent Note/Call after 3 Days

Do Medical Absences (EMD and MED) count toward loss of credit?

Medical absences do not count against the 90% attendance requirement. There are two types of codes for medical absences. One code (**EMD**) designates an excused medical absence which documentation was provided by a health care professional. The other medical absence is coded (**MED**) to indicate that the parent/guardian has affirmed that the absence is of a medical nature. The school has a right to request a parent conference if medical absences become excessive and there is no documentation of a health concern provided by a healthcare professional. It is extremely important that parents provide a note from a medical professional if available and always notify the school of an absence due to a medical reason.

Note: Medical absences will be changed to Domestic (DOM) if the student does not request/complete/return make-up work within the designated timeline.

Tardy: Is marked when a student is not in class at the start of class. This missed instruction time follows progressive discipline.

When does Missed Instruction (tardiness) become an absence?

If a student arrives to class late or leaves early and misses 1/3 of the period or more, the student will be marked absent (AUK).

What is a request for administrative review?

If a student has exceeded the 90% attendance requirement, he or she may request for an Administrative Review of the excessive absences. A request for an Administrative Review form may be obtained in the main office. Please note that in order for any absence to be considered for review, the make-up work must have been completed per CCSD policy. Students who attend less than 90% of the semester may either be retained or not earn credit.

What is truancy?

A truancy occurs when a student is absent without permission from either the school or parent/guardian. A student will be considered truant for the day if he/she is truant in one or more period. Truancies are cumulative for all classes for the entire year.

The following absences will be considered truancies:

AUK = Unverified Absence

CT = Confirmed Truant

NCU = Parent Note/Call after 3 Days

CTL = Truancy Letter Mailed

A Habitual Truant is one who has been declared a truant three or more times within one school year (NRS 392.040). Any student who is contacted for truancy 3 times in a school year will be identified as a Habitual Truant. Any additional truancies will result in the student and parent/guardian(s) being required to appear before the **Student Attendance Review Board**. The Student Attendance Review Board has the authority to implement fines, suspend/delay student driver licenses, assign community service, and take other necessary action to stop truancies from taking place.

Make up Work

The student is responsible for obtaining missed assignments upon his/her return. The student shall have a time equal to the number of days absent from class to complete all missed assignments. For example, if a student is absent two days, he/she receives two days to complete the work missed during the two-day absence. After that time, missing assignments become late work. Students will be notified in advance of projects or assignments for which this absent work policy does not apply. Homework that was assigned prior to an absence (but due during the absence) is expected to be turned in the day a student returns to class.

Make up work is an essential component of the new attendance policy. Absences can only be exempted from the minimum attendance percentage if the make-up work is completed. A teacher will need to verify that the assignments were completed for the absences to be exempt.

Leaving Campus: Students who leave campus for appointments and family emergencies must be signed out at the attendance by a parent/guardian. A parent/guardian is to wait at the attendance office for his/her child. Extra time needs to be allowed for the office to locate the student. This is especially true for lunch periods. For all students' safety, no child will be released without written consent to anyone other than the parent/guardian. Photo ID may be required at the time any party checks out a child. Prior notification to the office by 9:00 am is needed for students with a pre-planned appointment being checked out at lunch time. There is no intercom service during lunch so students must be checked out prior to their scheduled lunch time.

LOST AND FOUND

Any clothing/item found on school property should be taken to the attendance office. Students are responsible for checking Lost and Found. Items not claimed after 2 weeks will be taken to local charities. Lost items should be checked in at the attendance office.

VISITORS

Students are not permitted to bring visitors to school. All non-students and non-Carson Middle School employees must report to the attendance office.

PARENTS/GUARDIANS

Conferences: Arrangements for a counselor or whole teacher team conferences are made through the Counseling Office (283-2808). Individual teacher conferences are made by contacting the teacher via email or by leaving a message for the teacher (283-2800).

Telephone Messages: Please try to limit messages for students to emergencies. Messages will be given between classes only – not during class. Messages will be taken only from parents/guardians (not from other family members and friends).

Campus Visits: Parents/guardians are welcome and encouraged to visit and/or volunteer at Carson Middle School. Parents/guardians may attend classes with their child, but they must make visitation arrangements at least 24 hours in advance. Arrangements are made through the counseling office or administration. All visitors must report to the front office immediately upon arrival and obtain a visitor's pass.

Deliveries: Classrooms will not be interrupted for delivery of messages to students. No delivery of flowers, singing telegrams, food etc. will be accepted at Carson Middle School. Students should leave balloons, flowers, cakes, and other celebration items at home. In addition, we encourage students to bring a lunch from home or use the district lunch program. However, if it is necessary for a parent to deliver a lunch to their child, it must be delivered before 10:00. Lunches received after the above-mentioned time may not be delivered due to the bell schedule.

COUNSELING OFFICE:

Counseling is a relationship between the student and the counselor based on mutual trust and respect. Building positive relationships is the top priority of the CMS counseling team. Counselors are available to help students be more successful academically and socially.

Students may make appointments using Google Calendar to see their counselor. If there is an urgent issue, students are encouraged to talk their teacher and then come to the guidance office for immediate assistance.

Parent/Teacher Team/Counselor conferences are scheduled through the guidance. Please contact this office at 283-2808 during school hours to make an appointment.

WITHDRAWAL FROM SCHOOL

A student planning to leave school, for any reason, before the close of the school term, must present to Guidance a written request from parent/guardian. Guidance will then issue a withdrawal slip, which must be cleared by all student's teachers, librarian, nurse, and attendance. Claims against the student must be paid before a transcript or credit is issued.

NURSE'S OFFICE:

All medications taken by students must be turned in to the nurse for dispensing. Medications will **NOT** be given to student without written permission from parents/guardians. If needed, please send a personal supply of headache or allergy medications for your child. If you have any questions regarding your son/daughter and his/her medication, please call the school nurse at 283-2815.

SAFE SCHOOL PROFESSIONALS:

The Safe School Professionals (SSPs) work with students who need assistance with a variety of issues, both in school and out of school. Our SSPs provide support for students who are experiencing difficulty at school because of an issue with a peer, a family issue, or a personal struggle. Their office is a safe space for focus groups, lunch activities, problem solving, and general support. Our SSP staff works to educate our students about bullying and support students and families if bullying or harassment has occurred. Our SSPs also aim to help families access school and community resources. SSPs are available to help all students and families identify and alleviate barriers to student success. Bilingual support (Spanish) is available from our SSP staff for our families and students.

LIBRARY LEARNING COMMONS:

The Library Learning Commons at Carson Middle School is a place where all students and staff are welcome. It is a flexible space designed to support and encourage an active community of collaborative learners. In the Library Learning Commons, students can read and check out books, access and evaluate information, use technology, and explore ideas. The mission of the Library Learning Commons is to encourage inquiry, imagination, discovery, and creativity by connecting learners to information and each other.

Hours: The Library Learning Commons is open 7:15 AM – 3:00 PM each school day, including before/after school and during lunch on most days. Open lunch times vary and will be announced each morning. Students visiting the Library Learning Commons individually during instructional time must

have a hall pass and sign themselves in and out on the daily log sheet. When the library is closed, there will be a red flag hanging outside the library door.

Use of materials: All patrons are expected to be responsible and respectful of materials. Please return all items on time and in good condition to the book drop located in the library or one of the two hallway book drops located around campus. If any materials are lost or damaged, a fine will be assessed. Patrons may pay the fine or replace the item. Students with outstanding fines, fees, or overdue materials will not be eligible to participate in reward activities.

Use of Technology: Library computers are reserved for academic purposes. All patrons must abide by the CCSD Acceptable Use Policy and the CMS Technology Policy.

Student Computers (1:1 device): Student laptop computers are checked out through the Library Learning Commons. Students and parents/guardians must complete all necessary paperwork before the check-out process can be completed. Students must abide by the CCSD Acceptable Use Policy and the CMS Technology Policy. Students are responsible for his/her device and can be assessed fees for loss or damage. CMS administration reserves the right to confiscate student computers at any time.

TRANSPORTATION:

Bus transportation is provided to all zoned students who live more than 2 miles from school. Bus routes are determined by the transportation department. For more information on a stop nearest your home please call 283-1950.

Bus Behavior

Riding a bus is a privilege which may be revoked for misbehavior. Behavior slips are issued through the bus drivers and the transportation department. The transportation department uses a progressive discipline model where students receive a warning on the first offense. Repeat offenders are removed from the bus for a specific number of days. If the behavior does not change, students may be permanently removed from all buses for the remainder of the year. Our bus drivers' first priority is student safety. It is imperative for students to follow all directions at all times.

STUDENT DRESS CODE

Pants: Plain solid black, navy, tan/khaki or blue jeans fitted at the waist. Leggings, spandex, skin tight pants, etc. will not be allowed (discretion of CMS administration). Skirts are not allowed. Pants must be fitted at the waist and sit on your waist, no “sagging.” **No embroidery, embellishments, bling or RIPS/TEARS on any pants!**

Shorts: Plain solid black, navy, tan/khaki or blue jeans shorts 2 inches above the knee or longer, fitted at the waist. Solid colored, neutral (black, white, navy, or grey) leggings underneath shorts are acceptable as long as the shorts are 2 inches above the knee.

Shirt: Blue (navy, light blue or royal blue) or white polo style shirt (long or short sleeved). Shirt must be either a CMS logo or plain, solid, logo-free polo. Approved spirit wear may be worn on approved days. Shirts do not have to be tucked in, provided they present a neat appearance.

Undershirt: Plain/solid (i.e. logo and graphic free) neutral colored (black, white, navy, or grey) shirts may be worn underneath the polo shirt.

Sweatshirt: Plain/solid (i.e. logo and graphic free) neutral colored (black, white, navy, or grey) sweatshirt or cardigan may be worn over the approved polo shirt. Hooded sweatshirts (must also be logo and graphic free) that fit these requirements are acceptable. Hoods must not be up on the head while inside the building. CMS or CHS logo sweatshirts and school approved sweatshirts are allowed.

Belt: (Optional) If a belt is worn, it must be appropriate for school. Belts and buckles must be free of gang insignias, spikes, chains, logos, lettering, etc. Belts must have less than 3 inch tail extending from the buckle.

Shoes: No flip flops are allowed. No slipper style shoes are allowed. If sandals are worn, they must have a hard sole. Students must wear shoes with a firm sole at all times. All shoes requiring shoelaces must be laced and appropriately tied.

Accessories: Scarves shall be treated as accessories if they are lightweight, decorative scarves. Heavy, oversize, winter scarves are considered outerwear and are not permitted in the halls or classrooms.

Hats are not allowed indoors.

All clothing except for school purchased clothing must be free of slogans, logos, insignias, brand names, trademarks, messages, gang insignias, wording, pictures, studs, jewels and chains.

Any items not specifically covered by this policy shall fall in accordance with CCSD Regulations 519.7 and 518.8 and are subject to the review of the administration.

Students in violation of the uniform policy will be referred to CMS administration for intervention and/or disciplinary action. All violations will be documented in the student’s disciplinary file and parents will be notified. Appropriate disciplinary action will be taken with habitual offenders, as it becomes an issue of insubordination. If you have any questions regarding the uniform policy please contact the school at 283-2800.

DRESS DOWN EXPECTATIONS

Throughout the school year students may have the opportunity to earn a Dress Down pass or a school-wide reward to dress down. Students must abide by the following dress guidelines if they earn the opportunity to dress down:

- A. Pants or shorts should be fitted at the waist and free of holes. **Leggings, spandex, skin tight pants, etc. will not be allowed** (discretion of CMS administration). **No RIPS/TEARS on any pants!**
- B. Modest shorts are to be worn so that the bottoms of the shorts are no shorter than 2 inches from the top of the kneecap.
- C. Hats, caps, bandanas, slippers, pajama tops and bottoms are not allowed.
- D. Halter tops, tube tops, see-through shirts are not allowed. Girls must wear modest tops. Bare midriffs are not allowed. Low-cut tops are not allowed. Sleeveless shirts must have straps at least 2 inches wide and sit on top of the shoulder. If the midriff shows at all when you move, the garment cannot be worn to school. Tops should be able to be tucked in if need be.
- E. Boys are not allowed to wear tank tops or shirts with torn-out sleeves.
- F. Clothing with profane symbols, pictures, or gestures are not allowed.
- G. Clothing advertising alcohol, drugs, sex, tobacco, racism, death, violence, gang insignia, witchcraft, or Satanism is not allowed.
- H. Skirts and dresses are not approved for dress down days, but may be allowed for special events (i.e. 8th grade promotion, Junior Honor Society Induction, etc.). Special events will each follow a special dress code, which will be communicated to students and parents/guardians prior to the event.

Students who do not dress in accordance with the Carson City Middle School Dress Code will be asked to change into appropriate clothing to remain at school. If the student did not bring an extra pair of clothing, the student can find an appropriate item in the office or contact parents to bring a change of clothes. Students that fail to follow the Dress Down Expectations will lose the opportunity to participate in future dress down activities. Administration shall retain authority to grant exceptions to the dress code.

PROMOTION DRESS CODE EXPECTATIONS:

Ladies: dress, skirt or pantsuit. No spaghetti straps, halter style straps, strapless, backless, plunging necklines or bare midriffs are allowed. If the dress has straps, a wrap/jacket must be worn.

Gentlemen: nice long slacks or cords. Dress shirts and ties are mandatory. No blue jeans.

Students are expected to dress within these guidelines to participate in the 8th grade promotion ceremony.

ACADEMIC CREDIT

Nevada State Law requires students to successfully complete a minimum requirement of academic credits in middle school. Any student who receives an “F” may be required to participate in academic intervention programs including but not limited to:

- Removal from elective classes to focus on academic remediation.
- Summer school.
- Distance learning/credit recovery/blended learning.

Promotion Requirements

To be promoted from the 8th grade to the 9th grade, Nevada State Law requires that students must successfully pass 3 semesters of English and Math, and 2 semesters of Social Studies and Science during the 7th and 8th grade grades. Students who have not met these requirements will be required to attend summer school at parent expense and/or be retained. Credit deficient students will not be able to attend the 8th grade promotion ceremony or celebration. Grades, attendance, behavior will also be taken into consideration for the promotion ceremony and celebration. The appropriate administrator will determine participation eligibility for students who have exhibited poor grades, attendance, or behavior.

Homework Policy

The purpose of homework is to create a greater understanding of specific objectives through independent practice. This work is done outside the class or at home.

Homework can be further defined as:

- Practice or review of material already mastered in class such as a math or foreign language skills practice or studying for a quiz or test
- Introduction of new material to be presented in future lessons such as reading or researching a topic
- Extension of knowledge, which involves applying something previously learned to a new situation and/or extending that knowledge to real life situations
- Integration of skills learned in class through a project such as book reports, creative writing, history, science or math projects, etc.

Homework requests

When students have an excused absence of 2 or more days, homework may be requested with the following conditions:

1. Parent/Guardian must call the attendance office (283-2880) by 9:00 a.m. to request work.
2. Homework will be available for pick-up the following day.
3. Additional homework can only be picked up when previous homework has been completed and turned in to the teacher.
4. The student is responsible for completing all work missed due to absences.

ATHLETICS AND ACTIVITIES

CMS offers a variety of activities and athletics after school that may require students to miss instructional time for travel. To participate in these activities, students must maintain minimum standards in attendance, academic performance, and citizenship.

Students must:

- Attend *at least* half the school day and have **NO** unexcused absences on the day of activity
- Maintain passing grades in all classes during the season and have a 2.0 GPA. (Exceptions can be granted by coaches, supervisors, and administration)
- Maintain mastery or near mastery citizenship in all classes

Any student receiving a referral to the office may lose eligibility. Students should not post video from athletic events on the internet without consent from a coach or a school administrator. A student's removal from a team/activity can be the result of action by the coach, supervisor, or a school administrator.

Please refer to the Carson Middle School athletic handbook for more information regarding athletics and activities.

EXPECTATIONS FOR STUDENT BEHAVIOR

PRIDE MODEL EXPLANATION:

We, as an Administration, Faculty, and Staff of Carson Middle School, are proud of the students who attend our school. It is our goal to promote a positive learning experience for all our students.

The essence of good behavior is RESPECT – respect for *authority*, respect for *others*, respect for *self*, and respect for *rules*. It is an attitude which begins at home, is reinforced at school, and is applied throughout life. Our CMS Behavior Matrix instructs and guides our students in what positive behavior is at CMS and what is expected of each student throughout the school.

Academic Misconduct (Cheating and Plagiarism):

Students at Carson Middle School are expected to perform to the best of their academic abilities and be honest in all their schoolwork. Academic dishonesty is not acceptable at Carson Middle School. Academic dishonesty is defined as cheating, plagiarism, or otherwise obtaining grades under false pretenses. Plagiarism is defined as submitting the language, ideas, thoughts, or work of another as one's own. Cheating is defined as obtaining or providing unauthorized information during an examination or on any class assignment through verbal, visual, or unauthorized use of books, notes, technology or other materials. Faculty has the responsibility to maintain an orderly testing room and provide sufficient safeguards to inhibit dishonesty. Students have the responsibility to rely on their knowledge during the assessment process. Disciplinary procedures for incidents of academic dishonesty may involve administrative action for violation of the student discipline code.

PROGRESSIVE DISCIPLINE

Carson Middle School administrators utilize a policy of progressive discipline. Teachers are expected to follow progressive discipline in their own classroom as well. Progressive discipline means that each additional behavior problem will result in a more intense intervention. Action taken to control or correct undesirable student behavior should take individual circumstances into account but must always be most concerned for the safety and educational welfare of the majority of the students.

Classroom behavior problems:

Teachers will handle minor disciplinary offenses with teacher monitored interventions which could include: private interviews, corrective assignments, detention, phone calls to parents/guardians, parent conferences, and/or a referral to the intervention office. Each teacher has discipline procedures that are tied to the progressive discipline model established at Carson Middle School.

Campus behavior problems and Referrals:

Any staff member may take corrective action or write a referral for a student's misbehavior on campus. A student may be referred to the administration for major violations of behavioral expectations. Referrals are recorded in the student's disciplinary record in Infinite Campus. One or more of these consequences may be expected when a student receives a referral (including but not limited to):

- Conference with an administrator, counselor, and/or Safe School Professional (SSP)
- Detention (lunch, after-school or Saturday School)
- In-School Suspension (ISS)- Students assigned to ISS must show a cooperative attitude and follow teacher/administrator expectations. Students who do not cooperate and follow behavior and academic expectations may be suspended from school.
- A required parent conference
- Suspension from school
- Behavior contract
- Campus beautification
- Referral to a behavior intervention program/blended learning program
- Expulsion
- Other interventions available as deemed necessary from school administration

LOCKERS

Any student issued a locker will be responsible for the contents of the locker. Each student is responsible for knowing the combination and keeping it confidential. Lockers and combinations should not be shared with anyone outside of the assigned user(s) unless approved by the office and/or administration. Students should not bring valuables to school. The school district cannot accept responsibility for items damaged in or taken from lockers. Lockers are school property and may be examined by school officials at any time. Any student bringing a backpack to school must place the backpack in their locker. Backpacks are permitted in class only during the last period of the school day. Students must not share lockers without permission from school administration.

Locker Usage Guide

Morning Locker Use:

- Once students are released to go to class in the morning, they are permitted to go to their locker to put their backpacks and/or any personal belongings away and to collect items needed for all morning classes.

Lunchtime Locker Use:

- Students are permitted to go to their locker **before lunch** to put their Chromebook &/or notebook(s) away BEFORE lunch.
- Students are permitted to go to their locker **after lunch** to get their supplies/materials needed for their afternoon classes.

Afternoon Locker Use:

- Students are permitted to go to their locker and retrieve their backpack BEFORE the last period of the day (during passing) and take their backpack to their last class.
- Students are permitted to go to their lockers after school.

** Any/all locker use other than the above designated times **requires** a pass.

CELL PHONES

Students should not bring cell phones to school. If a student brings a cell phone to school, it must be turned off prior to entering the school building. The phone must remain off until the student leaves the school building unless given specific permission by a school staff member. Any unauthorized student use or possession of a cell phone may result in the confiscation of the device. Confiscated phones will be taken to the main office and students may pick them up after school. On the second offense, phones will only be returned to parents/guardians at the main office. Infractions will be documented in the student's discipline record in Infinite Campus and follow progressive discipline. **NOTE: Students bring electronic communication devices to school at their own risk. The District will not be held responsible if a phone or other item is lost, stolen, or misplaced, including those that have been confiscated.**

HEADPHONES

Headphones are permitted in the classroom only at the discretion of the teacher and for educational purposes only. Headphones are not permitted in the hallways or other school areas. Over-the-ear headphones are not permitted at school unless authorized by school staff.

LAPTOPS

All student 1:1 devices are to be carried in an approved case. Students are not to leave their laptop unattended at any time. Laptops are to be secured in a locker or carried by the student. Unattended laptops in classrooms, hallways, cafeteria, or outside, will be confiscated and turned in to the library. A second offense will result in a call to parents/guardians. Infractions will be documented in the student's discipline record in Infinite Campus and follow progressive discipline.

BULLYING AND CYBERBULLYING IS PROHIBITED IN PUBLIC SCHOOL

Carson Middle School prohibits acts of harassment or bullying. As a school, we have determined that a **safe and respectful environment** in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe and respectful environment.

According to Nevada Revised Statute (NRS), the following definitions will be utilized at Carson Middle School:

NRS 388.122 "Bullying" defined.

1. "Bullying" means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:
 - a. Have the effect of:
 1. Physically harming a person or damaging the property of a person; or
 2. Placing a person in reasonable fear of physical harm to the person or damage to the property of the person;
 - b. Interfere with the rights of a person by:
 1. Creating an intimidating or hostile educational environment for the person; or
 2. Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
 - c. Are acts or conduct described in paragraph (a) or (b) and are based upon the:
 1. Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or
 2. Association of a person with another person having one or more of those actual or perceived characteristics.
2. The term includes, without limitation:
 - a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;
 - b. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;
 - c. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;
 - d. Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;
 - e. Blackmail, extortion or demands for protection money or involuntary loans or donations;
 - f. Blocking access to any property or facility of a school;
 - g. Stalking; and
 - h. Physically harmful contact with or injury to another person or his or her property.

NRS 388.123 “Cyber-bullying” defined. “Cyber-bullying” means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, “sexual image” has the meaning described to it in [NRS 200.737](#).

NRS 388.124 “Electronic communication” defined. “Electronic communication” means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

Physical and/or verbal harassment of another student is a very serious offense. No student or adult at CMS will have to tolerate bullies or other students who verbally threaten, intimidate, or harass. We encourage all students to use the following 3 step process **STOP, WALK, TALK** when dealing with problem behaviors (name calling, teasing, talking behind someone’s back, threatening, etc.).

3 Bully Prevention Tools for Students:

1. **STOP-** Students need to be confident in letting other students know that problem behavior is unacceptable. Use a hand signal (open hand, palm toward offender, fingers pointed up) and give a verbal “STOP” to behavior that is offensive or unwanted.
2. **WALK-** If the problem behavior continues, you need to walk away. This prevents reinforcement of the unwanted behavior by removing peer attention from it.
3. **TALK-** If the problem behavior continues, you need to talk to an adult. Students can talk to a teacher, counselor, administrator, or any adult at school. Students should talk to an adult when they experience a problem behavior or if they witness it happen to another student.

Since bystander support of harassment or bullying can increase these behaviors, Carson Middle School prohibits both active and passive support for acts of harassment or bullying. We will encourage and support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

Reporting Incidents of Bullying

If a student is experiencing bullying and/or harassment of any kind, immediately contact a teacher, counselor, administrator, SSP or any adult at school. Harassment/Bullying can only be addressed and eliminated if it is brought to our attention and we all work together.

Students and parents may also report incidents to SafeVoice Nevada. SafeVoice follows up on every report to make certain appropriate steps have been taken to ensure the safety of students. By law, the report and reporter remain confidential.

SafeVoiceNV.org or 833.216.SAFE (7233)

Complete bullying information and resources can be accessed at the following website:

Bullyfreezone.nv.gov

Consequences for Bullying

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline will employ a school-wide approach based on a rubric of violations and the associated consequences.

▪ *Factors for Determining Consequences*

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Carson Middle School requires the administration or the administration's designee to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the administration or the administration's designee. All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

As a school, we prohibit reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Carson Middle School also prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Carson Middle School believes that the best measure to prevent harassment or bullying is to educate students how to make positive choices that support a safe and respectful learning environment on our campus. Weekly social-emotional lessons will be supported in Encore class throughout the school year to provide student instruction and support in this area.

This policy was developed in accordance with the Carson City Schools Board Policy 543 and Regulation 543 in addition to School Board Policy 245 and Regulation 245 regarding student health and wellness.