

2016-2017

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 August 3, 2016. This document will be updated throughout the year as necessary

*P.R.I.D.E.
enforced here*

**Carson Middle School:
Student Handbook 2016-17**

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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 We own our actions, decisions and their outcomes.	Remain Safe We protect ourselves and others from harm.	Inspire Respect We show consideration for ourselves, others, and the environment	Display Integrity We do the right thing when no one else is	Expect Success We have self-confidence and determination to succeed.
Classroom	*by being prompt, prepared, and ready to learn	*by keeping aisles clear and sitting properly	*by using appropriate language, volume, and tone	*by owning my actions and accepting the results	*by being an active learner *by putting forth my best effort and
School-wide	*by using areas and materials for their intended purpose	*by following directions the first time given *by following	*by respecting myself, others, and property	*by doing the right thing *by being honest with	*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 positive participant or spectator	*by being a good sport *by putting forth my best	*by being aware of and practicing behavior expectations
Bus/Outside	*by following the rules for the designated area	*by making safe decisions	*by interacting fairly and appropriately	*by being a positive role model for others	*by leaving the area better than I found it
Home/Community	*by making my home and community a better place *by being on	*by using resources to seek assistance	*by treating others as I want to be treated	*by making decisions that benefit me, my family, and my community	*by checking PowerSchool regularly *by being a positive

STUDENT AND PARENT SUPPORT

MAIN OFFICE:

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 give 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

Note: A missed block schedule class counts as 2 absences.

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 full credit. 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 and are handled under that policy unless the student and teacher have previously negotiated an extended due date. Students will be notified in advance of projects or assignments for which this absent work policy does not apply. Each teacher reserves the right to require an alternative or additional assignment if

the original assignment has been corrected in class. 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 in order 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. 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 flowers, singing telegrams, 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.

Parent/Team of Teacher/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.

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 Behavior

Riding a bus is a privilege and may be withdrawn for any misbehavior. Behavior slips are issued through the bus drivers and the transportation department.

STUDENT DRESS CODE

STANDARD STUDENT ATTIRE:

Pants: Plain solid black or tan/khaki fitted at the waist. Leggings, spandex, skin tight pants, etc. will not be allowed (discretion of CMS administration). Skirts are not allowed.

Shorts: Plain solid black or tan/khaki shorts 2 inches above the knee or longer, fitted at the waist. Solid colored leggings underneath shorts are acceptable as long as the shorts are 2 inches above the knee.

Shirt: Navy 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 that fit these requirements are acceptable. Hoods must not be up on the head while inside the building. CMS 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, oversized, winter scarves are considered outerwear. Hats are not allowed.

All clothing with the exception of 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 Regulation 519.7 518.8 and are subject to the review of the administration.

Students in violation of the uniform policy will be referred to CMS administration for disciplinary action. All violations will be documented in the student's disciplinary file and parents/guardians 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).
- 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, or gang insignia are 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.
1. 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. The office will provide a change of clothes for the student. 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.

Students are expected to dress within these guidelines in order 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.

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 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 after 3:00 p.m.
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; the student will be given one day to complete homework for each day the student is absent, and work turned in after that may result in a “0.”

ATHLETICS AND ACTIVITIES

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

Students must:

- Attend at least four classes 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 of our students. To this end Carson Middle School is establishing a Positive Behavior Support system throughout the school.

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, 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 evaluation process. Disciplinary procedures for incidents of academic dishonesty may involve both academic penalties and administrative action for violation of the student discipline code. Please refer to CMS administration.

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 severe consequence. 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 private interviews, corrective assignments, detention, phone calls to parents/guardians, parent conferences, and/or referral to the administration. Offenses may include classroom insubordination, tardiness to class, inappropriate language, or disruptive behavior. Each teacher has discipline procedures that are tied to the Positive Behavior Supports established at Carson Middle School.

Campus behavior problems:

Any staff member may take corrective action or write a referral for a student's misbehavior on campus.

Referrals:

A student may be referred to the administration for major violations of behavioral expectations. One or more of these consequences may be expected when a student receives a referral (including but not limited to):

- Conference with an administrator or counselor
- Detention (after-school, lunch or Saturday School)
- Alternative Learning Center (ALC)- Students assigned to ALC must show a cooperative attitude and follow teacher/administrator expectations. Students that 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
- Expulsion

LOCKERS

Each student will be issued a locker and 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 unless approved by the office. Do not leave valuables in your locker. 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. Backpacks are not allowed in the classroom at any time. Any student bringing a backpack to school must place the backpack in their locker. Students must not share lockers.

CELL PHONES

All student cell phones need to be turned off prior to entering school and stored in student lockers.

Any unauthorized student use or possession of a cell phone may result in the confiscation of the device. On the second offense, phones will only be returned to parents/guardians. Additional infractions will follow a progressive discipline plan. Cell phone/electronics will be available in the front office for parent pick up.

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 into the office. A second offense will result in a call to parents/guardians. Additional offense will result in progressive discipline.

SECRET WITNESS

The Carson City Secret Witness Program is a safe and anonymous way to report any crimes that you see or hear may happen. The Secret Witness phone number is **283-1799**. Students or parents/guardians may call this number to report a crime anonymously. Call if you know someone is going to bring a weapon to school, if you know someone has drugs or is selling drugs, if you know someone is tagging up the school, if someone is planning to harm another student, if you see harassment or bullying, or anything you think is important to the safety or protection of our students. When filing a report in person or on the phone, a student may request to remain anonymous.

CARSON MIDDLE SCHOOL ANTI-BULLYING POLICY

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.

Demonstration of appropriate behavior, treating others with respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

Recent changes in the Nevada Law (SB 504) have prompted an update to NRS and our district policy regarding the maintenance of a Safe and Respectful Learning Environment for all students. The revised Carson City Board Policy Regulation (543) is currently in draft form awaiting a second reading. The new definition is summarized below for your reference. The full policy is provided at <http://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB504.pdf>.

What is BULLYING?

Bullying includes any written, verbal or electronic expression or physical acts or gestures that are directed at a person or group of persons and:

- **Cause the person physical harm, damage to property, or put the person in fear of physical harm.**
- **Interfere with the rights of the person by creating a hostile educational environment or interfere with the academic performance or the ability of the person to benefit from school services or activities**

Bullying includes 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 of background of a person.

Bullying includes acts that intent to harm another person by:

- **Manipulating his or her relationships with others including spreading false rumors,**
- **Nonverbal threats or intimidation including menacing or disrespectful gestures,**
- **Threats to harm a person or their possessions,**
- **Blackmail or extortion,**
- **Blocking access to school property,**
- **Physically harmful contact with or injury to another person or his or her property.**

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 and let other students know that problem behavior is unacceptable. Use hand signal (open hand, palm toward offender, fingers pointed up) and confident verbal "STOP".
2. **WALK**- If the problem behavior continues, you need to walk away (this removes the reinforcement for problem behavior).
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.

If a student is experiencing physical harassment of any kind, immediately contact a teacher, counselor, administrator, 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.

Tattling vs. Reporting

- Tattling is when a student tries to get someone into trouble.
- Reporting is when a student tries to keep someone from getting hurt.

Carson Middle School expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

As a school, we also believe that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff, and community members to produce an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as respect for district and community property. Administration and staff believe the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline.

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.

Due to our strong stance against harassment and bullying, we deem it necessary to implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student who

commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

▪ **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

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.

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.

The Carson Middle School administration or administration's designee are responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the administration or administration's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Parents/guardians of all students directly involved in the incident will be contacted by 6:00pm on the day of the report. An investigation will be conducted and completed within two school days after a report or complaint is made. A written report of the findings and conclusions of the investigation will be made available to the parents/guardians not later than 24 hours after the completion of the investigation.

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

As a school, we will disseminate the policy to all school staff, students, and parents/guardians, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property or at school-sponsored functions.

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.