

Adobe Middle School



2021-2022

Cody Krenka
Emily Nielson
Lacey Smith
Josh Morrell
Jessica Russell
Kristie Tacadina
Lisa Gilligan
Shelley Mathews
Irma Rodriguez
Christina Gillespie

Principal
Vice Principal
Vice Principal
SRO
Counselor
Counselor
Secretary
Secretary
Secretary
Nurse

ADOBE MIDDLE SCHOOL



The Elko County School District does not discriminate on the basis of race, color, national origin, sex, age, or disability.



2021-2022 Adobe Bell Schedule

First Bell: 7:33

1st period: 7:40 – 8:26

2nd period: 8:30 – 9:16

3rd period: 9:20 – 10:06

4th period: 10:10 – 10:56

5th period:

10:56 - 11:39 (7th grade lunch)

11:43 – 12:29 (7th grade class)

6th period: 12:33 – 1:19

7th period: 1:23 – 2:09

1st period: 7:40 – 8:26

2nd period: 8:30 – 9:16

3rd period: 9:20 – 10:06

4th period: 10:10 – 10:56

5th period:

11:00 – 11:46 (8th grade class)

11:46 – 12:29 (8th grade lunch)

6th period: 12:33 – 1:19

7th period: 1:23 – 2:09

Faculty Members

Teacher		Subject	Teacher		Subject
Mrs.	Ackerman	Special Education	Ms.	Kashap	ELL
Mr.	Arndt	Librarian	Ms.	Khoury	Math
Mrs.	Baker	Special Education	Mrs.	Maderis	English
Mrs.	Bennett	English	Mr.	Maderis	Social Studies
Mr.	Brawley	STEM	Mrs.	Messina	Social Studies
Mr.	Broyles	Band	Ms.	Micheli	Math
Mr.	Chamberlin	Computers	Ms.	Rogers	Chorus
Mrs.	Costa	Science	Mr.	Royce	Strings
Mrs.	Davidson	Science	Mr.	Schumacher	STEM
Mrs.	Dumas	Science	Mrs.	Shouse	Special Education
Ms.	Dumas	Science	Mrs.	Smith	Math
Mrs.	Flores	English	Ms.	Stoddard	Special Education
Ms.	Gibson	P.E.	Ms.	Tanner	English
Mr.	Gilligan	P.E.	Mrs.	Taylor	English
Ms.	Gohl	Math	Mrs.	Turner	Social Studies
Ms.	Gonzalez	Special Education	Mrs.	Van Kirk	Science
Mrs.	Green	STEM	Ms.	White	Art
Mr.	Hayes	Social Studies	Ms.	Wilson	Study Hall
Ms.	Hoem	Health	Ms.	Zaga	Social Studies
Mrs.	Jonas	Home Ec			

Welcome

These guidelines were developed through the cooperative efforts of the staff, students, parents and administration to ensure the smooth operation of Adobe Middle School. It is intended that these guidelines will help in understanding the rights and responsibilities associated with attending Adobe Middle School.

Every student has the right and opportunity to learn in an environment which is safe, free of drugs, clean, peaceful, and well organized. Students must also recognize that they have a responsibility to ensure that their actions do not deprive others of the same opportunity.

It should be understood that this is not a limiting document; not all possible violations have been identified, and not all possible consequences have been listed. In accordance with state law and school district policy, discipline is to be progressive; however, it should be understood that the severity of the circumstances surrounding an infraction may justify different consequences than those listed here.

Unless specifically stated otherwise, all rules defined below shall apply to students on school property and at school activities including, but not limited to, field trips, dances, conferences, athletic events, all transportation to and from school, and school sponsored activities.

Course Requirements

The course requirements contained in this publication are effective for all incoming 7th graders, new 8th graders, and returning 8th graders. These requirements will remain in effect until it becomes necessary and advisable to make changes that will keep our school abreast or ahead of current educational practices.

7th Grade

English
Math
Social Studies (Geography)
Life Science
Physical Education
Electives (2)

8th Grade

English
Math
Social Studies (U.S. - NV. History)
Earth Science
Physical Education/Health
Elective (1)

Grading Policy

Grading terms for secondary students will be divided into two semesters. For those courses that are a semester in length the final grade for the semester will be based on the percentage earned (no less than 70% summative and no more than 30% formative) for the entire semester. End of course semester exams will be given to all students in all secondary courses, and will be included in the 70% summative portion of a student's overall grade. Credit will only be awarded for courses lasting a minimum of one semester (.5 credit). A final report card will be sent home at the end of each semester. Regular communication via telephone, email, or mail regarding student performance is encouraged. Status reports are required when a student's grade drops below a 70% average in any class during any grading period. Status reports may be sent at any time during the school year. (District Policy IHAA) This notice must contain recommendations for correcting the student's deficiencies. *Parents and students should check Infinite Campus regularly to monitor progress in individual classes.*

Student effort and behavior will be reported to parents through a non-academic rubric that addresses the individual student's ability to complete work, classroom participation, citizenship and social skills (See below). The Student Effort and Behavior Rubric will be completed by each of their seven teachers' specific to their performance in that class.

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Extra-Curricular Activities (To Be Determined)

Students with F's will not be allowed to participate in extra-curricular competitions/activities that week. Once the grade is passing, the student may resume competitions. Students must still attend practice and the games. Students must try-out on the day of the try-outs. Special try-outs will not be held for absences or missed days.

Promotion Policy

To be promoted to high school a student must meet the ECS D Board of Trustees Minimum Attendance Policy JBBA, and is required to earn the minimum number of course credits specified by Nevada Administrative Code (NAC 389.445) during 7th and 8th grade combined. If a student does not earn enough credits, a student may or may not be promoted to high school in certain situations.

In order to be considered for promotion, the student must take remediation courses following 7th or 8th grade in the subjects in which he/she is credit deficient. At a minimum, for an 8th grader to be promoted the student must meet the attendance and curriculum requirements which include that the student must be no more than ½ credit deficient in English or Math, and no more than 1 credit deficient in Science or Social Studies.

If the credit deficiency is in a subject in which the State of Nevada administers an 8th grade criterion referenced test (e.g. reading, writing, math, and science), and the student receives a test score resulting in a "Meets Standard" or "Exceeds Standard" achievement level, the student may be promoted to high school without restriction.

If the student does not receive a "Meets Standard" or "Exceeds Standard" test score, or if there is no State of Nevada criterion-referenced test in his/her area of deficiency, the student may be promoted to high school and will be placed on academic probation.

If a student is promoted to high school and is on academic probation, the student must enroll in remediation courses in the subject of his/her middle school credit deficiencies and these courses are to be taken at the same time as the regular ninth grade class schedule. Credits earned through middle school remediation courses do not result in credits toward a standard high school diploma. Remediation courses must be successfully completed in order for a student to be removed from academic probation.

Students who are on academic probation while enrolled in high school are not eligible to participate in extracurricular activities until they fulfill their requirements to be removed from academic probation.

A parent or legal guardian may elect not to place his child on academic probation but to remain in grade 8.

Student Conduct and Discipline

Adobe Middle School believes that discipline is based on the premise of educating students about appropriate behavior and of making restitution and restoring relationships when misbehavior has occurred. Therefore, we will not tolerate behavior that interferes with the learning of others or a student's right to a safe and secure learning environment.

Students are expected to know that actions such as pushing, shoving, shouting, running, blocking traffic, or using profanity in the halls are NOT acceptable. A code of common courtesy in and out of the classroom should be the rule and guide at all times. The teachers and administration are well aware that the majority of students at Adobe Middle School want and respect an environment which is conducive to a good learning environment. We are also aware that the majority of students accept their responsibility as demonstrated by their positive conduct and everyday interaction with students and staff. Therefore, the

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following policy is written for that small percentage of students who have not yet accepted responsibility for their actions and as a result can be a detriment to the learning potential of others.

The principal and/or vice-principal shall have the authority to suspend for a period not to exceed ten days those students who violate Elko County School District policy and/or Adobe Middle School Student Conduct policy. Please refer to the AMS Restorative Discipline Plan.

Tardiness

Tardiness is defined as arriving after the scheduled time. Leaving class for school supplies after the bell can constitute a tardy. Punctuality is necessary for a positive educational atmosphere. Students are to be in their assigned classroom, prepared to work at the final bell. After 3 tardies for one class period, students will receive 3 days lunch detention. Students who are 10 or more minutes late must check in at the office; additionally, students who are 20 or more minutes late will be given detention for the remainder of their first period class.

Bus Conduct

Direct transportation/bus discipline questions to: 738-4360

Each school bus passenger shall:

1. Be under the direct supervision and authority of the bus driver.
2. Be in their assigned seat when the door closes and a bus begins motion.
3. Keep hands and feet, books and other objects to yourself.
4. Refrain from swearing, rude gestures, cruel teasing (verbal or nonverbal).
5. Follow the bus driver's instructions.
6. Be at the bus stop at least five (5) minutes, but not more than ten (10) minutes prior to bus arrival time.
7. Once a student gets on the bus (whether it is going to or from school) he/she may not get off the bus until the bus has reached his or her stop/school. This includes getting on the bus after school. A student may not exit the bus unless a parent/guardian is on the premises to pick him/her up.

When a student is guilty of misconduct, the driver will give the completed Misconduct Report to the school administrator. Consequences for bus misconduct will follow E.C.S.D. guidelines and policy. Please note that after disposition of the misconduct report, copies will be distributed to the student, parents, transportation department, and the driver.

Each school bus passenger shall:

1. Be under the direct supervision and authority of the bus driver.
2. Have written permission to leave the bus other than at the regular stop or at school.
3. Be in their assigned seat when the door closes and a bus begins motion.
4. Keep hands and feet, books and other objects to yourself.
5. Refrain from swearing, rude gestures, cruel teasing (verbal or nonverbal).
6. Follow the bus driver's instructions.
7. Be at the bus stop at least five (5) minutes, but not more than ten (10) minutes prior to bus arrival time.

When a student is guilty of misconduct, the driver will give the completed Misconduct Report to the school administrator. After disposition of the report, copies will be distributed to the student, parents, transportation department, and the driver.

The following courses of action are considered as minimum:

First: Driver gives a warning by name.

Second: Driver changes seat assignment.

Third: Issues first misconduct report. Parent conference or written notification by principal.

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- Fourth: Issue second misconduct report. Suspension from riding 3 to 5 days by principal. Parent conference to be held prior to reinstatement.
- Fifth: Issue third misconduct report. Suspension from riding the bus minimum of 10 days by principal. Parent conference held prior to reinstatement.
- Sixth: Issue fourth misconduct report. Excluded from the bus for the balance of the year. Parent conference and/or written notification.

The severity of student action may result in permanent suspension from the privileges of bus transportation:

1. Commit or threaten to commit physical harm to the driver or passengers.
2. Damages or destroys school property.
3. Absolutely refuses to obey or follow instructions.
4. Engages in any activity to distract a driver's attention from the road.

Suspension from bus transportation does not excuse the student from school attendance as required by the Compulsory Education Laws of the State of Nevada, N.R.S. 392.140.

The severity of student action may result in permanent suspension from the privileges of bus transportation for the following reasons:

Suspension from bus transportation does not excuse the student from school attendance as required by the Compulsory Education Laws of the State of Nevada, N.R.S. 392.140.

Closed Campus

Adobe Middle School operates on a closed campus concept. Students must stay on the school grounds from the time they arrive, until dismissed or picked up by the bus at the end of the school day. Students who ride the bus must not leave campus after arriving or before getting on the bus after school.

Parents or other authorized designees must sign students out at the office when leaving school for medical appointments or any other reason. Students will only be released to parents or persons over the age of 18 who are listed as emergency contacts.

Due to the closed campus policy students will only be released for lunch to a parent. Notes and/or phone calls requesting release of a student to another parent is not permitted.

Dress Code

Student Dress and Appearance Code at Adobe Middle School

The responsibility for the appearance of the students of the Elko County School District rests with the parents and the students themselves. It is the intent of this policy to ensure a clean and healthy environment in the Elko County Public Schools. Therefore, limitations on student dress and grooming will be left to the discretion of Administration when in their opinion the students' dress and/or grooming become a distraction to or interferes with the educational process. Students violating the dress code will be sent to the office to call home and notify the parent or guardian of their violation of the dress code and be given an appropriate alternative clothing item to wear for the remainder of the school day. Those items that are loaned must be returned to the school nurse at the end of the 7th period or the next school day. Items not returned to the school will be billed to the student's account. Students who regularly break the school dress code may receive additional discipline through administration and parent or guardian will be notified.

Following are some general outlines to student dress and grooming at Adobe Middle School. Limitations to student dress include, but are not limited to, what is outlined below.

The Elko County School District does not discriminate on the basis of race, color, national origin, sex, age, or disability.

- Clothing will be no shorter than the mid-thigh area. No exposed skin above mid-thigh, including holes in jeans and slits in skirts.
- Articles of clothing that promote smoking, drinking, drug use, and violence are prohibited
- Pajamas or other nighttime wear is not allowed to be worn at school, including house slippers unless it is considered during a school dress up day.
- Transparent clothing, low cut blouses, and crop tops are not permitted. No skin may be showing between the bottom of the shirt/blouse and the top of the pants/skirt.
- Sleeveless tops must fit under the arm. Cleavage, and undergarments may not be exposed. We will follow the 2-finger rule on the width of the straps that are permitted on shirts.
- Bandanas are not to be worn - admin discretion.
- Clothing, jewelry, or accessories that advertise, reference, or imply connotations to controlled substances, tobacco, alcohol, violence, or anything of a sexual nature are not permitted.
- Distracting contact lenses, bandanas, or other fashion accessories that are distracting or inappropriate will not be permitted.
- Chains are not to be worn as belts, necklaces, or attached to wallets. Spiked jewelry or accessories of any type are not permitted.
- No criminal gang related apparel, accessories or symbols, including, but not limited to, chains or bandanas.
- Body/facial piercings that is determined to diminish students' safety, including any jewelry, is not permitted. Students will be asked to remove piercings and jewelry that are a safety hazard during certain activities including P.E.
- Footwear must be worn at all times and must offer sanitary and safety protection.
- Hats are not allowed to be worn in the building with the exception of special school-wide dress days. A parent may be required to come to the school and pick up the hat if it is confiscated.

The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard. The principal shall retain the authority to grant exceptions for spirit days, special event dress days, and school wide free dress days. On those ECSD/school sanctioned exception days, schools will notify the students and parents/guardians of the unique dress provisions.

Lockers will not be assigned for the 2021-2022 school year

Counseling and Guidance

The Guidance Department is ready to work for the students at Adobe. The school counselors are responsible for reporting and monitoring the academic progress of each student. They are supportive with the respect of the educational, personal, social, and career development of the students with whom they work.

It is necessary to know the policies of the Adobe Guidance Department. Confidentiality of information with regard to students and student records will be maintained at all times. In the event that an individual's health, safety, or welfare is compromised, school personnel will take action and inform appropriate persons and/or agencies to appropriately address the situation.

Hot Lunch Program

Lunches will continue to be free of charge for all students for the duration of the school year.

Textbooks

Textbooks are provided by the School District and are issued at the beginning of the school year. All books are numbered for the purpose of identifying the person to whom the book is issued. Students who lose or damage a book while it is checked out to them will be monetarily responsible for the loss or damage. The cost of a damaged book is \$35.00, and the cost for losing a book is \$70.00. Fines will follow students to the high school and must be paid before graduation.

Public Display of Affection

Public displays of affection (PDA) is not permitted (all students must remain 3 feet apart). At Adobe Middle School we maintain a "hands off" policy. Students are to keep their hands to themselves and off others. Holding hands, locking arms, kissing, hugging and fondling of any kind will not be permitted.

Graffiti

Graffiti will not be allowed on the school campus or on personal items at school. **Sharpies or any graffiti tools are not allowed.** Teachers will monitor this in their classrooms. Use of these instruments will result in a referral to the office and possible notification to the Juvenile Crimes Task Force.

Cold Weather Policy

Be Prepared! Except for rare occasions, students are sent outside for lunch recess. Please make sure that your child is dressed appropriately warm and dry on days above 10 degrees.

Intramural Program (To Be Determined)

Participation in the AMS intramural program is open to all students. Students will not be allowed to participate in competition with any failing grades. Grades will be checked once a week during the season. Students will have until noon the day before the competition to have all grades passing. Receiving ISS the week of a competition will result in not participating in the competition for that week. Receiving OSS at any time during the season will result in being removed from that team permanently for the season.

Dances (To Be Determined)

The middle school dances start at 2:30 p.m. and end at 4:30 p.m. Only students in good standing may attend the dances. Good standing means any student who has not been placed in out-of-school suspension and/or two or more full-day in-school suspensions from the time of the previous dance. Students not picked up within 15 minutes of the dance ending will not be allowed to attend the next dance. Students may not leave campus and come back to the dance. Students may not enter the dance after 15 minutes of the dance starting. Parents may not enter into the dance unless escorted by an AMS Chaperone.

ACES Reward (To Be Determined)

Only students in good standing and with only A's and/or B's on semester report card may attend the ACES Reward party. Good standing means any student who has not been placed in out-of-school suspension and/or in-school suspension (ISS permission can be edited by administration) or have six or more tardies for the period of that semester. Students who have any "unexcused" absences will not be able to attend. Absences can be cleared in the front office. The ACES party is held twice a year - once at the end of the first semester and once toward the end of the school year.

Medication

All student medication must be stored in the nurse's office. Exemptions will be made when it is medically necessary for a student to carry medication, such as an inhaler for asthma.

Students who are required to take any type of medication during school hours must have on file medication authorization forms signed by the prescribing physician/practitioner and parent/guardian. All medication must be contained in a current pharmacy container labeled with the student's name, prescriber's name, date, medication, dosage, and time to be given. Any change in type, frequency, or amounts of medication will require a new medication authorization form.

In the event circumstances make it impossible to fulfill the above procedure, and it is imperative that a student have the medication, it will be given for two days only. The parent/guardian must write or telephone this special request to the nurse.

Cell Phone/Electronic Device Policy

The Elko County School District does not discriminate on the basis of race, color, national origin, sex, age, or disability.

Electronic Devices: these are defined as any device including, but not limited to: cellular phones, personal assistants (PDA's), laptop computers, desktop computers, handheld computers, pagers, beepers, calculators, advanced function watches, cameras, iPods and other MP3 players, video game players, radios, or any other devices designed to communicate, create, or store information. It should be noted that AMS does not recommend these devices be brought to school. Owners assume all risk! Administration will not investigate theft of electronic devices.

The school district shall utilize Elko County School District Policy (J.B.D.A. Student Discipline) which states:

1. Students and parents must read, sign and return the Elko County School District Use Policy for Telecommunications/Internet.
2. **Cell phones and other electronic devices may not be used during the regular instructional day without the permission of the teacher.**
3. Cell phones and other electronic devices may be used before and after school, at school activities, and on school sponsored trips, as long as they meet the requirements of the Elko County School District Acceptable use Policy for Telecommunications/Internet.

Inappropriate use of networks, electronic devices, computer systems and the Internet, including email falls under school district policy rules (J.D. Student Discipline categories 1-13).

Under these policies, the following are not allowed:

- Electronic devices during class time without the consent of the teacher
- Cameras of any type in restrooms, locker rooms, or during testing
- Sending text, images, sound, video or files for the purpose of cheating
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources, i.e. excessive downloads, creating viruses, etc.
- Employing the network for commercial or any non-educational purposes

The ECSD or AMS administration has the authority to search any electronic device if they have just cause or reasonable suspicion that any of the above listed offenses have occurred. If a student's phone is taken by a teacher, it will be sent to the office where the parent will have to pick up the device. It will not be given back to the student. After two times for an electronic device to be taken, disciplinary action will result.

Adobe Middle School is not responsible for the loss or theft of student's electronic devices.

CHEATING/PLAGIARISM

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 work 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

Cheating in class and/or on assignments may result in a 0% on the work and/or detention.

STATE LAWS, MANDATES, and DISTRICT POLICIES:

The state of Nevada and the Elko County School District have clearly defined policies relating to certain student discipline infractions and subsequent consequences. The violation of the following rules of behavior by a student on school property, may result in appropriate discipline of the student.

1. Malicious damage to school property
2. Willful disobedience to administrators, teachers, or other school personnel
3. Possession of intoxicating liquor, a controlled substance, or a counterfeit substance.
4. Using or being under the influence of intoxicating liquor or a controlled substance.
5. Hazing in connection with any school or social activity relating to school.
6. Impairing the health, safety, or welfare of others (including weapon possession)
7. Impertinent language toward administrators, teachers or other school personnel
8. Use of profane or vulgar language
9. Possession or use of controlled substance such as alcohol, prescription medication, or tobacco products (including e-cigarettes, vapes, jewels, or any device or paraphernalia designed to hold any of the listed products)
10. Sexual harassment of student(s), administrators, teachers, or other school personnel.
11. Being guilty of conduct which interferes with classroom instruction or the maintenance of school discipline.
12. Being guilty of conduct which warrants the reasonable belief that disruption of school operations will likely result.
13. Unapproved access of the computer files.
14. Committing any other act which is a crime under the Nevada Revised Statute.

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COVID related mandates:

Protocols regarding COVID-19 mandates are subject to change. Please review updates on the district website: <https://www.ecsdnv.net/Home>

Definitions and Common Consequences

NRS 392.466 Suspension or expulsion of pupil for battery on employee of school, possession of firearm or dangerous weapon, sale or distribution of controlled substance or status as habitual disciplinary problem; limitations for pupils with disabilities.

Except as otherwise provided in this section, any pupil who commits a battery which results in bodily injury of an employee of the school or who sells or distributes any controlled substance while on the premises of any public school, at an activity sponsored by a public school or on any school bus must, for the first occurrence, be suspended or expelled from that school, although the pupil may be placed in another kind of school, for at least a period equal to one semester for that school. For a second occurrence, the pupil must be permanently expelled from that school...

"Dangerous weapon" includes, without limitation, a blackjack, slungshot, billy, sand-club, sandbag, metal knuckles, dirk or dagger, a nunchaku, switchblade knife or trefoil, as defined in NRS 202.350, a butterfly knife or any other knife described in NRS 202.350, or any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause, bodily injury to a person.

"Firearm" includes, without limitation, any pistol, revolver, shotgun, explosive substance or device, and any other item included within the definition of a "firearm"...

For specific details for all policies governing student conduct please see the link to ECSD website: <http://www.boarddocs.com/nv/elkcsd/board.nsf/PublicSearch>

In section-J

INTERVIEWS in SCHOOL FOR INVESTIGATIVE PURPOSES:

By School Administrators or Designee:

School officials have the rights and duty to interview students when investigating crimes or reports thereof, committed during the school hours or on school property or during school events after hours without prior notification or presence of parents/guardians.

By Law Enforcement Office at Request of School Authorities

The administrator may exercise his/her discretion in determining whether to request assistance of law enforcement in investigating a crime, alleged crime or report of crime committed in the school building or on school grounds during school hours or events after hours. Law enforcement guidelines shall be followed regarding any interview, search or arrest.

Bullying

It is the policy of the Elko County School District to maintain a learning and working environment that is free from bullying. The School District prohibits any and all forms of bullying because it violates the basic rights of the students and staff to be in a safe, orderly learning environment. This policy seeks to promote positive interpersonal relationships between all members of the school community. It shall be a violation of this policy for any student to bully another while attending school or school-sponsored events or riding in school transportation. School staff shall report suspected bullying behavior to school administration for investigation using appropriate district forms.

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Parents must report bullying to the administration so we can resolve any issues that may occur.

For the purposes of this policy, the term "school staff" includes board members, school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of the District.

The School District will investigate reports of bullying, whether of a physical or nonphysical form. If it determines that bullying has occurred, it will act appropriately within the discipline codes of the District and will take reasonable action to end the bullying.

Bullying, Harassment, Intimidation, Slander, and Social Scheming

Bullying and Harassment of any kind (sexual or slanderous, intimidating or verbal) is a violation of NRS 388.125, NRS 388.122, NRS 388.135, and ECSD policy JDA. If any act by another student or adult causes you to feel bullied or harassed, you must report it to a counselor, teacher, or administrator immediately.

NRS 388.122 – “Bullying” A willful act or course of conduct on the part of one or more pupils which is not authorized by law and:

- Which exposes a pupil repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:
- Is intended to cause and actually caused the pupil to suffer harm or serious emotional distress.

NRS 388.125 – “Harassment” A willful act or course of conduct that is not otherwise authorized by law and is:

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

NRS 388.129 – “Intimidation” means a willful act or course of conduct that is not otherwise authorized by law and:

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

Slander may be defined as the spoken or transitory form of defamation of character; a legal term that refers to a falsehood presented as true which could harm the reputation of a person or entity.

- Behavior in the classroom or anywhere on campus that has the potential to distort the truth about another student, teacher, or other school staff will not be tolerated.
- This includes, but is not limited to any statement made by individuals of any type which may or may not be used to incite conflict, harass, or intimidate.

Social Scheming is related to all of these behaviors in that they all work together when a group of students engage in anything that is designed to spread false or cruel rumors, or to incite a new incident or aggravate already tense circumstances involving other students or staff.

Sexual Harassment

It is the policy of the Board of Trustees to forbid sexual harassment of all students. The Board of Trustees will not tolerate sexual harassment activity of students by any students or any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

- A. Sexual Harassment Defined:** “Sexual Harassment” is defined as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that:
- explicitly or implicitly bases an educational decision on the student’s submission to such advances, requests and other conduct; or

The Elko County School District does not discriminate on the basis of race, color, national origin, sex, age, or disability.

that is sufficiently severe, persistent, or pervasive to create a hostile or abusive educational environment for the student.

“Conduct of a sexual nature” includes, but is not limited to, verbal or physical sexual advances, including subtle pressure or sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding”, “teasing”, double-entendres, and jokes.

Reporting, Investigation and Sanctions:

1. It is the express policy of the Board of Trustees to encourage student victims of sexual harassment to come forward with such claims.
 - (a) Students who feel that they are being sexually harassed are encouraged to report these conditions to a building administrator or counselor.
 - (b) If a student reports sexual harassment to a school employee, other than an administrator or counselor, that employee shall immediately forward the report to a building administrator or counselor.
 - (c) If any school employee has good reason to believe that a student is being sexually harassed by a school employee, another student or a school volunteer-although that employee has not received a report of sexual harassment from the student or otherwise, that employee shall immediately forward a report of sexual harassment to a building administrator or counselor.
 - (d) If an administrator or counselor receives a report of the sexual harassment of a student, the report shall be immediately forwarded to the Superintendent, who has the responsibility of investigating and resolving all complaints of sexual harassment.
 - (e) Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.
3. Any student or employee found to have engaged in sexual harassment shall be subject to appropriate discipline, including, but not limited to, warning, suspension, or expulsion in the case of a student offender, and warning, reprimand, admonishment, suspension, or dismissal in the case of an employee offender, subject to applicable procedural requirements.

The District prohibits and will not tolerate any form of sexual misconduct (including sexual abuse, sexual molestation, and sexual harassment) toward students on the part of District employees, administrators, officials, volunteers, or third parties.

This policy expands upon, and is established in addition to, the District policy on the prevention of illegal harassment. Because the District has a particular interest in maintaining student safety and well being, it has established this additional policy to specifically address sexual misconduct toward students.

Attendance

All absences must be confirmed by a written notice or phone call from the legal parent or guardian on the day of the absence. After 3 days of absences may be changed to Truancy.

To ensure that all students receive a quality education, it is important that they attend school regularly. Students must be in class on a regular basis to ensure a quality educational experience. Any student who is absent must have a valid reason. An excuse written by the parent/guardian must be presented to the attendance secretary.

An unexcused absence is an unauthorized absence from school, and means that a student will not be allowed to make up missed work. Students might also suffer disciplinary actions, such as being declared TRUANT.

Communication between home and school is absolutely vital in promoting and managing good attendance. The following guidelines have been developed to support efforts regarding parent notification and to warn students that they may be in danger of not being promoted or may lose credit for excessive absences.

Minimum Days of Attendance for Seventh Grade through Twelfth Grade - Traditional Schedule

Less than 90 percent attendance of days enrolled each semester may result in loss of credit(s). Nine or more days missed, per semester, may result in loss of credit.

Parents will be notified by letter of students' absences when the student has missed ten (10), and fifteen (15) days. Parents may request a conference with the school administrator to discuss absences as well as loss of credit.

Exceptional Circumstances

The following factors may be considered, but are not limited to, as unavoidable and/or defensible exceptions to the minimum number of attendance days:

1. Doctor verified medical release.
2. School Nurse verification.
3. Prearranged education experiences outside of school approved by administrator.
4. Verifiable family emergencies.
5. Extended injury or illness which is doctor verified.
6. An absence directly related to a students' identified disability.

Exceptions will be determined by the school principal.

Quick Reference Guide
These are sample situations to assist parents
in understanding the absence policy.

Type of Absence	PARENTAL ACTION	Excused / Exempt—Status
Child is sick	Notify School	Excused but Not Exempt without doctor or nurse verification.
Child is on a school sponsored trip.	None	Student is considered in attendance.
Child gets sick at school and sent home.	None	Excused and Exempt. Nurse verification is an exemption.
Child is on family vacation while school is in session.	Absence needs to be pre-arranged.	Excused but not Exempt.
Child is absent due to a serious illness or death of a relative.	Notify school	Excused and Exempt. This is a verifiable family emergency.
Child is absent due to an educational experience outside of school.	Absence needs to be pre-arranged.	Excused and Exempt. Principal needs to pre-approve the educational experience.
Child has been ill and absent numerous days throughout the school year.	Notify school for each absence and ask doctor for a note if one was sent.	Excused and Exempt with doctor or school nurse verification.
Child is absent from school for unknown reason.	No note or phone call received from parent.	Unexcused absence and Not Exempt. Child will be considered Truant.

The subject of absences appears complicated. The best policy, of course, is to have your child in school every day. Then, none of the above will be considered. When it is not possible to have your child in school, we hope that the above reference guide provides some clarification.

Please note that this guide should not be taken as a substitute for details found in Policy JBBA and your child's Student Handbook.

**ELKO COUNTY
SCHOOL DISTRICT**



**ATTENDANCE POLICY
EXPLANATION**