



ED VON TOBEL MIDDLE SCHOOL

2436 N. Pecos Road
Las Vegas, NV 89115
(702) 799-7280
(702) 799-7286 Fax

Student Handbook 2016-2017

Name: _____ **ID#:** _____

Period	Subject	Teacher	Room
1			
2			
3			
4			
5			
6			

My Lunch is _____

1st Lunch:

10:56 – 11:26

2nd Lunch:

11:51 – 12:21

3rd Lunch:

12:46 – 1:16

Infinite Campus Portal- User Name _____ Password _____

Dear Tigers,

We want every student at VTMS to be successful. To help you have a positive learning experience, we have included the rules and expectations in this Student Handbook. This handbook will also provide the answers to many questions about academics, activities, and school policies. The Clark County School District Behavior Guidelines for Secondary Students should also be consulted as a primary resource concerning district-wide expectations and policies.

Your middle school years can be the most enjoyable of all your schooling. We want you to study hard and do your best to take advantage of these educational opportunities. To help you be successful and organized for school, you are requested to become familiar with this handbook. We want you to develop good study habits at VTMS because we know the habits you develop in middle school will impact you for the rest of your life. Every day, set aside time for daily study time.

We hope that the contents of this handbook will be discussed at home between parents/guardians and students, and that the information will be beneficial in decision-making. Parents/guardians are encouraged to contact the school for additional information or discuss any questions, concerns, or suggestions.

Good Luck in all your classes and activities at VTMS during the 2016-2017 school year. We know you can be successful!

Ms. Ditto, Principal

School Calendar **2016 - 2017**

August 29	Classes Begin
September 7	Labor Day (No School)
October 27	End of First Grading Period (43 days)
October 28	Nevada Day (No School)
November 8	Election Day (No School)
November 11	Veterans Day (No School)
November 21-23	No School
November 24	Thanksgiving Day (No School)
November 25	Family Day (No School)
December 16	Winter Break Begins-End of Day
January 3	Classes Resume
January 16	Martin Luther King Jr. Day Observed (No School)
January 20	End of Second Grading Period (45 days) End of First Semester (88 days)
January 23	Second Semester Begins
February 20	Presidents' Day Observed (No School)
March 24	End of Third Grading Period (44 days)
April 7	Spring Break Begins-End of Day
April 17	Classes Resume
May 29	Memorial Day (No School)
June 8	End of Fourth Grading Period (48 days) End of Second Semester (92 days) Last Day of School (180 days)

Bell Schedule



7:20 a.m. Bell for Student Entry
8:00 a.m. First Bell to send Students to Class

List of Important Numbers

School Office (702) 799-7280

The school office is open Monday - Friday from 7:00 a.m. - 3:30 p.m.

Office Area	Extension
Principal's Office	4100
Asst. Principal	4200
Deans' Office	4500
Counselor- A-L	4302
Counselor- M-Z	4303
Registrar	4065
Attendance Clerk	4000
Health Office	4022

1 st Lunch		2 nd Lunch		3 rd Lunch	
Period 1	8:05 - 9:02	Period 1	8:05 - 9:02	Period 1	8:05 - 9:02
Period 2	9:06 - 9:57	Period 2	9:06 - 9:57	Period 2	9:06 - 9:57
Period 3	10:01 - 10:52	Period 3	10:01 - 10:52	Period 3	10:01 - 10:52
Lunch	10:56 - 11:26	Period 4	10:56 - 11:47	Period 4	10:56 - 11:47
Period 4	11:30 - 12:21	Lunch	11:51 - 12:21	Period 5	11:51 - 12:42
Period 5	12:25 - 1:16	Period 5	12:25 - 1:16	Lunch	12:46 - 1:16
Period 6	1:20 - 2:16	Period 6	1:20 - 2:16	Period 6	1:20 - 2:16

Attendance Policy

Responsibility for daily attendance lays with the student and with his/her parents/guardians. The following regulations are designed to keep parents and the school well informed of a student's attendance record and to keep absences from school to an absolute minimum. Attendance is critical to academic success and therefore district policy dictates Von Tobel's attendance policy. If a student is to succeed at Von Tobel Middle School, regular attendance and punctual attendance is important. Clark County School District Attendance Regulation 5113 states the following:

1. If a student **exceeds ten (10) unapproved absences** in any course, per semester, the student will not receive credit for that course and **will receive a failing grade**. Students may also be retained in the current grade.
2. A student is considered absent if he/she misses **thirty (30) minutes** of the class period-either by arriving late or by leaving early.
3. Students have **three (3) days** to bring a written excuse to the attendance office upon their return from an absence.
4. Students are responsible for making up all work missed due to the absences. **They must approach their teachers to make arrangements to complete all assignments, tests, and projects within a reasonable amount of time**. Students shall be allowed a **minimum of three (3) days** to complete makeup work.
5. Prearranged absences must be requested a **minimum of 48 hours (2 days)** in advance and in writing from the parent. The attendance clerk will then give students a prearranged absence form to take to all of his/her teachers to sign. Once it is signed, the student must return the form to the Academic Center **PRIOR** to the date of the absence. Prearranged absences will be excused up to 10 days per year.
6. Regular attendance is the responsibility of the student and parent/guardian. Excused absences are those absences caused by illness, medical/dental appointments, pre-arranged absences, funeral services, legal appointments, family emergency, religious activities, and those approved by the principal. All other absences are unexcused. Only unexcused absences count toward the limit of 10 per semester in accordance with CCSD Regulation 5113 and State Law.



Absence Notes

Students returning to school after an absence must bring their excuse notes to the Attendance Clerk in the Main Office before school. Phone calls are not accepted for excused absences. Absence notes should include the following information: Student Name, Student Number, Grade, Date, Reason for Absence, and Parent Signature. If a student is tardy to school or absent from a class because of a doctor or dental appointment, students need to bring a note from the doctor or dentist's office, so we can excuse the tardy or absence. The note must be submitted within **3 days of the absence** or the absence is recorded as unexcused/unapproved.

Absence notes should be in the following format:

<u>Student's Absence Statement</u>	
Name: _____	Grade: ____ Student Number: _____
<small>Last</small> _____	<small>First</small> _____ <small>MI</small> _____
Date(s) of Absence: _____	Telephone Number: _____
Reason for Absence: _____	

Parent's/Guardian's Signature: _____	

Tardy Policy

Students are expected to be on time to school and to each of their classes. "Being on Time" is an excellent personal trait that is highly valued by society and employers. If a student arrives late to school, the student needs to report to the Attendance Clerk in the Academic Center and be issued an admit pass. Students who have a note from a parent for their tardy, with a valid excuse, will be given an excused tardy pass; all others will be considered unexcused and receive a late pass.

When changing classrooms, students must be inside the classroom door when the bell rings, or they will be considered tardy. Students who are tardy to class are subject to the following disciplinary actions:

- | | |
|------------------------|--------------------|
| 1 st Tardy: | Warning |
| 2 nd Tardy: | Warning |
| 3 rd Tardy: | Parent Contact |
| 4 th Tardy: | Teacher Detention |
| 5 th Tardy: | Counselor Referral |
| 6 th Tardy: | Dean's Referral |

Tardy Lockout

Von Tobel Middle School conducts tardy lockouts every day, every class period throughout the school year. Students who are “locked out” of their classroom will have to report to the cafeteria to receive a pass to go to class. Students caught in a tardy lockout will receive an automatic 30 minute deans’ detention to be served the following school day.

****Please note that students can arrive on campus at 7:20 a.m. and the first period bell rings at 8:05 a.m.** Students then have a four (4) minute passing period to get to each class. Students who arrive late disrupt the learning process for the other students.

Early Release

Parents/guardians must present a valid photo I.D. card/driver’s license to the requesting office personnel so that we may verify the release of the student to the appropriate parent/guardian listed on the registration. No student may be released **after 1:45 p.m.**

Closed Campus Policy

Von Tobel Middle School has a closed campus. This means that students may not leave the school grounds once they have entered without obtaining a pass. Any student leaving campus during school hours without a passport will be considered truant from school.

Truancy

Student attendance is vital to the educational experience of students. When a student is absent from school without a valid written excuse or did not secure a prearranged absence, the absence is deemed unapproved and is considered a truancy. When a student has three (3) or more truanies, the student is declared to be a habitual truant. The Attendance Clerk will report the student to a school police officer or the local law enforcement agency for investigation of habitual truancy and issuance of a citation, if warranted, in accordance with NRS 392.149 (NRS 392.144). The *Nevada Revised Statutes* **do not** distinguish between truancy resulting from an action of the students and that of the parent/guardian.

****Any student who has once been declared a habitual truant and who in an immediately succeeding year is absent from school without a valid excuse may again be declared a habitual truant.**



Cutting/Ditching/Skipping Class

This means that a student did not go to class. Just one class cut/ditched/skipped is counted as an absence from the school under the CCSD attendance policy and can be counted as an unexcused absence which may lead to a meeting with the Dean, Required Parent Conference (RPC), or a visit to a family court judge. **Reminder: 10 unexcused absences from a class will result in Denial of Credit.**

Trespassing/Loitering

Students are not to loiter on campus or properties adjacent to the school before or after school. This includes the park and across the street from Von Tobel Middle School at the elementary schools. Students are not permitted on the campus of other schools before or after school hours. Students found on campus or any other CCSD property without permission before, during, or after school hours may be cited for trespassing. Trespassing on campus is a misdemeanor as per NRS 207.200. **Students must be in a supervised activity while on campus.**

Hall Passes

If a student needs to leave the classroom for any reason he/she **must** have a hall pass. Students that are caught in the halls without a pass are subject to disciplinary action from the Dean of Students. Hall passes **will not** be utilized during the first **ten (10) minutes** or the last **ten (10) minutes** of class.

Withdrawing From School

Parents/Guardians are required to come to the school Registrar’s Office to fill out a withdrawal form at least 24 hours prior to their student’s last day of school. Students must be withdrawn from one school before they can be enrolled in another school.

Visitors On Campus

Parents are always welcomed and encouraged to visit the school. However, all visitors are to report to the Curriculum Center immediately upon entering the building. Visitors will receive an official visitor’s pass from a staff member. If a parent/guardian wants to observe their student’s class, please be aware that teachers are to be given twenty-four (24) hour notice. Please contact the student’s counselor for more information.

Confidentiality Of Student Information

Due to confidentiality of student information regulations

{CCSD 5125.1, Family Educational Rights of Privacy Act of 1974 (FERPA)}, Von Tobel Middle School may not release or disclose information from a student's education record via telephone, as we are unable to ascertain the identity of the parent/guardian or other authorized personnel. If a parent/guardian has a question regarding their child's attendance, the parent/guardian must report to the attendance office and present proper identification (i.e. valid picture I.D., valid driver's license, valid military I.D. or other government issued photo I.D.) prior to any information being given.

Messages and Phone Calls

The office phones are for **official use only** and students may use them **only** for school business. Staff cannot deliver phone messages to students as there is no way to verify identity via the phone. Parents/Guardians may come to the office and provide identification if a message needs to be delivered.

Cell Phone Use

Students may use their cell phones before school, during lunch, and after school. Cell phones must remain off, **not on vibrate**, during the school day. If a student's phone rings during class or if a student is seen using his/her phone outside of the approved times (including text messaging), the cell phone will be confiscated and kept in the Academic Center for parent pick-up. **Cell phones will NOT be returned to the students. THE SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED CELL PHONES.**



Students may not use the camera or video function on their cell phones **at any time**. Students found in violation are subject to disciplinary action including RPC and suspension.

Ear Buds and Headphones

Students are **ONLY** allowed to use ear buds/headphones **during approved** classroom instruction or activities as determined by the classroom teacher. Students are **not permitted to wear ear buds/headphones in their ears during passing periods**. When students are on campus, they must be able to listen and follow directions given by staff in order to be safe. Students are **not permitted** to wear ear buds/headphones around their neck or under their clothing with the ear buds sticking out of their shirts. Students are expected to put their ear buds/headphones away, either in their pocket or backpack when they arrive

on campus. Students who do not follow these guidelines will be **subject to disciplinary action**.

Standard Student Attire/Dress Code

Von Tobel Middle School has a mandatory Standard Student Attire Policy for the 2016-2017 school year. In order to implement a mandatory Standard Student Attire Policy, a school must follow the guidelines of Regulation 5131. Under this regulation, at least fifty-five (55) percent of the surveys returned from families that make up the population of the student body must agree to implement the Standard Student Attire Policy. Regulation 5131 was followed and the families of Von Tobel Middle School voted by 78% to implement a mandatory Standard Student Attire Policy. Information about the policy can be found online at <http://ccsd.net/directory/pol-reg>. Below is the approved attire list.

Males	Females
<ul style="list-style-type: none"> ▪ Pants/shorts in solid khaki, navy, white, black, orange, and gray ▪ Blue jeans are allowed ▪ No stretch pants/jeggings ▪ Sweaters in solid khaki, navy, white, black, orange, and gray (no patterns or words) with or without the school logo worn over approved shirts ▪ Sweatshirts (no sweat suits or sweatpants) in solid khaki, navy, white, black, orange, and gray (no patterns or words) with or without the school logo worn over approved shirts ▪ Shirts in solid khaki, navy, white, black, orange, and gray (no patterns or words) with or without the school logo, long- or short- sleeved, with collars ▪ Ties in solid khaki, navy, white, black, orange, and gray, solids or patterns (no words) are permitted 	<ul style="list-style-type: none"> ▪ Pants/shorts in solid khaki, navy, white, black, orange, and gray ▪ Blue jeans are allowed ▪ No stretch pants/jeggings ▪ Sweaters in solid khaki, navy, white, black, orange, and gray (no patterns or words) with or without the school logo worn over approved shirts ▪ Sweatshirts (no sweat suits or sweatpants) in solid khaki, navy, white, black, orange, and gray (no patterns or words) with or without the school logo worn over approved shirts ▪ Blouses in solid khaki, navy, white, black, orange, and gray (no patterns or words) with or without the school logo, long- or short- sleeved, with collars ▪ Skirts or skorts in solid khaki, navy, white, black, orange, and gray ▪ Jumpers/dresses in solid khaki, navy, white, black, orange, and gray

Standard Student Attire/Dress Code

1. Requires students to wear shoes with soles. **No flip flops or slippers.**
2. Undershirts may **ONLY** be visible at the neckline.
3. Brand logos are **NOT** permitted.
4. Requires that all shorts, skirts and dresses be a minimum of fingertip length and must be hemmed and without fraying.
5. All jeans, pants, and shorts **must** be worn at the hip and sized to fit. **SAGGING IS STRICTLY PROHIBITED.** No may pants be worn which allow shorts or underwear to show. Pants/shorts may not be torn or ripped. **Pajamas/lounge/yoga pants are not permitted.**
6. Prohibits the wearing of headgear on campus. Hats, hoods, caps, bandanas, sunglasses and hair grooming aids are not permitted on campus, except for designated school approved uniforms at authorized athletic practices or activities, documented medical conditions, or bona fide religious reasons. Headgear may not be carried; it must be stored in a backpack.
7. Gloves, do-rags, chains, spiked or studded clothing, jewelry, or any gang-related clothing is prohibited.
8. Outerwear such as coats, mittens/gloves, and scarves must be removed upon entering the classroom. Solid hooded sweatshirts must be worn with the **hood off while on campus.** Gang related clothing of any sort is not allowed, including groups of students wearing the same colors to identify themselves as a “gang”, and students with one pant leg rolled up. As gang fashion can change, this list of concerns will fluctuate as the administration becomes aware of the changes.
9. Prohibits facial piercing or jewelry on the nose, lips, and eyebrows.
10. Shirts must be appropriately buttoned in accordance with the design of the shirt. No skin can show between the bottom of the shirt and the top of the pants or skirt. Shirts **must** cover cleavage.
11. All clothing must be sufficient to cover any and all undergarments.

Students who are out of dress code will be sent to the Dean of Students and have to call for the correct clothing to be in dress code. A parent/guardian may bring the clothing to the Academic Center Office. Any dress and/or appearance indicative of fashion or fad, which is disruptive to the educational environment of the school, may be determined as inappropriate by the administration.

THE ADMINISTRATION SHALL RETAIN THE AUTHORITY TO GRANT EXCEPTIONS FOR SPECIAL OCCASIONS AND/OR SPECIAL CONDITIONS.

Consequences may include: Parent Contact, Detention, In-House Suspension, Required Parent-Student Conference, Out-of-School Suspension.

School Bus Behavior

All passengers must remain seated while the bus is in motion. Any distracting action by a passenger creates a safety issue. Such actions are forms of misconduct. Loud talking, use of profanity, fighting, throwing things, smoking, damaging the bus or bus seats, standing, and eating or drinking are examples of misconduct that may result in disciplinary action. Misconduct at the bus stop is also considered a violation. When a student is guilty of misconduct on the bus, it will be reported to the dean of students at school. Disciplinary action will be taken.

Student Pedestrian Safety

Students that walk to and/or from school need to use extreme caution. The times before and after school are very busy traffic periods. Students need to obey all traffic signals and use designated crosswalks. Please do not “jay-walk” across the street.

Bikes, Skateboards & Scooters

Riding bikes, skateboards or scooters to school is a privilege which may be taken away when regulations are abused. Bikes, skateboards and scooters are **not** to be used anywhere on campus. **All bikes, skateboards, or scooters must be locked in the bike rack with a personal lock.** The bike area is locked at 8:30 a.m. and unlocked at 2:10 p.m. **Remember: Lock it up!! VON TOBEL MIDDLE SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED BIKES, SKATEBOARDS, OR SCOOTERS.**



Health Office

The school has a part-time nurse and a full-time First Aid Safety Assistant (FASA). The Health Office provides basic first aid and emergency care only; diagnosis of injury or illness is not provided. If an illness or injury occurs after a student arrives on campus, he/she is to report it to the teacher and then to the health office. **A parent/guardian will be notified as needed, which is an important reason to keep the office informed of address and phone number changes.** In immediate emergencies, 911 will be called and the parent/guardian will be responsible for any charges incurred due to emergency transportation and/or services. Students **may not** call their parents without first visiting the health office.

Counselors

Counselors are available to see students by appointment or through a teacher referral. Counselors can answer students' questions concerning courses and assist them with school or family problems. When a student would like to see their counselor, they may obtain a counselor request form from any of their teachers or stop by the Academic Center before or after school.

Parent-Teacher Conferences

Sometimes it is necessary for teacher and parents to hold a conference to discuss questions regarding grades or behavior in an effort to help students improve their academic performance at school.

A conference may be requested by parents, teachers or administrators. Parents who wish to request a parent-teacher conference should contact the grade level counselor to schedule an appointment. Students are encouraged to attend parent-teacher conferences.

Schedule Changes

During the school year, students often ask counselors if they can get a schedule change. A schedule change is sometimes possible if other procedures have been followed first. If students have a problem with a teacher, it will first be necessary for the parent/guardian to meet with the teacher to attempt to solve the problem. Often a schedule change is not necessary after this meeting is held. If a class seems too hard or too easy for students, the counselor will need a note from the teacher or parent/guardian indicating that a schedule change would be a good idea. A schedule change is not possible for students that just change their mind and decide that they

would like to be in another elective because they have friends in the class. Additionally, a schedule change is not possible if students simply want a different lunch. These changes are not allowed.

Zero Tolerance for Harassment, Intimidation, Bullying, and Cyberbullying

Bullying, cyberbullying, harassment, and/or intimidation are prohibited in public schools. Cyberbullying is bullying, harassment, and/or intimidation through use of electronic communications such as email, text messages, posts, web pages, etc.

If a student feels that they are a victim of any type of harassment or intimidation, they should immediately report the incident to a teacher, a counselor, a dean, an assistant principal or the principal. Appropriate actions will be taken by the school administrator to reinforce CCSD Policy 5137 and CCSD Regulation 5141.1 in an effort to keep students safe and to ensure that there are no further incidents or retaliation.

Library Use

The library is open daily during the school day with permission from the teacher, as well as, from 7:30 a.m. to 7:55 a.m. and during lunch. Students must have a library pass to visit the library during lunch. Students may obtain a pass from the librarian prior to lunch. Students whose conduct is inappropriate will be dismissed from the library and sent back to class or the cafeteria.

All students will receive a school I.D. card, which must be used to check out materials. Books may be checked out for a two-week period. Each student may have up to two (2) books checked out at any given time. Fines will be assessed against any student who keeps a book beyond the due date.

School-Wide Homework Policy

Homework is an extension of the classroom that is reinforced at home through practice. Parents can expect their child to have homework a minimum of Monday through Thursday. Each of our students' teachers will identify homework expectations through their course expectations provided at the beginning of the school year. Parents are requested to contact the teacher if the student is unable to complete an assignment due to lack of understanding.

Infinite Campus

Students and parents/guardians may find out how students are doing academically by accessing the internet-based parent communication system called Infinite Campus. In an effort to enhance communication between home and school, Von Tobel M.S. encourages parents/guardians and students to access and monitor grades and attendance on a regular basis. Grades are uploaded when teachers enter grades into their grade books.

Lost and Found

Lost and found is located in the cafeteria. All unclaimed items are donated at the end of each quarter.

Classroom Behavioral Expectations

Behavior in the classroom has a direct impact on a student's academic success. Decide now to be a good citizen and an excellent student in all classes by doing the following:

1. Be present and on time.
2. Complete assigned work on time.
3. Be courteous and pay attention in class.
4. Make assigned work the first responsibility by having **no** missing assignments.
5. Participate in class discussions.
6. Follow the rules and expectations established for the class by the teacher.

Cafeteria Procedures

The cafeteria serves nutritious and well-balanced meals for both breakfast and lunch. Students are able to have breakfast before school from 7:20 a.m. to 7:50 a.m. Lunch periods are 30 minutes long and students may eat only during their assigned lunch period.



Students have the option of bringing or buying their own lunch. **Since VTMS is a closed campus, students do not have permission to leave the school premises for lunch.**

Students and parents/guardians can log onto www.schoolpaymentsolutions.com to place money via debit or credit card on students' breakfast and lunch accounts. It takes approximately 24 hours to process payments on-line.

Students are not allowed to share outside food with other students due to CCSD Health Policies. This includes cupcakes, pizzas, cookies, etc.

During their lunch periods, students are expected to use the student restrooms located in the cafeteria. Students may not enter the classroom hallways to use the restrooms during their lunch period.

Students are expected to exhibit proper behavior at all times in the cafeteria. The following behavior rules and expectations apply:

1. Students **must** walk at all times.
2. Students are responsible for their own lunch money. Do not ask to borrow money from other students or school staff. Students may not use another student's I.D. number to purchase a lunch.
3. Stand behind the marked lines only. Only one student may be served at the window at a time.
4. Students may not cut the line, save a place for others, or horseplay while in line.
5. Students must be seated at a table once they have their food.
6. Students are allowed to go to the student store **after** they have entered the cafeteria.
7. Students are expected to use good table manners at all times-no throwing food, taking others' food, or touching others' food.
8. Please keep the noise level down. Only use normal speaking tones when talking with friends.
9. Once students are seated, students **must** raise their hand and wait for permission to get out of their seat.
10. Students must have permission to leave the cafeteria for any reason.
11. When students are finished eating, they must clean up their area and place all trash in the bins.
12. No opened or unopened food or drinks are to be taken outside of the lunchroom. No food is allowed in the restrooms.
13. Students are to remain seated until their table is dismissed by an adult.
14. Follow all school rules and respect the person and property of others in the cafeteria.

Violators of the rules may be assigned to lunchroom cleanup duty, or another consequence (including, but not limited to, closing student store), depending on the seriousness of the violation.

Dismissal from Cafeteria

Students are dismissed from the cafeteria by an adult in an organized and orderly manner. The adult with the microphone will direct students at each table to stand and check to make sure all trash has been thrown away and lunch items have been collected from the table and floor before students are released from the cafeteria.

Student Store

VTMS maintains a student store during all lunches. Students may purchase drinks, chips, ice cream and other snacks.

Discipline

All students at VTMS are expected to conform to CCSD guidelines and school-specific standards for behavior. Students have the responsibility to respect the rights of teachers, aides, students, and all others involved in the educational process. Students **do not** have the right to interfere with the education of other students.

Classroom Rules

The teachers at Von Tobel M.S. have high expectations for their students-both academically and behaviorally. The teacher will publish the expectations for every class and send them home with the student upon enrollment. Parents must review the information and return the signed acknowledgment page to the teacher. The information will include an overview of the course, objectives for the year, a listing of materials needed by the student, class grading policies, and behavior expectations. The teacher will describe the progressive consequences that will be given for inappropriate actions in the classroom as well as the privileges that will serve to reinforce positive behavior. Teachers may handle minor disciplinary offenses with detentions, student conferences, corrective assignments, parent/guardian phone calls and/or parent-teacher-conferences.

General Rules of Conduct

The essence of good discipline is respect-respect for authority, respect for others, respect for self, and respect for rules. Self-control and respect for self and others are attitudes which begin at home, are reinforced at school, and are applied through life. The rules of the disciplinary system foster responsibility, provide for smooth day-to-day operations, ensure teachers will be able to teach, and guarantee students the opportunity to learn. Students are expected to follow all school rules including but not

limited to:

- **HANDS-OFF:** Hands-off means no pushing, shoving, poking, prodding, slapping, flicking, tripping, choking, or touching of any kind. More than 50% of all discipline referrals include “horseplay”, “play-fighting”, “slap-boxing” and “messaging around”.
- **STANDARD STUDENT ATTIRE:** Students must comply with the dress code policy on a daily basis.
- **RESPECT ALL STUDENTS-NO HARASSMENT:** Consider the rights and feelings of others. Be cooperative and help one another. No bullying, put-downs, threats, intimidations, provoking, insulting, or racial remarks to other students.
- **RESPECT ALL STAFF AND VISITORS:** Follow adult instructions, address adults politely, not talking back or profane language.
- **RESPECT PROPERTY:** Don’t steal, vandalize/graffiti, or damage school property; this includes textbooks.
- **NO GUM:** For health reasons and to maintain the cleanliness of Von Tobel M.S. classrooms and campus, chewing gum is not allowed. Students should leave their gum at home.

Dean’s Information

The Dean of Students is responsible for discipline and attendance enforcement at Von Tobel Middle School. Students who are referred to the Dean of Students for discipline or attendance reasons will be subject to consequences for their actions which may include one or more of the following listed below. Written notification will be sent home with the student, including the infraction(s) and consequence(s).

Conference with the Dean will result in one or more of the following consequences:

- A warning and description of consequence for a repeat violation
- Parent/guardian contact
- Assignment of a deans’ detention or In-House Suspension
- Conferences involving the referring party, the student and the dean
- Removal or restriction from extracurricular activities
- Involvement of counselor or law enforcement for investigative purposes
- Other consequences of a logical nature



Detention Students may be assigned detention by an administrator or a teacher for undesirable patterns of attendance, tardiness, or behavior, as well as other disciplinary problems. Students who are assigned detention are to report to the designated location at the time noted on the detention notice. Each student is to bring sufficient study material and to cooperate with the supervisor. Students and parents/guardians will be given a full school day's notification of the detention. Any student who does not abide by these regulations may be suspended from school.

Required Parent Conference (RPC) A student who has been placed on RPC may be sent home after contact is made with the parent/guardian. Students may be allowed to finish the school day in the In-House Suspension room depending on the nature of the problem. Once an RPC has been issued, the student may not attend class or return to school campus until a parent conference has been held and the Dean of Students has issued a reinstatement pass. During the RPC, the student is ineligible for all school activities. The parent/guardian must call the Deans' Office, within 2 school days, to arrange a parent conference. Appointments are scheduled by the deans' secretary. Disciplinary consequences are determined based on the severity of the offense and discipline record of the student. If a conference has not been scheduled and the school has attempted to contact the parent/guardian to schedule a conference, absences beyond the 2 days will be considered unexcused and truancy procedures will begin.

In-House Suspension In-House Suspension is a disciplinary consequence that allows a student to remain in school and keep up with academic work while being separated from the regular classroom environment. The **Dean of Students** may assign one or more days of In-House Suspension to resolve a disciplinary problem. The activities of the student are severely restricted during the day. Teachers will provide assignments for students to the In-House Supervisor to complete during the day. Students must bring books, paper, pencils, and any other materials needed to complete their class work. Restroom breaks and lunch are provided apart from other students and are strictly monitored. **Students violating In-House rules will be issued an automatic RPC or Suspension from school.**

Suspension A student may be suspended from school depending on the level of the infraction. Suspensions are

deemed appropriate to seek problem resolution, to ensure that a student's presence does not constitute a danger to himself/herself or to others, or to accomplish stringent disciplinary actions such as alternative school placement or expulsion. Out of school suspensions may be for a period of three (3), five (5), seven (7), or ten (10) days depending on the severity of the infraction and the cumulative discipline record of the student. When a student is suspended from school, the student must remain away from the campus and all school activities for the duration of the suspension. Failure to do so may result in a trespass warning or possible police action.

Disciplinary Offenses

Any of the following are considered to be violations of the laws of the State of Nevada and/or rules of Von Tobel M.S. Violation of the law will require the administration to contact law enforcement agencies to deal with the violation. In addition, disciplinary measures will be taken by school administration for the same offense. The listing of incidents below are in violation of the Behavior Guidelines for Secondary Students in the Clark County School District. Other violations, not referred to in this handbook, including student integrity, respect, responsibility, and manners will also be referred for disciplinary action if not maintained.

- Smoking on or near the campus or being in possession of cigarettes, e-cigarettes, tobacco, matches, or lighters
- Being under the influence of drugs or alcohol
- Gambling
- Theft or burglary
- Vandalism, destruction, or defacing school property
- Immoral or lewd conduct, saying or writing obscene words or symbols
- Disruptive or disorderly conduct
- Fighting, play fighting, horseplay, or any form of physical assault
- Selling non-approved items (gum, candy, etc.) on campus before, during, or after school
- Defiance, insubordination, or the refusal to cooperate with CCSD employees
- Possession of harmful substances such as spray propellants, toothpicks, needles and pins, and other questionable substances or items
- Gang activity including gang-related clothing, behavior, hand signs, tagging and other vandalism
- Verbal altercations, threats, and harassment, including

- sexual or racial
- Computer misconduct
- Cheating and academic dishonesty

Expulsion Expulsion means the termination of enrollment by action of the Board of School Trustees as the result of behavior so serious that future attendance in the schools of the district is forfeited. Students involved in serious infractions and/or any of the crimes listed below will be subject to expulsion.

COMMIT THESE CRIMES AND YOU ARE SUBJECT TO

EXPULSION

ARSON
The willful burning of property

ASSAULT AND/OR BATTERY ON A SCHOOL EMPLOYEE
Physical abuse and/or threats of physical abused directed at a school employee

DRUGS/ALCOHOLIC BEVERAGES
Use, possession, and/or distribution of a controlled and/or illicit substance or any substance represented to be such

IMMORAL CONDUCT
Contact as it pertains to sexual behavior between individuals

WEAPONS
Possession, use, transmittal, or concealment of ANY operable or inoperable weapon. Weapons are defined as firearms, knives, explosives, inflammable materials, or other items that may cause bodily injury or death. BB and pellet guns, pocket knives, and fireworks are weapons. The Gun-Free Schools Act and NRS 392.466 specify expulsion requirements based on type of weapons, and/or circumstances surrounding the infraction

**STUDENTS FOUND IN VIOLATION OF THE ABOVE
WILL BE REFERRED FOR PROSECUTION TO THE FULL
EXTENT OF THE LAW**

Student Searches

As stated in CCSD Regulation 5144, “Desks or lockers to which students are allowed a limited right of use are subject to search at any time. Students shall be given prior notice that they have no expectation of privacy when using district assigned property and that routine searches may be expected”. This includes district iPads. For further information please reference CCSD Regulation 5144.

Fighting

Fighting is not tolerated. All participants will be placed on RPC and suspended. Even if a student is “defending” himself/herself, they are still subject to disciplinary action.

Harassing students and/or cyberbullying/bullying students will also result in disciplinary action. Students involved in fights occurring off campus that have a direct impact on the campus will also be subject to disciplinary consequences. Students who have been found to initiate two fights will be subject to the habitual discipline law. The following is the **minimum** fight policy:

- 1st Fight** 3 day suspension and/or recommendation for Expulsion or Behavior School
- 2nd Fight** 5 day suspension and/or recommendation for Expulsion or Behavior School

Any fight may result in a recommendation to Behavior School or Expulsion

Habitual Disciplinary Problem Law (NRS 392.4655)

Nevada law states that a student shall be deemed a Habitual Discipline Problem if the school at which the student is enrolled has evidence which documents that in one school year:

1. A student has threatened or extorted, or attempted to threaten or extort, another student, teacher, or other personnel employed by the school.
2. A student has been suspended for initiating two fights on school property.
3. A student has a record of five (5) suspensions of 3 days or more from school for any reason. When a student is deemed a Habitual Disciplinary Problem, the law requires that the student must be suspended or expelled from all CCSD schools for a period of at least one semester (18 weeks).

Violation of CCSD Acceptable Use Policy

Students that violate the CCSD Acceptable Use Policy (AUP) will be severely dealt with through the Dean of Students and may subject the student to RPCs, Suspensions, and loss of privilege regarding the use of various technology devices. These include violations originated from home as well as school including, but not limited to, inappropriate language, cyber-bullying, harassment, accessing inappropriate or forbidden sites, and reckless use/care of equipment. Monetary restitution for loss or damage will be assessed when deemed appropriate.

Public Displays of Affection

Inappropriate behaviors include but are not limited to holding hands, kissing, embracing, teasing or seducing,

sitting on another student's lap, and slapping and/or touching another person on the buttocks or other private parts of the body. Actions of this nature or any harassment will result in serious school disciplinary action and/or possible civil action.

Nuisance Items

Items which distract or disturb others are **NOT** allowed on campus. Such items may include, but are not limited to:

Rubber bands	Toys
MP3 players/iPods	Squirt guns
Electronic video games	Sunglasses
Permanent markers (Sharpies)	Cameras
Laser pens or shocking devices	Sports balls
Wallet chains	Candy
Portable/personal speakers	Gum

Nuisance items of any kind will be confiscated and the student may face disciplinary action. Confiscated items may be picked up by parents/guardians in the Academic Center.

Academics

Promotion Regulations

The Nevada State Board of Education has established requirements for promotion to high school, which must be met by all middle school students.

Sixth Grade: Students must pass 1 semester of mathematics, science, and English or reading for promotion to 7th grade.

Seventh Grade: Students must pass 1 semester of mathematics, science, social studies, and English or reading for promotion to 8th grade.

Eighth Grade: Students must pass at least 3 semesters of mathematics, 3 semesters of English or reading, 2 semesters of science, and 2 semesters of social studies during the 7th and 8th grade years for promotion to high school.

Report Cards/Grades

Report cards are issued each quarter. All students will receive two grades for each reporting period.

One grade is for academic performance; the other is for citizenship. Students not making satisfactory progress in either academic or citizenship areas will be notified midway through each quarter. Furthermore, a parent may request progress reports from each of their child's teachers by contacting the counselor's office at any time.



Academic Grades

- A** Performance is at the highest level of achievement.
- B** Performance is above average.
- C** Performance is average.
- D** Performance is less than satisfactory, but meets minimum standards.
- F** Performance does not meet minimum standards.

Citizenship Grades

- O** Outstanding-superior attitude and behavior.
- S** Satisfactory-attitude and behavior meet expectations.
- N** Needs Improvement-attitude and/or behavior.
- U** Unsatisfactory-attitude and/or non-compliant behaviors do not meet minimum behavior standards.

Honor Recognition

Students chosen for any of the below programs are honored by the adults at VTMS. However, when students are called out of classes, it is always at the discretion of the teacher. Any vital classroom activity, such as review or testing, always takes precedence over out-of-class demands. Teachers will be given prior notice of a student's absence whenever possible.

Award Assemblies

In the spring of each year, the counselors cooperate with teachers and administrators to present an Awards Assembly to recognize students for their achievements throughout the school year. Students are honored for their academic achievement as well as outstanding citizenship, service to our school and fellow students, and participation in school activities. Students receive trophies, plaques, certificates and/or pins for their accomplishments.

Student of the Month

Each month, administrators, counselors, and members of the faculty nominate students for outstanding achievement in academics, citizenship, or improvement in any area that the student has identified as a personal goal for his/her own improvement. If selected, each student is rewarded with a certificate of recognition during the student of the month luncheon.

Straight "A" Recognition

Students, who receive an "A" in all of their classes, for the semester grading period, are invited to attend a luncheon during their assigned lunch period.