

Barry and June Gunderson  
Middle School



Student - Family Handbook

2025 - 2026

Dear Gunderson Middle School Students,

Hope you have all enjoyed your summer and are ready and excited to head into the 2025-26 school year!

We would like to wish you a wonderful year, filled with lots of new friends, many accomplishments in and out of the classroom, and great memories from all the special events that will occur throughout the year!

“The beautiful thing about learning is that nobody can take it away from you.” B.B. King

Love and hugs,  
June Gunderson

Gunderson MS Families,

My name is Pamela Lindemuth, and it is my privilege to serve as the principal of Barry and June Gunderson MS. I was raised in Las Vegas and attended CCSD schools from elementary through high school (Go Clark Chargers!). I have worked in the Clark County School District for over 28 years and this is my 14th year as an administrator. As an educator, I have been a second, third, and fourth grade teacher, literacy coach, assistant principal, principal, and college instructor. I earned my Bachelor's Degree in Elementary Education and two Master's Degrees in Curriculum and Educational Leadership.

My family and I live in Mountain's Edge, and I am proud to be a part of this community! My husband works at a high school as a coordinator in dual enrollment and career and technical education, and we have an energetic (almost) twelve year old named Emma who keeps us on our toes. From cooking to traveling, we love spending time together as a family. One of my favorite parts of the day is snuggling up and reading bedtime stories.

My philosophy is that our children are our first priority, and I take pride in doing my very best to ensure that each and every student receives the very best education possible to help them become successful citizens and confidently follow their dreams. We will work together to provide differentiated learning experiences that engage and challenge each student.

Being the principal of Gunderson Middle School is a responsibility I am honored to have. I look forward to building our school community by working hard, openly communicating with you, and supporting collaboration between the school and home. Through a close partnership with staff, parents, and our community, I am confident that we will make our school a place that redefines the middle school experience! I am dedicated to providing any support needed to provide the best education for our students.

Thank you in advance for your support and commitment to our children's future and the success of our community. If you have any questions or concerns, please do not hesitate to email me at [nortpm@nv.ccsd.net](mailto:nortpm@nv.ccsd.net), follow me on Twitter @lindemuthccsd, or visit our social media pages: Facebook @gundersonms, Instagram @gunderson.ms, or TikTok @gundersonms.

Sincerely,  
Pamela Lindemuth, Principal

## **Gunderson Middle School 2025 - 2026 School Year**

Please take the time to read through each page of the Student Handbook and Code of Conduct found at:

[https://docs.google.com/document/d/19OCqO2zony6mFaq5it9AoyUU5\\_Mm\\_7E2gooLw-TFfTo/edit?usp=sharing](https://docs.google.com/document/d/19OCqO2zony6mFaq5it9AoyUU5_Mm_7E2gooLw-TFfTo/edit?usp=sharing)

CCSD Code of Conduct

<https://drive.google.com/file/d/1TfOcshFziQSbaTwvd8Xs3t8axt1P45HT/view?usp=sharing>

To ensure a year filled with consistent expectations and understanding, it is important that both parents and students understand the basic guidelines in which attendance, course credit, dress code, discipline consequences, and many other types of school and district-wide protocols are based. Anything in bright blue is an active link. Please click on the link for more information.

All school-wide expectations are subject to change by GMS administration.

Your signatures and date denote that you have read and understand the contents of this Gunderson Middle School Student Handbook for the 2025 - 2026 school year.

Please return this signed page to your first period teacher no later than August 15, 2025 (or within 3 days of school attendance).

**I have read and understand the contents of the Gunderson Middle School Student Handbook for the 2025-2026 school year:**

Student Name (print): \_\_\_\_\_ Student #: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## General Information

**Barry and June Gunderson Middle School**  
10155 Marnie Street  
Las Vegas, NV 89178

**Phone:** 702-799-2560

**Office Hours:** 7:00 AM to 3:30 PM

**Student Day:** 8:00 AM – 2:11 PM

**Gates Open for Students:** 7:45 AM

**Gunderson Mission Statement:** At Barry and June Gunderson Middle School, we are preparing today's students for tomorrow's challenges by engaging all learners through rigor, relevance, and relationships.

**Gunderson Motto:** Grit, Grace, and Grow

**Gunderson Mascot:** Grizzlies

**Gunderson School Colors:** Navy blue, gray, white, and sage

**Facebook:** @gundersonms

**Instagram:** gunderson.ms

**Website:** <https://www.gundersonms.com/>

**Office Email:** 0822-inbox@nv.ccsd.net

**Registration Email:** 0822-registration@nv.ccsd.net

List of current [\*\*clubs, activities, and sports.\*\*](#)

For a list of **CCSD and school calendar** events, holidays, and more, please visit the school website.

# **School Directory**

**Main phone number: 702-799-2560**

## **Principal's Office**

Pamela Lindemuth

Veronica Whiton, Administrative School Secretary, extension 4100

## **Assistant Principals**

Angela Deer

Kristofer Huffman

April McCartney

Jennifer Wiggins

Blanca Trujillo, Administrative Assistant, extension 4200

## **Student Success Office**

Trisha Hathy, extension 4200

## **Counselors**

Kenneth Wagner, 6th grade, extension 4301

Taylor Kreider, 7th grade, extension 4303

Suzy Bridges, 8th grade, extension 4302

## **Registrar**

Larissa Planta, extension 4065

## **Office Specialists**

Rose Soriano, extension 4006

Heather Kana, extension 4005

Vanessa Calderon, extension 4058

Karisa Garcia, extension 4077

## **Health Office**

Christina Holly, School Nurse, extension 4021

Abigail Coughlin, School Health Assistant (SHA), extension 4022

Please visit the [school website](#) for staff email addresses.

# Instructional Staff by Department

Counselors	ELA	Math
Suzy Bridges Taylor Kreider Erin Smith Kenneth Wagner	Tanya Abel Tricia Barber Monica Dickerson Karrin Fennoy Taylor Gunterman Kimberly McLaughlin Tara Midgett Megan Murray Chris Segal Diane Seisdedos Alana Souza Stef Strimboulis Tim Walsh Jessica Wolfenden	Tashondria Afrim Necole Atkins-Dowd Angela Davis Bridget Eastland Jenn Greenis Alexandria Kasprzak Nate Miller Mark Mizell Marissa Nowak Austin Salvador Erica Self Albert Schutzman Doug Shafran Troy Smidt
PE, Health, and Other	Performing Arts	Science
Tanya Abel Josh Earley Cooper Harris Melissa Lemoine Tonya Mallory Brownwen Mellinger Stephanie Ratliff Erin Warner	Deborah Fleischer Debra Kehler Aki Oshima Zoe Rodriguez Chris Schlagheck Matt White Jolene Wrightson	Dotti Carter Sherrie Essy Edie Guerra Jack Mainguy Jackson Mainguy Rachel Moander Kyla Ollie Cameron Piggott Lars Schindler Rebecca Szczubiala Angelica Ventrelli
Social Studies	Special Education	Special Education Cont.
Devon Gruber Gabe Lara Missy Schiavo Katie Smith James Wigginton	Jaime Bacon Alyssa Colligas Michelle Dorson Mat Eugenio Neil Gonzaga Sue Hodsdon Kassy Igl	Courtney Jersic Riki Kendrick Jake Leifheit Amber Rivera Kelsey Sherrin-Helm Hayley Wu Joyce Zakem

Please visit the [school website](#) for staff email addresses.

## Required Course Selections

6th Grade	7th Grade	8th Grade
<u>ELA 6</u> <u>ELA 6 ACC</u> (2 Periods)	<u>ELA 7</u> <u>ELA 7 ACC</u> (2 Periods)	<u>ELA 8</u> and <u>ELA 8 ACC</u> (2 Periods) <u>ELA 8 Double ACC</u> (1 Period)
<u>Math 6</u> <u>Math 6 ACC</u> <u>Math 6 DBL ACC</u> (2 Periods)	<u>Math 7</u> <u>Math 7 ACC</u> <u>Algebra I</u> (2 Periods)	<u>Pre-Algebra</u> <u>Algebra I</u> <u>Geometry H</u> (2 Periods)
<u>Science 6 ACC</u> (2 Periods)	<u>Science 7 ACC</u> (2 Periods)	<u>Science 8 ACC</u> (1 Period)
<u>PE 6</u> , <u>Navigating the Middle</u>	<u>History &amp; Geography 7 ACC</u>	<u>History &amp; Geography 8 ACC</u>
<u>Elective</u>	<u>Elective</u>	<u>PE 8</u> , <u>Health</u> , <u>Computers 8</u>
		<u>Elective</u> <u>Elective #2</u> (ELA Double ACC only)

# Gunderson MS List of Electives with Course Fees 25-26

**CHECK YOUR SCHEDULE FIRST.  
Please pay for the elective course fee listed on your schedule.**

Archery & Outdoor Education (one semester each)	\$50
Art	\$40
Band	\$30
Choir	\$40
Cooking	\$40
Game Design & Coding I and II	\$50
Dance	\$50
Digital Media and Graphic Design I and II	\$40
Drama	\$20
Forensic Science	\$30
Functional Fitness/Crossfit	\$50
Grizzly Fit (7th grade only)	\$30
Newspaper Class	\$20
Orchestra	\$40
P.E. 6th and 8th - includes uniform/lock rental	\$30
Photography	\$40
Robotics I	\$50
Robotics II	\$50
Student Council	\$175
Yearbook Class	\$20

- Parents/Guardians may pay elective fees [ONLINE](#) starting 8-9-25 or in person with the GMS Banker starting 8-19-25
- Our office takes Cash, Credit Card, and Debit Card Only (no Apple Pay, Zelle, etc)
- Students may visit the banker starting 8-19-25
- Bring a copy of the receipt to your elective teacher

## Odd-Even Bell Schedule

<b>1st Lunch</b>	<b>2nd Lunch</b>	<b>3rd Lunch</b>
<b>Period 1/2</b> 8:00 - 9:23 (83)	<b>Period 1/2</b> 8:00 - 9:23 (83)	<b>Period 1/2</b> 8:00 - 9:23 (83)
<b>Period 3/4</b> 9:26 - 10:50 (83)	<b>Period 3/4</b> 9:26 - 10:50 (83)	<b>Period 3/4</b> 9:26 - 10:50 (83)
<b>1st Lunch</b> <b>10:53 - 11:23 (30)</b>	<b>Period 5/6 Split</b> 10:53 - 11:32 (39)  <b>Lunch</b> <b>11:32 - 12:02 (30)</b>	<b>Period 5/6</b> 10:53 - 12:13 (80)
<b>Period 5/6</b> 11:25 - 12:45 (80)	 <b>Period 5/6 Split</b> 12:04 - 12:45 (41)	 <b>Lunch</b> <b>12:15 - 12:45 (30)</b>
<b>Period 7/8</b> 12:48 - 2:11 (83)	<b>Period 7/8</b> 12:48 - 2:11 (83)	<b>Period 7/8</b> 12:48 - 2:11 (83)

## Den Day Bell Schedule (Friday)

<b>1st Lunch</b>	<b>2nd Lunch</b>	<b>3rd Lunch</b>
<b>Period 1/2</b> 8:00 - 9:15 (75)	<b>Period 1/2</b> 8:00 - 9:15 (75)	<b>Period 1/2</b> 8:00 - 9:15 (75)
<b>DEN</b> 9:18 - 9:48 (30)	<b>DEN</b> 9:18 - 9:48 (30)	<b>DEN</b> 9:18 - 9:48 (30)
<b>Period 3/4</b> 9:51 - 11:04 (73)	<b>Period 3/4</b> 9:51 - 11:04 (73)	<b>Period 3/4</b> 9:51 - 11:04 (73)
<b>1st Lunch</b> <b>11:07 - 11:37 (30)</b>	<b>Period 5/6 Split</b> 11:07 - 11:44 (37)  <b>Lunch</b> <b>11:46 - 12:16 (30)</b>	<b>Period 5/6</b> 11:07 - 12:21 (73)
<b>Period 5/6</b> 11:40 - 12:53 (73)	 <b>Period 5/6 Split</b> 12:18 - 12:53 (35)	 <b>Lunch</b> <b>12:23 - 12:53 (30)</b>
<b>Period 7/8</b> 12:56 - 2:11 (75)	<b>Period 7/8</b> 12:56 - 2:11 (75)	<b>Period 7/8</b> 12:56 - 2:11 (75)

- Doors open at 7:45am for students to enter campus
- Breakfast will be served from 7:35am - 7:55am
- Outside of breakfast, there is no supervision prior to 7:45am
- [Odd/Even Schedule](#)

# Counseling Office

**Sixth Grade Counselor:** Mr. Wagner [wagnekw@nv.ccsd.net](mailto:wagnekw@nv.ccsd.net)

**Seventh Grade Counselor:** Ms. Kreider [kreidtk@nv.ccsd.net](mailto:kreidtk@nv.ccsd.net)

**Eighth Grade Counselor:** Mrs. Bridges [figlass@nv.ccsd.net](mailto:figlass@nv.ccsd.net)

The [Gunderson MS counseling department](#) functions as a responsive, supportive unit in providing direct services to children, parents, and teachers.

The counselor takes an active role in the academic, emotional, and social development of our students. 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 which will help them through life. Middle school counselors are NOT therapists. If situations arise where these services are needed, parents must seek services independent of the school, as school counselors do not make private referrals.

Students may see the counselor for any reason. If a student feels a need for someone to listen to a concern, the counselor will give the child the attention he/she needs, and will help in arriving at an acceptable solution to the problem.

Some of the reasons for students to see the counselor include the following:

- Adjustment to school
- Learning or study difficulties
- Conflicts with peers
- Loss and grief
- Substance abuse
- Family problems

## Schedule Change Policy/Course Challenge

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 changes, requesting specific teachers, classmates, and/or course preferences are not permitted.

## Parent/Counselor/Teacher Conference

The scheduling of group parent/teacher or counselor conferences (with more than one of a students' teachers) are made through the school counseling office. If parents would like a conference with one of a student's teachers, please contact the teacher directly.

# Arrival/Dismissal Procedures

## Morning Drop-Off

Parents are welcome to drop off their child(ren) at the front of the school. They will enter the parking lot on Mountain's Edge Parkway and drive around to the front of the school to drop off their child(ren). Parents need to pull all the way forward prior to having their child(ren) exit the car. Students are **only allowed to exit the vehicle on the right side** of the car due to potential lane traffic on the left side of the vehicle. Once the student has exited the vehicle, parents will exit the parking lot on Haleh Avenue to allow the drop-off lane to continue moving. The parking lot on the side of the school off of Haleh Avenue is for buses only. Please do not enter that parking lot for any reason. The parking lot entrance off Marnie Street will be blocked off during drop-off and pick-up hours, so parents will not be allowed to enter or exit the parking lot from there. Parents can also drop students off on the sidewalk. If students are dropped off on the sidewalk, we ask parents to remind students to use crosswalks and look for cars when crossing a street and in the parking lot. Before school, the flashing school zone lights are active from 7:30 am to 8:05 am.

Campus is closed to students prior to 7:45 am daily. The exception is students attending an Early Bird class that begins at 6:55 am. In that case, students should arrive on campus by 6:50 am and proceed directly to the Early Bird classroom using the directions given by the early bird teacher. Parents should refrain from picking up and/or dropping off in the bus parking lot off Haleh Avenue.

## After School Dismissal

At the end of the school day, all students will exit through the exterior doors of the building. All **downstairs classes** will dismiss out the glass doors leading to Haleh. All **upstairs classes** will walk down the stairs and be guided to the green doors leaving out by the bike rack.

Students who are not walking home will walk around the outside of the school to either the bus area to ride the bus home, to the bike rack to ride a bike or skateboard or to a designated pick-up spot to be picked up by a parent. All students should be off campus no later than 2:25 pm, except for the students participating in supervised after school activities.

During dismissal, parents will use the same lane as the morning drop-off to pick up their child. Parents will enter the parking lot on Mountain's Edge Parkway and drive around to the front of the school to pick up their student. Parents need to pull all the way forward prior to having their student load the car. Students are **only allowed to load the vehicle on the right side** of the car due to potential lane traffic on the left side of the vehicle. Once the student has loaded the vehicle, parents will exit the parking lot on Haleh Avenue to allow the pick up lane to continue moving. The parking lot on the side of the school off of Haleh Avenue is for buses only. Please do not enter that parking lot for any reason. The parking lot entrance off Marnie Street will be blocked off during

drop-off and pick-up hours, so parents will not be allowed to enter or exit the parking lot on that side. Parents can also pick up their student on the street, we ask parents and students to have an agreed upon meeting place. Students please remember to use crosswalks and look for cars when crossing a street and in the parking lot. After school, the flashing school zone lights are active from 2:05 p.m. to 2:40 pm.

### **After School Activities**

Students who are participating in after school activities will exit the school campus using their designated dismissal doors and walk around the outside of the school to the front of the school by the green entrance doors with a designated pass. The club advisor or designated staff member will meet students at the front of the school. Students participating in after school activities are expected to leave campus immediately after the activity has ended. Students who are not picked up in a timely manner will lose the privilege of participating in after school activities. If it becomes necessary for a student to remain at school beyond the designated time, prior approval must be obtained from an administrator, and the student must wait in a designated location to ensure student safety.

### **Late Bus**

A Late Bus is available **only** to students who are eligible for transportation and have participated in after school activities. Students who participate in any after school activities that end prior to 3:30 pm will not be able to ride the late bus (due to a lack of adult supervision). Students will be required to be picked up by a parent or they may walk or bike home. Students riding the late bus receive a late bus pass and, once dismissed, report immediately to the bus lanes at the back of the school to ride the late bus. The campus officially closes at this time.

### **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' 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. Students must **only** ride their assigned bus and load/unload the bus at their assigned bus stops **only**. If your child is not eligible for transportation, they are not allowed to ride the bus. To control all 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, contacting parents/guardians, and/or referring students to the Student Success Center. 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.

### **Bicycles, Skateboards, or Scooters**

Students may ride their bicycles, skateboards, or scooters to and from school. A secured area is located near the lunch room and bus drop off area on the south side of the school building for students who ride bicycles, skateboards, or scooters to school. These items are not allowed inside the school campus. We highly recommend students bring a lock for additional security. Gunderson staff will lock this area when school begins and open it after school. Gunderson MS will not be responsible for lost or stolen items. Students are not to ride bicycles, skateboards, or scooters anywhere on campus before or after school. Students are reminded to get off of their bicycles and walk across streets using the appropriate crosswalks at intersections. Safety is critical. Privileges may be revoked at any time for disregard to school policies. Confiscated items will be stored in the Student Success Center and must be picked up by a parent/guardian.

**Rollerblades, roller skates, hoverboards, motorized scooters or any other motorized vehicle are not permitted on campus.**

## **Attendance**

Attendance is critical to student success. Regular attendance at school is critical to the student completing coursework required for earning credit and/or being promoted to the next grade. Both in-school and out-of-school learning activities and assignments contribute to a student's ability not only to attain a passing grade in a course, but also to master the standards for each course of study. Parents/Guardians are urged to work with school personnel to resolve issues that may interfere with their student's school attendance.

Please click [here](#) to read the attached Excerpts and Summaries of Nevada Laws on Attendance for more information. Students and parents may turn in attendance notes to the Gunderson MS Attendance Clerk in the registration office.

Additionally, [Clark County School District Regulation 5113](#) provides more clarification on attendance enforcement.

Students who have an excess of ten (10) absences in a single semester, may be denied course credit.

### **Absence Notes**

When your child is absent, please fill out the online absence form on our website by clicking [HERE](#).

Please include the following information for all absence notes:

- Your child's name
- Student number
- The date(s) student was absent
- Period(s) absent

- Reason for the absence
- Parent/Guardian Name, phone number, email address
- Parent/Guardian signature

### **Sample Absence Note**

*September 5, 2025*

*Please excuse Student's Name, Student Number, on Date He/she was home with a fever.*

*Thank you, [Parent/Guardian's Name AND Signature, Phone Number, Email Address]*

An absence will not be excused if the note is not returned to school within three (3) days.

The office staff will evaluate the student's attendance profile and will contact parents/guardians of students who exceed five (5) absences in one semester.

CCSD Regulation 5113 limits absences to ten (10) absences per semester. Therefore, if your child exceeds ten (10) absences in a semester, he/she may be denied credit and receive a failing grade for each class in which he/she exceeded ten (10) absences. Students missing less than a full day shall be marked absent in those classes that were missed, which are part of the student's total absences. Students and parents/guardians may be required to set up a conference with one of the Assistant Principals when students accumulate an excessive number of absences.

### **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 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 will result in denial of credit and may impact promotion to the next grade level.
  - At 5 unexcused absences, Gunderson Middle School will notify parents of absences and provide information on how to improve their child's attendance.
  - At 10 unexcused absences, Gunderson Middle School will hold a mandatory parent conference with a counselor and the principal or principal designee to discuss denial of credit, retention, and credit retrieval options.

### **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.

### **Denial of Course Credit**

Clark County School District [Regulation 5113](#) and [Regulation 5123](#) provides procedures on denial of credit for secondary students. **Middle schools and high schools are to deny credit and issue a failing grade to students who exceed 10 unapproved absences in a course.**

Students who exceed 10 unapproved absences in any course during the semester shall receive a failing semester grade and shall not earn semester credit for that course.

### **Prearranged Absence**

Prearranged absences shall include a maximum of ten (10) absences per school year, which have been prearranged by a parent/guardian. Written requests 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.

### **Make-Up Work**

Teachers shall provide an opportunity for a student to make up missed work due to any absence, and students shall be held accountable for the work. However, the educational experiences lost during that absence are irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through make-up work. After any absence, a secondary student is required to initiate contact with the teacher(s) to obtain appropriate make-up 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 make-up 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 make-up work.

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 24 hours.

### **Tardy Policy**

Our goal is for every student to be in classrooms on time, every day, ready to learn. Students who are tardy to class disrupt their learning, as well as the learning of their peers, and they may miss important instruction. Students are expected to arrive at their classrooms prior to the tardy bell; otherwise, they will be marked as tardy in Infinite Campus (IC).

## Classroom Tardies

Per the GMS Citizenship rubric, arriving on time is a student behavior that affects student citizenship grades. As such, the following scale will be used as part of the Citizenship Grade each quarter:

	<b>Blocked Class (Odd AND Even)</b>	<b>Single Class (Odd OR Even)</b>
<b>Outstanding (O)</b>	0-5 tardies	0-2 tardies
<b>Satisfactory (S)</b>	6-11 tardies	3-5 tardies
<b>Needs Improvement (N)</b>	12-17 tardies ("No Fly List" for the remainder of AND following quarter)	6-8 tardies ("No Fly List" for the remainder of AND following quarter)
<b>Unsatisfactory (U)</b>	18+ tardies ("No Fly List" for the remainder of AND following quarter)	9+ tardies ("No Fly List" for the remainder of AND following quarter)

\*Tardy concerns should be addressed with the grade level administrator

\*\*Teachers will communicate with grade-level administrators when a student reaches the "No Fly List" consequence

\*\*\* "No Fly List"= our term for temporary ineligibility to attend activities, clubs, field trips, and attendance at dances and athletic events.

A student who is MORE than thirty minutes late to class will be counted absent for the class period.

Attendance and tardy behavior interventions may include, but are not limited to:

- Counselor/Social worker intervention
- Enrollment in truancy court with our school counselors (attendance and tardy intervention program)
- Attendance sheet for parent/guardian signature
- Attendance contract
- Parent conference
- Student placed with a passing period escort

Students with ZERO tardies will be rewarded with quarter and semester awards and/or events for their achievements.

### **Tardy Lockout**

Tardy Lockouts are announced at various times throughout the school year. When a Tardy Lockout is announced, teachers will close and lock their classroom doors. Students who are not in their assigned classroom will stand in a line outside the classroom until all areas on campus have been swept. Once the Tardy Lockout is complete, students will enter their classroom and will be marked tardy for that class period. Students who are identified as tardy during a lockout will receive a progressive consequence outlined below:

**Tardy Lockout #1:** 30-minute Lunch Detention (1 lunch), ParentLink notification

**Tardy Lockout #2:** 60-minute Lunch Detention (2 lunches), ParentLink notification

**Tardy Lockout #3:** Counselor Conference to develop Attendance Goal Setting Plan, Counselor contact with family to share plan

**Tardy Lockout #4:** Request for Parent Conference with Administrator, "No Fly List" for the remainder of AND following quarter

**Tardy Lockout #5+:** "No Fly List" for the remainder of the school year

### **Withdrawal and Transfers**

If students are moving out of Gunderson's attendance zone, they must obtain a Pupil Release and Transfer document from the registrar's office. A parent or guardian must bring identification and come into the registrar's office to request the withdrawal form. The registrar will fill out the form on the computer and then provide a copy to the parent with the student's transcripts and current grades. Also, the student's P.E. locker must be emptied and all fees and fines paid before grades and records can be transferred.

### **School Records**

Student's grades, attendance, standardized test scores, and other information are kept on file regarding all work completed since they began school. Student records follow you from school to school. Parents and students may view these records by submitting a written request to the principal's office.

### **Confidentiality of Information**

Due to confidentiality of student information regulations {CCSD 5125.1, Family Educational Rights of Privacy Act of 1974 (FERPA)}, Gunderson MS may not release or disclose information from a student's education record via telephone or email, as we are unable to ascertain the identity of the parent/guardian or other authorized personnel. Messages for students cannot be taken over the telephone, as the identity of the parent/guardian cannot be verified. If a parent/guardian has a question regarding their child's attendance, the parent/guardian must report to the attendance office and present proper identification (i.e. valid picture I.D., valid driver's license, valid military I.D.) prior to any information being given.

## **Backpacks**

Backpacks are allowed on campus. **Backpacks are subject to search by Gunderson staff, following regulation [CCSD Regulation 5144](#).** Each classroom will have a specific procedure for how backpacks are handled (back of chair, front of room, etc).

Students are required to follow the procedure outlined by the teacher. The minimum expectation in all classrooms is that students must remove their backpacks in class and may not sit with their backpack in their lap or on their desk top.

**No backpacks or sling packs are allowed on campus during the final three (3) days of school.**

## **Cafeteria**

For the 25-26 school year, all students are eligible to receive one breakfast and one lunch at no cost to families. The cafeteria is opened each school day at designated times for students who wish to have breakfast and/or lunch. Breakfast is served before school from 7:30 a.m. to 8:00 a.m. Students who are dropped off for breakfast will enter the campus through the gates by the bus lanes. [Click here for CCSD Food Service menus and more.](#)

### **Students are to:**

- Walk safely to and from the breakfast/lunch area.
- Keep the lunch area clutter free. All books and materials 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, or horseplaying in the lines.
- Eat and drink only in the dining area. Food and drinks, with the exception of water and sealed snacks purchased from the Grizzly Grub or vending machines, are not allowed at ANY time outside of the lunchroom without permission from an adult.
- Clean up their eating area, which includes the table and floor, as soon as they are finished eating
- 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.
- Cell phones and ear buds/headphones are not allowed to be used in the cafeteria.
- Stay on campus for lunch. Gunderson MS 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.
- 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 cafeteria, they are directed to follow a single-file line to enter our Grab-N-Go lunch line by a staff member.
2. ONLY students needing hot lunch should proceed to the windows to select a hot lunch. Students will take their lunch to any open seat at designated tables.

3. Students bringing a cold lunch from home will walk to any available seat..
4. 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 with their feet on the outside of the table because it blocks the aisles. If a student has brought books to the cafeteria, they are to be placed under the table to prevent books from getting soiled with food and to provide a clutter-free eating area. **Chromebooks and other electronic devices are not permitted during lunch.**
5. Once all students are seated, the restrooms will open. Students will raise their hand, holding up a #1, and wait for a staff member to dismiss them to the restroom.
6. Tables will also be dismissed to purchase items from the Grizzly Grub (i.e. our student store), vending machines, or Window One. When tables are dismissed to the Grizzly Grub, only students who have brought money and are wearing a plastic school issued ID badge (not a temporary sticker badge) can stand in line. Students without money are not allowed to stand in line with their friends.
7. As students receive their food, they are to report back to their seat and remain seated until their table is dismissed. There is no roaming around in the cafeteria or table hopping. Students are either standing in lines to get food or sitting at their table. Students are **not** allowed to stand in line with their friends if they are not intending to get food.
8. Staff and cafeteria workers will circulate trash cans through the aisles. Students are to dispose of their waste in the trash cans when trash cans come down the aisles. Students are to place their trash in the trash cans, versus throwing it or sliding it down the table.
9. At the end of the lunch period, staff will dismiss each table, checking to make sure the table tops and floors are clean. At this time, restrooms will be closed. Students will be dismissed to the courtyard until it is time for them to transition to their next class period.

## Cell Phones, Cellular Watches, and Earbuds/Headphones

Cell phones and cellular watches are not permitted to be used in hallways, classrooms, bathrooms, or the lunchroom at any time. Unless given express permission by an adult on campus, cell phone and cellular watch use is only allowed **before** entering campus or **after** exiting campus. If a student has an emergency, he/she should talk to a teacher, counselor, administrator, or other school staff member. Students may not use personal mobile devices during class time for any reason unless a medical condition has been properly documented and communicated through the Gunderson Health Office. The only exception lies within administrative discretion, on a case-by-case basis.

### Cell Phone Classroom Procedures

All personal devices must be stored securely and out of sight according to the teacher's classroom procedures, which may include use of a signal-blocking cell phone pouch,

storage in a backpack or lunchbox, etc. It is advised that the phone be placed in airplane mode or turned off during the school day to promote a learning environment that minimizes external distractions.

Phones seen outside the designated device area will immediately be confiscated. Phones confiscated in violation of these guidelines will be held in the Student Success Center until the end of the day. If a cell phone is confiscated more than once, parents or guardians are required to pick up the phone with identification. In addition, if a student refuses to give a cell phone to a staff member when requested or refuses to follow cell phone policies, there will be additional consequences.

### **Cellular Watch Procedures**

If a cellular watch is being used, it will be taken. Confiscated cellular watches will be held in the Student Success Center until the end of the day. If a cellular watch is confiscated more than once, parents or guardians are required to pick up the phone or cellular watch with identification. In addition, if a student refuses to give the cellular watch to a staff member when requested there will be additional consequences.

### **Phone Accessory Procedures**

Use of accessories connected to phones (i.e., earbuds) will also result in confiscation. Refusal to adhere to this school-wide policy will result in progressive discipline. Earbuds/Headphones use is only allowed in a classroom when a teacher has instructed students to use them. Earbuds/Headphones are **NOT** to be worn around campus, including classrooms, bathrooms, lunchroom, and hallways. If Gunderson staff see Earbuds/Headphones, they will be taken. Earbuds/Headphones confiscated in violation of these guidelines will be held in the Student Success Center until the end of the day. If Earbuds/Headphones are confiscated more than once, parents or guardians are required to pick up the Earbuds/Headphones with identification. In addition, if a student refuses to give the Earbuds/Headphones to a staff member when requested there will be additional consequences (e.g. privileges revoked, parent conference, etc).

### **Searches**

As a condition of possessing a device on campus, the student agrees to a search of the device's content if reasonable suspicion of violating the cell phone use policy exists. Cell phones are subject to search by Gunderson staff, following regulation [CCSD Regulation 5144](#).

### **Emergency Procedures**

Cell phones must not be used during a school evacuation, lockdown, or drill. During these situations, tell your child NOT to try to contact you by cell phone until given the okay by school staff, thus allowing emergency communication channels to remain open. The District's communication system has the capability of contacting parents/guardians in an emergency. Please be reminded that each school has intercoms and loudspeakers and the classrooms have telephones. Additionally, administrators and safety personnel are prepared with two-way radios and cell phones.

## **Fees**

Any charges related to cell phone pouches will be added to the student's Infinite Campus account. Outstanding Infinite Campus balances can prevent participation in fee-based athletics, school functions, and extracurricular activities, including but not limited to dances and field trips (AstroCamp, PaliCamp, Disneyland, Knott's Berry Farm, Washington DC, etc).

**Gunderson Middle School is not responsible for lost or stolen cell phones or other personal or electronic devices.**

## **Chromebooks**

Each Chromebook is assigned to an individual student and the responsibility for the care of the Chromebook solely rests with that student. Students are responsible for bringing the Chromebook fully charged to school every day. Failure to bring their Chromebook or other class materials does not release them from their responsibility for class work. If students repeatedly fail to bring materials to class, including their Chromebook, progressive discipline procedures will be followed.

Chromebook resources:

[Gunderson Chromebook Contract](#)

[CCSD Mobile Device Agreement](#)

[Gunderson MS Student Device Responsible Use Expectations](#)

[Getting Started With Your Chromebook](#)

[Safety and Your Mobile Device](#)

[CCSD Mobile Device Guidelines and Expectations](#)

[Student Tech Support](#)

[GMS Chromebook Cost Table](#)

Students must obey general school rules and adhere to [Clark County School District's AUP \(Acceptable Use Policy\)](#) and the [K-12 Student Code of Conduct](#) which states, "Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way." Plagiarism is a violation of student handbook and classroom policies. Students must comply with trademark and copyright laws and all license agreements. Students must use Chromebooks in a responsible and appropriate manner, adhering to [positive digital citizenship](#).

Students must help the Clark County School District protect its users by contacting any staff member about any security problems encountered. Students must notify an adult if they receive and/or encounter inappropriate digital content. Students must take responsibility for any activity on their computer by monitoring their Chromebook and account. Students must protect their passwords and personal information. Students are responsible for completing all digital coursework assigned, regardless if the Chromebook has been left at home.

If the Chromebook is not working or is damaged, the student must report the problem immediately to site tech in the main office. If the Chromebook is lost or stolen at school, the student must report the loss immediately to a staff member or Site Tech in the main office. If the Chromebook is lost or stolen outside of school, the student must report the loss immediately to the police and obtain a police report. Students are responsible for maintaining a working Chromebook at all times and shall use care to ensure that the Chromebook is not damaged.

Clark County School District reserves the right to charge the student or parent up to the full cost for repair or replacement when damage/loss occurs due to negligence as determined by administration and/or civil authorities. Students will be held responsible for any and all damage to their Chromebook including, but not limited to: broken screens, cracked plastic pieces, lost cords, missing keys, broken trackpad, inoperable device, etc.

Please be aware of the following:

- For any accidental damage, there may be an administrative fee per incident to cover any repairs, replacements, or processing/maintenance required.
- For intentional damage, fees or fines may be assessed in accordance with the [Mobile Device Agreement](#) and [Mobile Device Cost Table](#).
- Students who report a lost device will be charged the full replacement cost of the device.

## **Closed Campus**

Gunderson MS operates as a CLOSED CAMPUS, which means students must not leave the campus prior to student dismissal at 2:11 PM without obtaining permission from the office and officially signing out with a parent or guardian. Any student leaving campus during school hours without proper school permission will be considered truant. Parents or guardians must report to the main office and produce proper identification when picking up their child. Students may NOT walk home during the school day without a passport from a Gunderson Middle School Administrator.

## **Dress Code**

The CCSD dress code serves to provide guidelines for student dress and appearance at all District schools. Students are to be dressed in such a manner that their appearance in the school contributes to the learning environment. Students' dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style that tends to diminish instructional effectiveness or discipline control is not acceptable.

The following guidelines are in accordance with CCSD Regulation 5131:

1. Require the wearing of shoes with soles. House slippers/flip-flops and shoes with

wheels are not permitted.

- 2. All clothing must be sufficient to conceal any and all undergarments. Undergarments are defined as any attire worn beneath the outer layer of clothing. One piece bodysuits are considered an undergarment. No skin will show between the bottom of shirt/blouse and top of pants or skirts at any time. Prohibited tops include, but are not limited to, see-through shirts, muscle shirts, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, ribbed tanks designed as undershirts, or tops and outfits that provide minimum coverage. All sleeveless shirts must have straps at least three inches wide.
- 3. Require that all shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.
- 4. All jeans, pants, and shorts must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and shorts are not to have rips, tears, or holes that expose undergarments and/or are located mid-thigh or higher. Yoga pants & leggings may be worn if they are a dark color or have an appropriate print. White yoga pants and leggings, as well as translucent tights, will not be permitted unless a shirt or dress is worn over that goes to three inches above the kneecap. **Pajama bottoms or pajamas are not allowed on campus unless it is a spirit day.**
- 5. Headgear (hats, hoods, caps, bandanas, hair grooming aids, headbands with ears, top hats, etc.) is not permitted 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. This includes shiesty masks, rags, hair nets, and bandanas. Hats, sweatbands, headbands, headgear, and bandanas will be confiscated and returned only to parents and/or guardians.
- 6. **Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited.**
- 7. Any clothing, jewelry, buttons, and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct such as, but not limited to the unlawful use of weapons, drugs, alcohol, tobacco, drug paraphernalia, or clothing that contains threats are prohibited.
- 8. Spiked or studded clothing, jewelry, and/or accessories are prohibited.
- 9. Chains are not permitted, including but not limited to, chain wallets and chain belts.
- 10. For safety reasons, large hoop earrings should not be worn and facial piercings should be maintained by a small stud rather than a hoop.
- 11. Outerwear, such as sunglasses, coats, mittens/gloves, beanies, and scarves must be removed upon entering the classrooms/buildings. Students cannot wear hoods or hats at any time on campus. Administrators, teachers, and staff may use their discretion as appropriate based on the temperature in the facility.

**The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard. The school administration shall retain the**

authority to grant exceptions for spirit days, special event dress days, and school-wide free dress days.

**For safety purposes students will be required to wear school ID cards everyday.**

Students found in violation of the dress code will be given a change of clothing in the Student Success Center. Student's personal clothing will be labeled and kept until the end of the school day. Students will return to the Student Success Center at the end of the school day, change once again in the Student Success Center restroom, and return the provided clothes. Frequent dress code violations will be subject to additional school consequences. In addition, if the student does not return the borrowed clothes, a fee will be added to the student's Infinite Campus account. Parent/Guardian will be contacted for any shoe infraction and will be requested to provide appropriate shoes.

For additional information, please see Clark County School District Regulation 5131 on Dress Code.

## **Emergency Procedures**

Emergency drills are conducted on a monthly basis. During all drills visitors to campus will not be allowed to enter the campus. If on campus, visitors will be asked to follow instructions of the staff and participate cooperatively in the drill. If an actual emergency arises, parents/guardians are asked to cooperate with the school administration to ensure the safety of all students and personnel. The practices of these drills are essential to the safety of all and must be taken seriously by students, staff, and parents.

### **Hold**

The hold protocol allows school administration to stop movement in their school to deal with an issue and not involve police.

### **Secure**

Secure occurs when a threat is outside the school or in the community. Secure is a protocol that requires all staff and students to remain inside a locked classroom or office. During a Secure all exterior doors and classroom doors are locked. Staff and student learning will continue as normal. The Secure protocol outlines steps to be taken to protect staff and students from injury or death during an incident

### **Lockdown**

Lockdown is a response to an emergency situation within the building, or on school grounds. The lockdown protocol requires that all staff and students retreat to a safe location within the school building, behind a locked door. The lockdown procedures outline steps to be taken to protect staff, students and visitors from injury or death during an incident. This protocol may require immediate, evasive action on the part of staff and students to rapidly enhance the level of security in the building.

### **Shelter**

The Shelter procedure occurs when there has been a chemical, biological, or radiological incident outside but in proximity to the school. This procedure is used when there is not adequate time to evacuate the building to a safe location before dangerous contaminants reach the school.

### **Evacuate**

The evacuation procedure outlines steps to be taken to protect staff and students from injury or death when there is a threat in or near the facility and it is safer for students to move away from the building rather than remaining.

## **Fees**

Students may incur fees throughout the year (class fees, damaged library books, Chromebook repairs, ID replacement, etc). All fees must be paid in person, unless you are paying for a fee that is listed in My School Bucks.

Elective Course Fees:

<https://docs.google.com/document/d/1-B30mjKB9WbAsYYFhfF-hIFJgGQ2rNUGiDPT6VaAjVU/edit?usp=sharing>

Gunderson School Cash Online:

<https://ccsd.schoolcashonline.com/>

Please be aware that any fees paid online will incur a processing fee. All fees are subject to change due to unforeseen credit card fee increases/charges.

## **Food and Drink**

Food and drinks, with the exception of water and sealed snacks purchased from the Grizzly Grub and vending machines, are not allowed at ANY time outside of the lunchroom without express permission from an adult. Any food served from the CCSD Kitchen is **not** allowed to leave the lunchroom at any time, including breakfast and lunch. Water bottles are allowed to be carried on campus. Guidelines for storing water bottles will be at the discretion of the classroom teacher. Gum chewing is not permitted at any time. Students are not allowed to sell food, snacks, candy, etc unless they are part of an approved school group and the proper fundraiser paperwork has been completed and approved by the GMS administration.

## **Gifts/Surprises/Deliveries**

Flowers, balloons, cakes, cupcakes, food, stuffed animals, or other items may NOT be delivered during school hours. No deliveries of any form (Uber, GrubHub, lunch, homework) will be accepted. For student safety, students cannot meet people for

deliveries. If a student forgets his/her lunch, a lunch can be provided at the cafeteria window during lunch time.

### **Birthday Celebrations**

Gunderson MS has a unique way to send your best wishes to your child on their birthday or half birthday!! For just \$10, you can submit a birthday message of 100 characters or less (including spaces) and your child will receive a birthday package at lunch which will include: a personalized birthday card and a large lollipop. The digital birthday message will appear on the 14 televisions displayed throughout the campus on the day you request.

**We cannot accept messages longer than 100 characters (including spaces).** The birthday message will appear on the screens **exactly** how it is written. Please double check spelling and grammar. All submissions and payments must be received at least **FIVE SCHOOL DAYS** before the delivery and display date. All proceeds will go to our Gunderson MS Student Council.

To submit a birthday message for your child, please fill out the Google Form using the link below:

[https://docs.google.com/forms/d/e/1FAIpQLSeFiN8d5CGWkIr-F0gCZYh5s4-R1N-4WI\\_uTpRwFXUXcbqL6Q/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeFiN8d5CGWkIr-F0gCZYh5s4-R1N-4WI_uTpRwFXUXcbqL6Q/viewform?usp=sf_link)

Please complete and submit the form to post a birthday message for your child. Once you have submitted the form, the payment (\$10) must be turned into the administration office. When the payment is received, the office will give a copy of the receipt to Ms. Garcia.

Questions? Please email Ms. Garcia at [garcikd@nv.ccsd.net](mailto:garcikd@nv.ccsd.net).

## **Grading**

### **Grading Scale:**

**A = 90% - 100%**  
**B = 80% - 89%**  
**C = 70% - 79%**  
**D = 60 - 69%**  
**F = 50 - 59%**

**Semester grades will be based on quarter grades and semester exams (algebra and geometry only).**

**Formative Assessments:**      **10%**  
**Summative Assessments:**      **90%**

Multiple and varied assessments will be employed to evaluate student achievement. Formative assessments take place throughout the instructional process and play a critical role in guiding teaching and learning. They provide both educators and students with timely, actionable feedback that supports academic progress and helps prepare students for success on summative assessments. These assessments are ongoing and align with learning objectives. Formative assessments are an integral part of all teaching and learning, serving as a vital tool for identifying learning needs, adjusting instruction, and fostering student growth.

Summative assessments evaluate student learning at the end of a unit or instructional period, measuring achievement of standards and mastery of objectives. These assessments serve as culminating activities and are high-stakes, contributing significantly to a student's overall grade. Summative assessments represent the final demonstration of understanding before students progress to new content or skills.

Grades will be based on a combination of formative and summative assessments, reflecting the level of mastery a student has attained and sustained over time.

**Examples of various assessments include:**

Student interviews, peer assessment, anecdotal records, written assignments, quizzes, unit exams, open-ended tasks, laboratory activities, reflection journals, collaborative or individual projects, verbal discussion/Socratic seminar, performances, demonstrations, portfolios, and presentations.

**Assessment Corrections and Retakes**

As a school, our policy allows students opportunities to retake summative assessments one time if they receive a B (80-89%), C (70-79%), D (60-69%), or F (50-59%). Before retaking a summative assessment, all formatives related to the summative are complete and recorded in the gradebook. Retakes can involve students completing an alternative version of an assessment or making test corrections to demonstrate improved understanding. Students should work with their teacher to ensure they understand the standards and that they are prepared for a retake or to complete corrections.

Students must request a summative reassessment by using the teacher/department Google Form **within 5 days** after receiving the summative assessment grade. The Google Form is a school-based reassessment reflection tool that guides students in creating a plan to master the standards in preparation for the retake. **Reassessment opportunities are not offered for project-based learning assessments.**

**Teachers will establish reassessment opportunities during the school day. Teachers may also offer reassessment opportunities before and after school.**

Summative assessment retakes and corrections must be completed **no later than one week before** the end of the term unless the summative is administered in the last two weeks of the term.

**Students are responsible for completing the reassessment request Google Form and scheduling the reassessment with the teacher. On the reassessment request form, the students will answer the following questions:**

- Which assessment would you like to retake?
- Did you complete and turn in all formative assessments and assignments?
- What did you struggle with or not fully understand on the summative assessment the first time?
- How will you improve your understanding of the concepts to increase your academic performance?

### **End of Semester Summatives - Project-Based Learning**

Reassessment opportunities are not offered for Project-Based Learning Assessments. All classes will end each semester with a project-based learning assessment, except algebra and geometry. Project-based learning (PBL) or project-based instruction is an approach to developing students' knowledge and skills through engaging projects centered around challenges and problems they may encounter in the real world.

#### **Algebra and Geometry ONLY:**

Semester exams will be given at the end of each semester for algebra and geometry. Semester exams comprise 10% of the total semester grade. Semester exam scores below 50% will be adjusted to the minimum score on the District grading scale (e.g., if a student earns a 32% on the semester exam, the score is adjusted to 50%). There are no retakes for semester exams. Semester exams will be given on the following dates:

- Semester One: **December 17 and 18, 2025**
- Semester Two: **May 20 and 21, 2026**

If a student is absent for the semester exam, they will receive a Missing (M) in the grade book until the make-up exam is completed. **'M' carries a weight of 0%.** If the exam is not made up, the semester exam grade will remain an "M".

### **Academic Dishonesty**

Academic Dishonesty, which includes cheating, forgery, and plagiarism, is obtaining, attempting to obtain, or aiding another student to obtain credit for work by dishonest or deceptive means. It is the creation of a false written document or alteration of a genuine document and/or writing and using the signature or initials of another person with the intent to defraud. In addition, academic dishonesty also involves representing another person's work or ideas as your own without giving credit to the proper source and submitting it for any purpose. This includes, but is not limited to, the inappropriate or incorrect use of [Artificial Intelligence](#) (AI), such as ChatGPT.

If students are found guilty of academic dishonesty, the teacher will collect the assessment and notify the parent/guardian. The student will have an opportunity to

retake the test; however, the student will receive an 'M' until the summative has been retaken. The student's citizenship grade may also be negatively impacted. A second offense of academic dishonesty will result in a behavior referral to the Student Success Center. An administrator will contact the parent/guardian regarding student consequences. The student's citizenship grade will be impacted. Academic dishonesty is subject to the GMS progressive discipline plan.

### **Awards & Recognition**

Gunderson MS 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.

### **Communication**

Each teacher will email families once per week with information about academic focus, grades, and grading dates/deadlines.

### **Equitable Grading Scale**

We use the equitable grading scale (e.g., an assignment score less than 50% will be overwritten to 50% or the minimum score on the equitable grading scale).

### **Extra Credit**

Grades should reflect mastery of standards. Grades are not a reflection of behavior or extra credit. Therefore, extra credit and behavior are not part of academic grades.

### **Homework**

Homework expectations are aligned with CCSD Policy and Regulation 6143. When given, homework will be designed for students to practice and extend the skills they have already learned in school. Students should be able to complete homework independently. Homework will not be reported as an academic grade; however, homework will be reflected in every student's citizenship grade.

### **Make-Up Work**

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

After any absence, a secondary student is required to initiate contact with the teacher(s) to obtain appropriate make-up work within three school days immediately following the absence. Once contact has been made with the teacher(s), make-up work must be completed and returned to the teacher(s). Students shall be allowed a **minimum** of three (3) days to complete the work. Specific due dates for make-up work will be determined by the teacher and communicated to the student/parent or legal guardian. The work must be returned to the teacher(s) by the due date for the student to receive credit for the make-up work.

Make-up work should be provided to students promptly once the teacher is contacted. The work must be returned to the teacher(s) by the specified due date for the student to receive credit for the make-up work.

**Please ensure that when make-up work is requested from the office (if not available digitally and/or in Canvas), it is returned by the date and time given on the request.**

### **Missing Work**

We hold all students to the same high standards. We believe that student success is maximized by consistent daily practice and meeting required deadlines. Therefore, it is expected that all students will turn in all classwork and homework on the assigned day. If an assignment is missing, it will be noted as 'M' in the gradebook. 'M' is recorded in the gradebook and carries a weight of 0%. The 'M' will stay in the gradebook unless the assignment is turned in. Formative assessments must be turned in before the summative assessment or retake (if applicable). Students will have the opportunity to turn in missing **summative assessments** until the quarter deadlines

Summative reassessments must be completed ***no later than ONE WEEK before*** the end of the term.

How can I help my child with missing work?

[https://drive.google.com/file/d/1ZwvhCkRCN8VQywLa5TjIW\\_znHNzX9Bj2/view?usp=sharing](https://drive.google.com/file/d/1ZwvhCkRCN8VQywLa5TjIW_znHNzX9Bj2/view?usp=sharing)

### **Progress Reports**

Clark County School District uses a web-based system to effectively monitor the academic progress of your child. This system, Campus Portal (Infinite Campus), will provide detailed, real-time information, including demographics, schedules, assignments, assessment scores, calendars, grades, attendance, graduation progress, academic planner, reports, and district and school notices.

Parents can follow their child's weekly progress in all classes through **Infinite Campus**. For more information, please visit: <https://ccsd.net/parents/infinite-campus-choice.php>

### **Rounding**

Rounding will occur at the end of each semester. The final semester grade will only be rounded up when the final percentage is .5 or greater (e.g., 59.5, 69.5, 79.5, 89.5).

## Citizenship

Students receive a citizenship mark (O, S, N, or U) on each report card for each course. Receiving an unsatisfactory grade in citizenship will result in the loss of privileges.

Gunderson Middle School Citizenship Rubric		
Grade	Behaviors	Work Habits
<b>O</b> <b>Outstanding</b>	Consistently... <ul style="list-style-type: none"><li>Follows the Gunderson Great 8</li><li>Follows classroom rules</li><li>Arrives on time (<a href="#">Tardy Policy</a>)</li><li>Accepts responsibility</li></ul>	Consistently... <ul style="list-style-type: none"><li>Works independently</li><li>Works cooperatively</li><li>Prepared for class</li><li>Completes and returns school/homework on time (if applicable)</li></ul>
<b>S</b> <b>Satisfactory</b>	Usually... <ul style="list-style-type: none"><li>Follows the Gunderson Great 8</li><li>Follows classroom rules</li><li>Arrives on time (<a href="#">Tardy Policy</a>)</li><li>Accepts responsibility</li></ul>	Usually... <ul style="list-style-type: none"><li>Works independently</li><li>Works cooperatively</li><li>Prepared for class</li><li>Completes and returns school/homework on time (if applicable)</li></ul>
<b>N</b> <b>Needs Improvement</b>	Inconsistently... <ul style="list-style-type: none"><li>Follows the Gunderson Great 8</li><li>Follows classroom rules</li><li>Arrives on time (<a href="#">Tardy Policy</a>)</li><li>Accepts responsibility</li></ul>	Inconsistently... <ul style="list-style-type: none"><li>Works independently</li><li>Works cooperatively</li><li>Prepared for class</li><li>Completes and returns school/homework on time (if applicable).</li></ul>
<b>U</b> <b>Unsatisfactory</b>	Seldom... <ul style="list-style-type: none"><li>Follows the Gunderson Great 8</li><li>Follows classroom rules</li><li>Arrives on time (<a href="#">Tardy Policy</a>)</li><li>Accepts responsibility</li></ul>	Seldom... <ul style="list-style-type: none"><li>Works independently</li><li>Works cooperatively</li><li>Prepared for class</li><li>Completes and returns school/homework on time (if applicable)</li></ul>

\*A referral for a major class disruption may result in an N or U.

**All school-wide expectations are subject to change by GMS administration.**  
**Students and parents will be notified of any changes and revisions.**

## **Hallway Passes**

Students who must leave one area of the campus and travel to another during class time are required to scan their ID when they leave the classroom and scan their ID when they return to the classroom. Students will wear a hallway pass. The pass will be on a lanyard and must be worn on the student's neck the entire time they are out of the classroom, to and from the destination. Detours to other rooms, wandering, and loitering is not acceptable. Progressive discipline will apply for students that do not follow school hallway procedures. Passes will not be given within the first 10 minutes or the last 10 minutes of a class period, except for emergencies.

## **Health Services**

Every accident or injury occurring during school hours, and any injury occurring during a school-sponsored event must be reported immediately to the adult in charge and/or to the Health Office.

Please see the School Health Assistant (SHA) or the school nurse for specific information. State law does not allow school health personnel to diagnose illness or injury. Parents should check with their family physician if they have a question about their child's health.

School personnel may not dispense prescription or nonprescription over-the-counter medication (i.e. aspirin). If prescription medication must be taken during school hours, arrangements are to be made with the school nurse or SHA and the parent and all medication is to be maintained in the health office. State law does not allow school health personnel to diagnose illness or injury. It is imperative that current home and emergency phone numbers be on file at the school at all times. Any changes should be reported to the registrar immediately.

Please use the CCSD Parent/Guardian Resource Page for the most up to date information for immunizations, sports physicals, telehealth and general care all at no cost for CCSD students: <https://ssd.ccsd.net/parent-information-portal/>

## **House/Den System**

Gunderson MS runs on a Den System. All staff and students are randomly divided into six dens (houses) and have an identified color and meaning as indicated below:

**Den of Courage (Red)**

**Den of Integrity (Blue)**

**Den of Gratitude (Yellow)**

### **Den of Empathy (Purple)**

### **Den of Determination (Orange)**

### **Den of Loyalty (Green)**

This system is intended to build team and school spirit, collaboration, and friendly competition aligned with the Gunderson Great 8. Students can earn points for their den by demonstrating these essential rules and/or through Den Challenges and accomplishments as identified by the school's Den Committee.

#### **Den Points**

- All staff will give points to students who demonstrate the Gunderson Great 8.
- The Den points will be recognized on the TV displays throughout the campus.
- Each semester the Den with the most points will receive a Den reward.
- There will also be surprise awards throughout the year for the Den with the most points at different checkpoints during each quarter.
- Students will also earn individual points and can "purchase" things with their points.
- Friday will be our Den Spirit Day. We encourage all students and staff to wear their Den color.
- On Friday, there is a 30-minute Den period right after either period 1 or period 2 (depending on the day) where students will be broken into smaller Den groups. The purpose of these groups is to focus on social/emotional needs, wellness check-ins, grade checks, and positive behavior supports. Students will be assigned the same teacher all year for Den meetings. Please refer to the Student-Family Handbook to view the modified Den schedule.
- At the beginning of the school year, the Den schedule will be in place every day for the first week for students to meet and get to know their Den teachers and Den classmates.

## **Insurance**

Pursuant to CCSD Regulation 5154, the school district must supply information regarding the availability of student accident insurance. Please remember, this is not a school district sponsored program. We are allowing the distribution of the information for the benefit of the students and parents. While the Clark County School District takes appropriate measures to ensure the safety of students, accidents do occur. The District does not provide accident medical insurance coverage for students. This means that the parent(s) are responsible for any bills from a school related injury to their child.

As a service to parents and their children, information about a variety of affordable programs is being made available through each child's school, and parents are encouraged to obtain such insurance for them, whether as the only insurance, or to help meet deductibles on existing insurance. Parents are reminded that insurance is required for student-athletes and proof of insurance must be presented for eligibility. (A

completed application is not considered proof of insurance. A copy of the insurance card showing coverage should be submitted with the athletic packet.) Clark County School District is not a provider of insurance, nor does it sponsor nor endorse any particular student insurance program.

Applications and premium payments must be sent directly to Myers-Stevens and Toohey & Co.(MST) by the parent. Distribution of this information does not constitute an endorsement of this or any particular student insurance plan. The District is not being compensated in any way for distributing the information, which is being provided for informational purposes only. Any decision whether to purchase insurance must be based upon the parent's own assessment of the risk of injury or illness and the adequacy of the plan to meet their needs in the event of a covered illness or injury. Brochures and applications are being distributed at the link below. If parents have any questions regarding coverage, enrollment, premium amounts, etc., they can contact Myers-Stevens & Toohey & Co. at 1-800-827-4695.

### **Brochures/Applications**

Enroll now: [Voluntary Student Accident Insurance - Online Enrollment](#)

### **2025-2026**

[Student Insurance Brochure and Application 2025-2026 - English](#)

[Student Insurance Brochure and Application 2025-2026 - Spanish](#)

### **Claim Form**

If you need to file a medical claim, click here to download the [Student Insurance Claim Form](#). The CCSD representative with the most knowledge about the incident will need to complete the top portion of the form for all incidents occurring at school or during an athletic or other after school activity.

## **Library**

The library is open before school from 7:45 am - 8:00 am. The library will also be open during each lunch period. The library will be open during all class periods for students with a pass from their teacher. There will be opportunities for classes to visit the library to support research and projects. There will be a book fair in the spring. The library will also be open most days after school from 2:11 pm - 3:00 pm. Students can check the library schedule on Canvas each week to view available dates. Students who would like to visit the library after school will exit the school campus using their designated dismissal doors and walk around the outside of the school to the front of the school by the green entrance doors with a designated pass. The librarian will meet students and escort them to the library. Our GMS library usage policy can be found [here](#).

## **Lockers**

Hallway lockers will not be used during the 2025 - 2026 school year. PE lockers will be

used. Our PE department will share PE locker expectations and rules with students and families.

## **Loitering at School**

To maintain maximum safety, students are to report to the courtyard or cafeteria as they arrive on campus each day. Students are not to loiter in parking lots, on basketball and tennis courts, at neighboring elementary schools, or on properties adjacent to Gunderson MS campus either before or after school. Once students arrive at school, they must remain on campus. Students are also responsible for displaying cooperative behavior at all times while traveling to and from school. During after school activities, students not authorized to be on campus may be cited for trespassing. Students are not to arrive on campus before 7:45 AM due to lack of adult supervision, and should not remain on campus after 3:30 PM due to lack of adult supervision.

## **Lost and Found**

Lost and found (jackets, water bottles, lunch boxes) is located in the school cafeteria. High priced items (phones, Ear Pods, jewelry, etc) are located in the Student Success Center. Unclaimed personal articles are given to a charitable organization bimonthly.

## **Nuisance Items**

Items (portable game systems, Sharpie pens, permanent markers, electronic games, laser pens, cameras, yo-yo's, water balloons, rubber bands, pets or stuffed animals, trading cards, perfume/body spray, etc.) are *not to be brought to school*. Students found in possession of such items will have the items confiscated and may be subject to disciplinary actions. The items must be claimed by the parents. At the conclusion of each semester, all unclaimed personal articles are given to a charitable organization. Laser pens represent a potential safety hazard for students and can have serious disciplinary consequences.

## **Passing Periods**

In an effort to maximize instructional time, students have three (3) to four (4) minutes between classes. This is enough time to move from one end of the campus to the other when students move efficiently. We ask that students keep their hands to themselves, walk to each class, use appropriate language and volume, use good manners, throw away any garbage in the garbage cans, and show respect to adults and classmates when in the hallways. When the bell rings, students are expected to be in their seats. Every effort should be made to be on time for class.

## **Phone Messages**

Occasionally parents request that a telephone message be delivered to their child. However, school personnel cannot accept such requests by phone since there is no way to verify the legal parent/guardian leaving the message. Should an emergency arise necessitating the need to contact a student, parents are asked to come to the Student Success Center and provide appropriate identification. Approval must be granted by an administrator. Classrooms will not be interrupted for the delivery of messages to students unless there is an emergency.

## Promotion and Retention Policy

Clark County School District Policy and Regulation 5123 – Promotion, Retention, and Demotion of Students – sets the standard for promotion from sixth to seventh grade, from seventh to eighth grade, and from eighth grade to high school.

- Pupils enrolled in grade 6 must complete  $\frac{1}{2}$  (one-half) credit with a passing grade in mathematics,  $\frac{1}{2}$  (one-half) credit with a passing grade in English or reading, and  $\frac{1}{2}$  (one-half) credit with a passing grade in science for promotion to grade 7.
- Pupils enrolled in grade 7 must complete  $\frac{1}{2}$  (one-half) credit with a passing grade in mathematics,  $\frac{1}{2}$  (one-half) credit with a passing grade in English or reading,  $\frac{1}{2}$  (one-half) credit with a passing grade in science, and  $\frac{1}{2}$  (one-half) credit with a passing grade in social studies for promotion to grade 8.
- Pupils enrolled in grade 8 must complete  $1\frac{1}{2}$  (one and one-half) credits with a passing grade in mathematics,  $1\frac{1}{2}$  (one and one-half) credits with a passing grade in English or reading, 1 (one) credit with a passing grade in science, and 1 (one) credit with a passing grade in social studies during their seventh and eighth grade years for promotion to high school. An eighth grade student who does not meet promotion requirements may be promoted to high school on academic probation provided the student meets the criteria below. A parent or guardian may elect not to place his/her child on academic probation but to remain in grade 8.
- Please be advised that students who exceed ten (10) unapproved absences in any course during the semester may receive a failing grade, may 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.

## Restrooms

Restrooms are to be used for their intended purposes. Loitering in the restrooms is not permitted at any time. Students must leave the restrooms immediately after using them. Restrooms are frequently checked throughout the day for neatness and damage. Hallway restrooms will be locked from 1:50 p.m. - 2:15 p.m. for safety reasons. Students that need to use the restroom during this time may go to the Health Office. **Cell phones and backpacks are never permitted in the restroom.** During passing periods, students will hang their backpacks on the hooks outside of the restroom. If all hooks are full, students are not allowed to enter the restroom. The restroom is FULL.

**Restrooms are subject to being locked during passing periods for safety purposes. All students have the opportunity to use the restroom during lunches. If students are excessively using the restroom during a specific class period, teachers will reach out to parents via phone or email.**

## School ID Cards

**For safety purposes, all secondary CCSD students are required to wear a school identification card (ID) everyday.** Students will receive a temporary Gunderson ID card on the first day of school. Students will receive permanent ID cards on Picture Day, August 26, 2025. Students will turn in their temporary ID card on Picture Day. Picture retakes are scheduled for Friday, September 26, 2025. Students do not have to wear the lanyard given out on the first day of school. They are able to wear their own lanyard as long as they are school appropriate.

Student ID badges are mandatory for various school activities and events including daily attendance, exiting classrooms, purchasing items from the student store, attending school functions, and more. For this reason, all students must visibly wear their 25-26 school-issued ID badge on a lanyard around their neck at all times while on campus. IDs cannot be kept in backpacks, pockets, purses, etc. Additionally, everything must be visible on the ID: photo, barcode, etc. No stickers or defamation of the IDs is allowed.

Lanyards and student ID badges will be checked at the door upon entering campus. An ID station will be set up in the morning to issue new or temporary IDs. It is the student's responsibility to maintain his/her badge.

Students will receive their temporary and permanent first ID cards and lanyard free of charge. If a student loses their school ID, they will purchase a new ID for \$3.00. If an ID is left at home, they will purchase a temporary sticker (with a timestamp) for \$1.00, which they will use for that day only. If a student leaves the school ID at home the next day, they will need to pay \$1.00 for another daily temporary sticker. After 3 consecutive days, students will be charged \$3.00 and issued a new permanent ID and lanyard.

School IDs and temporary stickers are purchased from the attendance clerk. If the student does not have money to pay the fees, the charge will be added to the student's Infinite Campus account. Outstanding Infinite Campus balances can prevent participation in fee-based athletics, school functions, and extracurricular activities, including but not limited to dances and field trips (AstroCamp, PaliCamp, Disneyland, Knott's Berry Farm, Washington DC, etc).

### Attendance

Each teacher will have a scanner by their classroom door. Students will scan their ID badge to take attendance as they enter the classroom. Students who do not scan in for each period will automatically be marked absent. Students who scan in late for any period will automatically be marked tardy. If a student is having difficulty scanning in for

attendance, they must inform their teacher immediately.

### **Exiting the Classroom**

Students will scan their ID to exit the classroom when using the restroom, visiting the health office, etc. Students will scan their ID when they return to the classroom.

Any student who does not consistently follow the GMS ID policy and expectations are subject to progressive discipline.

## **School Supplies**

We no longer ask for general school supplies. Please refer to the [2025-2026 Course Expectations](#) for each class to view a list of requested supplies/materials. Teachers will review these supplies/materials during the first week of school. If you did not pre-order a supply box, please send your child with a writing utensil and paper to start school.

## **School Visitors**

All visitors must report to the front desk immediately upon arrival. All visitors entering the campus will be tracked using the Ident-A-Kid system. This includes anyone checking students out of school.

Parents and/or guardians may attend classes with their child, but may only stay for 30 minutes, attend with an administrator, and are required to make visitation arrangements at least 24 hours in advance. Arrangements are made through the Student Success Office.

## **Student Activities, Clubs, Organizations, and Sports**

Students are encouraged to participate in activities by joining clubs, activities or enjoying sports after school. A student must be present during the academic day and fully participate in all classes (this includes PE) in order to attend a school sponsored activity, club, organization, sport or event. If a student is unable to participate in PE due to a medical concern or issue, the student cannot participate in before or after school sports.

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. Students must follow the [CCSD Code of Conduct](#) and [GMS Athlete Code of Conduct](#). 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/sport/activities that will be offered at our school.

A Late Bus is available **only** to students who are eligible for transportation and who participate in school sponsored activities that extend to 3:30 pm. 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. For additional late bus and after school activities information, please refer to the Arrival/Dismissal Procedures section of this handbook.

### **School Dances**

School dances will be held throughout the school year after school. These dances are for Gunderson MS students **ONLY**. Students may be charged admission to scheduled dances. Students will not be permitted to attend a dance unless they have been in attendance at school that day. Dress code still applies. Students must show their current school ID and present their dance ticket (when applicable) to enter. No exceptions. Students must arrive within the first thirty minutes of the dance start time, otherwise the student will be denied entry. Refunds will not be issued. Student eligibility to attend the dances will be based upon students' discipline standing, number of tardies each quarter, and outstanding fees. **Students who have been suspended from school are not allowed to attend school dances.** A suspension is defined as 3 or more days of In-House Suspension, Suspension with Instruction, or Suspension. Parents/Guardians are responsible for picking students up after dances.

### **Athletics**

In addition to clubs/organizations and intramural sports, students may participate in boys' and girls' basketball, flag football, cross country volleyball, and soccer. Tryouts for these teams will be announced. Parents and families are required to complete [Aktivate](#) registration, pay the \$20.00 athletic fee, and upload a physical every year prior to intramurals and tryouts.

### **Assemblies**

Educational and spirit 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, cell phone use, and talking during the program. Students must be seated with their class or group 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.

### **Eligibility**

It is important that students follow district, school, and classroom rules to maintain eligibility for activities, clubs, field trips, dances and athletics. Activities may not be 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. Student athletes and cheerleaders will sign a contract regarding attendance, behavior and discipline, and grade expectations that must be followed during their active season. In addition, all student athletes are required to turn in grade checks to determine their eligibility throughout the season. 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, behavior, and administration approval.

### **School Sponsored Activities**

Students are reminded that during any event sponsored by the school, or in which the school or members of the school participate (dances, concerts, festivals, field trips, athletics), they are subject to the same rules and regulations that are in effect during the regular school day. Students will be required to present their school IDs at events. **A responsible adult family member MUST accompany eligible students attending any school function or activity outside regular school hours, unless specified by the school administration. Unattended students will be directed to leave the premises by the administration and/or school personnel.** Students who leave an activity requiring admission at Gunderson MS will not be readmitted.

The administration reserves the right to limit access to any school sponsored event due to any behavior issues. If a student is currently on RPC, suspension or expulsion, or has received an RPC for a physical altercation, insubordination, or disorderly conduct during the school year, they may not be allowed to attend school sponsored activities. Payment for school activities will not be reimbursed if a student receives a disciplinary action revoking him/her from a school activity.

## **Student Behavior Expectations, School Behavior Policies, and District Regulations**

In order to achieve and maintain the school mission and make certain ALL students are receiving the quality education they deserve, the following students behavior expectations are in place. At Gunderson MS, we pride ourselves on displaying the following attributes and behaviors:

1. We are kind.
2. We use good manners.
3. We are goal getters.
4. We are honest.
5. We take care of our school.

6. We learn from our mistakes.
7. We persevere and show grit.
8. We respect ourselves and others.

Students are expected to adhere to the Gunderson Great Eight. The consistent practice of these fundamental behaviors by school staff, students, and parents will enable our Grizzlies to learn, achieve, grow socially, and become responsible citizens for life.

All students have the right to learn; any behavior which disrupts this process will be addressed through a variety of methods including, but not limited to:

- Phone calls/letters to parents
- Parent conferences
- Counselor referrals
- Reduction in citizenship grade
- Loss of privileges
- Restorative justice practices
- Discipline referral
- Detention
- School Beautification

Students who contribute to a positive educational experience for themselves and their fellow classmates can expect a variety of rewards including, but not limited to:

- Commendable citizenship grades
- Positive phone calls/letters to parents
- Points earned for their Den

### **Restorative Practices**

At Gunderson MS, we believe that building positive relationships with staff, students and families are extremely important. Restorative practices are 80% proactive and 20% responsive. The proactive part of restorative practices focuses on building positive relationships and creating a safe space where every person has a voice, people build trust with one another, and active listening allows for us to hear and understand multiple perspectives.

The responsive part of restorative practices is when harm is caused. When it becomes responsive, the focus shifts from building relationships to restoring relationships, which includes, without limitation, provisions designed to address the specific needs and concerns of the student while repairing any harm between the student and others.

Restorative practices can include engaging the person(s) who have done harm and person(s) impacted by the harm. A list of the concrete action steps are agreed upon during a responsive circle or formal conferencing. These restorative practices may also include family, friends, and support for the person(s) who caused the harm, person(s)

who was harmed, and community members. The purpose of responsive restorative practices is targeted toward the following:

- Need to feel right to the person harmed
- Need to be “do-able” by the one who did the harm
- Need to include an action to prevent further offending:
  - Something that strengthens and supports the person who caused the harm.
  - Something that addresses underlying issues associated with the offense.

Restorative practices can also include reintegration to assist with a smooth transition as the person who has caused the harm rejoins the school community if the student has been removed.

One of the goals of restorative practices is to keep students in school, working to help them understand the impact of the harm they caused on others and finding alternative consequences for their actions that separates the behavior from the person. However, a student may need to be removed from school.

### **Classroom Behavior Expectations**

Each teacher will have a classroom behavior plan in his or her classroom. The plan will include the rules for the class, positive consequences for following the rules, and negative consequences for not following the rules.

This plan will be shared with students on the first day of school and posted in the classroom so students know what is expected. The teacher’s plan may use any of the following for dealing with unacceptable and/or disruptive behavior:

- Teacher/student conference
- Reflection Sheet/Timeout in another teacher’s classroom
- Teacher/parent conference (phone or in person)
- Other teacher-assigned interventions or consequences
- Behavior referral

### **Campus Behavior Expectations**

Any staff member may write a behavior referral for student misbehavior on campus. Such offenses may be using inappropriate language, not following dress code, fighting, etc. Violation of the school rules or any act defined as dangerous or antisocial student behavior may result in discipline when occurring at any time on school grounds, off school grounds at a school activity function, event, or on the way to and from school or a school activity, function or event.

### **Referrals**

One or more of these consequences may be expected when a student receives a referral:

- Conference with Behavior Team Member
- Time in Reset Room
- Parent Contact
- Required Parent Conference (RPC)
- Suspension

- Behavior School (recommendation)
- Expulsion (recommendation)
- Police Involvement

## Reset Room

The purpose of the Reset Room is to provide opportunities for reflection and intervention when students are having difficulty demonstrating appropriate behavior on campus. Time in the Reset Room is served in a separate room with adult supervision away from the student's normal place of learning. Students receive interventions for their exhibited behavior including social-emotional learning lessons, conflict resolution, anger management, healthy relationship lessons, and restorative justice practices. Additionally, community and guest speakers may be scheduled to help support students and/or parents/guardians.

## Required Parent Conference (RPC)

Disregard for certain school rules or inappropriate behavior may result in an RPC. An RPC also occurs when an incident requires further investigation. When a student receives an RPC they may be sent home. If the student is sent home, they may not return to campus until a parent(s) schedules a conference with an administrator. An RPC is an opportunity to discuss the incident, identify next steps, and work together to determine appropriate resolutions.

## Suspension/Suspension with Instruction

If a student commits an offense that merits his/her removal from school, the Notice of Suspension (CCF-806) may be used. Suspension is defined as the temporary removal of a student from school for the period of time necessary to (1) seek problem resolution, or (2) ensure that the student's presence at the school does not constitute a danger to himself/herself or others, or (3) accomplish stringent disciplinary actions such as behavior program placement or expulsion. Students on suspension status are not allowed on a school campus or at any school sponsored activity for any reason without the express prior permission of the school principal. If students are able to access assignments on Canvas and get in contact with their teachers, students can be placed on Suspension with Instruction. This means the removal from school will not impact the student's attendance.



## Behavior Program Referral

A behavior program provides instruction for school age students in grades 6 through 12 who have had behavior problems at a comprehensive school. Placement duration is dependent upon positive student performance in this more restrictive program with the opportunity to return to the referring school. Such interim placement generally lasts from 4 to 9 weeks.

## Expulsion (LIMITED)

Long-term termination of enrollment in the regular schools in the Clark County School District, with the potential that a student may return to a regular school campus, other

than the campus from which the student was expelled, under the provisions of a trial enrollment, following a successful period of Continuation School placement.

### **Expulsion (PERMANENT)**

Total termination of enrollment in the regular schools in the Clark County School District, with potential future enrollment only in an alternative education program.

**The administration of Barry and June Gunderson Middle School shall retain the right to designate the type of appropriate discipline based upon CCSD Code of Conduct. The administration retains the right to make any necessary changes or adjustments to the CCSD Code of Conduct based upon each incident on a case by case basis.**

**Please click the link to view the CCSD Code of Conduct**

<https://drive.google.com/file/d/1TfOcshFziQSBaTwvd8Xs3t8axt1P45HT/view?usp=sharing>

### **Unacceptable Behaviors**

Unacceptable behaviors include, but are not limited to, the following:

Academic Dishonesty	Firearms
Alcohol (use, possession, and/or distribution)	Forgery
Arson	Gambling
Assault	Gang Activity/Involvement
Battery	Gum Use
Bullying	Harassment
Bus Misbehavior	Hazing
Cafeteria Misbehavior	Horseplay
Campus Disruptions	Immoral Conduct
Cell Phone Use	Nuisance Items
Cheating	Physical Altercations
Classroom Disruptions	Physical Contact
Computer Misconduct	Plagiarism
Controlled Substances (Drugs – use, possession, and/or distribution)	Public Display of Affection
Cyberbullying	Pushing
Defiance of School Personnel	Racial Slurs/Remarks
Dishonesty	Robbery
Disorderly Conduct	Running
Disregard of School Rules	Scholastic Dishonesty
Destruction of Property	Spray Propellants
Dress Code Violations	Tardiness
Drug Use or Distribution	Theft
Explosive Devices	Tobacco (use, possession, and/or distribution)
Extortion	Threats
Fighting	Trespassing
	Truancy

Vandalism  
Verbal Altercations  
Videotaping and/or Distributing  
Inappropriate Behavior(s) via  
**Bullying**

Technology  
Weapons (real or simulated/fake/toy –  
use, possession, distribution)

The Clark County School District is committed to providing a safe, secure, and respectful learning environment for all students and employees in all District facilities, school buildings, school buses, on school grounds, and at school-sponsored activities. Bullying, cyberbullying, harassment, and intimidation have a harmful social, physical, psychological, and academic impact on victims, bystanders, and even the bullies themselves. The school district strives to consistently and vigorously address bullying, cyberbullying, harassment, and intimidation so that there is no disruption to the learning environment and learning process. Students who feel as though they are being bullied should either tell an administrator or a member of the Gunderson staff immediately or report the bullying to the CCSD Say No To Bullying webpage:

<http://ccsd.net/students/bully>.

Bullying is defined as 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 or expression that is directed at a person or group of persons.

- Has the effect of physical harm or damage to property or a reasonable fear of physical harm or damage to property.
- Interferes with the rights of a person by creating an intimidating/hostile educational environment or interfering with academic performance and/or the ability to participate in or benefit from services, activities or privileges provided by a school.
- Expressions, acts, or gestures based upon actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background.
- Expressions, acts, or gestures based upon association of a person with another person having one or more of those actual or perceived characteristics.

### **Cyber-Bullying (NRS 388.123)**

Cyber-bullying means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image (“sexting”) of a minor. Electronic Communication means the communication of any written, verbal, or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer, or similar means of communication.

Sexual Image means any visual depiction, including, without limitation, any photograph or video, or a minor simulating or engaging in sexual conduct or of a minor as the subject of a sexual portrayal (NRS 200.737). A minor shall not knowingly and willfully use an electronic communication device to transmit or distribute, or otherwise knowingly and willfully transmit or distribute, an image of bullying committed against a minor to

another person with the intent to encourage, further, or promote bullying and to cause harm to the minor.

### **Discrimination Based on Race (NRS 388.12350)**

Discrimination based on race is defined as any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general to any demographic identified below.

- Regarding the race, color, culture, religion, language, ethnicity or national origin of a person that causes harm or creates a hostile work or learning environment, which may include, without limitation, jokes, threats, physical altercations or intimidation

Discrimination based on race may occur in person, online or in any other setting including, without limitation, in a course of distance education.

### **SafeVoice**

Parents/students are encouraged to report knowledge of bullying and/or cyberbullying, via [SafeVoice](#) that allows individuals to anonymously report unlawful activities.

### **No Harassment**

Harassment is any verbal, visual, or physical conduct which is sufficiently severe, persistent, or pervasive that it affects or has the purpose or logical consequence of interfering with the student's educational program, or creates an intimidating, hostile, or offensive school atmosphere. Harassment, whether it is by students, staff, or third parties in the community, is strictly prohibited, and will subject the perpetrator to disciplinary actions. Harassment, regardless of its basis, is prohibited. Any student who feels he/she is being harassed should report to the Student Success Center to complete an incident report and speak to an administrator.

### **Hands-Off Policy**

To ensure the focus is on learning at Gunderson MS, students are required to maintain a "HANDS-OFF" policy. Every student is to keep his/her hands to himself/herself. This applies to horseplay, pantsing, public displays of affection, play fighting, slapping, tripping, as well as other situations. Students who choose not keep their hands to themselves, may be subject to disciplinary actions.

### **Public Displays of Affection**

Holding hands, embracing, hugging, kissing, and/or other acts of affection that distract from the educational goals of the school are not permitted on campus.

### **Nuisance Items**

Items not directly associated with the educational program (i.e. earbuds, permanent markers, electronic games, cameras, video recorders, balloons, rubber bands, stuffed animals, etc.) are not to be brought to school. Students found in possession of such items will have the items confiscated and will be subject to possible disciplinary action. Students are not to bring cakes, cupcakes, and/or other food or drink items for classroom/cafeteria birthday parties or other celebrations as they become a disruption to the learning environment. Students are not to wear headphones, earbuds, or other

related accessories while on campus at any time. Personal music devices are not to be used on campus at any time. Confiscated items (including cell phones, hats, nuisance items, skateboards, etc.) must be picked up from the Student Success Center by a parent/guardian.

**Administration reserves the right to designate what is or is not a nuisance item.**

**Student Searches**

Students are hereby informed that they may be subject to search when they enter campus after the beginning of the school day. This includes, but is not limited to, unauthorized returns. This notice does not exclude personnel from searching a student at any time should there be reasonable suspicion of wrongdoing.