



**CARSON VALLEY  
MIDDLE SCHOOL**

**TIGERS**

1477 Highway 395  
Gardnerville, NV 89410

775-782-2265

[www.dcsd.k12.nv.us/cvms](http://www.dcsd.k12.nv.us/cvms)

[www.dcsd.k12.nv.us](http://www.dcsd.k12.nv.us)  
(district website address)

The Douglas County School District is an Equal Opportunity/Affirmative Action Agency and does not knowingly discriminate against any person on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, or disability.

All programs, classes, and opportunities are available to all students.

**CVMS MISSION STATEMENT**

*"In partnership with students, parents, and community, the CVMS staff will educate our children to be successful lifelong learners and productive citizens"*

- I have read and understand the rules, policies, and laws in this handbook and why we have them.
  
- I do **not** have internet service available to me, please provide me with a copy of this hand book.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## WELCOME TO CARSON VALLEY MIDDLE SCHOOL, HOME OF THE TIGERS!

The Carson Valley Middle School staff wants to welcome you to a new school year that possesses one major focus for you: maximizing your achievement and knowledge of the subjects you will encounter. We enjoy having many fun extracurricular activities, clubs, and social opportunities for you, but if we were to remove all of those and get to the most important reason why we all come together at our school each day it is for you to increase what you know and what you can do.

Sometimes it's difficult to realize how much what you do each day will impact what you will be able to do in the future. The entire staff at Carson Valley Middle School is dedicated to providing you with the best opportunities to maximize your learning and growth as a person so that ultimately you will have the knowledge and skills to be successful in whatever your future holds for you.

### ADMINISTRATIVE SUPPORT

We have three administrators who are committed to assisting you at school. Mr. Been is the principal, along with Mr. Perkins, and Mr. Wold as your assistant principals. Our administrative team is here to see that you have a safe and positive school environment that allows you opportunities for learning and success.

Your parents are welcome to visit and to work closely with your teachers.

### SCHOOL DAY

Students are not allowed to enter the main hallways until the 7:30 bell rings. Prior to that time the students can go to the MPR or the gym.

### SCHOOL NURSE

The school nurse is located in the B building. In order to see the nurse, you will need a note from a teacher, counselor, or administrator and will only be permitted during class time not during the passing periods. If you need to go home you need to see the nurse first. The nurse keeps all medication, over and under the counter, and dispenses it as directed by your physician. The nurse will only dispense medications with signed written instructions.



### GETTING STARTED

August 22, 2011

***Office Hours:***

7:00 A.M. – 4:00 P.M.  
775-782-2265

***Tutoring and Clubs:***

Tuesday, and Thursday  
2:15 P.M. – 2:50 P.M.  
Late buses are available

***Athletics:***

Practice  
3:00 P.M. – 5:00 P.M.  
No bus transportation home  
is available from practice or  
athletic events.

***CVMS Colors:***

Orange and Black

***CVMS Mascot:***

Tiger

***AM Hall Access:***

Students are not allowed in  
the main halls until the  
7:30am bell rings. The can  
go to the MPR or the gym  
prior to that time

DOUGLAS COUNTY  
SCHOOL DISTRICT  
MISSION STATEMENT

The Douglas County School District, in partnership with parents and community, will ensure that all students are competent in the basic skill areas and are prepared to be productive, responsible citizens.

VISITING THE SCHOOL

Parents are welcomed and encouraged to visit CVMS often. Please check in with the office staff prior to visiting a classroom. Visitors may obtain a visitor's pass from the main office.

GRADE REPORTING  
SCHEDULE

Sep 30 Progress Report  
Nov. 18 Progress Report  
Jan. 13 Report Card  
Mar 2 Progress Report  
April 20 Progress Report  
June 1 Report Card

COMMUNICATIONS

The Carson Valley Middle School staff realizes how important it is to keep both students and parents informed about what is happening at school. Students will receive announcements through daily Leadership announcements. Announcements from the office are made at the beginning or ending of the school day.

Parents have several ways to stay informed about school activities and daily classroom learning topics and assignments. These are the communication avenues parents should use:

1. The *student agenda* has a place for you to write the topic of study and assignments each day, in each class. **Your Parents should check your student agenda daily so that they know what is happening in each of your classes.** Parents may also set up a "sign off" system with teachers to help monitor student homework and progress.
2. Parents may contact teachers at any time if they have questions regarding your grades. **An official formal grade report will be mailed home every six weeks.**
3. The school mails a **monthly newsletter** to your home. This will include calendar updates and school information.
4. **Individual conferences** are important for good communication. Students, parents or teachers can initiate them by contacting one of our counselors.
5. You may access our school website ([www.dcsd.k12.nv.us/cvms](http://www.dcsd.k12.nv.us/cvms)) for more information about CVMS.
6. Your parents can contact teachers through e-mail. Addresses are available on the school website.

COUNSELING SERVICES

Mrs. Wadelton and Mrs. Wass are our school counselors. You or your parents may contact them regarding schedules, grades, academic or personal concerns, and career information. They also work with students who need conflict resolution through peer mediation or counselor-directed mediation. Both counselors provide student assistance through individual or small group sessions.

You can obtain help for yourself or your friends by coming to the counseling office at the North end of the B-hall/building before or after school or between classes to make an appointment.

LIBRARY / MEDIA CENTER

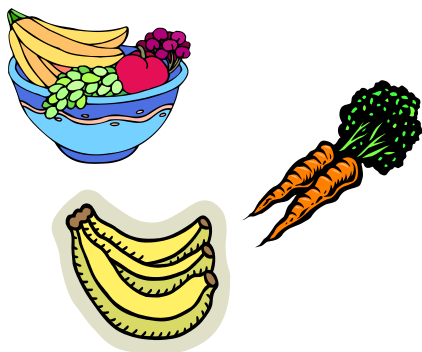
The library is located next to the cafeteria. At our library you will find books that you can check out as well as research materials, magazines, and computer programs that you can use in the library.

Your parents will also find many videos, books, pamphlets, and special materials in the library, which have been purchased for their use. We encourage parents to visit and use our library.

## BREAKFAST & LUNCH

\$1.50 – Breakfast

\$2.75 – Hot Lunch



Qualifying price reduction forms must be submitted each September and can be obtained on the website or at school.

**Lunches must be paid for at time of meal. No charges allowed.**

## LATE BUSES

Late buses will run on Tuesdays and Thursdays so you can participate in activities at school from 2:15 P.M. to 2:50 P.M. You must have a bus ticket from a teacher in order to ride the late bus home. After school, you **must** be in a classroom and out of the halls by 2:15 P.M. if you are staying on campus. You will be restricted from attending athletic events or tutoring if you do not follow this school rule.

## CAFETERIA

You are encouraged to purchase breakfast or lunch credits on a weekly or monthly basis. This may be done by bringing a check or cash to school, placing it in an envelope that is available by the windows in the cafeteria, and giving the sealed envelope to the cafeteria cashier.

**The cost for breakfast is \$1.50 and hot lunches are available for \$2.75** Parents are asked to indicate in a note or on their check how they want students to spend money deposited into their accounts:

1. A regular lunch
2. More than one lunch a day
3. Snacks
4. Lunch and snacks

Students eat lunch with their classmates. Responsible students are allowed to choose where they sit. This privilege will be available only if behavior is respectful and the cafeteria and outdoor areas are kept clean.

## P.E. LOCKERS

If you are enrolled in P.E. classes or extracurricular sports activities, you will be assigned a locker in the dressing rooms for storing your P.E. clothes and shoes. **It is your responsibility to secure your personal belongings and clothes in your personal locker. You will need to leave your backpack and other items too large to put in your P.E. locker in your regular locker. Do not leave your personal items unlocked or unattended in the locker room or gym areas. Do *not* give your lock combination to anyone.** Students may not bring their own locks from home.

## BUS TRANSPORTATION

Bus routes will be reviewed with you on the first day of school. Carson Valley Middle School students are expected to read the list of acceptable bus behaviors with your parents and return it signed to the bus driver.

**Bus riding is a privilege that is available for students who follow the rules** established by the driver and the transportation department. Inappropriate behavior can cause a hardship for parents because they must provide transportation if you lose your riding privileges.

You must get on and off at your assigned bus stop unless your parent sends a written request for a deviation. In this case, you will bring the note to the attendance secretary in the morning to receive a signed permission form to give to the bus driver in the afternoon. Bus drivers cannot accept notes. They will only accept school permission forms that have been verified by the attendance office.

## CLUBS

Teachers offer a variety of clubs for you to join. Most clubs meet either on Tuesday or Thursday from 2:15 until 2:50. In order to participate in a club, you should have all passing grades.

## NATIONAL JUNIOR HONOR SOCIETY

National Junior Honor Society is an organization that recognizes both academic achievement and high ethical standards. The sponsor for this club is Mrs. Vana. This group includes eighth and ninth grade students who meet eligibility requirements and who want to participate. Seventh grade students, along with eighth and ninth grade students who previously did not qualify or belong to NJHS, are inducted during the spring semester.

If you are interested in joining NJHS, please contact Mrs. Vana room 8.

## STUDENT LEADERSHIP

Students are given opportunities to learn leadership skills. Student Council officers and class representatives will be selected early this school year. The Leadership class students and student council officers and representatives will work with Mrs. Higman to provide activities and projects for our student body and community. These students have responsibilities for appropriate conduct in order to retain their offices and leadership status.

## EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

You may want to become involved in an extracurricular or co-curricular activity during the school year. Extracurricular activities include competitive sports and cheerleading; co-curricular activities are related to a class such as band, choir, or technology. We offer interscholastic teams for seventh and eighth grade students in cross-country, track, girls' and boys' basketball, wrestling and girls' volleyball. Participants are selected after competitive tryouts in most of these sports. Practice sessions will begin at 3:00 P.M. and usually last until 5:00 P.M. so participants must arrange for a ride home.

Eligibility for all 7th and 8th grade students who participate in interscholastic sports and co-curricular activities will be checked every Tuesday. Eligibility is based on the following requirements:

1. No more than one N and no U's in citizenship.
2. No more than one D and no F's in any classes.
3. No out-of-school suspensions.

In order to be eligible to participate in extra curricular/co-curricular activities, a student must have completed and turned in the Extra-curricular/Co-curricular activity contract.

## EXTRACURRICULAR AND CO-CURRICULAR DRUG/ALCOHOL TESTING

The Douglas County School Board recognizes that use of alcohol and illicit drugs by District students is a serious concern. Drugs and alcohol are a significant barrier to learning, they compromise school safety and they may have devastating short and long term effects on the health and welfare of students.

DCSD students in grades 9-12 who wish to participate in co-curricular and/or athletic activities are required to submit to random, suspicion less testing. In addition, parents and legal guardians of students in schools with random student drug and alcohol testing programs in grades 9 – 12 will also have the option to voluntarily permit their child to participate in the testing program even if their child is NOT in any co-curricular or extracurricular activities. students. Please see your school's administrator for further information on this program. Re: 216BP, 216AR, 544BP, 544AR

Ninth grade students may participate in interscholastic sports and co-curricular activities through the high school. Participants can take an activity bus to the high school. They need to arrange their own transportation home.

Ninth grade students who participate in interscholastic athletics and other extracurricular activities must comply with the eligibility guidelines explained in the Douglas High School Extracurricular Eligibility Contract. Also, these students will need to purchase a DHS athletic sticker for their student ID cards. Information can be found at [www.dcsd.k12.nv.us/dhs](http://www.dcsd.k12.nv.us/dhs)

## SCHOOL DANCES

Throughout the school year, different groups will sponsor school dances. In order for you to participate in school dances, you will need to meet the following requirements:

1. Students that receive a suspension of five days or more during the school year will not be allowed to attend any events.
2. Students with six or more discipline entries during the school year will not be allowed to attend any events.
3. Students with ANY out of school suspension during the second semester of school will not be allowed to attend any events.
4. Students that receive a U for their citizenship grade during the second semester.
5. Students that receive a truancy during the second semester.

In addition, you must follow the school rules and district policies while at the dance. This includes our school dress code policy.

*Douglas High School also asks that ninth grade students not attend their dances.*

## 9TH GRADE STUDENTS YEAR END ACTIVITIES

The 9th grade students will have special celebrations such as the Reward Day at Round Hill Pines and the Semi-Formal Dance available to them this spring. In order to be eligible for participation in these activities please be aware of the following reminders:

- ◆ Inappropriate behavior can exclude you from end of the year activities. The following criteria will be used to determine eligibility to attend end of year events:
  1. Students that receive a suspension of five days or more during the school year will not be allowed to attend any events.
  2. Students with six or more discipline entries during the school year will not be allowed to attend any events.
  3. Students with ANY out of school suspension during the second semester of school will not be allowed to attend any events.
  4. Students that receive a U for their citizenship grade during the second semester.
  5. Students that receive a truancy during the second semester.
- ◆ Remember to obey the District Dress Code. Violations will result in parents called to bring appropriate clothing, wearing a PE uniform, in-school suspension, or out of school suspension.

## DISTRICT POLICIES

### ATTENDANCE

Your regular attendance as well as your achievement are important factors in determining successful completion of a school year. The state legislature has passed strict laws regulating school attendance. Tardies are also considered a serious matter. Parents or guardians can be held responsible for students who are classified as habitual truants. Parents or guardians can also be required to attend a hearing and be fined for not taking the responsibility of getting their child or children to school regularly and on time.

To emphasize the importance of regular attendance, the following administrative guidelines will be in effect:

1. All absences, whether truancy, illnesses, or by parent request, will be recorded by the teacher and attendance secretary.
2. Absences for school-sponsored, approved or related activities will not count against your attendance record.
3. All work missed for absences because of school-sponsored, approved or related activities must be made up.
4. Parents or guardians will be notified in writing when you have accumulated ten (10) absences and again when you have accumulated eighteen (18) absences. The eighteen-day letter, which means that the student has missed one-tenth of the school year, informs parents or guardians that a review regarding promotion will be conducted because of excessive absences.
5. The school may ask parents or guardians to have their doctor verify in writing the cause for excessive absences; however, students are not expected to come to school when they are ill.

### EXCUSED ABSENCES

Absences are excused if they are a result of:

1. Illness
2. Death in the immediate family
3. Emergency medical or dental attention
4. Absences approved in advance by the principal or one of the assistant principals

### UNEXCUSED ABSENCES

Absences are **not** excused if they are a result of:

1. Truancy
2. Suspension
3. Missing the bus
4. Working/Babysitting
5. Shopping
6. Oversleeping
7. An expected absence which is not prearranged and approved prior to date of absence.

**We request that a parent/guardian call the school on the day of their child's absence. It is the parents/guardians responsibility to notify the school's attendance office of any absences within 3 school days after students return to school. Students will be marked as truant when such notification is not provided.**



## SCHOOL CALENDAR 2011-2012

### **First Semester**

#### **August**

22-School Starts

#### **September**

5-Labor Day

#### **October**

7-Teacher Collaboration Day

20-PTC

28-Nevada Day

#### **November**

11-Veteran's Day

23-Minimum Day

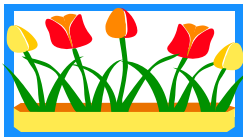
24-25-Thanksgiving

#### **December**

19 thru 1/2-Winter Break

#### **January**

13-End 1st Semester



### **Second Semester**

#### **January**

16-Martin Luther King Day

23-teacher Collaboration Day

#### **February**

20-Presidents' Day

#### **April**

2 thru 6-Spring Break

#### **May**

28-Memorial Day

#### **June**

1-Last Day

Minimum Day

### LATE ARRIVAL

Your parents or guardians are required to sign you in if you are arriving late to school

### EARLY DISMISSAL

Parents or guardians are required to sign you out for an early dismissal. You are not allowed to leave school with another person unless your parent has made prior arrangements with the office. If a person shows up at the office without a parent's or guardian's note of approval and that person is not listed on the emergency form as a responsible party, the school will not allow you to leave with that person. This policy is enforced to ensure your safety.

### TARDIES TO CLASS

In order to prevent classroom interruptions, you are required to be inside the classroom, in your seat, and ready to work before the tardy bell rings.

All tardies are unexcused unless the reason is acceptable to the teacher. Teachers are asked to assign an appropriate consequence after a warning.

The administration conducts periodic tardy sweeps. If you have an unexcused tardy during a tardy sweep, you may receive a consequence from lunch detention to out-of-school suspension if you have had habitual tardies.

### MAKE-UP WORK

When you are absent from school, it is your responsibility to contact your teachers for the assignments missed. **You will be given as many days as you were absent plus one additional day to complete your make-up work.** Since your teachers are designing your curriculum based upon the skills that the district and state have determined are essential, your instruction does not follow only a textbook format.

Make-up work for unexcused absences, including suspensions, may earn a maximum of 75% credit.



## HOMEWORK

Homework is expected of middle school students and is an important part of the school program. The amount of homework will vary depending on student needs and projects that are underway. It is suggested that students have approximately one hour of homework per day. The organizer/planner should be the link between school and home and homework assignments should be written in the organizer each day in each class except P.E. Most low grades are caused by students' failure to do their homework or make-up work.

## DISTRICT TESTING PROGRAM

Assessment is an important part of the district's curriculum. You will be taught specific content and critical thinking skills that you can use in the future. Testing is one way of assessing the knowledge and skills you have gained. These are the tests that will be given during the school year at Carson Valley Middle School:

- ◆ August 22-September 23—*Measured Academic Progress (MAP)*(7th,8th,9th)
- ◆ November 28-December 15—*Winter MAP Testing As Needed*
- ◆ January 18, 19, 20—*American History ALT* (8th grade)
- ◆ January 30-February 28—*Nevada Writing Assessment* (8th grade)
- ◆ April 16-24—*Criterion Reference Tests (CRTs)* (7th and 8th)
- ◆ April 23- May 18—*Spring MAP Testing As Needed*

It is important that the various assessments that our students take throughout the year reflect their best effort. Always do your best on any tests. The night before a test be sure to get a good night's rest and eat breakfast the day of your test.

## PROGRESSIVE DISCIPLINE POLICY

Nevada Revised Statute 392.4644 requires that public schools establish a progressive discipline policy that is shared with students and parents. You or your parent can get a copy of the CVMS progressive discipline policy in the main office. It is also posted in all classrooms in the school. The CVMS Progressive Discipline Policy establishes ranges of consequences for first and repeat offenses in discipline. The basic concept is that if a student misbehaves repeatedly and is referred to the administration, the consequences for the student's actions will increase accordingly. If the student's behavior forms a progressive pattern of noncompliance with the rules of the school and the district, that student can be recommended for a temporary alternative placement, suspension, or expulsion. It is important to remember that some offenses, such as bringing dangerous weapons or controlled substances to school, require specified disciplinary consequences in accordance with Nevada Revised Statutes.

Again, you or your parent can get a copy of the CVMS progressive discipline policy in the main office.



## YOUR SCHOOL LOCKER

- A locker is assigned to each student at the beginning of the school year. You may use your locker to store your school materials and personal belongings. The lockers remain the property of the school.
- Each locker will have a lock on it. Students are to report any locker that is not working properly to the secretaries in the office.
- You should not give anyone else your locker combination.
- School officials have the right to conduct a search of a student's locker (which remains school property), as long as this right has been previously announced. ***This paragraph is that announcement.***



## NOT ALLOWED AT CVMS

Do not bring to school or have in your possession or in your locker any of the items listed below **for any reason**:

- Electronics not relevant to educational objectives
- Toy gun
- Water gun
- Knife
- Firearm
- Weapons or replicas
- Firecrackers
- Explosive device
- Spraying device (including aerosol cans)
- Spiked accessories
- Chains worn inappropriately as jewelry
- Flame producing devices
- Shocking devices

**CVMS Searches:** CVMS has the right to search anyone that enters the campus when we have a *Reasonable Suspicion* that the individual may have an item that is not allowed on campus in their possession.

## Electronic Device

Students are not allowed to use, have an electronic device out, or have it on between 7:45AM and 2:06PM, or inside the buildings at CVMS. School staff will not expend resources attempting to recover items that were not supposed to be at school. A parent will be required to pick up an electronic device **EACH TIME** it is confiscated. Additionally the student will be assigned a consequence:

1st time 3 days Lunch Detention

2nd time 1 day of ISS (IN-School Suspension)

3rd and subsequent times 3 days OSS (Out of School Suspension)

## HATS

Hats are not allowed to be worn in the buildings at CVMS. A parent will be required to come to the school and pick up a hat **EACH TIME** it is confiscated.

## DISTRICT DRESS CODE

The Douglas County School District insists that all students show proper attention to personal cleanliness and appropriate standards of dress and appearance while they are at school. The following standards of student dress and grooming shall apply to all students who are on the Carson Valley Middle School campus:

1. All clothing shall be clean and worn in an orderly fashion.
2. All clothing and personal grooming shall be appropriate to the school situation and of a style so as not to distract other students or cause disruption of a classroom or other school activity.
3. Shoes or sandals shall be worn at all times during school hours. Slippers are not to be worn unless expressly permitted for special events or class projects.
4. Clothing and accessories shall not have suggestive, double meaning, or drug/alcohol related writing or graphics on them.
5. Also prohibited are 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.
6. Sunglasses, hats or headwear, or other inappropriate attire shall not be worn in the buildings unless there is a valid medical, safety, or religious reason. (This applies to boys and girls)
7. No shorts or skirts above mid-thigh, no halter-tops or bare midriffs, no spaghetti straps or strapless shirts or dresses (Straps for female garments must be at least 3" wide), no muscle shirts/tank tops for boys.
8. Underclothing shall be worn and covered by outer garments. Sagging pants that expose underwear or tops that do not cover bra straps will not be permitted.
9. No gloves, bandanas, chains, spiked jewelry, or safety pins are allowed to be worn at school.

*Clothing must be free of pictures or writing that can be considered as vulgar, obscene or be gang, alcohol, tobacco, or drug related,  
**or show ethnic or religious prejudice.***

Students who disregard the dress code will be required to change or call their parents and have appropriate clothing brought and put on before they attend their classes. In the case of inappropriate jewelry, chains, safety pins, etc., administration will request that students give such items to them, and the students' parents or guardians will need to call to make **arrangements for pick up. If similar behavior continues, the student will receive consequences outlined in the school's progressive discipline policy.**

### ALCOHOL POSSESSION / USE—School Board Policy 529

Douglas County School Board Policy 529 states that any student who possesses, uses, or is under the influence of alcohol or a controlled substance in school facilities, on school grounds, or at a school-sponsored activity may be suspended or expelled.

### CONTROLLED SUBSTANCES – NRS 392.466 and School Board Policies 523(a) and 529

No pupil shall possess, use, or distribute a controlled substance on school property, nor shall any pupil appear at school or a school-sponsored function while under the influence of a controlled substance.

A pupil found to have violated any of these rules shall be suspended and/or expelled from school. Parents and the Douglas County Sheriff's Office will be contacted upon verification of the violation. In addition, the student may be ineligible for participation in all extracurricular activities for a period of up to one calendar year.

For sale or distribution of a controlled substance while at school, at a school-sponsored activity, or on any school bus, the student must, for the first occurrence, be suspended or expelled from that school for at least a period equal to one semester (90 days). For a second occurrence, he/she must be permanently expelled from that school.

Douglas County School District Policy 529B allows the Douglas County Sheriff's Department to bring canine patrols onto our campus to sniff for possible controlled substances. These canine officers sniff through areas of our campus.

### BATTERY – NRS 392.466

Any student who commits a **battery** which results in the bodily injury of an employee of the school must, for the first occurrence, be suspended or expelled from that school for at least a period equal to one semester (90 days). For a second occurrence, he/she must be permanently expelled from that school but may be required to attend in an alternate setting.

Carson Valley Middle School does not tolerate our students to bully or conduct violence toward another student or staff member. **Violence** occurs whenever anyone harms, or threatens to harm, a person's body, feelings, or possessions. **Bullying** is the deliberate, repeated harm or threat of harm by the same student or group of students against a student or staff member.

### TOBACCO POSSESSION / USE

The Douglas County School District intends to be tobacco free in the interest of healthful living. A student is considered to be in violation of this policy either through possession or use of tobacco products in school facilities or on school property. The following consequences will be imposed:

1. For a first violation, a student will receive 5 lunch detentions (LD) and referred to a counselor.
1. For a second violation, a student will receive After-School Detention and LD.
2. A student may be suspended, expelled and referred to the appropriate juvenile authorities for any subsequent violations.

## SAFE SCHOOLS

It is the policy of the Board of Trustees that Douglas County schools provide a safe environment for students and staff in order to promote learning. Because of this belief, **all weapons and fighting are strictly prohibited on school campuses, in classrooms, and at any school-sponsored event.** In addition, this policy applies throughout the school day and while traveling to and from school. Students who are involved in fighting or bringing weapons to school or to school-sponsored events will receive the following consequences:

**Guns** – Consistent with the Gun-Free Schools Act of October, 1994, a student bringing a gun, firearm, or explosive device to school or to school-sponsored events will receive a minimum of 180 days expulsion from Douglas County schools. In addition, school administrators will notify the Douglas County Sheriff's Department as soon as a gun has been determined to be on school property or at a school-sponsored event.

**Dangerous Weapons** - Consistent with NRS 392.466, a student bringing a dangerous weapon to school or to school-sponsored events will receive a minimum of 180 days expulsion from Douglas County schools. In addition, the school administrator will notify the Douglas County Sheriff's Department as soon as a dangerous weapon has been determined to be on school property or at a school-sponsored event. It is important to note that a dangerous weapon can include any weapon or object used or intended to be used to pose a threat of, or cause, bodily injury to a person.

**Knives** – This category includes those knives/weapons that are not specified in NRS 392.466. Any student who brings a knife to school or to a school-sponsored event will be suspended for ten days for the first occurrence. **If a student accidentally brings a knife to school, he or she should immediately bring it to the office, give it to an adult, or give it to an administrator.**

**Fighting/Bullying/Intimidation** – Any student who fights and/or bullies or intimidates others through personal actions or electronic devices at school or at a school-sponsored event can be suspended for up to ten days for each occurrence. Repeated offenses may result in a recommendation for expulsion.

**Sexual Harassment** – As a student or an employee of the Douglas County School District, you are entitled to learn and work in an environment that is free from sexual harassment. Conduct that violates the policy is inappropriate behavior and will be subject to disciplinary action. Depending on the severity of the offense, such actions could include, but is not be limited to, counseling, suspension, or expulsion. "Pantsing" in P.E. may be considered sexual harassment and will be subject to disciplinary action.

**Habitual Disciplinary Problem** – NRS 392.4655 and Douglas County School Board Policy 529 identifies a student as a "habitual disciplinary problem" when he or she attempts to threaten or extort or does threaten or extort students, teachers, or other school employees; initiates two fights on school property or at a school function; or is suspended five times during a school year. After being suspended, the student and his parents or guardian may be requested to develop a behavior plan for the student.

If these interventions fail to change the student's behavior, the student would be defined as a "habitual disciplinary problem." Once a student is identified in this way, he or she can be expelled for a period of 90 days.

**STUDENT CONCERNS**

If you feel that you have been treated unfairly by a staff member at our school, you should first discuss the issue with that person. If you still believe that your concern has not been resolved, you should contact one of the administrators to help you deal with this.

**NON-DISCRIMINATION POLICY**

Douglas County School District does not discriminate on the basis of race, color, national origin, sex, handicap, or age in any educational programs.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act requires school districts to make an annual notification to parents and students of their rights under this act. Douglas County School Board Policy No. 516 assures your rights as follows:

1. To inspect and review your student's education records.
2. Request the amendment of your student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of your student's privacy or other rights.
3. Consent to disclosure of personally identifiable information contained in your student's education records, except to the extent that the act and regulations authorize disclosure without consent. This would include directory information.
4. File with the U.S. Department of Education a complaint concerning alleged failures by the District to comply with the requirements of this act and this part.
5. The right to obtain a copy of District Board Policy 516. This policy may be obtained at your child's school or from the Director of Special Services.
6. With advance notice, your student's education records will be copied. The fees for copying a student's education record will be 10 cents per page.

**IPODS, CD PLAYERS, RADIOS, ELECTRONIC GAMES, ROLLER BLADES, AND SKATEBOARDS**

Students are not to bring any electronic game, music or video device to school. **Skateboards**, bicycles, and roller blades may not be ridden on campus. Students who ride bikes must walk the bikes to the bike rack once they reach the parking lot. Students who bring skateboards or roller blades onto campus must either keep them in their lockers or make arrangements to keep them in the office. **The school will not assume responsibility, nor will they search, for the loss of any of these items.** If a student brings an electronic game, music or video device to school, the item will be taken from the student and turned into the office. A parent or guardian will have to come into school to pick up any confiscated items.

**CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR****Teacher directed:**

- Warning
- Detention
- Parent Involvement
- Office Referral

**Administration directed:**

- Investigation
- Parent Involvement
- Warning
- Detention
- AISI (Alternative In School Instruction) **IF AVAILABLE**
- Out-of-School Suspension
- Expulsion hearing before the School Board's appointed committee and District Administrators and legal council.

**REGULAR CLASS**  
**SCHEDULE**  
**M~W~F**

7:42	First Bell
7:45 – 8:42	1 <sup>st</sup>
8:46 – 9:40	2 <sup>nd</sup>
9:44 – 10:38	3 <sup>rd</sup>
10:38– 11:08	1st Lunch (7th grade)
10:42-11:08	4th (9th grade – 1)
10:42-11:38	4th (8th grade)
11:12 - 12:08	4 <sup>th</sup> (7th grade)
11:08-11:38	2nd Lunch (9th grade)
11:38-12:08	3rd lunch (8th grade)
11:40-12:08	4th (9th grade - 2)
12:12-1:06	5th
1:10-2:06	6th

**BLOCK SCHEDULE**

Wednesdays: 1<sup>st</sup>, 3<sup>rd</sup>, & 5<sup>th</sup>  
Thursdays: 2<sup>nd</sup>, 4<sup>th</sup>, & 6<sup>th</sup>

7:42	First Bell
7:45 – 9:32	1 <sup>st</sup> /2 <sup>nd</sup>
9:36 - 11:19	3 <sup>rd</sup> /4 <sup>th</sup>
11:23 – 11:49	1st Lunch
(11:53 – 12:19)	1st Lunch Advisory
11:53 – 12:19	2nd Lunch
(11:23 - 11:49)	2nd Lunch Advisory
12:23 – 2:06	5 <sup>th</sup> /6 <sup>th</sup>

**STUDENT AND STAFF RIGHTS**

Conduct expectations at Carson Valley Middle School are based upon these three rights:

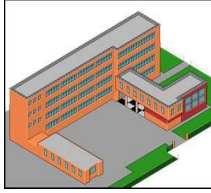
1. The right to *LEARN*
2. The right to *BE SAFE*
3. The right to *BE TREATED FAIRLY*

The following list shows examples of behaviors which will *not be tolerated* because they violate these rights:

1. Failure to report an unsafe situation or dangerous activity which you know about.
2. Malicious damage to school property.
3. Truancy and/or repeated tardiness.
4. Willful disobedience to administrators, teachers, or other school district personnel.
5. Hazing in connection with any school or social activity related to school.
6. Impairing or threatening the health, safety, or welfare of teachers, students, or other persons.
7. Use of profane or vulgar language.
8. Verbal or physical abuse and/or intimidation that is based upon race, gender, religion, disability, ethnicity, or sexual orientation.
9. Gang activity, which includes wearing gang colors, tagging, signing, etc.
10. Violation of established state school laws and regulations or district and school policies.

**TELEPHONES**

The office telephones are limited for school business and may be used by students with the permission of office staff. Only **emergency messages** will be delivered to students during classes. All other messages will be available for your student to pick up when names are announced during passing periods. This will minimize the interruptions to the academic process. Please make travel arrangements and get bus

**CLOSED CAMPUS**

Carson Valley Middle School is a closed campus. This means that you will *not* leave school at any time during the instructional day, including: lunch time, tutoring after-school detention and after-school activities, until you leave for your home.

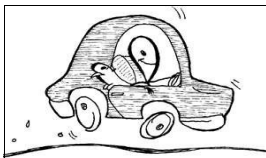
**GUM, FOOD, AND DRINKS INSIDE THE CLASSROOMS, BUILDINGS, AND LIBRARY**

We take pride in keeping our classrooms, hallways, and outside areas clean. You may not consume food or drinks in the hallways. Food or drink is only permitted in classrooms with the teacher's permission.

**LOVE BIRDS**

Kissing, hugging, holding hands, arms around each other, or other forms of affection are not considered appropriate behavior for a school setting. Please manage your own behavior so that a staff member does not have to remind you.

**If you are staying for tutoring or after school activities, you are not to leave campus until the end of the tutoring or activities.**

**NO DRIVE POLICY**

Students who attend Carson Valley Middle School and are sixteen-years- old are not permitted to park on school grounds.

**TEXTBOOKS**

In order to keep your textbooks in good condition, it is important that you keep them covered. This prevents wear and tear on our books and keeps them in good condition for next year's use. Fines will be assessed at the end of the school year for lost, stolen, or damaged textbooks.

## NEVADA DEPARTMENT OF EDUCATION CODE OF HONOR



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

### **What is cheating?**

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- ◆ Taking or copying answers on an examination or any other assignment from another student or other source
- ◆ Giving answers on an examination or any other assignment to another student
- ◆ Copying assignments that are turned in as original work
- ◆ Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- ◆ Allowing others to do the research or writing for an assigned paper
- ◆ Using unauthorized electronic devices
- ◆ Falsifying data or lab results, including changing grades electronically

### **What is plagiarism?**

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- ◆ Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- ◆ Turning in purchased papers or papers from the Internet written by someone else
- ◆ Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- ◆ Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

***Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child's school administration and/or the school district.***

**Resources:** Cheating policies from Clark and Washoe County School Districts' secondary schools; Foothill Community College