

Adobe Middle School



Student Handbook 2023-2024

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Christina Gillespie**

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

2023-2024 Adobe Bell Schedule

First Bell: 7:33

7th Grade

1st Period: 7:40 – 8:39

2nd Period: 8:43 – 9:42

Health Break (6 Minutes)

3rd Period: 9:48-10:47

4th Period: 10:51 – 11:50

Lunch: 11:50 - 12:20 (30 Minutes)

5th Period: 12:20 – 1:19

6th Period: 1:23 – 2:22

7th Period: 2:26 – 3:25

8th Grade

1st Period: 7:40 – 8:39

2nd Period: 8:43 – 9:42

Health Break (6 minutes)

3rd Period: 9:48-10:47

4th Period: 10:51 – 11:50

5th Period: 11:54 – 12:53

Lunch: 12:53 – 1:23 (30 Minutes)

6th period: 1:23 – 2:22

7th period: 2:26 – 3:25

**ELKO COUNTY SCHOOL DISTRICT
2023-2024 Four Day School Calendar**

**1/3/23
Final Calendar**

School Month	Days of Week				No. Of Days	Special Events
August						
M	T	W	TH	FR		
21	22	23	24	25		
28	29	30	31		4	
September						
				1		
4	5	6	7	8	8	
11	12	13	14	15	12	
18	19	20	21	22	16	
25	26	27	28	29	20	
October						
2	3	4	5	6	24	
9	10	11	12	13	28	
16	17	18	19	20	32	
23	24	25	26	27	36	
30	31				38	
November						
		1	2	3	40	
6	7	8	9	10	44	
13	14	15	16	17	48	
20	21	22	23	24	51	
27	28	29	30		55	
December						
				1		
4	5	6	7	8	59	
11	12	13	14	15	63	
18	19	20	21	22	67	
25	26	27	28	29		
January						
1	2	3	4	5		
8	9	10	11	12	71	
15	16	17	18	19	74	
22	23	24	25	26	78	
29	30	31			81	
February						
			1	2	82	
5	6	7	8	9	86	
12	13	14	15	16	90	
19	20	21	22	23	94	
26	27	28	29		98	
March						
				1		
4	5	6	7	8	102	
11	12	13	14	15	106	
18	19	20	21	22	110	
25	26	27	28	29	114	
April						
1	2	3	4	5		
8	9	10	11	12	118	
15	16	17	18	19	122	
22	23	24	25	26	126	
29	30				128	
May						
		1	2	3	130	
6	7	8	9	10	134	
13	14	15	16	17	138	
20	21	22	23	24	142	
27	28	29	30	31	146	
June						
3	4	5	6	7	150	
10	11	12	13	14		
Teacher Work Days - August 21, 22, 23, 24						
School Starts - August 28						
No School, Fair Day - September 1						
No School, Labor Day - September 4						
No School, Nevada Day - October 27						
End of First Quarter - October 26						
Parent/Teacher Conferences - Nov. 1, 2						
Veteran's Day Observed - Nov. 10						
No School, Thanksgiving Holiday - Nov. 23, 24						
Early Out - Nov. 22						
Early Out - Dec. 21						
Winter Break - Dec. 25 - Jan. 5/Christmas Holiday Observed - Dec. 25						
New Years Holiday Observed - Jan. 1						
No School, Martin Luther King Jr. Day - Jan. 15						
End of Semester - Jan. 18						
No School, Teacher Profession Development Day - Jan. 19						
No School, President's Day - Feb. 19						
End of Third Quarter - March 21						
Parent/Teacher Conferences - March 26-27						
Spring Break - April 1-5/ Early Out - March 28						
No School, Memorial Day - May 27						
Last Day of School - June 6						
Contingency Days - June 10, 11, 12						

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

Faculty Members

Teacher	Subject	Teacher	Subject
Mrs. Alexander	Math	Mrs. Maderis	ELA
Mr. Arndt	Librarian	Mr. Maderis	Social Studies
Mrs. Bennett	ELA	Mrs. McKnight	Chorus
Mr. Brawley	STEM	Mrs. Messina	Social Studies
Mrs. Costa	Science	Ms. Pacini	Social Studies
Mrs. Cox	Science	Ms. Powell	Special Services
Mrs. de Arrieta	Everyday Heroes	Ms. Rivera	Special Services
Ms. Delgado	P.E.	Mr. Royce	Strings/Band
Mrs. Dumas	Science	Ms. Russell	Wayfinder
Mrs. Flores	ELA	Ms. Samper	CIS
Mrs. Francom	ELL Paraprofessional	Mr. Schumacher	STEM
Mrs. Garcia	ISS/Detention	Mrs. Simmons	ELA
Mr. Gilligan	P.E.	Mrs. Smith	Home Ec
Ms. Gonzalez	Special Services	Ms. Stoddard	Special Education
Mr. Hammer	Science	Ms. Tanner	ELA, Theatre
Ms. Kashap	ELL	Mrs. Taylor	ELA
Ms. Khoury	Math	Mrs. Turner	Social Studies
Mrs. Klein	Health	Ms. Watson	Math
Mrs. Klekas	Social Studies	Ms. White	Art
Ms. Lamb	Special Services	Mr. Wintermote	Science
Ms. Lemback	Math		

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.

ACADEMICS

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/Wayfinder
Electives (2)

8th Grade

English
Math
Social Studies (U.S. - NV. History)
Earth Science
Physical Education/Health
Elective (2)

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 (0.5 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.

Promotion Policy:

To be promoted to high school a student must meet the ECSD 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.

Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives.

In retaining or promoting a student, the school will consider not only the child's academic achievement and needs, but also the child's age, his social and emotional maturity and needs, and the wishes of the child's parents/guardians.

No teacher may retain a student, or promote him tentatively, without the principal's approval. In all instances of retention, the student's parents must have been kept informed through the year of the child's lack of progress. A record of such notification must be kept by the principal as evidence that he or she attempted to secure the cooperation of the parents in helping the child make better progress.

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 and absence 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 (7th-12th 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 an 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**

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.

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.

Main Lockers:

Main Lockers are not mandatory and only issued upon student request (P.E. lockers are required through that specific class). Lockers will be issued through the Office and to students under the following guidelines;

1. Students would need to request a locker through the Main Office.
2. Students will only be issued a locker when presenting a lock for the locker.

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3. Students must fill out a locker policy agreement.
4. Students will only be allowed usage of the issued locker.
5. Students are responsible for items placed within the locker.

*****Adobe Middle School administration reserves the right to revoke locker privileges of students.**

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/replacement of a book is \$70.00. Fines will follow students to the high school and must be paid before graduation.

Breakfast/Lunch Program:

Breakfasts and lunches will continue to be FREE of charge for all students for the duration of the school year.

- Families may receive for Covid relief funds if eligible for Free & Reduced Lunch. Please complete the lunch application and return to the school office.
- Additional lunch is \$1.50
- A la carte (extra) items are \$1.00 each

IMPORTANT: Students must have funds in lunch accounts to purchase any additional items. Funds are deposited in the Main Office or online at [My School Bucks](#).

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/GUARDIAN. Notes and/or phone calls requesting release of a student to another parent are NOT PERMITTED. Infinite campus must have all people listed that a student can be checked out by.**

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 (Subject to Change):

Participation in the AMS intramural program is open to all students. Adobe adheres to all ECSD policies for extracurricular activities but the following are a few that many parents/students should place emphasis.

Student-athletes must maintain academic standards to participate in intramural sports. Adobe follows a no F policy where student-athletes must have a D or higher posted in every class within Infinite Campus during each sports season.

Any disciplinary action received by the student-athlete may result but not limited to: removal from starting lineup, missing practices or games, and removal from the team. All consequences are subject to each coach's discretion and approved by administration and not subject to change after being handed out.

Playing time is not guaranteed to every player and subject to each coach's discretion. Playing time will only be a coach and player discussion.

All student-athletes playing away games must ride the bus to be eligible for participation (No exceptions).

Student-athletes may ride home after the game with a parent or legal guardian as long as they give the coach a signed parental permission form.

Dances (To Be Determined):

The Middle School dances start at 3:30 p.m. and end at 4:45 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. Parents may not enter into the dance unless escorted by an Adobe Middle School staff member.

*****Adobe Middle School administration reserves the right to prohibit students from entering the dance.**

PBIS (Positive Behavioral Intervention & Supports):

Adobe Middle School participates in PBIS throughout the school year. PBIS is a program that creates opportunities for students to earn rewards for positive behavior within the school. Every teacher can award points to students in the moment and students can use those points to cash in for other rewards or prizes periodically.

Adobe High Fliers (Student Recognition Program):

All students are eligible for this award and recognition throughout the school year. Each month students will be nominated through the PBIS and/or staff voting for demonstrating the following traits;



ACES Reward (To Be Determined):

Only students in good standing and with only A's and/or B's on semester report card or no tardies/chronic absenteeism 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). 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.

Clubs and Activities:

At Adobe Middle School, we firmly encourage students to participate in activities beyond the normal school day. Doing so lets youth interact with their peers and adults outside of their regular classroom environment, pursue individual interests, and develop new skills.

We offer a wide range of consistently popular activities for all our students. Including, Art Club, Archery Club, Theatre Club, FCCLA, NJHS, Math Counts, Science Club, STEM Club, Student Council, and Yearbook.

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.

Chromebook Usage- [Chromebook Manual](#) and [ECSD Acceptable Use Agreement](#):

Adobe Middle School is a one to one school meaning that students will be issued a Chromebook for the school year. Just like a textbook, it is the responsibility of the student to care for the device. Fees may be issued upon damage or abuse of the Chromebook.

NOTE: Adobe Middle School is not responsible for any damage, loss or theft of personal items.

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 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 5 tardies for one class period,

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students will receive 3 days of 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 the class period.

Bus Conduct:

All transportation/bus questions should be directed 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 not following bus guidelines, 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.

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.***

Student Dress and Appearance Code:

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 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. Some items may be available for loan by the office or nurse. 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 parents or guardians 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.

- Clothing will have no exposed skin above the pockets in jeans, shorts, or skirts. This includes holes in jeans and slits in skirts.
- Articles of clothing that promote smoking, drinking, drug use, and violence are prohibited
- 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 3-finger rule on the width of the straps that are permitted on shirts.
- 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 or gang related apparel, accessories or symbols, including, but not limited to, chains or bandanas.
- Body/facial piercings that are 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 permitted in the building but in the classroom it is at the discretion of school staff 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 was confiscated.

The school administration reserves 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.

Public Display of Affection:

Public displays of affection (PDA) are not permitted. At Adobe Middle School we maintain a "hands off" policy. Students are to keep their hands to themselves and off others. 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.

Cell Phone/Electronic Device Policy:

Electronic Devices: these are defined as any device including, but not limited to: Smart technology (including but not limited to Apple watches or other watches), cell phones, airpods, 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 Adobe Middle School does not recommend these devices be brought to school as Adobe is a no cell phone campus. Owners assume all risks! Administration will not investigate theft of electronic devices.

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

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

1. **Cell phones and other electronic devices may not be used during the regular instructional day without the permission of the Principal.**
2. 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.
3. CONSEQUENCES FOR VIOLATION OF THE POLICY
 - a. First Offense:
 - i. The cell phone shall be confiscated.
 - ii. The parent/legal guardian shall be notified.
 - iii. The cell phone shall be turned over to the parent/legal guardian.
 - iv. A warning shall be given regarding the consequence(s) for any future violation of this policy.
 - b. Second Offense:
 - i. The cell phone shall be confiscated.
 - ii. The parent/legal guardian shall be notified.
 - iii. The cell phone shall be turned over to the parent/legal guardian.
 - iv. School-determined consequences for “administrative insubordination” or “disregard for school rules.”
 - v. This policy shall be again reviewed with this student and his/her parent/legal guardian.
 - vi. A further warning shall be given regarding the consequence(s) for any future violation of this policy.
 - c. Third Offense:
 - i. The cell phone shall be confiscated.
 - ii. The parent/legal guardian shall be notified.
 - iii. The cell phone shall be turned over to the parent/legal guardian.
 - iv. School-determined consequence for the second instance of “administrative insubordination” or “disregard for school rules.”
 - v. Cell phone privileges shall be revoked for a period of ninety (90) school days.
 - vi. This policy shall be again reviewed with this student and his/her parent/legal guardian.
 - vii. A further warning shall be given regarding the consequence(s) for any future violation of this policy.
 - d. Fourth and Subsequent Offenses:
 - i. The cell phone shall be confiscated.
 - ii. The parent/legal guardian shall be notified.
 - iii. The cell phone shall be turned over to the parent/legal guardian.
 - iv. School-determined consequence for the third instance of “administrative insubordination” or “disregard for school rules.”

- v. Cell phone privileges shall be revoked for one hundred eighty (180) school days.

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

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 damage, 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

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

- 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.

COVID Related Mandates:

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

Interviews in School for Investigative Purposes

By School Administrators or Designee:

School officials have the right 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 from 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.

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

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

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.

Definitions and Common Consequences:

NRS 392.466 Suspension or expulsion of pupil for battery on an employee of school, possession of firearm or dangerous weapon, a prohibited item, 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 expelled from school for a period of not less than one (1) year, although the pupil may be placed in another kind of school for a period not to exceed the period of the expulsion. For a second occurrence, the pupil must be permanently expelled from 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; any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Such a term does not include an antique firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898; and any replica of any such firearm.

"Prohibited Item" includes, without limitation, a chemical agent, pneumatic gun, and an electronic stun device.

"Chemical Agent" means any chemical which can rapidly produce sensory irritation or disabling physical effects in humans, which disappear within a short time following termination of exposure. The term includes without limitation, items commonly referred to as tear gas, pepper spray, pepper balls and oleoresin capicum.

"Electronic Stun Device" means a device that emits an electrical charge or current that is transmitted by projectile, physical contact or other means; and is designed to disable a person or animal temporarily or permanently.

"Pneumatic Gun" means any implement designed as a gun that may expel a ball bearing or a pellet by action of pneumatic pressure. The term includes, without limitation, a paintball gun, pellet gun, BB gun, and an airsoft gun.

**For specific details for all policies governing student conduct please see the link to ECSD website: <https://go.boarddocs.com/nv/elkcsd/Board.nsf/Public>
In section-J**

