

Personnel and Responsibilities

In addition to the faculty of instructors at Lois & Jerry Tarkanian Middle School, a staff exists that is designed to provide services to the teachers, students, and parents/guardians. The students will come into constant contact with this staff and the services they provide. Students should become acquainted with the following personnel.

Dr. Oswalt serves as the **principal**. He has the primary responsibility for the educational programs and goals of Lois & Jerry Tarkanian Middle School.

Mr. Musemici and Mrs. Ginoza serve as **assistant principals**. They work closely with the principal to implement and supervise our programs.

Mrs. Mounts and Mrs. Adrianzen serve as the **deans of students**. They maintain discipline in accordance with district and school policies and procedures. They also serve as an intermediary between students and teachers involving disciplinary action in the classroom. They conduct parent/guardian conferences designed to improve the behavior of students. Students' attendance, locker, and transportation concerns are referred to the deans' office.

Please be advised that students and parents/guardians are encouraged to notify any administrator of any concerns or suggestions for improving the quality or nature of instructional and extracurricular programs at Lois & Jerry Tarkanian Middle School.

Mr. Carlson, Ms. Durham, and Ms. McAllister serve as **counselors**. They assist students with educational planning, interpretation of test scores, career information, home, school and/or social concerns, or any questions students would like to discuss. Students wishing to talk to a counselor should get a pass from their teacher or may ask to see their assigned counselor before or after school.

Academic Expectations

Course Expectations

At the beginning of the school year, each teacher will discuss the course expectations for his/her course. Course expectations include performance objectives and the evaluation procedures used by the teacher. Essentially, these expectations provide a course description, course scope and goals, make-up work policy, grade weighting, homework policy, classroom rules, progressive discipline, and a citizenship rubric. The course expectations for every course at Lois & Jerry Tarkanian Middle School are available on the school's website. Students will be required to return the course expectation signature page with parent/guardian and student signature for every course. If a student does not have on-line access at home, the student is to contact his/her teacher for arrangements.

Schedule Changes

Parents/Guardians and students may request schedule changes through the counseling office. Schedule change requests are based on administrative approval. The administration shall retain the authority to approve or deny any schedule change requests. Please be advised that schedule change requesting specific teachers, classmates, and/or course preferences are not permitted.

Homework

Homework is a necessary part of each student's educational program. Each student is expected to spend some time in addition to classroom instruction to achieve satisfactory work. The amount of time a student devotes to homework each night will depend largely on how well he/she organizes work, budgets time, and devotes attention to detail.

Homework is an extension of educational opportunities beyond that of the school day. It is intended to provide students with reinforcement of meaningful, relevant skills and topics. Students

are often given some class time to begin assignments under the supervision of the teacher in order to assist students with questions. Students should be able to complete their homework without help from parents/guardians, as it is based on previously learned concepts and skills. At Lois & Jerry Tarkanian Middle School, we have implemented a school-wide homework policy. Students will be expected to complete approximately one (1) hour of homework each night. Some assignments are long range in nature and require planned study time for their completion. Planned study time eliminates the necessity of completing the assignment the day before it is due.

Makeup Work – CCSD Regulation 5113

Teachers shall provide an opportunity for a student to make up missed work due to any absence. Students shall be held accountable for the work. {CCSD 5113.7}

After any absence, a secondary student is required to initiate contact with the teacher(s) to obtain appropriate makeup work within three school days immediately following the absence. Once contact has been made with the teacher(s), specific makeup work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian. The makeup work must be returned to the teacher(s) by the specified due date if it is to be acknowledged. Students shall be allowed a minimum of three (3) days to complete makeup work for each day of absence.

If a student experiences an extended absence (three or more days) from school due to illness, makeup work can be requested. Parents are to notify the registrar's office and the assignment may be ready for pickup after a minimum of twenty – four hours.

Promotion/Retention Policy – CCSD Regulation 5123

For a student to be promoted to high school (grade nine), he/she must earn a passing grade in the following:

- A pupil in grade six must complete one semester with a passing grade in mathematics and one semester with a passing grade in English or reading, and one semester with a passing grade in science for promotion to seventh grade. No student may be retained more than once in the sixth grade.
- A pupil in grade seven must complete one semester with a passing grade in mathematics and one semester with a passing grade in English or reading, one semester with a passing grade in science, and one semester with a passing grade in social studies for promotion to the eighth grade. No student may be retained more than one time in the seventh grade.
- A pupil who enters grade eight must complete three semesters with a passing grade in mathematics, three semesters with a passing grade in English or reading, two semesters of science, and two semesters of social studies during the seventh and eighth grade years for promotion to high school. An eighth grade student who does not meet promotion requirements will not be promoted to high school and will be retained in the eighth grade for the following school year. An eighth grade student may be retained for more than one year.
- Please be advised that students who exceed ten (10) unapproved absences in any course during the semester shall receive a failing grade, shall not earn semester credit for that course and may be retained in the current grade. Moreover, all prearranged absences in excess of ten (10) during a school year shall be considered unapproved.

Infinite Campus

Infinite Campus is a secure and private internet service available for parents/guardians and students to electronically access grades, attendance, missing assignments, and other aspects of life at school. Communication with your student's teacher, through e-mail, is also quick and easy on Infinite Campus. This service is available twenty-four hours a day, seven days a week. Please contact the assistant principal's office for registration information.

Student Planners

The student planner serves as an essential element in the effective academic planning and organization of educational expectations. **Each student is responsible for all information contained within the planner** and is considered part of each student's required school supplies. Students will be required to document daily and long-range assignments in their planners. Parents may check the planner each day and use it as a means of communication with teachers. There is a space in the planner for parents/guardians to write comments and the teacher may respond accordingly. Student planners will be provided to each student at no cost at the onset of the school year. If a planner is lost or stolen, a replacement cost of \$5.00 will be collected prior to the student being issued a new planner.

Suggested School Supplies

It is suggested that all Lois & Jerry Tarkanian Middle School students have the following materials:

- 3 Highlighters – Pink, Yellow, Green
- 1 Student Planner (First planner is provided by the school.)
- 3 Red Pens
- 5 Pencils
- 1 Package of Colored Pencils
- 1 Pencil Pouch – 3 - Hole Punched
- 1 Three Ring Binder/Notebook
- 6 Notebook Dividers
- Lined Writing Paper – 3 - Hole Punched
- 3 Black Pens
- 3 Blue Pens

Teachers may identify supplies specific to their content areas to students at the beginning of the school year. These supplies will be identified on the course expectation sheets available on-line at the school's website. We strongly encourage parents/guardians to wait to purchase additional supplies until receiving information from the teachers so that unnecessary duplication does not occur. **Please be advised that permanent markers, such as Sharpies, are not permitted on campus.**

Academic Resources

Computer Usage

No student will be allowed to bring or possess any portable storage device of any kind without prior permission and complete inspection by a staff member. There will be no exceptions. Any student found tampering with or abusing a computer in any way will be permanently denied any future use of electronic equipment and will be held responsible for the cost of repair or replacement. Such actions are serious and will be dealt with as vandalism of CCSD property. Any student found attempting to decode passwords, violating copyright laws, crashing files, accessing unauthorized files, system folders, or control panels, customizing a computer, or copying other students' files will be denied any future use of the computer. Such actions are inappropriate and will be dealt with as vandalism of CCSD property.

Library Usage

The library is open from 8:00 a.m. to 2:11 p.m. daily and during lunch on most days. A designated number of library passes will be issued to students in the morning for library usage. Lunch passes are issued on a daily basis. Books are checked out for a three (3)-week period and may be renewed once. Each student may have up to three (3) books out at any given time. Students may not check out reference books. A \$.05 per day book fine with a \$5.00 maximum fee per book will be assessed against any student who keeps a book beyond the due date. If a book is lost or damaged, the student will be responsible for the cost of replacing the book. ID cards are required to check out books. Student ID cards are issued free of charge at the beginning of the year. If lost, a replacement card may be purchased in the library for \$5.00. A small number of books have been identified as Young Adult due to content, language, or both. It is the library policy that no 6th grade student is allowed to check out these materials. If you do not want your 7th or 8th grade child reading Young Adult books you may notify the library and we will place that restriction on your child's account. 7th grade students will need to complete a parent permission form to check out these books. Any questions regarding book check out should be directed to the librarian. Library computers are for academic use only. During school hours, students must have a pass to enter the library. Students are to be quiet in the library so as not to disturb others. Any student whose conduct is in any way improper will be sent back to class or removed from the library, and may be subject to disciplinary action. **SPECIAL NOTE:** Students with outstanding financial obligations may be prohibited from school activities, some field trips, and other activities as deemed appropriate by the administration until such obligations are taken care of by the student.

Textbooks

Lois & Jerry Tarkanian Middle School will issue a consumable textbook in ELA and math. A hard-cover textbook will be issued for US History and World Geography. A class set of books will also be available in all classrooms. Each student is responsible for the care and protection of assigned textbooks and will be required to reimburse the school for damage beyond normal wear and usage of the book. Textbooks are the property of the Clark County School District and are loaned to students under the following conditions:

1. Textbooks are to be used only by the student to whom the textbook was issued and not transferred to any other student.
2. Textbooks are to be returned when requested or at the time of withdrawal if the student leaves before the end of the school year.
3. If the textbook is damaged in excess of reasonable wear or the textbook is lost or stolen, a pupil must pay for the damaged, lost, or stolen book prior to being issued a replacement book.
4. Throughout the school year, fines will be assessed for textbooks, which have been lost, damaged, or stolen.

Students are responsible for the textbooks. Typically, theft will occur when textbooks are either left out of the sight of the responsible student, out of the locker, or when students have given their locker combination to others. **SPECIAL NOTE:** Students with outstanding financial obligations may be prohibited from school activities, some field trips, and other activities as deemed appropriate by the administration until such obligations are taken care of by the student.

Counseling Program

The counseling department functions as a responsive, supportive unit in providing direct services to children, parents/guardians, and teachers. The counselors' mission is to meet the academic, social, and emotional needs of adolescents. The primary role of our counselors is to help build a foundation for learning by assisting students to develop self-respect, awareness of others, and positive attitudes toward acquiring knowledge. Our fundamental goal is to help students acquire skills that will help them through life. Middle school counselors are not to serve as therapists. If situations arise where these services are needed, parents/guardians must seek services

independent of the school, as school counselors do not make private referrals. Academic, personal/social, and career services are provided by the counseling department.

Awards & Recognition

Lois & Jerry Tarkanian Middle School students are rewarded for academic excellence, good attendance, and positive citizenship. A variety of recognition programs are implemented to acknowledge and reward these students throughout the school year.

Teacher and Parent/Guardian Conferences

Parents/Guardians may contact the counseling office to arrange a conference with the student’s teacher(s). Please allow a twenty-four hour notice for the conference.

Discipline Philosophy and Procedures

The essence of good discipline is respect – respect for authority, respect for others, respect for self, and respect for rules and procedures. It is an attitude that begins at home, is reinforced at school, and applied throughout life. The concept of discipline is the prevention of misbehavior, maladjustment, and crime through a positive approach which emphasizes wholesome activities, and the learning of self-control. The function of such a concept of discipline is:

- To create and preserve the conditions essential to the orderly progress of the school.
- To prepare the student for effective participation in adult life.

School-wide Classroom Rules & Progressive Discipline

Schoolwide expectations, in line with the Positive Behavioral Interventions and Supports (PBIS) Program, have been posted throughout campus and in every classroom. Minor infractions will be addressed by teachers through the use of progressive discipline in the classroom; however, a serious behavioral infraction may result in a non-chronological step in progressive discipline such as an immediate dean referral.

School-wide Classroom Rules

Be Respectful	Be Safe	Be Proud	Be Responsible
<ul style="list-style-type: none"> • Follow directions the first time. • Use academic vocabulary. • Use appropriate voice and tone. 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself. 	<ul style="list-style-type: none"> • Always do your best. • Assist others when appropriate. • Give thanks to teachers and peers. • Keep classroom clean. 	<ul style="list-style-type: none"> • Bring necessary materials and complete work on time. • Arrive on time. • Ask for help when needed at the appropriate time. • Use electronic devices at teacher’s discretion. • Fill out your planner.

Progressive Discipline

- Teacher Warning
- Student and Teacher Conference
- Parent/Guardian Contact
- Counselor Referral
- Dean Referral
- Please be advised that a serious infraction may result in a non-chronological step in progressive discipline such as an immediate deans' referral.

Major Violations

The following are considered to be major violations of the rules of Lois & Jerry Tarkanian Middle School. Violation of these rules may result in deans' detention, in-house suspension, a notice of required parent conference (RPC), or a formal suspension. Severe incidents or repeated violations may result in placement in a Behavioral Intervention Program, an alternative educational program for serious offenders, and/or expulsion. These violations may require the administration to call upon law enforcement agencies to deal with the violation. If law enforcement is involved, discipline from the school may also be administered on the same offense.

- Smoking on campus or possession of cigarettes, e-cigarettes, tobacco, matches, or smoking material
- Gambling
- Extortion, use of threat
- Racial or derogatory actions/statements
- Selling or being under the influence of a controlled substance or any substance represented to be alcohol or drugs on campus
- Non-school sponsored sales such as pencils, gum, candy, and/or trading cards
- Theft or burglary
- Bullying – Written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act of expression that is directed at a person or group of persons (NRS 388.122)
- Participation in any sexual activity
- Possession of a weapon, which includes but is not limited to brass knuckles, pellet gun, cap gun, pocketknife, and firecrackers
- Throwing items, including food, at others
- Defacing school property
- Arson
- Immoral or lewd conduct, saying or writing of obscene words or symbols, or gang related language, gang signing, or any inappropriate symbols
- Student disruption/disorderly conduct
- Insubordination and/or refusal to cooperate with CCSD employees
- Fighting or threatening bodily harm to anyone
- Wrestling and horseplay
- Battery and/or assault
- De-pantsing anyone at anytime

Other Violations

Other violations include but are not limited to the items listed within this section. Disciplinary action includes the confiscation of an item(s), detention, in-house suspension, required parent conference (RPC), and/or a formal suspension.

- Actions, which affect the safety and welfare of students, are prohibited, including, but not limited to running, tripping, games such as tag, etc.
- To maintain a healthy, clean environment and to protect school furniture, floors, carpet, and personal belongings, gum and gum chewing are not allowed on campus. Please do not bring gum to school as students may be subject to disciplinary action.
- Students are to demonstrate self-control and know the proper place and the proper time to show affection. Public display of affection (PDA) is not acceptable. Hugging, kissing, holding hands, etc. is prohibited.
- Nuisance Items – Items not directly associated with the educational program (i.e. toys, cameras, video games, laser pens, trading cards, etc.) are not to be brought to school. If students are found in possession of such items, the items may be confiscated. Parents/guardians will be responsible for picking up confiscated items. At the conclusion of each school year, all unclaimed personal articles are given to a charitable organization.
- Students should also refrain from selling or borrowing personal items or loaning money on campus.
- Aerosols and spray pumps of any kind are prohibited on campus.

Habitual Discipline Problem

A student shall be deemed a habitual disciplinary problem if, in one school year, the school in which the student is enrolled has documented evidence supporting:

- A student has threatened or extorted, or attempted to threaten or extort, another student, teacher, or other personnel employed by the school.
- A student has been suspended for initiating two fights on school property.
- A student has received five suspensions from school for any reason.

The law requires that a student with a habitual disciplinary problem be expelled from school for a period equal to at least one semester. Expulsion is defined as removal from a public school, with alternative educational options being home schooling or enrollment in a private school, at the parent/guardian's expense.

Dress and Appearance

Lois & Jerry Tarkanian Middle School encourages students to dress for respect. Personal appearance should not disrupt or detract from the educational environment of the school. **The school administration has the right to designate which types of dress or appearance are not acceptable.** CCSD Regulation 5141:

- Requires the wearing of shoes with soles. House slippers and shoes with wheels are not permitted.
- Requires that all clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage. Prohibit wearing clothing with spaghetti straps.
- Requires that all shorts, skirts and dresses must be at fingertip length, even if other items of clothing are worn underneath.

- Requires that all jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
- Prohibits headgear (hats, hood, caps, bandanas, hair grooming aids, etc.) on campus except for designated school-approved uniforms, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school sanctioned activities.
- Prohibits slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and /or obscene nature disrupt the educational setting. This includes any clothing that advertises tobacco, alcoholic beverages, drugs, violence, racial bigotry, or sexual activities.
- Prohibits the wearing of spiked or studded clothing, jewelry, and/or accessories.
- Prohibits the wearing of outerwear such as coats, mittens, and scarves upon entering the classrooms.
- Prohibit the wearing of sunglasses in the classroom.

Any dress and/or appearance indicative of fashion or fad that is disruptive to the educational environment of the school may be determined as inappropriate by the administration. The principal shall retain the authority to grant exceptions for school-wide free days.

Academic Dishonesty

If students are found guilty of academic dishonesty (cheating), the teacher will collect the assignment, mark a failing grade for the work, write a referral to the counselor, and notify the parent/guardian of the consequence. A second offense of cheating may result in a dean's referral and possible disciplinary consequences. The student may also receive an unsatisfactory grade in the class for citizenship.

School Bus Safety

Please be advised that bus services are coordinated through the Clark County School District Transportation Department. Individual schools do not identify students of eligibility for bus services. This determination occurs through the transportation department. Any questions regarding eligibility for transportation may be directed to the Clark County School District Department of Transportation at 702-799-8100. To control violations of bus safety rules, such as getting out of seats, moving seats, talking too loudly, and etc. the bus driver may enforce rules by assigning seats, assigning students to copy safety rules, contacting parents/guardians, and/or referring students to the deans' office. Bus drivers are authorized to issue bus citations to students violating the rules on the bus. Students violating safety rules may be denied the privilege of riding the bus and may receive additional disciplinary consequences through the dean's office.

Tardy Policy

Students are expected to be in their assigned seat or at their appropriate workstation ready to work prior to the tardy bell. Unexcused tardiness will result in disciplinary action and may result in an unsatisfactory grade for citizenship. Persistent and continuous tardiness will result in referrals to the deans' office. Tardies are accumulated and documented individually for each class and for the duration of one semester.

Attendance Regulation – CCSD Regulation 5113

Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent/guardian. The parent, legal guardian, or other person in the state of Nevada having control or charge of any student is required to send the student to school during all times that the public school is in session (NRS 392.040).

A student enrolled in grades six through twelve in a secondary school setting who misses more than thirty (30) minutes of the instructional period has missed an essential part of the learning

experience. Therefore, for purposes of this regulation, a secondary student who is more than thirty (30) minutes late to any class period shall be counted absent from that class, and the teacher shall record the absence accordingly.

Absences

Absences due to a student's participation in a school-sanctioned activity or absences resulting from a student's suspension or required parent conference will not be included in the absence total. It is expected that routine medical appointments will typically be scheduled outside the school day. Students demonstrating poor attendance habits, which are in violation of Clark County School District guidelines, may be placed on a Request for Parent Conference or a Notice of Required Parent Conference as determined by the dean of students and approved school district policy.

Classification of Absences

The determination of the proper classification of an absence requires the exercise of judgment on the part of the teacher or principal. To evaluate the proper classification of the absence, the school may reasonably inquire, investigate, and/or request further documentation from the parent/guardian.

Approved Absences

Students who have been absent shall be required to present to the school a written statement, signed by the parent/guardian or physician stating the reason for the absence. The statement must be presented to the attendance office no later than three days after the student returns to school. Absences shall be approved for the purposes of attendance enforcement within the meaning of the Nevada Revised Statutes when:

- The student is physically or mentally unable to attend school, or the absence is related to the student's disability and the course work has been completed.
- The approval of the teacher or principal or his/her designee has been given for an unavoidable absence due to an emergency.
- The student is absent due to a required court appearance or a religious holiday.
- The absence has been prearranged pursuant to the request of a parent/guardian prior to the absence and does not exceed the allowable ten (10) prearranged days per the school year.

Unapproved Absences

Within the meaning of the Nevada Revised Statutes an absence is unapproved when:

- The prearranged absence was not requested in writing in advance of the absence or exceeded the allowable ten (10) prearranged days per school year.
- The absence was not due to the physical or mental inability of the student to attend school, the student's disability, an emergency, a required court appearance, or religious holiday.
- The absence from class or school was without written permission from the principal or his designee or teacher.
- The parent/guardian or person in charge of the student failed to notify the school of the reason the student was physically or mentally unable to attend, or the nature of the emergency, court appearance or religious holiday within three days after the student returned to school.
- The student failed or refused to attend school when so directed by the parent/guardian or school official.

- The parent/guardian or person having charge of the student failed or refused to require the student's attendance at school.

PLEASE NOTE: Ten or more unapproved absences in any semester may result in denial of credit and may impact promotion to the next grade level.

Truancy

- An unapproved absence for one or more class periods or the equivalent of one or more class periods during a school day shall be deemed truancy (NRS 392.130[2]).
- If a student has been declared truant three times for unapproved absences, the principal of the school, or his/her designee, shall 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 student and that of the parent/guardian.
- Any child 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 habitually truant.

Prearranged Absence

Prearranged absences shall include a maximum of ten (10) absences per school year, which have been prearranged by a parent/guardian. Written request must be made three days in advance with the attendance office and approved by the administration. This request must include the reason for the absence, date(s) of absence, and means of verifying the request. The request will be evaluated on the following criteria: **1)** the academic attendance, and behavioral record of the student, **2)** advance notice of 3 days (except in extreme emergencies), **3)** time of year (first and last ten (10) days of school will not be permitted). A prearranged absence form must be filled out and presented by the student to each teacher. Prearranged absences are not automatically approved. In order to be classified as approved, the absence must meet the criteria stated above.

Approved School Activities

Absences of students due to participation in a school-sanctioned activity such as a field trip, notice of required parent conference, or formal suspension will not be included in either the excused or unexcused absence totals.

Absence Notes

In an effort to maintain the highest degree of accuracy and to ensure proper accounting of student absences, students are to check in with the attendance office prior to the beginning of school on the day of the student's return from an absence with a note. Telephone contacts cannot be accepted to approve an absence. Per district regulation, a written note by the parent/guardian must be provided following each absence. The written note must be submitted within three days of the absence or the absence is recorded as unapproved.

Absence notes should be in the following format:

- DATE OF NOTE: month/day/year
- STUDENT'S FIRST AND LAST NAME: Mary Smith
- STUDENT'S GRADE: 7 STUDENT #: 123456
- FIRST AND LAST DATE OF ABSENCE: month/day/year **to** month/day/year
- REASON FOR ABSENCE: Illness, court appearance, etc.
- PARENT SIGNATURE: _____

- TELEPHONE NUMBER: Home # / Work #

Parents/Guardians may contact the attendance office at 799-6801 x4202 if there are any questions concerning student attendance.

Release of Students during School Hours – CCSD Regulation 5145.1

Students are not to be released from school at the request of any person other than the parent with whom they are living (custodial parent) or legal guardians shown on the enrollment card.

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 form.

Passports

The Lois & Jerry Tarkanian Middle School campus is a closed campus. Students are not to leave campus for lunch or for any part of the school day. Students, who are off campus during the school day for any reason, must carry a passport. A passport may be obtained from the office by presenting a signed note from a parent/guardian. Most passports are issued for dental or medical appointments but other activities deemed important by parents/guardians may also be allowed. To expedite the process and release of students, it is requested that all notes be presented to the attendance office before 8:00 a.m. on the day of the passport request. Parents/guardians must report to the principal's office and produce proper identification for student release.

Parents/guardians are urged to make medical appointments after school hours so the student may take advantage of a complete school day. All students leaving and returning are required to report to the front office. Students will not be released within the last 15 minutes of the school day.

Withdrawals and Transfers

If students are moving from Lois & Jerry Tarkanian Middle School's attendance zone, they must obtain a pupil release and transfer document from the registrar's office. A parent/guardian must contact the registrar's office and request the withdrawal form at least 24 hours before the actual withdrawal. Students must take this form to each teacher to receive a current grade and to return all school materials. Also, the student's book locker and P.E. locker must be emptied and all fees and fines paid before grades and records can be transferred

Campus Safety

Campus Monitors

Campus monitors assist in keeping our campus safe and secure by frequently checking the hallways, courtyard, and the area outside of the building. They are available to assist with any questions students and parents/guardians may have about locating rooms, school rules, and student safety.

Loitering

Students are not to loiter on properties adjacent to the campus or school bus stops either before or after school. Additionally, students are expected not to loiter on private property on their way to and from school. Once a student arrives at school, he/she must remain on campus as all district middle schools operate as CLOSED campuses. Any student leaving campus during school hours without a passport will be considered truant and in violation of the closed-campus policy.

Parents/Guardians are asked not to bring students to school before 7:30 a.m. Students will not be allowed on campus prior to 7:30 a.m. The school does not have insurance to protect students if they are injured before school begins. Furthermore, there is no adult supervision on campus at this early hour.

Students are to leave the school campus immediately after school is dismissed unless they are staying to receive extra help in a class or participating in a school-sponsored event. Any student who remains on campus after school hours must be in direction supervision of a Clark County School District employee at all times. For student safety, beginning at 2:45 p.m., any student who has not been picked up will be escorted to the dean's office, and parents will be asked to come in and sign the student(s) out. Children should not come onto the campus when evening events are being held unless their parents/guardians accompany them.

No school age visitors are permitted on campus unless accompanied by a parent/guardian. Nevada Revised Statutes do not permit non – students and/or other adults to visit our school without special authorization from the principal.

Restrooms

Restrooms are to be used for their intended purposes. Loitering in the restrooms is not permitted at any time and could result in disciplinary action. Students are to leave the restrooms immediately after using them. Restrooms are frequently checked throughout the day for neatness and damage. If a student has an emergency and needs to use the restroom during class time, the student must have a designated restroom pass.

Telephone Messages

School personnel cannot accept requests over the telephone for a message to be delivered to a student. There is no way to verify the legal parent/guardian leaving the message. If an emergency occurs requiring the need to contact a student, parents/guardians are required to come to the office and provide appropriate identification.

Campus Visitors

Parents/Guardians are always welcome at Lois & Jerry Tarkanian Middle School; however, all visitors are required to check in at the main office immediately upon arrival on campus. Any student from another campus or any person (minor or adult) who fails to properly identify themselves to school personnel will be subject to arrest for violation of Nevada Revised Statutes and County Ordinance. Students from Lois & Jerry Tarkanian Middle School giving false information concerning visitors are subject to disciplinary action. Parents/Guardians may attend classes with their student but they are encouraged to make visitation arrangements at least twenty-four hours in advance. Arrangements are made through the counselors' office. Anyone other than a parent/guardian is not permitted in the classroom at any time unless express permission is given by the principal. Additionally, only parents/guardians are permitted to bring food or drinks for their student(s). Uber Eats, or any other food delivery service, is not permitted.

Drop Off & Pick Up of Students

If parents/guardians are dropping off or picking up their students from school, vehicles are not permitted to enter the bus parking lot. Students must be dropped off and picked up in the faculty lot or on the curb of Jo Rae Street or Pyle Avenue.

Deliveries

Classrooms will not be interrupted for the delivery of messages to students unless there is an emergency. No flowers, singing telegrams, balloons, etc. will be delivered during school hours.

Telephones

The office telephone is a business phone and should be used by students for emergencies only. Students must secure permission from a campus monitor, teacher, counselor, or administrator to use the telephone during the day. Any student improperly using the telephone will be subject to possible disciplinary action and/or arrest. This includes crank or lewd calls, improper use of the 911 emergency number, or other illegal uses of the telephone.

Skateboards, Scooters, and Motorized Vehicles

Skateboards, scooters, and motorized vehicles are prohibited on campus at any/all times.

Bicycles

Students may ride their bicycles to and from school. A locked area is provided for students to protect their bicycles. Campus monitors lock this area at 8:00 a.m. and unlock it at 2:00 p.m. If students leave campus on a passport, a campus monitor will assist the student in retrieving their bicycle. Students are encouraged to lock up their bicycle in the bicycle rack located in the locked area. Lois & Jerry Tarkanian Middle School is not responsible for lost, stolen, or damaged bicycles. Students must walk their bicycles on campus; students are not allowed to ride bicycles on campus before or after school.

Backpacks

Backpacks and sling-packs are discouraged on campus and prohibited in the classroom and cafeteria. If a student brings a backpack/sling-pack to campus, they are required to place them immediately in their locker prior to the start of the instructional day. If a student has physical education during the school day, the student may enter the locker room during their scheduled class time only. Please be advised that students are not permitted to enter the locker rooms without adult supervision. Every student is provided with the opportunity to have a hallway locker to use before and after school and before and after their assigned lunch period to store his or her materials; however, due to large enrollment, lockers may not be assigned to all students. In this case, students should not bring backpacks or sling packs to school. Students will have minimal materials to carry from class to class. Classrooms are too small to have every student carry large backpacks/sling-packs to school. Backpacks/sling-packs in classrooms create a safety hazard, as they are too large to store properly under student desks. Serious accidents can occur as backpacks/sling-packs are routinely placed in walking aisles of the classrooms. Students are permitted to use a carrying clutch/purse with the dimensions no more than eight (8) inches in length and five (5) inches in height for essential hygiene items.

Personal Belongings

Students who bring personal belongings to school are responsible for their security and safety. Caution should be used when bringing money or valuables to school. The school is not responsible for any items lost or stolen from anywhere within the school at any time. These items include bicycles, calculators, band instruments, clothing, nuisance items, cell phones, electronic readers, iPods, iPads, etc. Students are responsible for all materials issued to or checked out by them during the school year. If students find lost articles, they are asked to take them to the lost and found area in the deans' office. Students may look for lost items before school, during their lunch, or after school.

Cellular Phones and Mobile Devices

Tarkanian Middle School, in an attempt to integrate technology more fully into the curriculum, has chosen to implement a BYOD (Bring Your Own Device) policy in our school. In order to ensure that this program is as effective as possible, certain rights and responsibilities have been detailed herein; failure to comply will result in suspension or termination of privileges. Students who violate this policy will be disciplined through the deans' office. If a student is found to be taking pictures/video while in the locker room or restrooms, additional consequences will apply due to student privacy concerns within these areas.

Internet Safety and Security:

- Due to personal information that may be on a device, students are expected to use only their own device.
- Students using personal devices for Internet connection are ONLY permitted to connect via the TMS Wi-Fi network. Login information is available in each classroom.
- Devices must not interfere or cause unnecessary burden to the network.

- Use of devices must impose no tangible cost to the school/district.
- Personal information about the owner or any other student may not be posted as per the Family Education Rights and Privacy Act (FERPA).
- Inappropriate language, non-educational sites, social media, and real-time messaging, including texting, are strictly prohibited.

Any device placed on the 470 network is subject to discovery under the Freedom of Information Act (FOIA) and possible confiscation by school or city authorities. In order to ensure the welfare of all staff and students, TMS reserves the right to monitor and investigate activities on personal computing devices.

Cellular and Mobile Devices are permitted on campus for the purposes of supporting and enhancing the educational environment. Students are permitted to use devices in classrooms at the discretion of their teacher and only for the purpose specified. Students are expected to use all mobile devices in accordance with the Clark County School District Acceptable Use Policy. Students using their devices for other purposes will have their devices confiscated and held in the deans' office. A parent or guardian will be required to pick up student devices after the first confiscation. Repeated violations will also result in referrals to the deans' office and disciplinary action.

Corridor Passes

When students need to leave class for any reason, they must request a pass from their teacher. Passes are to be issued at the discretion of the classroom teacher. This insures proper supervision is in effect. Lois & Jerry Tarkanian Middle School has campus monitors who aid with this supervision.

Pets

Dogs and other pets are not allowed on campus unless it is a part of a class activity with prior arrangements made with the teacher and the administration.

Lockers

A locker will be assigned to students at the beginning of the school year, after students submit a locker application form. PE lockers will be assigned to students taking PE during the first week of each semester. Please note that students will be permitted to go to their regular lockers in the morning before the start of the school day, immediately before and after their lunch period, and after school. Students will have access to their PE locker **only** during their PE class period. Students must plan to carry needed materials with them until the appropriate locker times. This will keep students from being tardy. Furthermore, students will learn to manage their time wisely. Students using their lockers at inappropriate times may be assigned deans' detention. If the student continues to use his/her locker at inappropriate times, the locker may be taken from the student. Students are not permitted to share lockers; students found to be sharing lockers may have their locker privileges revoked. Please be advised that Lois & Jerry Tarkanian Middle School is not responsible for items left in the locker. The school administration has a legal right to inspect student lockers at any time or to remove the privilege of using a locker if that privilege is abused. The school will take all reasonable precautions to insure that the locker is a safe place for their property. If a theft occurs, the student should notify the deans' office promptly. Due to increased enrollment, a locker is not guaranteed to every student as there are not enough lockers to accommodate all students. Lockers can be requested through the deans' office; however, there is no guarantee that a locker will be available at the time of request.

The following rules of locker use must be observed. Students are to:

1. Keep their locker combination confidential. **DO NOT** share the locker and/or combination with another student. **This includes their PE locker.**
2. Remove items of value from the locker. These items should be kept at home.

3. Make sure the locker is firmly and securely closed after each use.
4. Report any problems with your locker immediately to the deans' office.
5. Expect **NO** privacy in the use of your locker. Lockers remain the property of the Clark County School District and as such may be routinely searched by employees of the school district (CCSD Regulation 5144).
6. Accept responsibility for any loss or damage to books or personal property stored in the locker.

The school and district are not responsible for the loss or theft of personal property, which is brought to school. The school will assist as much as possible to recover lost or stolen property; however, we encourage students to leave valuables at home.

Emergency Procedures

Emergency Evacuations

Emergency evacuations/procedure drills at regular intervals are required by law and are an important safety precaution. Exit routes are posted in each classroom. It is essential that, when the signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are to remain outside the building until a signal is given to return by the teacher. Students are to remain calm and follow the directions of Clark County School District employees in an orderly manner.

Shelter-in-Place

These drills are necessary to prepare faculty, staff, and students at Lois & Jerry Tarkanian Middle School in the event hazardous material is in the atmosphere. Students and teachers will be directed to stay in the classroom and follow the district-approved procedures for sealing all doorways and ventilation leading to the outside.

Lock Downs

Hard and soft lockdown drills are conducted to prepare members of the Tarkanian community in the event of a threat to campus or a neighboring area. Students and teachers will be directed to take evasive action and follow the district-approved procedures for protecting and accounting for the whereabouts of all students and staff. Students are requested to remain calm and follow the directions of CCSD employees in an orderly manner.

Health Office

The health office is responsible for filing accident reports, keeping health records including vaccinations mandated by law, holding and dispensing prescription medications, administering vision and hearing exams, serving as an information liaison between the community and meal services, providing emergency first aid, and notifying parents/guardians in cases of medical emergencies or illness. Health office personnel are not allowed to diagnose injury or illness nor dispense non-prescription drugs such as aspirin. Every accident or injury occurring during school hours and any athletic injury occurring during a school-sponsored event must be reported immediately to the teacher in charge and to the school health aide. A student who is too ill to remain in class should request a pass to the health office so parents/guardians may be notified. If prescription medication must be taken during school hours, students are allowed to self-medicate. However, arrangements may be made with the health aide for dispensing medication if the parent/guardian chooses. Please check with your family physician if you have any questions concerning your student's health. It is imperative that current home and emergency phone numbers be on file at all times. If you change either of these numbers, be sure to notify the registrar or the health office immediately.

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. The school nurse has first aid training and experience. A parent/guardian will be notified as needed, which is an important reason to keep the office informed of address and phone number changes. If we have any doubts as to the seriousness of the injury, parents will be contacted. 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.

Confidentiality of Student Information

Due to confidentiality of student information regulations {CCSD 5125.1, Family Educational Rights of Privacy Act of 1974 (FERPA)}, Lois & Jerry Tarkanian 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 student's attendance, the parent/guardian must go to the deans' office and present valid proper identification (i.e. valid driver's license, valid military I.D. or other government issued photo ID) prior to any information being given.

Family Educational Rights and Privacy Act – FERPA

According to the Family Educational Rights and Privacy Act (FERPA), school records of students are confidential. FERPA allows school officials to provide what is called "directory information" without parental consent. However, public notice must be made before directory information may be made available. Parent notification is included in the Back-to-School Report and registration materials inform parents of the right to restrict the distribution of directory information. Directory information includes the student's name, address, grade level, date and place of birth, participation in officially recognized activities and sports, weight and height if a member of an athletic team, years of attendance, degrees and awards received, and schools attended. Information other than directory information is not released without the written consent of the parent/guardian, eligible student or by court order.

Parents or guardians also have a right to review educational records kept by the district. To inspect these records, parents/guardians should contact the principal to schedule a records review. In addition, parents may, by written request to the principal of the school, challenge the contents of student records that they believe are inaccurate. School personnel are to respond to all requests within a reasonable length of time not to exceed ten (10) school days from the date of receipt of the request. A copy of school district Regulation 5125.1 pertaining to the education rights and privacy of parents and students is available upon request from the principal's office. The regulation can also be accessed through the Clark County School District website at www.ccsd.net.

Questions regarding education records at the school should be directed to the principal in writing. Parents or eligible students have a right to file a complaint regarding the district's compliance with these requirements by contacting the Family Policy Compliance Office, U.S. Department of Education.

Student Activities

Clubs/Organizations

Students are encouraged to participate in activities by joining clubs or enjoying intramural sports after school. Remember that while participating in these after school activities, students are expected to follow the school rules and represent themselves and the school in a positive manner. Additionally, even though extracurricular activities are an integral part of school life, care must be taken that these activities do not take precedence over the content areas. These activities serve to supplement, enhance, and enrich the actual course of study. The administration

reserves the right to determine the behavioral and academic standards that need to be met in order to attend extracurricular activities. Additional information will be distributed to students and parents/guardians regarding the clubs/organizations that will be offered at our school.

Late Bus

Students involved in after school programs, detentions, or who stay after to receive assistance from a teacher are provided transportation home from school if they would normally ride the bus. Students riding the late bus are to conduct themselves in the same manner expected when riding any school bus in the Clark County School District. Students must obtain a late bus pass from the advisor of activity or their teacher.

School Dances

School dances will be held throughout the school year immediately after school. These dances are for Lois & Jerry Tarkanian Middle School students ONLY. Students will be charged admission to scheduled dances and eligibility to attend the dances will be based upon students' discipline standing and outstanding fees. Parents/Guardians are responsible for picking students up after dances.

Athletics

In addition to clubs/organizations and intramural sports, students may participate in competitive boys' and girls' basketball. Tryouts for these teams will be announced.

Assemblies

Educational assemblies will be scheduled by the administration. At all times, student behavior should be refined and courteous. Whether guests are present or not, students are personally responsible for the impression made by the school as a whole. Unacceptable conduct would include, but is not limited to whistling, uncalled-for clapping, booing, boisterousness, and talking during the program. Students must be seated with their class during the assembly. Students, who demonstrate inappropriate conduct during assemblies, may be removed from the assembly, excluded from attending future assemblies, and/or face disciplinary action through the deans' office.

Eligibility

It is important that students follow district, school, and classroom rules to maintain eligibility for activities, clubs, field trips, dances and athletics. Activities are not available to students who have poor academic performance and citizenship marks, have been suspended, or truant. Students who are on a Required Parent Conference (RPC) or a formal suspension on the same date as a concert or other performance activity may not attend. Athletics and cheerleading are subject to criteria outlined in district and NIAA guidelines. Teacher sponsored field trips may be subject to additional criteria and out-of-state trips will be subject to strict criteria which at a minimum will include grade point average, citizenship, and deans' office approval.

Meal Program

Cafeteria

The cafeteria is opened each school day at designated times to students who wish to purchase breakfast and/or lunch. Students will be able to purchase breakfast before school from 7:30 a.m. to 7:55 a.m. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Students are expected to behave appropriately and cooperate with the following guidelines. Students are to:

- Walk safely to and from the lunch area.

- Students are to bring their own lunch money. Students are encouraged to pre-pay their lunch accounts. Parents/Guardians may do so by sending cash or checks to be posted to the student's lunch account. This prevents the problems of lost money or not having the exact change.
- Student's ID number should be noted on the check. An option exists in which parents/guardians may pay for their student's breakfast and lunch on-line through a credit card. The link to this option is school passport at <http://ccsd.net/foodservice/>
- Keep lunch area clutter free. Students are encouraged to put books in their lockers in order to assist with keeping the cafeteria in an orderly manner. If not, all books must be placed under the benches of the cafeteria tables.
- Keep lunch lines straight to give more passing room to those coming out of the line with food.
- Stand in line in an orderly manner without giving cuts, saving places for others, buying food for others, or horse playing in the lines.
- Eat and drink only in the dining area. No food or drinks are to be taken out of the dining commons; this includes items purchased from the student store. In addition, no food or drinks are to be consumed in classrooms.
- Clean up their eating area as soon as they are completed.
- Direct questions and concerns regarding the cafeteria to the food service manager.
- Go directly to the designated area when properly dismissed. Students are not allowed in the halls during lunch.
- Stay on campus for lunch. Lois & Jerry Tarkanian Middle School is a CLOSED campus. Students are not allowed to go home for lunch or leave campus. Students leaving campus will be considered truant and in violation of the closed-campus policy; disciplinary action will be taken.
- Refrain from throwing food or other items in the cafeteria. The cafeteria is a place for eating. Students behaving inappropriately will be subject to disciplinary action.

Cafeteria Procedures

1. As students enter the dining area, they are to immediately find a seat at one of the tables. Students are not to use the restroom facilities or go to the student store or the vending machines prior to their table being dismissed.
2. When seated at the table, students are to sit with their feet under the table facing the inside of the table. Students are not to sit blocking the aisles. If the student has brought books to the dining area, they are to be placed under the table to prevent books from getting soiled with food and to provide a clutter free eating area.
3. Students are to remain seated until school personnel dismiss their table.
4. Campus monitors and/or administrators will dismiss tables.
5. As tables are dismissed, students may order their lunch, utilize the restroom, vending machines, and/or student store.
6. While students are in line, they are to remain in a single file line. Stand in line in an orderly manner without giving cuts, saving places for others, buying food for others, or horse playing in the lines.
7. As students receive their food, they are to report back to their seat and remain seated until the table is dismissed. There is no roaming around in the dining commons. Students are either standing in lines to purchase food or sitting at their table. Students are not allowed to stand in line with their friends if they are not intending to purchase food.

8. When students are finished eating, they are to dispose of their waste in the garbage receptacles at the end of their table. Students are to place their trash in the receptacle versus throwing/sliding it down the table.
9. Campus monitors and/or administration will dismiss tables when the table and floor are clean from garbage.

Free or Reduced Lunch Program

Any family who qualifies for the federal free or reduced lunch program should obtain an application from the registrar or food service manager. The food service manager manages this program and any questions concerning eligibility of the program may be handled through the food service office. Parents/guardians are encouraged to contact their student's counselor to inquire about eligibility for this very important program. Online registration is also available at www.applyforlunch.com.



Dream Big & Dive In!