

ROSEMARY CLARKE MIDDLE SCHOOL

2019-2020

STUDENT HANDBOOK



“Swimming to the Top”

Mr. Tim Wombaker
PRINCIPAL

Mrs. Erin Jerabek
ASSISTANT PRINCIPAL

Mr. Brian Todd
ASSISTANT PRINCIPAL

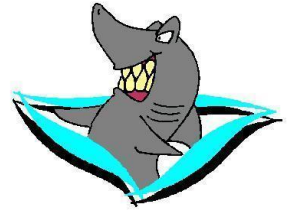
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Rosemary Clarke Middle School

4201 North Blagg Road
Pahrump, Nevada 89060
(775) 727-5546 Fax (775) 727-7104



Dear RCMS Parent/Guardians and Students,

Welcome to the 2019-2020 school year at Rosemary Clarke Middle School! We are excited to begin another eventful and successful school year. The staff at RCMS is devoted to supporting our students as they learn and grow into productive and responsible citizens.

Accountability is essential! For our students to truly succeed, we all must fulfill our vital role in the education process. **Teachers and staff** are held accountable to educate, communicate, and nurture each child. We work hard to help students master the Nevada Academic Content Standards. If a student is struggling to meet a goal, staff will communicate and provide strategies to improve the deficiencies. **Students** are accountable to do what is necessary to master the standards and to become responsible citizens. Completing homework, studying at home, listening in class, being respectful to students and staff, and helping others when needed are a few things students are accountable to do. **Parents/Guardians** are accountable to be involved, communicate, monitor, and support the educational process at home. Please check with your children daily to see what is being learned and what activities are used to promote mastery. Parents/Guardians need to be involved in their child's education. Attend functions, check homework, and help study so the standards are met. **Parents/Guardians, you are the most important piece in your child's education.**

Communication is the key! We are all in this together. The goal is to prepare your child academically, socially, and behaviorally for future success. We must keep open and positive communication, so the education can be ongoing. You may email or call your child's teacher whenever there is a question, comment, or concern. Email is the quickest and easiest, yet still effective. We ask that all parents provide current email addresses and phone numbers so communication is strong. "Remind" is a communication method that all teachers now use. Parents are encouraged to take advantage of this simple, free program that teachers use to send text messages to parents to remind them of important class events or assignments. Sign-up information will be shared at open house and during the first week of school.

Kids are our business. We need to do everything possible to provide a fun, challenging, and safe educational environment for each child. I am looking forward to my seventh year as principal of RCMS. **Our motto is "Swimming to the Top!"** Our school makes excellent progress each year, and will continue to do so with the help of our dedicated staff, supportive parents, and hard-working students. Have a wonderful school year and welcome to RCMS-Home of the Sharks!

Mr. Tim Wombaker
Principal

Mr. Tim Wombaker - Principal
Mrs. Erin Jerabek - Assistant Principal
Mr. Brian Todd - Assistant Principal

"Swimming to the Top"



My signature below indicates that I have received a copy of the Rosemary Clarke Middle School Student/Parent Handbook.

I understand that this handbook contains information regarding the school rules, policies, and overall expectations which affect me as an parent/guardian and student.

I acknowledge that I have read and understood the information contained within the handbook.

I also understand that Rosemary Clarke Middle School may revise information described in the handbook.

Parent/Guardian Print Name _____

Parent/Guardian Signature _____

Date _____

Student Print Name _____

Student Signature _____

Date _____

Rosemary Clarke Middle School 2019-2020 School Calendar

August 8	RCMS Parent/Student Orientation, Open House, Student Schedules handed out *6 th grade: 4:00 to 5:00 PM *7 th & 8 th grade: 5:00 to 6:00 PM
August 12	First Day of School for students
August 16	Staff Development Day: No School
August 21	Fall Pictures for all RCMS students (All students photographed: Student ID cards/yearbook)
September 2	Labor Day: No School
September 18	Fall Picture Makeup Day
September 27	Staff Development Day: No School
October 11	End of Quarter 1
October 22	RCMS Parent/Teacher Conferences: 12:30-2:30/4:00 to 6:00 PM (students dismiss at 11:50AM)
October 25	Nevada Day: No School
November 1	Staff Development Day: No School
November 11	Veterans' Day: No School
November 27	Minimum day (students dismiss at 11:50 AM)
November 28-29	Thanksgiving: No School
December 20	End of Quarter 2/Semester 1
Dec 23-Jan 3	Winter Break: No School
January 13	Staff Development Day: No School
January 20	Martin Luther King, Jr. Day: No School
February 17	Presidents' Day: No School
March 6	End of Quarter 3
March 9-13	Spring Break: No School
March 23	Staff Development Day: No School
March 25	RCMS Parent/Teacher Conferences: 12:30-2:30/4:00 to 6:00 PM (students dismiss at 11:50 AM)
April 10	Minimum day (students dismiss at 11:50 AM)
April 13-14	Family Days - No School
May 21	Last Day of school-End of Quarter 4/Semester 2, Minimum day (student dismiss at 11:50 AM) No water bottles or backpacks at school today. Report cards will be mailed home within 2 weeks.



ROSEMARY CLARKE MIDDLE SCHOOL

2019-2020 BELL SCHEDULE



DAILY SCHEDULE	
Students arrive/Nutrition	7:50-8:11am
1st Period	8:15--9:05
2nd Period	9:09-9:59
3rd Period	10:03-10:53
6th Grade Lunch	10:53-11:27
4th Period -6th Grade	11:31-12:21
4th Period - 7th Grade	10:57-11:17/11:51-12:21
7th Grade Lunch	11:17-11:49
4th Period - 8th grade	10:57-11:47
8th Grade Lunch	11:47-12:21
5th Period	12:25-1:15
6th Period	1:19-2:10

6th grade Lunch - 10:53-11:27
7th grade Lunch - 11:17-11:49
8th grade Lunch - 11:47-12:21
7:50 A.M.: Gates are opened
8:05 A.M.: First Bell, 8:10 A.M.: Tardy Bell
2:10 P.M.: Dismissal (Buses Only),
2:15 P.M.: Dismissal (non-bus riders, walkers, athletes, SAFE)



Nye County School District offers nutritious meals to all students. Breakfast and lunch are available at all school sites. Our menus meet nutrition guidelines established by the United States Department of Agriculture. The National School Lunch and Breakfast Program is a federally subsidized program. Participation in the Community Eligibility Provision Program (CEP) enables us to offer meals free to all students in Nye County School District except for Duckwater and Warm Springs schools. Adults, staff, and visitors will be charged \$2.00 for breakfast and \$3.50 for lunch. Cash, check, or online payments only. No charging allowed. Thank you for your participation.

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

NCS D is an equal opportunity provider

- RCMS Kitchen Manager: Marion Dove 727-5546, ext. 2119.
- Nye County Coordinator: Jodi Martinez 727-7743, ext 260.

Recommended SCHOOL SUPPLIES – ALL GRADE LEVELS

- Black or blue pens & a red pen
- Paper (ongoing supply) – college ruled
- Hand sanitizer
- Glue sticks
- Colored pencils OR markers
- Protractor & Ruler
- 3-ring binder with dividers, spiral notebooks, pocket folders, and 2 Composition Notebooks
- Pencils (2 at all times) – mechanical OR wooden pencils with a hand pencil sharpener and erasers (please provide as many as you can)
- 8th grade students ONLY – 1 composition notebook (Science), spiral notebooks, glue sticks, dry erase markers (assorted colors) colored pencils/markers. Please check with math teachers PRIOR to calculator purchase.
- Compass (7th and 8th grades)
- Protractor
- Highlighter pen & 4 Dry Erase Markers

*Student store will be on campus to also purchase supplies when the need arises to replenish.

STUDENT DEMOGRAPHICS

An updated enrollment sheet for each student must be on file in the registrar's office. In the event your child becomes ill at school, a staff member will contact you to pick up your child. If there is a change of address or telephone number during the school year, please notify the school office immediately. It is very important to the safety of our students that parent contact information be kept up to date throughout the school year. Please update emergency contact numbers as well. **Students will only be released to individuals on the emergency pick-up list who furnish picture ID.**

TRANSPORTATION

Students and parents are encouraged to refer to the School Bus Safety Sheet provided to all students. These are to be signed by the parents to ensure all students are informed of the rules and regulations regarding bus transportation. **Students are only allowed to ride their designated bus to and from school.**



Any inappropriate student behaviors on the way to/from the bus stop, at the bus stop, or on the bus, will lead to disciplinary action at the school.

If you have specific questions concerning transportation please refer to the following number:
Transportation Office: 727-2443

WEBSITE INFORMATION

<http://rclarke.nye.k12.nv.us/> - Rosemary Clarke's Website

<http://www.nye.k12.nv.us/> - Nye County School District Website



**** Infinite Campus is information system in NCSD. Log into the parent portal for full access to your student's information.**

CLASSROOM VISITS

Parents of RCMS students are welcomed and encouraged to visit our school. Visitations must be restricted to the classroom in which your child is a member and scheduled at a time convenient for the class. All visitors must check in at the office and secure a visitor's pass before going into the classrooms. As a courtesy to the educational process at RCMS, **we would prefer at least a 24-hour notice prior to a classroom visit.**

FIELD TRIPS

Before going on a field trip, each student must have the written field trip permission slip signed by his/her parent/guardian and returned to school. Notes and telephone calls cannot be accepted as a form of permission to attend a field trip. Only Parents/Guardians will be allowed to pick up students at the field trip site with a signed permission slip turned into the field trip coordinator.

TEXTBOOKS

Students are responsible for books issued to them in class, and for the books they check out from the library. Replacement fees are charged for lost or damaged books. Replacement fees will be based on current replacement costs for the actual textbook. Prices will vary based on the school's replacement costs. Library books are to be returned on time. A fine will be charged for any overdue books. Replacement costs will be charged for lost books. Students with fines or missing textbooks may not be allowed to attend extra-curricular activities until the books are returned or paid in full.

GRADING

Experience has proven that the following factors contribute to successful learning and a positive school experience: Regular attendance, consistent daily preparation, promptness in completing assignments, attitude, effort and quality work. We have a 75/25 grading policy, which means that assessments count as 75% of the final grade and classwork/homework count as 25% of the final grade. Any late assignment is docked 10% a day for each day late.

A: 90-100% Excellent quality of work

B: 80-89 % Superior quality of work

C: 70-79 % Satisfactory quality of work.

D: 60-69 % Below satisfactory quality of work.

F: 00-59 % Unsatisfactory quality of work

Inc: Incomplete -- Student has two weeks to make up work or the grade becomes an F

RCMS Retake/Redo Policy (NCSD Recommendation)

Students reflecting on the questions they missed is a great way for them to truly master what they didn't understand the first time. It is a chance to address gaps in their knowledge or understanding. They can seek additional help, go back and look at their notes again, or focus more on the material than they did the first time.

A retake/redo is not a right, it is an opportunity students must earn. Students who don't do any of their work or do not put in any effort into their attempt do not deserve a chance. A retake/redo is for those who care about their learning and achieving mastery. The work must be completed on time in order to qualify for a retake/redo. If a student does not complete the original assignment or CFA by original due date, it will be considered missing or late; therefore, ineligible for a retake/redo.

If a student is eligible for a retake/redo, they have one week from the first day of return and any grade on any assignment or CFA has the opportunity to be redone. The higher of the two grades will be accepted and entered. Summative Assessments may not be redone.

PROGRESS REPORTS

Every 3-4 weeks of each grading period, progress reports will be sent home with the students. Access to grades can always be found on Infinite Campus at any time. Please contact the office on how to access Infinite Campus if you are having difficulty.

REPORT CARDS

Report cards will be given at Parent/Teacher Conferences.

If the report cards are not picked up then they will be mailed home.



*Final report cards will be mailed home within two weeks of end of school. (Please keep address changes updated)

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are encouraged. At any time, a parent/guardian may request a conference with a teacher via phone, email, or written note. For open communication, if emails are sent, please CC the grade level administrator.



District scheduled Parent/Teacher Conference Dates:

October 22, 2019 12:30-2:30/4:00 PM – 6:00 PM (times are subject to change)

March 25, 2020 12:30-2:30/4:00 PM – 6:00 PM (times are subject to change)

Remember that Parent/Teacher Conference days are early student dismissal days. School will be dismissed at 11:50 AM, with buses leaving by 11:50-11:55 AM to take students home.

ATTENDANCE POLICY

All students are expected to be in attendance daily. School is in session **180** days per school year. The Nye County School District does expect parents/guardians to meet with administration if their child reaches twelve absences or two truanancies in one school year. **A student must be in attendance at least 90% of the school year to be eligible for academic credit and promotion.** It is very important to note that accuracy on attendance is primarily based on the information we receive from the parent/guardian. **RCMS highly recommends that you check your student's attendance on a regular basis.** Our automated phone system will attempt to call your home anytime your student receives an unexcused absence. **EVERY TIME a student is absent, a parent/guardian must send a note or call the school to excuse the absence within 3 days to avoid having a truancy filed.**

If your child misses school due to a doctor's appointment, please secure a note from the doctor to turn in to the office. Please notify the school office within **three days** of your student's absence from school by:

- Sending a written note when the student returns (include both first and last name of student), AND/OR
- Calling the school office on the morning of your student's absence (775-727-5546, ext. 2206).

STUDENT PICK-UP POLICY – EXTRACURRICULAR ACTIVITIES

School Dances

If parent is more than 30 minutes late, Nye County Sheriff's Office may be called, and the student may not be allowed to attend the next dance.

Sports, Clubs, Activities

If parent is more than 30 minutes late, each activity group will be responsible for assigning a consequence and the Nye County Sheriff's Office may be called. The consequence will be in writing on registration form prior to starting.

First Time Offense: Warning to parent and student.

Second Time Offense: Student will no longer be able to participate in sport, club, or activity.

RCMS SPORTS TEAMS

Rosemary Clarke is proud of our student-athletes. Participation in sports is a privilege and includes behavioral and academic guidelines. All students participating in sports must have a completed sports physical and proof of health insurance. School insurance is available for purchase if needed. Each sport has participation fees that must be paid prior to the start of the season. Optional skills camps are also offered to help students learn the necessary skills and rules prior to team tryouts. Attendance at skills camps is suggested but not mandatory. There are fees associated with the skills camps. For more information, visit the RCMS website at www.rclarke.nye.nv.us. Students can print physical forms and view the athletic handbook from our website, and also register for sports by clicking on the link for RegisterMyAthlete.com



For further information regarding sports you may contact Rosemary Clarke's Athletic Director: Mrs. Lori Odegard at 727-5546, ext. 4108 or lodeward@nyeschools.org.

Fall Sports: Football, Cross Country, Volleyball, and Cheerleading
Winter Sports: Girls' and Boys' Basketball and Cheerleading
Spring Sports: Girls' and Boys' Track and Golf



AFTER SCHOOL SAFE PROGRAM

Rosemary Clarke Middle School's after school program, SAFE Club, has been in existence since the 2004/2005 school year. The after school program is funded by a 21st Century Grant, and it is free to all RCMS students. Parents/guardians must complete an enrollment form prior to students attending. Students will receive a snack prior to being assigned to a teacher for homework help. Enrichment activities such as recreational sports, cooking, art, music, babysitting classes, science activities, poetry, computers, and recycling take place after the designated homework time. Homework assistance is provided by certified teaching staff. Tutoring is also available for students in need of specific one on one help. SAFE also works closely with our athletic teams to assist with academic eligibility and with any district sponsored tutoring programs.

SAFE begins the second week of school and will run until the next to the last week of school. SAFE Club operates Monday – Thursday on full school days (no SAFE on minimum days). Students are released to go to SAFE after the buses have left campus (approximately 2:15 PM). SAFE students meet at the picnic tables by the Cafetorium. SAFE ends at 5:00 P.M. Students are to be signed out/picked up from the teacher's workroom (North side of the campus).

Students are to go directly to SAFE after school. They are not to leave campus and then return to SAFE. Students are not permitted to leave campus before attending SAFE. Any disciplinary problems during SAFE will result in a student being placed on probation. Three (3) violations results in removal from SAFE. More serious issues may result in school discipline and/or immediate removal from SAFE. Questions concerning SAFE can be directed to XXXXXX at 727-5546 x 2125.

STUDENT RECOGNITION

RCMS recognizes students for various triumphs throughout each school year: effort, attendance, citizenship, behavior, and grades are some of the areas we focus on. While we strive for intrinsic motivation, we also would like students to know that we appreciate their hard work and dedication towards success. Some of the ways we recognize students are:

- Student of the Month awards
- Semester reward days
- Attendance Challenge
- ANet, WIDA, and SBAC Incentives
- Shark Cards with monthly rewards assemblies
- Quarterly Awards (academic/attendance)



RCMS EXPECTATIONS/RULES

Be Ready, Be Respectful, Be Responsible! Be a SHARK!

RCMS STUDENTS WILL:

- Respect themselves and others
- Respect other people's property
- Solve problems with kind words and not physical interaction
- Come to class (work) on time with materials and the attitude needed for success

- Follow directions the first time they are given
- Clean up after themselves
- Follow all NCSD, RCMS, and classroom rules.

BUILDING RULES

- Students are to remain on the sidewalks when traveling on campus.
- There will be NO running in the buildings or on the campus walkways.
- You must have a pass (or be with a teacher) to be out of your classroom.
- If you are tardy to school, report to the attendance office for a tardy slip.
- Follow the directions of all staff, whether in the classroom, cafeteria, library, campus or on the bus.
- No food/drink is permitted in the halls, classrooms, or bathrooms other than water.

CAFETERIA RULES

- Be polite to all staff and use good table manners
- Respect yourself and others
- Stay in your seat
- Follow the directions of all staff members
- Raise your hand for help
- Keep your area neat and clean
- Keep all food and drink in the cafeteria.

LANGUAGE EXPECTATIONS

- It is inappropriate to speak any native language other than English in a classroom, unless the class is being instructed in a foreign language.
- It is standard practice, when teaching English Language Learners, that they refrain from speaking their native language while in the classroom in order for them to achieve full immersion into the English language.
- If a student is helping an English Language Learner in the classroom with something that has to do with the current lesson being taught, he/she may do so only with the permission of the classroom teacher.
- Students are not restricted from conversing in their native tongue between classes, during lunch, before and after school, and on the bus.

EMERGENCY PROCEDURES

In the event an emergency occurs (such as an earthquake, toxic gas leak, fire, explosion, etc.), site administrators will take immediate steps to deal with the emergency utilizing procedures developed by the district. Unless there is imminent danger to students, school officials will retain custody of students under most emergency situations.



Students shall receive emergency procedure instruction so that in case of fire or sudden emergency they will be able to leave their particular building in the shortest time possible, or take such other steps as the particular emergency demands without confusion or panic. Monthly safety drills will be held to practice proper safety procedures.

ELECTRONIC DEVICES



All electronic devices must be kept in non-operational mode (off/silent) and out of sight, unless special permission is obtained from a staff member. Currently, RCMS has incorporated a "Bring your own device" policy (BYOD). At this time, students are able to obtain contracts from the front office for the ability to use their own devices on campus with certain restrictions.

STUDENTS MUST OBTAIN PERMISSION FROM TEACHER, OR SCHOOL EMPLOYEE, PRIOR TO USING A CELL PHONE.

The school district strictly prohibits the possession and use of cellular phones, calculators, cameras, video cameras or any other electronic device that has the capability of taking, storing and transmitting pictures in the following areas:

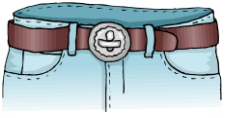
- a. Locker rooms
- b. Restrooms
- c. Any room where testing is being conducted regardless of the type of test.

Any violation of these provisions will result in disciplinary action and the forfeiture of the communication device for the **remainder of the school year**. The use of any type of communication device for cheating will result in disciplinary action. The use of a communication device to transmit or store pictures or data in prohibited areas will result in suspension, expulsion, or legal action.

Nye County School District will NOT be held responsible for theft, loss or damage to cell phones or other devices.

If students are seen using any electronic device without permission, the item will be confiscated immediately. The consequences are as follows:

- 1st confiscation: Warning given, policy reviewed, item to be returned at end of day, warning notice mailed home
- 2nd confiscation: Electronic device privilege revoked for up to 90 days, parent notified to pick up
- 3rd confiscation: Electronic device privilege revoked for the remainder of the school year or up to one calendar year



DRESS CODE

Students' dress, personal appearance, and conduct are required to be of such character as to not disrupt or detract from the educational environment of the school. Weather and safety MUST be considered in the selection of clothing and shoes.

This dress code is established to ensure and maintain an orderly, undisrupted, school environment free from health and safety issues. Exacerbating messages and provocative displays, whether intentional or unintentional, are forbidden. These provisions are also designed to prevent students from carrying concealed weapons or for providing a means for staff to immediately identify students by preventing clothing that allows students to obscure any part of their head or face. Please obey the following requirements for all RCMS students:

Administration will have the discretion to determine the appropriateness of school attire.

- ✓ No skin shall be visible beyond 4" above the knee when wearing shorts, skirts, pants, 'skorts', dresses or any other "below the waist" attire.
- ✓ No sagging pants. Oversized pants need to be worn with a belt. Pants, shorts and skirts are to be worn on hips or above.
- ✓ Undergarments (boxers, bras, 'tighty-whities', gym shorts, etc.) should NOT BE VISIBLE OR SEEN AT ANY TIME.
- ✓ Leggings/yoga pants must be covered by skirt, shorts, or shirt to at least 4" above the knee.
- ✓ Pajama pants and slippers are forbidden at school.
- ✓ No see-through or bare belly shirts or blouses (this includes off-color bras that bring attention to the undergarments of an individual).
- ✓ Shirts are not allowed to be low cut, or loose and revealing, showing any part of the chest or torso.
- ✓ Tops must cover at least 3" of the shoulder.
- ✓ Appropriate comfortable, safe shoes with soles (i.e. dress shoes, sneakers and sandals with straps). No shoes with wheels.
- ✓ Hats/head coverings are to be worn in the fashion intended for the particular head covering, and no head covering will be worn inside a building, including any hood.
- ✓ No bandanas, bandana-like headwear, or Do-rags are to be worn or displayed.
- ✓ Accessories that could be used as a weapon or pose a danger are forbidden due to safety concerns.
- ✓ Any clothes, armbands, handkerchiefs or jewelry that display gang affiliation, lewd or profane slogans, hate language, ethnic slurs, and/or promote violence, sex, drugs, tobacco or alcohol are forbidden.
- ✓ Piercings that interfere with the educational environment or pose a danger are forbidden.

Any student who violates the dress code will be sent to the office, may have his/her parents contacted, and student will only be allowed to return to the school environment after complying with the dress code.

The school administration shall have the right to designate which types of dress, fashion, and fads are acceptable at school as well as retain the authority to grant exceptions for special occasions and/or special conditions. Failure to comply with the approved RCMS dress code will result in disciplinary action in accordance with the RCMS progressive discipline plan and the NCSD disciplinary matrix.

- **1st Violation** – Warning given, notice mailed home
- **2nd Violation** – Warning given, notice mailed home
- **3rd Violation** – Disciplinary action required



Rosemary Clarke Middle School

2019-2020 School Year

PLAN OF PROGRESSIVE DISCIPLINE



Teachers and Staff

Teachers are responsible for discipline in their respective classrooms, in the halls, and generally on school property or at school functions. A variety of techniques should be used in order to meet the needs of differing students and classroom situations. Altering seating arrangements, time out, one-to-one visits, and progressive discipline are just a few of the tools that teachers may use to establish and maintain good classroom discipline.

Philosophical Guidelines for Level Two Discipline: Teachers and staff

1. We will treat all with kindness and respect
2. Refocus, reteach, and redirect student behaviors
3. Prevent problems before they occur
4. Consult with students concerning appropriate behaviors
5. Make parents part of the solution
6. Document all disciplinary actions

Teacher's Action:

1. **First offense**: reflection with student, review expectations, classroom consequence assigned, documented parent/ legal guardian contact **optional** - PLP entry required.
2. **Second offense**: reflection with student, review expectations, classroom consequence assigned, documented parent/legal guardian contact **recommended** - PLP entry required.
3. **Third offense (Think Desk)**: reflection with student, review expectations, classroom consequence assigned, documented parent/legal guardian contact **highly suggested**- PLP entry required, *behavior intervention plan created/modified*.
4. **STEP 1 (Buddy Desk/Step Desk)**: documented parent/legal guardian contact **required** and must be entered into the student's PLP, *behavior intervention plan created/modified, possible referral written*.

Administrator's Action:

- A. Communication with parent/legal guardian.
- B. Appropriate disciplinary action. (Action could include parent/legal guardian/student conference, loss of privilege, student behavior contract, referral to school counselor, or consequence as dictated per the NCSD Disciplinary Matrix such as In School Detention or Out of School Detention).
- C. All levels of progressive discipline are subject to the Administrator's discretion and judgment based on the Progressive Discipline Matrix provided in the NCSD Parent/Student Handbook.

Desired Behaviors:

1. All the behaviors the teacher would like to see exhibited by their students should be taught and posted in the classroom.
2. Behaviors are actions we can see or hear.

School Level-Referral to the Administration

When teachers or staff members have tried all of their discipline methods with no success, the student is to be referred to the Administration. It is at this level that more stringent consequences may be assigned. The hope is

that students will solve the problems with the teacher and not need to be referred to the office. The administration, depending upon the offense, has several levels of discipline that may be utilized.

Administrator/Designee Action:

1. Administrative action will occur as soon as possible after teacher report has been filed.
2. Administrator will refer to the Progressive Discipline Matrix in the NCSD Parent/Student Handbook to address procedures as required.

1st Office/Bus Referral

Office:

Parent contact by Administrator/Designee
Loss of next scheduled Dance/ End of Quarter and/or Semester Reward Day
1 to 3 days in-school detention (ISD) **OR** out-of-school (OSS) suspension-(depending on infraction)
Required Parent Conference (RPC) is held if OSS occurs.

Bus:

Removal from bus 2 to 4 days- (A bus warning notice (BWN) will be given for the 1st **minor** transportation offense.

2nd Office/Bus Referral

Office:

Parent contact by Administrator/Designee
Loss of next scheduled Dance/ End of Quarter and/or Semester Reward Day.
Counselor notified of concern/situation.
2-4 days in-school detention **OR** 3 to 9 days out-of-school suspension (depending on infraction)- RPC is held if OSS occurs.

Bus:

Removal from bus 3 to 5 days

3rd Office/Bus Referral

Office:

Parent contact by Administrator/Designee
Loss of next scheduled Dance/ End of Quarter and/or Semester Reward Day.
Counselor notified of concern/situation-counseling.
3 to 9 days out-of-school suspension-(depending on infraction)

Bus:

Removal from bus for a **MINIMUM** of 10 days pending meeting with transportation director or designee, parent/guardian, child, and an administrator

4th Office/Bus Referral

Office:

Parent contact by Administrator/Designee and RPC held if 4th suspension. **Habitual Disciplinary Problem (HDP)** status may occur next suspension.
Loss of next scheduled Dance/ End of Quarter and/or Semester Reward Day.
In-school counseling will begin or continue.
3 to 9 days out-of-school suspension-(depending on infraction)

Bus:

Removal from bus for remainder of current school year OR 1 full calendar year (depending on infraction)

5th Office Referral

Office:

Parent contact by Administrator/Designee and RPC held if 4th suspension.
Loss of next scheduled Dance/ End of Quarter and/or Semester Reward Day.
In-school counseling ongoing/outside counseling will be strongly recommended.
3 to 9 days out-of-school suspension-(depending on infraction)-**Habitual Disciplinary Problem (HDP)** status may occur. (see below)

6th Office Referral

Office:

Parent contact by Administrator/Designee
Loss of next scheduled Dance/ End of Quarter and/or Semester Reward Day.
In-school counseling ongoing/outside counseling will be strongly recommended.
3 to 9 days out-of-school suspension-(depending on infraction)- **Habitual Disciplinary Problem (HDP)** status may occur. (see next page)

Habitual Disciplinary Student (HDP-NRS 392.4655):

1. Explanation: New legislation identifies how teachers and administrators can deem a student a habitual disciplinary problem.
2. Identification
 - a. Student has five suspensions of three days or more in current school year.
 - b. Student has threatened or extorted, or attempted to threaten or extort, another student or a teacher or other personnel employed by the school two or more times.
 - c. Teacher requests student to be identified as a habitual disciplinary problem because of continuous discipline problems.
3. Behavior Support Plan:
 - a. Student Support Team and parents/legal guardian will develop a documented individual behavioral plan designed to prevent the student from being deemed a habitual disciplinary problem.
 - b. If the student violates the conditions of the plan or commits the same act for which the student entered the behavioral contract, the student shall be deemed a habitual disciplinary problem.
4. Action:
 - a. Referral will be made to the Nye County School District Disciplinary Committee.
 - b. Recommendation will be made for an suspension/expulsion not to exceed one school semester (90 days).

Removal of Student from a Classroom:

1. Philosophy: All students have a right to a safe and orderly classroom environment. Disruptive behavior that detracts from the orderly classroom is not acceptable.
 2. Teacher's Responsibility: A student being removed from the classroom is a last resort. The removal could come because of the following two situations:
 - a. Continuous Minor Disciplinary Problem: Teacher will follow minor action appropriate with minor problems of discipline.
 - b. Major Disciplinary Problem: Major disruption such as a fight, outright defiance and major disrespect to teacher are examples that could require a student being removed from the classroom.
 3. Administrative Action: School Principal will do the following:
 - a. Student will be separated from all other students until issue is resolved.
 - b. The administration will call a conference with parents/legal guardians, student, teacher and counselor to resolve discipline problem.
 - c. A discipline contract will be constructed, agreed, and signed off by all parties.
 - d. If all parties do not agree with solution, the matter could be referred to the school discipline committee, district office staff or the board of trustees.
- * After the **first** and **fourth** out of school suspension, a required parent conference (RPC) will be held PRIOR to student returning to school.
 - * If student is a special education student, a Manifestation Determination Review (MDR) must be conducted when 10 days of suspension has been met. The IEP and behavior plan will be reviewed/revised per MDR meeting.
 - * A School Resource Officer (SRO) or Juvenile Probation Officer (JPO) may be contacted at any time for assistance (depending on infraction).

Pursuant to NRS 392.4655 and 392.466, after the fifth out-of-school suspension of 3 days or more, the Principal can deem the student a Habitual Disciplinary Problem (HDP) and the student may be suspended OR expelled for a period equal to at least one school semester (90 days). Any student who has two (2) fights at any time

during the school year, OR threatens the school, OR threatens a school employee, will be referred to the NCSB Board of Trustees for mandatory expulsion proceedings pursuant to NRS 392.4655 for no less than 90 school days.

BULLYING, HARASSMENT & INTIMIDATION

NRS 388.122: “Bullying” means 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 causes the pupil to suffer harm or serious emotional distress.

Bullying is an aggressive behavior that involves an imbalance of power or strength. It is intended to cause harm and is often repeated over time. Bullying can take many forms, such as physical, verbal-nonverbal, relational aggression, and cyberbullying. These forms are listed below with examples that are not all inclusive. **Bullying is not tolerated at Rosemary Clarke.** If you witness, or are the victim of, bullying, please report this to a staff member **immediately!** We encourage parents and students to notify school authorities of any act of harassment, this can be done through our bullying reporting system SAFEVOICE . **If we don’t know about it, we can’t address it.**

- **Physical** – hitting, punching, pushing, biting, pinching, tripping, pulling hair, interfering with another person’s property
- **Verbal-Nonverbal** – teasing, name calling, taunts/insults, sarcasm, put-downs, intimidation using gestures
- **Relational Aggression** – malicious gossip or spreading rumors, social exclusion, ignoring, alliance building or manipulating relationships, fashion bullying (making fun of a person’s dress or appearance), singling out persons based on race, gender, or ethnicity by making inappropriate comments, name calling, or unwanted gestures
- **Cyber-bullying** – using technology as defined below, which interferes or distracts the learning environment at school. NRS 388.123: “Cyber-bullying” means bullying through the use of electronic communication.
- **NRS 388.124: “Electronic Communication” means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.**

Harassment

NRS 388.125: “Harassment” means a willful act or course of conduct that is not otherwise authorized by and is:

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

Intimidation

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

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

HEALTH OFFICE: PARENT INFORMATION

The most commonly used products in administering first aid are as follows:

- ❖ Bactine Spray (to relieve pain and help kill germs)
- ❖ Calamine Lotion (for itch relief)
- ❖ Carmex (for chapped lips)
- ❖ Eye wash/Contact solution (Sterile isotonic solution)
- ❖ First aid antiseptic spray (to help prevent infection)
- ❖ Latex/Latex free bandages
- ❖ Latex/Latex free gloves
- ❖ Vaseline Petroleum Jelly (for chapped lips, dry skin)
- ❖ Vaseline Skin Lotion (for dry, irritated skin)



If your child is allergic to any of these products, please make sure to contact your child's health aide/school nurse so that we update our health records to reflect this information.

If there are any concerns or questions, please feel free to contact the health aide or nurse at your child's school.

Ten Reasons to Keep Your Child Home from School: A Guide to Making an Early Morning Decision

It can be hard to decide whether or not your child is too sick to go to school. You often may not be able to tell if he/she is going to get better or worse during the school day. Also, if your child has had many complaints of pain in the past that have caused him to miss school, you should think about if your child is avoiding school. It will be important for you to talk to your child and find out the reason.

You should keep your child at home if he/she might spread a contagious disease to other children or if he/she is too sick to get through the school day. Children who are sick have a hard time learning and may get other children sick.

Here are guidelines to help you decide when your child should stay home from school:

1. **Fever:** Children with a fever over 100.0 should stay home until there is no fever for 24 hours **without the use of medication**. If you treat a fever with medicine before school, the fever can return and your child may still be contagious. Call your doctor if your child has a fever with pain, rash, weakness, vomiting or diarrhea.
2. **Diarrhea & Vomiting:** One event of watery diarrhea or more than one event of vomiting are reasons to keep your child home. If vomiting or diarrhea continues or your child also has fever, rash or weakness, call your doctor.
3. **Persistent Coughing:** If your child's cough is worse than you would expect with a cold, keep him/her at home. If he/she has a hard time breathing or has a fever, call your doctor.
4. **Sore Throat:** If your child has a sore throat and fever, or a severe sore throat without a fever, he/she should stay home from school. Call your doctor if there is a quick onset of fever and sore throat without cold symptoms.
5. **Pinkeye/conjunctivitis:** If your child's eye is red with cloudy or yellowish drainage, he/she should stay home until symptoms are gone. Call your doctor for treatment.
6. **Chicken pox:** Your child should stay at home until all bumps are scabbed and no new bumps have shown up in two days. Call your doctor for treatment of symptoms.
7. **Impetigo:** If your child has impetigo (red, oozing blister areas with yellow-gold scabs on the body or face), he/she should stay at home as long as your doctor says. Call your child's doctor for treatment.
8. **Scabies:** If your child has scabies (a contagious disease caused by a mite, which involves itching and a rash), he/she should stay home for 24 hours after treatment.
9. **Lice:** If your child has lice, he/she needs to be treated and all nits (eggs) need to be removed. He/she needs to stay at home until been cleared by the school to return.
10. **Stomach ache:** If your child complains of a stomach ache, especially if he/she says it hurts to move and he does not want to eat, he/she should stay home. Call your doctor.

When there is doubt in your mind about sending your child to school, consult your child's doctor.

Remember to make sure that your child's school knows how to reach you during the day.





Nye County School District

K – 12th Grade Immunization Requirements

Unless excused because of religious belief or medical condition, a child may not be enrolled in a public school within the state of Nevada unless his parents or guardian submit, to the school in which the child has been accepted for enrollment, a certificate stating that the child has been immunized and has received proper boosters for that immunization or is complying with the schedules established by regulation pursuant to **NRS 439.550** for the diseases listed below.

Vaccine	Required Dose	Minimum # of Doses Required	Interval Requirements	Boosters Needed
DTaP, DTP, (Diphtheria, Tetanus, Pertussis) Td (Tetanus, Diphtheria)	Dose 1: 2 months Dose 2: 4 months Dose 3: 6 months Dose 4: 12-15 months Dose 5: 4 years	4 (5 th dose not necessary if 4 th dose received after age 4)	At least: <ul style="list-style-type: none"> ● 6 weeks old at dose 1 ● 4 weeks between dose 1 & 2 ● 4 weeks between dose 2 & 3 ● 4 months between dose 3 & 4 ● 6 months between dose 4 & 5 	Tdap at 7 th grade entry, provided at least 5 years have lapsed since last DTaP
HAV (Hepatitis A)	Dose 1: 12 months Dose 2: 18 months	2	<ul style="list-style-type: none"> ● 6 months between dose 1 & 2 	None
HBV (Hepatitis B)	Dose 1: Birth Dose 2: 1-2 months Dose 3: 6 months	3	<ul style="list-style-type: none"> ● 4 weeks between dose 1 & 2 ● 8 weeks between dose 2 & 3 ● 16 weeks between dose 1 & 3 ● Must be at least 24 weeks old at time of dose 3 	None
MMR (Measles, Mump, Rubella)	Dose 1: 12-15 months Dose 2: 4 years	2	<ul style="list-style-type: none"> ● 4 weeks between dose 1 & 2 	None
IVP, OPV (Polio)	Dose 1: 2 months Dose 2: 4 months Dose 3: 6 months Dose 4: 4 years	3 (4 th dose not needed if 3 rd dose given after age 4)	At Least: <ul style="list-style-type: none"> ● 6 weeks old at time of dose 1 ● 4 weeks between dose 1 & 2 ● 4 weeks between dose 2 & 3 ● 4 weeks between dose 3 & 4 	None
VZV (Chicken pox)	Dose 1: 12-15 months	1 (None if child had the disease)	<ul style="list-style-type: none"> ● 3 months between doses for children less than 13 years of age 	None

References: Nevada Revised Statutes (NRS) 392.435 through NRS 392.448; NRS 394.192 through NRS 394.199; NRS 439.550 through NRS 439.580; NRS 441A.150; Nevada Administrative Code (NAC) 239.511; NAC 392.105; NAC 394.070; NAC 384.190; NAC 424.555; NAC 432A.500; and NAC 441A.755.