



Parent/Student Handbook 2023–2024

Celebrating 30 years!

Mission Statement

Pau-Wa-Lu Middle School is committed to the academic growth of students by providing appropriate educational opportunities through course offerings in basic skills, electives, and enrichment areas.

701 Long Valley Road
Gardnerville, NV 89460
775-265-6100
www.pwlms.dcsd.k12.nv.us

PAU-WA-LU MIDDLE SCHOOL

A Proud Heritage

Ancestors of the Washoe Tribe lived in this area between 3,000 and 5,000 years ago. The Washoe branch known as the Pau-Wa-Lu lived in the Carson Valley thousands of years before Europeans settled here. Pau-Wa-Lu, meaning "people of the valley," was the name selected for our school to reflect this heritage.

The German and Basque people who first began to migrate to the Carson Valley in the late 19th and early 20th centuries brought an eagerness and determination to escape poverty and strife and to find a home where they could work and prosper. These immigrant people found out what the Washoe have always known about the Carson Valley; that it is a good place to build a home and raise a family. Trading, agriculture, and mining dominated the early economic influences of the era. The diverse cultural influences comprise the Carson Valley spirit of independence, hard work, and family values.

Pau-Wa-Lu Reflects Community Values

At Pau-Wa-Lu Middle School, we reflect the values, which are woven throughout the history of Carson Valley. The mountains, the valley, the desert, and the beauty of Lake Tahoe provide a source of inspiration and appreciation. The independence and hard work of the early immigrants are incorporated in our school expectations for you. We will provide an opportunity for you to learn skills that will enable you to continue and succeed in your educational journey. You will have the opportunity to learn from adults who want to teach you and peers who will work with you. Here you will transition from childhood to young adulthood. As with the ancestors of Carson Valley, you are responsible for making the opportunities offered here benefit you.

Notice of Non-Discrimination

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boys Scouts of America Equal Access Act. The District is an Equal Opportunity Employer.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation, may grieve such matters using the adopted grievance procedures of the Douglas County School District. Such procedure shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

The Superintendent of Douglas County School District has designated the following person to handle inquiries regarding student and employee non-discrimination policies:

Human Resources Office
1638 Mono Avenue
Minden, Nevada 89423
Phone: (775)782-7177



Bullying and Cyber-bullying are prohibited in public schools. As required by NRS 388.139 and DCSD Administrative Regulation 543.

WELCOME TO PAU-WA-LU, HOME OF THE PANTHERS**PRINCIPAL'S MESSAGE**

As your Principal, it is my mission to create positive conditions that support success for every student at Pau-Wa-Lu Middle School. My goal is to ensure that each and every one of my students is provided the highest quality of education in a safe and supportive learning environment. I'm a firm believer that collaboration amongst teachers, staff, and with your parents, will be essential to helping each of you achieve his/her very best - every one of you is valued and worthy of our best effort to make this happen!

I challenge, and encourage, every Pau-Wa-Lu Panther to make a choice every day to "Be Safe, Be Respectful, and Be Responsible" when it comes to your studies, attending school daily on time, getting involved in activities, and choosing friends. If each of you decides to make the right choice and have a positive mindset, you will certainly experience success in school! However, I know it is not always easy to keep yourself motivated, which is why you will need to count on your parents' help. There are a few simple things you can work together with your parents on to ensure your success while at Pau-Wa-Lu Middle School:

- Make sure you get up early enough and are out the door to arrive at school every day and on time.
- Be sure both you and your parent(s) know what is required for you to pass each of your courses.
- Find out in advance when the report cards will be issued.
- Make sure your parent(s) see your grades...even if you are in danger of failing.
- Your parents should know who your friends are.
- Don't just attend school, actively participate.

Pau-Wa-Lu offers many opportunities to get involved with your school. I encourage you to find at least one way to do more at Pau-Wa-Lu than simply going to classes. Possibly get involved with a club. Try out for a sport that you love or maybe one you've never played before. Perhaps you could sign up for an elective that is something new. The more involved in activities at your school, the more connected you feel, and it makes the experience much more fun.

The extent of your involvement in your school life is a huge predictor of your academic success and social-emotional growth – for this you will need the guidance and support of your parent(s), teachers and, of course, me! So let's make this a great school year together!

I am very proud of this school and honored to be your Principal. I believe middle school is the place that can set the stage for a successful future. I am always here to help and my door is always open. Please do not hesitate to stop by my office if you have questions or need help with something.

Go Panthers!!

Mr. Dedmon, Principal

Pau-Wa-Lu Middle School

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2023-2024 CALENDAR
Valley Secondary

Carson Valley Middle School ★ Pau-Wa-Lu Middle School ★ Douglas Nevada Online
Douglas High School ★ Jacobsen High School ★ ASPIRE Academy High School

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|-----|-------|-----|-----|-----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | NT | NT | 12 |
| 13 | NT | NT/SP | TWD | TWD | TWD | 19 |
| 20 | 21* | 22 | 23 | 24 | 25 | 26 |
| 27 | PLC | 28 | 29 | 30 | 31 | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|-----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | PLC | 11 | 12 | 13 | 14 | 15 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | PD | PD | 30 |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|-----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | PLC | 9 | 10 | 11 | 12 | 13 |
| 15 | PTC | 16 | 17 | 18 | 19 | 20 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|-----|----|----|----|-----|----|
| | | | 1 | 2 | QTR | 4 |
| 5 | 6 | 7 | 8 | PD | 10 | 11 |
| 12 | PLC | 13 | 14 | 15 | 16 | 17 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|-----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | PLC | 4 | 5 | 6 | 7 | 8 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | PLC | 18 | 19 | 20 | 21 | 22 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|-----|----|----|-----|-----|----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | SEM | TWD | 27 |
| 28 | PLC | 29 | 30 | 31 | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|-----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | PLC | 12 | 13 | 14 | 15 | 16 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|-----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | PD | PD | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | PLC | 18 | 19 | 20 | 21 | 22 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|-----|----|----|----|-----|----|
| | PLC | 2 | 3 | 4 | QTR | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | PLC | 15 | 16 | 17 | 18 | 19 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|-----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | PLC | 13 | 14 | 15 | 16 | 17 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|-----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14* | 15 |
| 16 | MU | MU | 19 | MU | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| | |
|--------------|---|
| NT | New Teacher Training - No Students |
| NT/SP | Special Ed Staff - PD Day - No Students |
| TWD | Teacher Work Day - No Students |
| PTC | Parent Teacher Conference - No Students |
| PD | State Approved PD - No Students |
| MU | Contingency (Make-up) Day |
| PLC | Staff PLC - 90 Minute Early Release |

| | |
|----------|-----------------------------------|
| * | First and Last Day of School |
| ■ | Non-school Year |
| ■ | Holiday-National, State, District |
| ■ | Weekend |
| ■ | Minimum Day for Students |
| ■ | Non-school Day - Break |

| | |
|------------|--------------------------|
| 175 | Student Days |
| 5 | Teacher State PD Days |
| 180 | Total Instructional Days |
| 185 | Staff Days |

| | |
|------------|---------------------|
| 91 | 1st Semester |
| 89 | 2nd Semester |
| 180 | Total Semester Days |
| SEM | Semester Reports |

Teachers and Staff

There are approximately 60 staff members at Pau-Wa-Lu made up of teachers, clerical, food service, custodial, area supervisory

and/or individual student assistance programs. District specialists come to our school, as needed, to assist in special circumstances. All of these staff members are interested in providing you the opportunity to learn in a clean and safe environment. Many of them also work as a special mentor to an individual student, giving them special attention, guidance, and friendship.

Administrative Support

There are two administrators and two counselors at Pau-Wa-Lu. This team is here to see that you have a safe environment in which to learn and that your opportunity to learn is not impeded by disruptive behaviors or circumstances. If you have any questions or concerns, please give one of us a call at (775) 265-6100.

Mr. Adam Dedmon
Mr. Guy Olguin
Mrs. Katie Emm
Mr. Mike Arraiz

Principal
Vice Principal
Counselor A-K
Counselor L-Z

Bell Schedules

The regular day bell schedule is the everyday bell schedule.

| PAU-WA-LU MIDDLE SCHOOL | | | |
|--|--------------|------------------------|--|
| REGULAR DAY Bell Schedule | | | |
| 6th Grade REGULAR DAY Bell Schedule | | | |
| M – T – W – T - F | | | |
| TIME | | Schedule | |
| Start | End | | |
| | 7:35 | 1st Bell | |
| 7:40 | 9:10 | 1st Block | |
| 9:10 | 9:15 | Passing Period | |
| 9:15 | 10:40 | 2nd Block | |
| 10:40 | 11:10 | 6th Grade LUNCH | |
| 11:10 | 11:15 | Passing Period | |
| 11:15 | 12:40 | 3rd Block | |
| 12:40 | 12:45 | Passing Period | |
| 12:45 | 2:11 | 4th Block | |
| 7th & 8th Grade REGULAR DAY Bell Schedule | | | |
| M - T – W - T - F | | | |
| TIME | | Schedule | |
| Start | End | | |
| | 7:35 | 1st Bell | |
| 7:40 | 9:10 | 1st Block | |
| 9:10 | 9:15 | Passing Period | |
| 9:15 | 10:40 | 2nd Block | |
| 10:40 | 10:45 | Passing Period | |
| 10:45 | 12:10 | 3rd Block | |
| 12:10 | 12:40 | 6th/7th LUNCH | |
| 12:40 | 12:45 | Passing Period | |
| 12:45 | 2:11 | 4th Block | |
| After School Tutoring on Tuesday/Thursday 2:15-2:50 | | | |

The Early Out bell schedule will be used on assigned Monday’s. Please check the district calendar for dates.

| PAU-WA-LU MIDDLE SCHOOL | | | |
|--|--------------|------------------------|--|
| BELL SCHEDULES | | | |
| Early Out Bell Schedule | | | |
| TIME | | Schedule | |
| Start | End | | |
| | 7:35 | 1st Bell | |
| 7:40 | 9:10 | 1st Block | |
| 9:10 | 9:15 | <i>Passing Period</i> | |
| 9:15 | 10:40 | 2nd Block | |
| 10:40 | 11:10 | 6th Grade LUNCH | |
| 11:10 | 11:15 | <i>Passing Period</i> | |
| 11:10 | 12:40 | 3rd Block | |
| 7th/8th Early Out Bell Schedule | | | |
| TIME | | Schedule | |
| Start | End | | |
| | 7:35 | 1st Bell | |
| 7:40 | 9:10 | 1st Block | |
| 9:10 | 9:15 | <i>Passing Period</i> | |
| 9:15 | 10:40 | 2nd Block | |
| 10:40 | 10:45 | <i>Passing Period</i> | |
| 10:45 | 12:10 | 3rd Block | |
| 12:10 | 12:40 | 7/8 Lunch | |

School Hours for Students

Our office is open daily from 7:00 AM to 3:30 PM. Our school day runs from 7:40 AM to 2:11 PM. Students are not allowed to enter the main hallways until the 7:35 bell rings. Prior to that the students can be in the library, outside in the courtyard or in the cafetorium.

Closed Campus

Pau-Wa-Lu Middle School is a closed campus. This means that you are not allowed to leave school at any time during the instructional day, including: lunch time, tutoring or after school activities.

Flag Salute and Moment of Silence

Each school day, the Pledge of Allegiance shall be performed, although students with objections are free not to participate. After the Pledge, the school will observe thirty seconds of silence per NRS 388.075.

Communication

The staff at Pau-Wa-Lu recognizes the importance of keeping both students and parents informed about school events. Students will receive announcements at the beginning of each school day. Announcements from the office are made most frequently at the beginning or end of the school day.

Parents have several ways to stay informed about school activities and the daily classroom learning objectives and assignments. Listed below are some of the communication avenues parents should check on a regular basis:

- 1) Parents can monitor student progress through Infinite Campus (IC). You can access important information via the Internet. User ID and Password information can be provided by calling the school.
- 2) An official progress report will be mailed every six weeks for all students.
- 3) The school sends out a monthly newsletter to your email. If you need a copy to be mailed to your home please fill out the form in the enrollment packet at the beginning of the year.
- 4) Individual conferences are important for good communication, and students, parents, or teachers can initiate them. A phone call to the counseling department is the first step.
- 5) Events and daily announcements are posted on Infinite Campus (IC) and the PWL website.
- 6) All teacher websites and Infinite Campus (IC) can be accessed to get homework and grades.
- 7) Many teachers use REMIND to communicate with their students. The teachers will send home that information during the first week of school.

Parents are expected to become involved in their students' schoolwork. It is our hope that each of our students will have a parent, grandparent, or guardian that will review your homework on a regular basis. We also hope that they will do some type of volunteer work at the school and join our Parent Teacher Organization (PTO). For information on how to arrange this, you can sign-up on the school website; you can call (775) 265-6100 and talk with one of our administrators or stop by for a prearranged visit.

Student Safety

SAFE Voice

SafeVoice is for school safety and student well-being. Students with information about other students in need or the presence of weapons, drugs, etc on school property can leave an anonymous message for school officials and the Douglas County Sheriff's Office by calling (833) 216-SAFE. This service is available 24 hours a day and is completely confidential.

SAFE Zone

For effective learning to occur, students and staff need to feel safe and secure. Pau-Wa-Lu Middle School is a safe zone, which provides for learning and social interactions based on respect for all. As a result, we have a **ZERO** tolerance for DRUGS, KNIVES, GUNS, and OTHER WEAPONS. Violation of the policies that apply to the items mentioned will cause an investigation that may result in suspension and/or expulsion.

Douglas County Drug Dog

In order to maintain a safe, drug-free learning environment throughout the year, a drug dog and officer from the Douglas County Sheriff's Office will walk through Pau-Wa-Lu Middle School buildings, parking lots, classrooms and campus.

Canine sniffs of school property and of student's personal property can occur without notice. Prior to a canine sniff occurring on school premises, students shall be requested to vacate the area being searched. The dog then "sniffs" the room and the contents left in the room. If the dog gives the "alert" signal, that is probable cause for a search of the student's property. Parents will be notified as soon as possible. Notification will follow the results as promptly as possible.

Video Surveillance System

Pau-Wa-Lu Middle School has an extensive video surveillance system located throughout the school campus. Students may be filmed at any time while on campus or during school activities in the interest of school safety. This documentation of behavior can be used in any disciplinary hearing as it becomes part of the student record. Parental viewing is not available due to confidentiality and privacy rights.

Student Resource Officer

Pau-Wa-Lu has a dedicated Student Resource Officer (SRO) on campus every day.

Student Supplies

Every effort is made to keep your school expenses to a minimum. Some supplies will be needed for class and the teachers will provide a list of supplies needed during the first week of school. Some of these items are:

- A book bag or backpack
- District-approved Protective Case for Chromebook \$10 (purchase through school)
- A large three-ring binder with divider pages
- Pencils and paper
- Required shirt and shorts for P.E. (\$25.00)

**If you are unable to purchase any of these items, please contact the counseling office for assistance.*

District Liability Insurance

All students are responsible for any instruments, books, equipment, clothing, and other items that they have on campus, whether the student owns them or have been entrusted to the student by the school district or others. The district is not an agent for any student and is not responsible for any loss, theft, or damage to any such items whether in the student's possession or stored/left on campus or other school property.

The district does **NOT** provide insurance coverage for student injuries in physical education or athletics. If a student is not covered by the parents' insurance, she/he should purchase school insurance available to all students in Nevada. Forms are available in the administrative office.

STUDENT SERVICES

Counseling Services

There are two counselors to help you. **Mrs. Katie Emm** is responsible for all students with the last name beginning in **A-K**, for counseling, registration and scheduling. **Mr. Mike Arraiz** is responsible for students with the last name beginning in **L-Z**. They are both interested in providing you with assistance if you are having trouble with the academic program, making friends, making social choices, reacting to peer pressure, or focusing on schoolwork because of personal problems. Both counselors will provide student assistance through individual or small group help sessions. Coping strategies, anger control, and dealing with "being different" are examples of small group topics.

You can obtain help for yourself or your friends by coming to the counseling office to make your needs known. Stop by the office before school, after school, or between classes to ask for an appointment to see the appropriate counselor.

Tutoring

Tutoring will be provided on Tuesdays and Thursdays, with late bus transportation available. It is important to understand that tutoring is offered to provide students with extra instruction and an additional opportunity to complete work.

We have had problems in the past with students staying for tutoring, but not actually taking advantage of this opportunity. Students are not to be hanging out on campus during tutoring time. At the end of the school day, students must either leave campus or be in the classrooms for tutoring when the bell rings at 2:15 PM and to remain in the tutoring location until the bell rings at approximately 2:50 PM. No student should be walking the halls without permission and without having a hall pass in their possession. If you are staying after school to attend an extra-curricular activity on a Tuesday or Thursday, you are required to be in a classroom during tutoring time. Failure to adhere to this expectation could result in disciplinary action per the progressive discipline plan.

School Nurse/Medication at School

The school nurse is located in room B-11. The nurse will see you if you are ill and if you have a pass from your teacher. She/He keeps all medication and dispenses it as directed by your physician. **If your child needs to take medication at school, a parent or guardian must fill out a medication assistance form. No medication can be given to a student without this form on file.** This form can be picked up in the health aide's office and must be filled out prior to any medication being dispensed. All medications are to be brought to the health aide's office and kept there. Prescriptions must be in the prescription bottles with dosages on the label. All prescription medications require both a parent's signature and also the physician's signature on the medication assistance form. There are additional procedures required for controlled substances. Over-the-counter medications such as Ibuprofen, Tylenol, allergy medications, cough drops, etc. are **not allowed** in the possession of students at any time. They too must be stored in the nurse's office. Contact our health aide for more information at 265-6100 ext. 2617.

Library/Media Center

The library is located in B Pod. Here you will find books that can be checked out (with a valid library or student ID card), as well as research books, magazines, and computer software that can be used in the library. The librarian is available to assist you. You are responsible for appropriate behavior in the library and the proper care of all library materials. If you are unable to return a borrowed library book because of theft, loss, or damage, you will be required to pay a fine to replace it. This fine must be paid by the end of the year to checkout and receive your yearbook. Each year there is a significant loss of books. The need to replace and maintain the quantity and quality of books is necessary in affording you a quality education. Please be responsible when using all library materials.

Library fines accumulate at \$.10 a day for every day the book is overdue excluding weekends and holidays. Only two books may be checked out at a time for a period of two weeks.

Many of the books available in the library support the Accelerated Reading Program. If you need help finding a book that is appropriate for your reading level, the library staff is available to help. Your parents will also find many videos, books, pamphlets, and special materials in the library, which have been purchased for their use. Encourage them to come in and use your card.

P.E. Lockers

You will be assigned a locker in the dressing room for storing your P.E. clothes and shoes if you participate in physical education. It is your responsibility to secure your things in your locker. Pau-Wa-Lu **WILL NOT** be held responsible for the loss or theft of your belongings. If you give your combination to someone and discover that your belongings are missing, do not expect replacement of the missing items or monetary compensation. Leaving valuables in your book bags, backpacks, or clothing that are not locked securely in your locker will most likely result in theft or loss. Again, **BE RESPONSIBLE FOR YOUR BELONGINGS!** Be aware that locker room doors are not locked when there are conflicting schedules. You may ask the physical education teacher for temporary storage of valuable items. Locks are provided but must be turned in at the close of the class. If a lock is lost, it must be replaced by paying a \$5 replacement fee.

Cafetorium

You are encouraged to purchase breakfast or lunch credits on a weekly or monthly basis. This may be done by bringing a check or cash to school, placing it in an envelope that is found by the windows in the cafeteria, and turning the sealed envelope into the cafeteria cashier. Payments may also be made on-line through the Infinite Campus Portal, with a small fee. Breakfast and Lunch is free to all students, however the cost of a second hot lunch is \$4.00. You will not be allowed to charge at the cafeteria at any time. Cutting or pushing in line is not allowed. Students are not allowed to ask for, or take, food or money from other students. You will be restricted from the cafeteria if you do not show acceptable behavior and all students are expected to pick up after themselves to keep their eating area clean.

***Note: Prices are subject to change pending DCSD board approval. Visit dcsd.k12.nv.us for the most up to date rates.*

Free & Reduced Lunch (FRL) Meal Applications, you can find those on your parent portal in Infinite Campus. Submitting the

filled out form is the fastest way to process the applications and are used to provide additional services to students who qualify. The Douglas County School District will provide free breakfast and lunch to ALL students regardless of FRL status. *Additionally, even though breakfast and lunch are free to all students, the FRL qualification may enable families to receive additional services throughout the year.*

Students with Disabilities or Handicapping Conditions

Douglas County School District will identify, evaluate, and provide an appropriate public education to students who are disabled or handicapped within the meaning of Public Law 105-17, Individuals with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973.

Any student who needs, or is believed to need, reasonable accommodations or services in order to receive a free appropriate public education may be referred by a parent/guardian, teacher, or other licensed school employee through the site administrator or counselor to the School Intervention Team for identification and evaluation.

In order to qualify for Special Education, a multidisciplinary team must meet to determine that the student's disability is one of the designated 13 categories identified within IDEA. A student may be determined to be eligible for Section 504 accommodations if said student has a defined and qualifying handicapping condition, which substantially limits the student's ability to learn, access, or participate in the educational process. A student does not have to qualify for special education in order to qualify for accommodations under Section 504.

Bus Transportation

Pau-Wa-Lu students are very fortunate to have their own community buses. You are expected to read the list of expected bus behaviors with your parents and return it signed to the bus driver. Riding on the bus is a privilege that is available to students who follow the rules and act responsibly! The driver and the transportation department establish the rules. Inappropriate behavior could result in a huge inconvenience to your parents and will no doubt reflect poorly on you because it will require them to provide you with transportation to school. Bus routes can be found on the district website under transportation.

You must get on and off at your assigned bus stop unless your parent sends a written request for a deviation. You are to leave the note with the attendance secretary in the morning and pick up a signed permission form to give to the bus driver before you leave in the afternoon. Bus drivers cannot accept notes. They will only accept school permission forms that have been verified by an administrator.

Late buses will run on Tuesdays and Thursdays (Wednesdays may be added depending on need) so that you can participate in activities at school from 2:11 to 2:55 P.M. Late buses will begin in September. **You must have a bus ticket/pass from a teacher in order to ride the late bus home.**

Telephone Use

There is a phone at the front office for students to use to call parents, please discourage your student from calling or texting home from a cellular device during school hours. It will be confiscated if a student is caught with their phone out..

Messages and Deliveries to Students

Messages are difficult to get to students on an individual basis during the school day. Please review after school schedules and appointments with your children prior to arriving at school. We understand life happens and in case of emergency we will do our best to deliver your message. Please be mindful that emergency messages are best received at the office as early as possible and every attempt will be made in an emergency situation to deliver them. We cannot guarantee any messages **received after 1pm** will be delivered to your student. In keeping with the academic environment, flower arrangements and/or balloon deliveries will not be accepted and may be returned to the vendor.

STUDENT ACTIVITIES

Participation in Extracurricular Activities

Participation in athletics and extracurricular activities is considered a privilege, not a right, and students wishing to participate are required to meet standards of personal behavior and academic performance. Although participation in extracurricular activities and athletics is a valued complement to its educational goals, Pau-Wa-Lu Middle School (PWLMS) recognizes that the academic program must have top priority in the educational process. PWLMS is well aware of the importance of the activities program, but it also recognizes that activities should never overshadow the emphasis placed on classroom work.

Extra-curricular activities include but are not limited to the following:

- Middle School Athletics Program
- Rallies
- Dances
- Special Assemblies
- Field Trips
- Any/all End-of-the-Year Activities

Eligibility will be based on **Academics, Attendance, Citizenship and Discipline**. Any student not meeting the criteria in any area will be excluded from any activities during that grading period. Grading periods include both 6 week and 12 week progress grades.

Academics

- To be eligible to participate in extracurricular activities at PWLMS, **a student can have no “F’s” and no more than one “D” during the reporting period.**
- Grades are checked at the end of each week (Friday at the end of the day) for eligibility for the next week throughout the season of sport. **If a student fails to meet the above academic criteria he/she will become ineligible to participate in extracurricular activities for the week following the grade check.** Ineligibility will continue until the next weekly grade check, at which time his/her eligibility will then be reassessed.

Attendance

- Students enrolled in PWLMS **must be in attendance at school for the entire school day in order to participate in any school-sponsored activity that is conducted on that day.** In no case shall a student whose absence is unexcused for any part of the day of the activity be allowed to participate in that day’s activity.
- *Suspension out of school shall render the student ineligible for participation in extra-curricular activities during the period of suspension.*

Citizenship

- To be eligible to participate in extracurricular activities at PWLMS, a student **cannot have more than 1 (one) Unsatisfactory (“U”) marks in citizenship during any progress grading period.** Any student referred to the office for a school rules violation may be denied the privilege of participation in any extra-curricular activity.

Discipline

- To be eligible to participate in extracurricular activities at PWLMS, **students cannot have more than 1 (one) OSS, and not more than 2 (two) ISS incidents during the semester.**
- In the event of athletics, a student deemed ineligible for any of the above reasons is to be permitted to continue to participate in any practice sessions, as applicable to the sport, but is not to be permitted to participate in any contest or performance involving the extracurricular activity. If a student regains eligibility prior to the end of the sport he/she may participate in any remaining contests.

In addition, you must follow the school rules and district policies while at the activity. This includes our school dress code policy. Dress code violations will result in parents called to bring appropriate clothing or removal from the activity. Inappropriate behavior can also get you excluded from the activity. Thank you for helping Pau-Wa-Lu Middle School bring out the best in your student. Together, we can make the middle school years truly successful.

Activity Cards

All Pau-Wa-Lu Middle School students can purchase a Student Activity Card for \$20.00. The purchase of activity cards enables student organizations to provide activities at lower cost, and money is used on other student opportunities (i.e. assemblies, speakers, etc.) during the year. Students will not be allowed into student dances or extra-curricular activities without a Student Activity Card. Your activity card is also needed for identification into dances sponsored by the County Recreation Department.

National Junior Honor Society (NJHS)

There is only one club in our school that is limited in membership. This is the honorary organization named National Junior Honor Society. This club includes students from seventh and eighth grades that meet eligibility requirements and are invited by the teaching staff to join.

Eligibility for membership in NJHS is based on the following criteria:

1. minimum grade-point average of 3.6 at semester
2. satisfactory conduct grades in all classes and
3. review of discipline records showing no suspensions

Current 7th and 8th grade students who meet these requirements are invited to apply to join NJHS in the spring of each year.

Applications are considered by the Pau-Wa-Lu NJHS Faculty Council, which makes the final membership recommendations. Members are inducted at a formal ceremony in the presence of parents and friends. Induction is held in the spring of each year. Community or service learning is a major component of membership.

School Dances

Dances are a fun part of middle school life, and the staff of Pau-Wa-Lu recognizes that at times students would like to bring non-Pau-Wa-Lu students to these functions. It is our policy that non-Pau-Wa-Lu students are NOT allowed to attend our social functions. Attendance at these activities is a privilege, and students must meet the criteria stated above to attend.

- Students will not be permitted to leave the dance early unless a parent is physically present at the dance to pick their student up.
- Students will not be permitted to leave the dance area unaccompanied and walk to the parking lot and/or home before the dance is over.

Interscholastic Sports

You may want to become involved in our interscholastic sports program. This includes athletic teams that compete with other schools. Participation in any team try-out requires a physical and proof of medical insurance. The physical must be performed by a doctor and documented before the try-out period begins. Participants are selected after competitive tryouts in most of these sports. Practices usually last until 4:30 P.M. so participants must arrange for a ride home.

We offer interscholastic teams at Pau-Wa-Lu in cross-country, track, girls' and boys' basketball, girls' volleyball, and wrestling for students in grades 6-8. If you have any questions regarding athletics, please call the Athletic Director at (775) 265-6100.

You can register your student for a sport on Register My Athlete.

Pau-Wa-Lu is a member of the Tah-Neva League and we compete primarily against:

- Alder Creek Middle School – Truckee, CA
- Carson Middle School – Carson City, NV
- Carson Valley Middle School – Gardnerville, NV
- Eagle Valley Middle School – Carson City, NV
- South Tahoe Middle School – South Lake Tahoe, CA

Student Leadership

Students are given a role in establishing school policies and conducting school activities. The leadership class students will work with their teachers to provide activities and projects for our student body and community. If you have suggestions or concerns, these students would like to hear from you. Each student at Pau-Wa-Lu Middle School is asked to take a leadership role in the choices they make throughout the year. You do not have to be in the leadership class to make your own decisions on how you will use your school time, treat other people, and practice moral values of truthfulness, honesty, fairness, and integrity.

ATTENDANCE POLICIES

School Office Hours

Office personnel will generally be available to help you in person or over the phone between the hours of 7:00 AM and 3:30 PM.

Reporting an Absence

We prefer that you call the attendance office (265-6100) before 7:30 AM or email PWLMSattendance@dcsd.k12.nv.us to let us know your child will not be at school for the day. If it is not possible, please send a note with your student when he/she returns to school. **If we don't receive a call from you within 72 hours of the absence, your child will be considered truant (see truancy policy).**

Late to school (Tardy)

Students who arrive at school after 7:40 AM are required to check in at the attendance office in the morning that same day. If you know your child is going to be late to school, please phone, send a note, or come into the office with your child. Please make note of the district's attendance regulations on acceptable and unacceptable excuses for tardies. Habitual tardies, even with a call or note from you after a warning, could result in lunch detention and/or further discipline. It's critical that students make every effort to be at school on time as entering a class after it has started can disrupt the learning process for the entire class.

Tardy Policy

In order to prevent classroom interruptions, you are required to be inside the classroom by 7:40. Teachers may exceed this standard but this is the minimum expectation school-wide. If you come in late to school, you are to have an admittance pass that has been given to you by the attendance secretary. Your teachers are asked not to admit you without an office admittance pass. The following applies to unexcused tardies:

1st Tardy: Warning

2nd Tardy: Teacher administered consequence

3rd Tardy: Recommended teacher phone contact with parent

4th Tardy: Upon the 4th tardy in the same class, the teacher will assign lunch detention. Two additional days of detention will be assigned for the fifth tardy in the same class. **After the fifth tardy In School Suspension (ISS) will be assigned.**

Attendance

Attendance is related directly to academic success. Students who regularly attend school have better grades than students with numerous absences. We hold high expectations for students' attendance at Pau-Wa-Lu and carefully monitor student absences.

Your regular attendance, as well as your achievement, is an important factor in determining the successful completion of a school year. The State Legislature has passed strict laws regulating school attendance. Truancies are also considered a serious offense. Parents can be held responsible for students who are classified as habitual truants. Parents can also be required to attend an attendance hearing and be fined for not taking the responsibility for getting their child or children to school regularly and on time.

To emphasize the importance of regular attendance, the following administrative guidelines will be in effect:

- 1) All absences, whether truancy, illness, or by parent request, will be recorded by the teacher and attendance officer.
- 2) Absences for school-sponsored, approved, or related activities will not count against your attendance record.
- 3) All work missed for absences because of school-sponsored, approved, or related activities must be made up.
- 4) Parents will be notified in writing two times, once when you have accumulated five (5) absences, the second when you have accumulated ten (10) absences. The 10-day letter informs parents that they will be receiving an attendance appeal, which needs to be signed by parent/guardian.
- 5) Parents may be asked to have their doctor verify in writing the cause for excessive absences, as students are not expected to come to school when they are ill.

Excused Absences

Absences are excused if they are a result of:

- Illness
- Death in the immediate family
- Emergency medical or dental attention
- Absences approved in advance by the principal or vice principal

While absences may be preapproved and considered “excused”, they still count against the required number of days a student must attend school by law. A note or a telephone call from your parent must verify absences.

Unexcused Absences

Absences are not excused if they are a result of:

- Truancy
- Suspension
- Missing the bus
- Cutting a class in order to make up work in another class
- Expected absences, which are not pre-arranged and approved for the date of the absence.

IMPORTANT NOTE: Absences not verified by a note or phone call from the parent must be confirmed with the attendance secretary **no later than three days after the student returns to school**. Students will be marked as truant when such notification is not provided. Unexcused absences can result in disciplinary action.

Attendance Appeals

Students who are absent 10 or more days per semester (excused or unexcused) will be required to file an attendance appeal or receive no credit for the semester. A student is only allowed to appeal 10 total days per year and the final appeal decision is made by the site administration. Failure to complete the attendance appeal will result in loss of credit.

Student Release from School

Parents/Guardians are required to sign you out for an early dismissal. The adult will be asked for a picture I.D. This policy is enforced to ensure your safety. Students are not allowed to leave school with another party unless your parent has made prior arrangements with the office. If a person shows up at the office without the parent’s note of approval and that person is not listed on the emergency form or in Infinite Campus as a responsible party, the school will not allow you to leave with that person.

Truancy Policy

Truancies are unexcused absences for all or part of a school day. Because students are required by law to attend all classes to which they have been assigned, unexcused or unauthorized absences from school, individual classes, before or after school assignments such as detention or classroom make-up, are considered truancies. It is illegal to be truant in Nevada (NRS 392.210.) In addition, students who have 3 or more truancies are considered habitual truants (NRS 392.140[1]). The following Truancy

Review Board process of notification, consultation and consequences is designed to curtail truancy.

1st Truancy - Parents will be notified in writing of the truancy and provided a copy of this Policy by mail.

2nd Truancy - Students will have a conference with the site administrator, counselor, or attendance secretary. Disciplinary action is possible. Parents will be notified in writing of the truancy and provided a copy of this Policy by mail.

3rd Truancy - Student will be considered "Habitual truant" per NRS 392.140. Parents will be notified by certified mail of the truancy and provided a copy of this Policy. This notification will indicate that the next truancy will require that the parent or guardian and student have a School Attendance Review Board Hearing.

4th Truancy - Upon the 4th truancy, parent or guardian will be notified through the Douglas County School District's Dropout Prevention Specialist by certified mail of the time and place of their School Attendance Review Board Hearing. The School Attendance Review Board Hearing will be conducted by the Dropout Prevention Specialist of the Douglas County School District.

Requesting Homework

Requests for homework will only be allowed for students who have or are going to miss more than two days. Requests for homework should be made in the morning. Homework will be available to be picked up at the main office by 3:00 PM on the day following when the request was made.

ACADEMIC EXPECTATIONS

Homework

Homework is expected of middle school students and is an important part of the school program. The amount of homework will vary depending on student needs and projects that are underway. It is suggested that students have approximately one hour of homework per day. Most low grades are caused by students' failure to do their homework and make up work when they have been absent. Our teachers are required to maintain a website where homework is listed for each day. Please access the Pau-Wa-Lu website to take advantage of this communication/informational tool.

Make-up Work

When you are absent from school, whether it is due to illness or school activity, it will be your responsibility to contact your teachers for the assignments missed. You will be given as many days as you were absent, plus one additional day, to complete your make-up work. Teachers are not expected to send homework to the office for parent pick-up unless the student is absent more than two days.

Since your teachers are designing curriculum based upon the skills that the District has determined you must learn, instruction does not follow a textbook page for page. It is your responsibility to find out what was done in class and perhaps ask another student to pick up worksheets and share notes with you. When you return, you are responsible for finding out what you have missed and making the work up in the allowed time. Our teachers will be there to assist you with any questions on the missed assignments.

District Testing Program

Assessment is an important part of the District's curriculum. You will be taught skills that you can use to problem solve as you progress through school. Testing is one way of assessing the skills you have learned. These are the State and District Tests that will be given during the school year at Pau-Wa-Lu:

| | | |
|----------------------------------|--|--------------------|
| 6 th -8 th | Fall MAP Science, Reading, Language and Math | September |
| 6 th -8 th | Winter MAP Science, Reading, Language and Math | December |
| 6 th -8 th | WIDA ACCESS – English Language Proficiency Assessments | January - February |
| 8 th | NAEP | January-March |
| 6 th -8 th | Nevada Alternative Assessment (N.A.A.) | February - May |
| 6 th -8 th | ELA Reading & Math & Science State Test (SBAC) | March-May |
| 6 th -8 th | Spring MAP Science, Reading, Language and Math | April/May |

In accordance with AB 214 as adopted by the 2001 legislature, pupils, school officials and others are encouraged to report any suspected irregularities in testing administration or security. Students and parents are required to report any suspected irregularities to school officials under AB214. If your son or daughter relates any testing irregularities to you, you are strongly encouraged to inform the school principal.

Academic Grades

| Course Point Range | Grade | GPA Value |
|--------------------|-------|-----------|
| 90-100 | A | 4.0 |
| 80-89 | B | 3.0 |
| 70-79 | C | 2.0 |
| 60-69 | D | 1.0 |
| <60 | F | 0.0 |

It is expected that all teachers will teach objectives stated in district competency guides, critical content and state standards. Grades will be determined in relation to those objectives. Semester grades will be a cumulative average for the entire semester grading period.

Credits, Promotion, and Retention

The State of Nevada and the Douglas County School District have strict guidelines regarding acceleration, retention and demotion. (Refer to DCSD Policy 515, NRS 392.033, and NAC 389.400.) The state regulation mandates that a student pass three out of four semesters of math and English, plus two semesters of science and social studies during the student’s seventh and eighth grade years to successfully complete the requirement to move on to ninth grade.

If a student does not earn enough credits, a student may be promoted to high school in certain situations. In order to be considered for promotion, the student must take summer school classes following 8th grade, when provided by the district or correspondence classes. At a minimum, the student must meet the attendance requirements for the summer school classes, and after completing the courses, the student must be no more than ½ credit deficient in any single subject and no more than 1 credit deficient across the four subject areas combined.

If the credit deficiency is in a subject in which the State of Nevada administers an 8th grade criterion-referenced test (e.g. reading, math, and science), and the student receives a test score resulting in a “Meets Standard” or “Exceeds Standard” achievement level, the student may be promoted to high school without restriction. If the student does not receive a “Meets Standard” or “Exceeds Standard” test score, or if there is no State of Nevada criterion-referenced test in his/her area of deficiency, the student may be promoted to high school and will be placed on academic probation.

If a student is promoted to high school (9th grade) and is on academic probation, the student must enroll in remediation courses in the subject of his/her middle school credit deficiencies and these courses are to be taken at the same time as the regular ninth grade class schedule. Credits earned through middle school remediation courses do not result in credits towards a standard high school diploma. Remediation courses must be successfully completed in order for a student to be removed from academic probation. If a student fails to successfully complete a remediation course, they can be demoted to 8th grade following the first semester.

Further explanation of the retention, demotion, or acceleration can be explained through an appointment with an on-site administrator or counselor or through the District Office.

Citizenship Grades

Grades will be mailed to your parents every six weeks. The following letters are used for citizenship and work habits:

- O - Outstanding
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory

In addition there will be comments the teachers select to explain the reason for the grade received.

BEHAVIOR EXPECTATIONS & SCHOOL POLICIES

Conduct Mission Statement

Pau-Wa-Lu conduct and behavior expectations are based upon the right to teach, the right to learn, the right to be safe, and the right to be treated fairly. It is everyone's responsibility to help protect these rights.

Progressive Discipline

Pau-Wa-Lu Middle School administrators embrace a policy of progressive discipline. When teacher and/or counselor interventions fail to change behavior, then students are referred to the office for discipline. Progressive discipline means that each additional office referral will result in a more severe consequence. Depending on the severity of the offense, consequences may include: lunch detention, after-school detention, in-house suspension, out of school suspension, and expulsion. All students should then be aware that repeated referrals will be treated as potential habitual discipline problems.

Nevada Department of Education Code of Honor

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

What is cheating?

Cheating or *academic* dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- ***Taking or copying answers on an examination or any other assignment from another student or other source***
- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results, including changing grades electronically

What is plagiarism?

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving

credit to the source

- Turning in purchased papers or papers from the Internet written by someone else
- Representing another person’s artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one’s life.

Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child’s school administration and/or the school district.

Pau-Wa-Lu Dress Code Policy

The United States Supreme Court rendered a decision in 2000 that school administrators can establish policies prohibiting conduct which materially and substantially interferes with the educational process. This includes, but is not limited to, inappropriate clothing or attire. The Court noted that it is a highly appropriate function of public school education to prohibit offensive language or clothing in public discourse. The First Amendment does not prevent schools from establishing guidelines to prevent the undermining of their basic educational mission.

The primary responsibility for dress and grooming rests solely with our students and their parents and or legal guardians. However, the school district does reserve the right to establish a comprehensive dress code with limitations for students which addresses what clothing they may wear and how they may wear that clothing. School authorities have the professional responsibility and legal sanction to enforce student dress requirements, and within this authority, the right to request that students change their attire to conform to the Pau-Wa-Lu Middle School Dress Code.

| | |
|---|--|
| <p>Safety</p> <ul style="list-style-type: none"> ● No clothing that can pose a potential health or safety problem ● No hanging chains ● No metal spiked or metal studded accessories ● No safety pins, heavy chains, wallet chains and jewelry with dangerous points or spikes <p>Tops</p> <ul style="list-style-type: none"> ● Tops must cover the upper chest and middle torso at all times ● No tank tops ● No halter or tube tops; no transparent, or half shirts ● No shirts with low cut armholes ● No low cut necklines, exposed cleavage, or spaghetti straps ● Inappropriate tops may not be covered with sheer shirts <p>Skirts and Dresses</p> <ul style="list-style-type: none"> ● No skin can be showing between skirt and the top being worn ● Skirts and dresses must be at least mid-thigh in length; no mini-skirts ● No exposed undergarments ● No low cut necklines, exposed cleavage, spaghetti straps or strapless dresses ● No pajamas, loungewear, or bathrobes <p>Pants and Shorts</p> <ul style="list-style-type: none"> ● No skin can be showing between the pants/shorts and top | <p>Gang Attire</p> <ul style="list-style-type: none"> ● All items that have been identified as gang-related by local law enforcement agencies are prohibited. These may include but are not limited to: ● No dangling belts ● No chains ● No unfastened overalls ● No sagging pants/shorts ● No single rolled up pant leg ● No hairnets, bandanas (all colors) or do-rags (all colors) ● No altered insignias or graffiti ● No jewelry or belt buckles symbolizing any gangs ● No graffiti on personal belongings symbolizing any identified gangs <p>Head Coverings</p> <ul style="list-style-type: none"> ● No head coverings worn inside the buildings ● No sunglasses worn in the buildings <p>Footwear</p> <ul style="list-style-type: none"> ● Shoes or sandals must be worn at all times ● No house slippers <p>Language and Illustrations on Clothing</p> <ul style="list-style-type: none"> ● No obscene, vulgar, profane, or derogatory language or illustrations on clothing ● No sexual overtones, or anything that promotes weapons, alcohol, drugs, tobacco, gang membership, or violence ● Nothing that may be deemed a safety issue |
|---|--|

| | |
|---|--|
| <ul style="list-style-type: none"> • being worn • No exposed undergarments • No sagging pants or shorts • Belt buckle monograms must be appropriate • No cut-offs • Shorts must be hemmed and at least mid-thigh in length • No mini-shorts, no spandex shorts | <p>Other</p> <ul style="list-style-type: none"> • Writing or pictures are not allowed on the body at any time • Hair and make-up must be non-distracting to the classroom environment |
|---|--|

Consequences

During the first five days of the school year, if a student violates the dress code, he/she will be given a warning by school staff. School staff will notify school administrators with the student’s name. A school representative will notify the parent/legal guardian of the warning. The student must correct the clothing violation at that time, prior to returning to his/her class schedule. Refusal to change clothes will constitute insubordination. After the first five school days of the school year, the warning system will be terminated and the following sequential and progressive discipline plan will be followed:

| First Offense | Second Offense | Third Offense |
|--|--|--|
| Parent notified | Parent notified | Parent notified |
| Student must change Dress Code violation | Student must change Dress Code violation | Student must change Dress Code violation |
| 1st offense warning | Lunch detention assigned | In-school suspension assigned |
| Student warned of consequences for second violation | Student warned of consequences for third violation | Warned that any further violations may result in multiple days of In-School Suspension |
| Consequence/conference entered in student discipline documentation | Consequence/conference entered in student discipline documentation | Consequence/conference entered in student discipline documentation |
| Student may pick clothes after school | Parent must pick up clothes after school | Clothes remain in office for the year |

Cell Phone Policy

Cell phones may be used by students--**outside the building only**--prior to the first bell at 7:40am, and after the 2:11pm bell at the end of the day. **Cell phones are to be off and not visible at all other times of the day.** Cell phones may not be used in the **Main Building** at any time including during after school tutoring. Also, cell phones must be off and put away during lunch. If an emergency arises, and a student must call a parent, they may ask permission to use the office or a teacher’s classroom phone. Use of a cell phone inside the building or during prohibited times (see above), will result in disciplinary action.

- **Classroom Offense** - teacher discretion

If a student cell phone is sent to the office.

- **First Offense:** Kept in the front office. Students can pick up at the end of the school day.
- **Second Offense:** Kept in the front office. Parents must pick up at the end of the school day.
- **Third Offense:** Kept in the front office. Students must check their phone in/out of the front office daily.

Discipline and the School Day

In considering conduct violations of Douglas County School Board Policy and the Pau-Wa-Lu discipline plan, student consequences will be in effect in school facilities, on school property, and/or traveling to and

from school. Violations of school rules (i.e. fighting, smoking, etc.) on the way to and from school will result in disciplinary consequences.

Knowledge of Unsafe Situation

Students who have knowledge of an unsafe situation on campus (i.e. weapons, drugs, alcohol, fight, etc.) are expected to report such situations to an adult on campus. All reports are anonymous and can be made in a variety of ways. If a student fails to report a situation for which they had prior knowledge, they will be disciplined according to the progressive discipline plan. Students are reminded that being a spectator at a fight, either on campus or on the way to or from school would fall within this discipline category.

Tobacco Possession/Use

The Douglas County School District is tobacco free in the interest of healthful living. A student is considered to be in violation of this policy either through possession or use of tobacco products, including electronic nicotine delivery devices, in school facilities, on school property, or traveling to and from school. Violations of the Tobacco policy will result in consequences outlined in the Pau-Wa-Lu progressive discipline plan.

Alcohol or Illicit Drugs - NRS 392.466

Pupils shall not possess or use drugs/alcohol on school property, nor shall any pupil appear at school or a school-sponsored function while under the influence of drugs/alcohol. Definition of possession, as used here, includes, but is not limited to, alcohol, inhalants, drugs, and/or drug paraphernalia containing drugs on the person of any student, in any school locker, or any clothing, purse, backpack, automobile, or any other item belonging to the student while in school, on school property, or at school-sponsored events. The definition of use includes any student while in school, on school property, or at school-sponsored events with alcohol, inhalants, or other drugs in his/her system. The hour before and after school is considered part of the school day.

A pupil found to have violated the Alcohol/Illicit Drugs rules shall be suspended for ten days on the first such violation. Parents and the Douglas County Sheriff's office will be contacted immediately upon verification of the violation. The suspension will be reduced to five days if the student and parent agree to see an Alcohol/Drug Abuse specialist or designee and must attend all 4 sessions. The parents must contact the specialist within 5 days of the first day of suspension and the consultation must be held within two weeks of the violation or the remainder of the suspension will be enforced. A second violation will result in parent and Douglas County Sheriff's Office being notified as per Administrative Regulation 529. The student will be suspended for 10 days, and a recommendation for expulsion will be made to the Board of Trustees.

For sale or distribution of a controlled substance while at school, at a school sponsored activity, on any school bus, or one hour before or after school must, for the first occurrence, be suspended or expelled from that school for at least a period equal to one semester (90 days). For a second occurrence, he/she must be permanently expelled from that school.

Battery - NRS 392.466

Any student who commits a battery that results in the bodily injury of an employee of the school must, for the first occurrence, be suspended or expelled from that school for at least a period equal to one semester (90 days). For a second occurrence, he/she must be permanently expelled from that school, but may be required to attend another kind of school.

Bullying or Cyberbullying – Board Policy No. 543

Pau-Wa-Lu Middle School is committed to providing a safe and respectful learning environment in which persons of differing beliefs, characteristics, and backgrounds can realize their full academic and personal

potential. We will work hard to ensure that all administrators, principals, teachers, and other personnel of the school district demonstrate appropriate behavior on school grounds by treating other persons, including, without limitation, pupils, with civility and respect by refusing to tolerate bullying or cyber-bullying.

Bullying or Cyber-Bullying of students by another student, by a student to a District staff member, or by a member of the staff to a student, will not be tolerated in this school or in this District. Bullying or Cyberbullying by Board members, parents, vendors and others in this School District is prohibited.

Bullying is defined as a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:

- a. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
- b. Exploits an imbalance of power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
- c. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
- d. Places the person in reasonable fear of harm or serious emotional distress; or
- e. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

Cyber-Bullying is defined as bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in DCSD AR 543, "sexual image" has the meaning ascribed to it in NRS 200.737.

Electronic Communication is defined as the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

Any person who believes that he or she has been a victim of bullying or cyberbullying by a member of school district board of trustees, any employee of the school district, including, without limitation, an administrator, principal, teacher, or other staff member, a member of a club or organization which uses the Pau-Wa-Lu facilities, regardless of whether the club or organization has any connection to the school, or any pupil is encouraged and instructed to adhere to the following reporting mechanism:

1. **Pupils:** School district pupils who are targets of bullying or cyberbullying and pupils who have first-hand knowledge of such bullying or cyberbullying should report any incident(s) to a teacher, counselor, or school administrator.
2. **Employees:** A teacher or other staff member who witnesses a violation of the prohibition on bullying and cyber-bullying, or receives information that a violation has occurred (including overhearing, or receiving a report, formal or informal, written or oral, of bullying or cyber bullying) must verbally report the violation to the principal or designee on the day on which the teacher or other staff member witnessed the violation or received information regarding the occurrence of a violation.

The School and/or District will promptly and reasonably investigate allegations of bullying or cyber-bullying. Violation of this policy may result in discipline, up to and including suspension and expulsion. The School/District has the authority to report students in violation of this policy to law

enforcement officials. Retaliation against a student who has filed a bullying or cyber-bullying complaint or assisted or participated in a bullying or cyberbullying investigation or proceeding is prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

As stated previously in this handbook, it is critical for students and parents to make school officials aware of issues as they arise. Reporting problems after the fact does not allow school officials to intervene and bring about positive changes.

Gang Affiliation and Activity – Board Policy No. 540

The Board of Trustees intends to maintain campuses that are safe for students and staff. In meeting this commitment, the Board recognizes that gangs which initiate or advocate activities that threaten the safety and well being of persons or property on school campuses or that disrupt the school environment are harmful to the educational purposes for which the schools are operated. The Board believes that the use of hand signals, pagers and/or the presence of any apparel, jewelry, accessory, graffiti, drawing, photo, writing or symbol, look or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, denotes or implies membership in such a group create a clear and present danger.

Any activity involving initiation, hazing, intimidations, assault, and/or related activities or group affiliation which causes or is likely to cause physical harm, personal degradation, ridicule or disgrace resulting or that may result in physical or mental harm to students or others is prohibited.

The Superintendent or designee shall develop appropriate regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, and/or exhibiting behavior, including making gestures which symbolize gang membership, or any student causing and/or participating in the activities that may intimidate or adversely affect the educational activities of any other student (or the orderly operations of the schools) shall be subject to disciplinary action.

Staff in-service training in gang recognition shall be provided on a regular basis. Programs designed to enhance individual self-esteem, foster interest in a variety of wholesome activities, and promote membership in authorized student organizations in order to counter gang membership shall be provided at each school.

GANG AFFILIATION AND ACTIVITY – Board Policy No. 540

1. No student on or about school property or at any school activity:
 - A. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is an indicator of membership in or affiliation with any gang.
 - B. Shall use any speech or commit any act in furtherance of the interests of any gang or gang activity, including but not limited to:
 - Soliciting others for membership in any gangs.
 - Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - Committing any unlawful act or other violation of school district policies and/or administrative regulations.
 - Inciting, encouraging, or aiding any other student to act with physical violence upon any other person.

2. Intervention Procedures:

In compliance with Board Policy No. 540, intervention strategies must be initiated with any violation of the policy. The intervention process to be utilized is as follows:

- A. School staff members will meet with the student, parent or guardian, and law enforcement officials to discuss the concerns and consequences of involvement in gang-related activities. A behavior plan may be created.
 - B. The student may be referred to the site or district counselor for further intervention actions.
 - C. Disciplinary action such as suspension and/or expulsion may be used as a means of enforcement of the policy.
 - D. Programs will be provided to students involved in gang-related activity than enhance self-esteem, encourage interest and participation in wholesome activities, and promote positive membership and participation in authorized student organizations.
3. The Principals of all District Schools Shall Ensure that:
- A. School policies are adopted which reflect the intent of this policy and administrative regulation.
 - B. Written policies are provided to students and parents.
 - C. All site staff, certificated and classified, are aware of the provisions of AR and Board Policy No. 540 and of the responsibilities they have for complying with the following provisions:
 - Ensure continuing staff, parent, and student awareness of signs of gang affiliation/activity with programs that inform about the potential dangers of gang involvement.
 - Refer to the principal/designee any student considered to be in violation of the policy.

Sexual Harassment

Conduct that violates the policy on sexual harassment committed by students of either sex against students or staff of the opposite sex or same sex is inappropriate behavior.

Sexual harassment may include, but is not limited to:

- A. Physical- touching of a sexual nature, leering, preventing another from leaving an area, gestures, attempted or actual rape, or sexual assault.
- B. Verbal- jokes, remarks, teasing, or questions of a sexual nature, pressure for dates or sexual favors, sexually degrading words used toward an individual or to describe an individual.
- C. Written- jokes, uninvited letters, display of sexually suggestive objects or pictures, graffiti, etc.

Students can expect guidance, counseling, support, and/or advocacy from district staff in addressing matters related to sexual harassment or inappropriate behavior of a sexual nature.

Filing a Complaint

1. Any Douglas County School District student who believes that she or he has been subjected to sexual harassment should report the incident promptly.
 - a. The report can be made verbally or in writing.
 - b. The report can be made to any staff member who will assist the student in reporting to the principal or designee.
2. Every complaint will be reported to the Equal Employment Opportunity (EEO) Officer by the principal or designee. The principal at PWLMS is the EEO Officer and will communicate with the Assistant Superintendent in charge of Curriculum and Instruction. An investigation will be conducted in accordance with Administrative Regulations on Suspension or Expulsion of a Douglas County School District Student.
3. Findings and appropriate action will be rendered within as timely a manner as practicable and reported to the EEO Officer.

4. There will be no retaliation against any individual for reporting an incident, or participating in or cooperating with an investigation of an alleged incident. Consequences for retaliation could include, but not be limited to, suspension or expulsion.
5. Confidentiality will be preserved consistent with applicable laws and Douglas County School District's responsibility to investigate and address such complaints.
6. Any student who violates the sexual harassment policy will be subject to disciplinary action. Depending on the severity of the offense, such action could include, but not be limited to, counseling, suspension, or expulsion.

School Safety Team

Pau-Wa-Lu Middle School has established a school safety team to develop, foster and maintain a school environment which is free from bullying and cyber-bullying. The principal or designee will conduct investigations of violations of the prohibition on bullying and cyber-bullying which occurs at school.

Week of Respect

Pau-Wa-Lu Middle School will participate in an annual "Week of Respect" proclaimed by the Governor each year. Information will be provided to students regarding 1) methods to prevent, identify and report incidents of bullying and cyber-bullying, 2) methods to improve the school environment in a manner that will facilitate positive human relations among pupils, and 3) methods to facilitate positive human relations among pupils by eliminating the use of bullying and cyber-bullying.

SAFE Schools – Board Policy No. 529(a)

It is the policy of the Board of Trustees that Douglas County schools provide a safe environment for students and staff in order to promote learning because of this belief, all weapons and fighting are strictly prohibited on school campuses, in classrooms, and at any school-sponsored event. Federal case law allows for searches of student belongings with reasonable cause. In addition, this policy applies throughout the school day and traveling to and from school. Students who are involved in fighting or bringing weapons to school or to school-sponsored events will receive the following consequences:

1. Guns -- Consistent with the Gun-Free Schools Act of October, 1994, a student bringing a gun, firearm, or explosive device to school or to school-sponsored events will receive a minimum of one year expulsion from Douglas County schools. In addition, school administrators will notify the Douglas County Sheriff's Department as soon as a gun has been determined to be at school or at a school-sponsored event. NRS 202.265 defines "firearm" as: any device from which a metallic projectile, including a ball bearing or pellet, may be expelled by means of spring, gas, air, or other force.

2. Dangerous Weapons -- Consistent with Nevada Revised Statute 392.466, a student bringing a dangerous weapon to school or to school-sponsored events will receive a minimum one-year expulsion from Douglas County schools. In addition, the school administrator will notify the Douglas County Sheriff's Department as soon as a dangerous weapon has been determined to be at school or at a school sponsored event. Dangerous weapons are defined by NRS 392.466; however, a dangerous weapon can include any weapon or object used or intended to be used with intent to harm.

3. Dangerous Knives – Students found in possession of a knife not specifically defined in NRS 392.466 will be brought before the Board of Trustee for consideration of suspension or expulsion if the knife is capable of inflicting bodily harm and has any of the following:

- A blade measuring 2 inches or more from hilt to tip
- A blade, which may be locked into place, when opened
- A spring blade, snap-blade or any other device where the blade of the knife can be opened through

- any mechanism or the flick of a wrist
- A blade sharpened on both sides
- A handle having hand grips
- A handle having a hand guard or other device to protect the hand
- Any fixed blade knife

4. Knives/Other weapons not covered by NRS 392.466 or Board Policy 529A, Number 2.

This category includes those knives and /or weapons that are not specified in NRS 392.466. Any student who brings a knife and/or weapon to school or to a school-sponsored event shall:

1. For the first offense, be suspended by the site administrator for a period of ten days. The site administrator may, at his or her discretion, refer the matter to the Board of Trustees and request additional discipline.
2. For the second or a subsequent offence, be suspended by the site administrator for a period of ten days. The site administrator must also refer the matter to the Board of Trustees for consideration of additional discipline.
3. ***If a student inadvertently brings a knife to school, they must immediately turn it over to an adult and no consequences will occur.***

This can include fireworks or a lighter and aerosol spray. Scissors are also a potential safety hazard and should not be brought to school. If scissors are needed in class the teacher will provide them.

Habitual Discipline Problem

Recent legislation, Assembly Bill 14, determines habitual discipline problem definitions for students as the following:

- ◆ Students who threaten or extort students, teachers, or other school employees
- ◆ Students who engage in two fights, in a school year
- ◆ Students who have been suspended five times, for any reason

Any student who has met the criteria above can be defined as a “habitual discipline problem.” In order to better monitor behavior, students, after being suspended from a fight or after their second suspension for three days or more, may be requested to develop a behavior plan for the student with the parent’s support and input. Options included within the plan may be for the parent to attend school with the student, the parent and/or student receive counseling, or the student attends summer school, or some other alternative generated by the school. If these interventions fail to change the student's “behavior,” the student would be defined as a “habitual discipline problem.” Once a student acquires this designation, they will be expelled for a period of one semester.

Internet Use

Students at Pau-Wa-Lu have the ability to access the Internet as a learning device. We encourage its use in this capacity. Students are given a confidential password, which is, under no circumstances, to be shared. Students should not use someone else’s password. Students sign an acceptable use agreement and violations of this agreement such as accessing non-educational, inappropriate sites will result in the loss of their computer privileges and may receive other disciplinary consequences. Students are held responsible for any Internet activity that occurs while their login name and password are being used. Students are encouraged to log-out anytime they leave their workstation.

Advertising within the School

No posters or advertising within the school may be posted without the approval of an administrator, including birthday announcements.

Bicycles

No bicycling is allowed on school grounds (NRS.207.200). **Students who choose to ride bicycles to and from school are required to walk their bikes on to and off school grounds.** Bikes are to be parked in the racks provided, and students should bring locks to prevent theft. Pau-Wa-Lu assumes no responsibility for providing security or for any lost/stolen bikes.

Skateboards and Scooters

Riding a skateboard or scooter is not allowed on school grounds (NRS.207.200). If a student chooses to ride a skateboard or scooter to and from school, they must walk such items while on school property. Pau-Wa-Lu assumes no responsibility for providing security or for any lost/stolen skateboards, scooters, roller-blades, or roller-skates.

Electronics

Students are not to bring electronic devices, which are not needed for educational purposes. This includes, but is not limited to, iPods, Gameboys, PSP Players, MP3 players, etc. The school WILL NOT be responsible for the loss or damage of such items.

Love Birds

Kissing, hugging, holding hands, arms around each other, or other forms of affection are not considered appropriate behavior for a school setting. Please manage your own behavior so that a staff member or administrator does not have to remind you. Parents will be contacted and disciplinary consequences administered for repeated offenses or concerning behavior.

Closed Campus

Pau-Wa-Lu Middle School maintains the "closed campus policy." This means that you will not leave school at any time during the day, including lunch, without permission from an administrator. Once you arrive at school, you cannot leave school property without permission and notification of school staff.

No Drive Policy

Regardless of age, students who attend Pau-Wa-Lu will not be allowed to drive their own vehicles to school. In the interest of safety for all students, this "no drive" policy will be strictly enforced.

No Lighters, Matches, Stink Bombs, Laser Pointers, Fireworks

In the interest of safety, no matches, lighters, stink bombs, laser pointers or any distracting nuisances are allowed for students to possess while at school, at a school-sponsored event, or on a school bus. Fireworks or lighters and aerosol cans can be considered a weapon. Violations of this policy will be handled according to the Pau-Wa-Lu Progressive Discipline Plan.

GENERAL INFORMATION**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act requires school districts to make an annual notification to parents and students of their rights under this act. Douglas County School Board Policy No. 516 assures your rights as follows:

1. The right to inspect and review the student's education records within 45 days of the day the Douglas County School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Douglas County School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel.) a counselor, a school psychologist; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) ; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The federal office that administers FERPA is:

PAU-WA-LU MIDDLE SCHOOL

**Office Handbook Receipt Acknowledgement Form
2023-2024**



The **Pau-Wa-Lu Middle School Parent/Student Handbook** is available in electronic form on the school’s website. To access the electronic copy, click at the bottom right of the screen on "Student Hand Book".

- ✓ I have read the handbook and will abide by the standards, policies, and procedures defined or referenced in this document.
- ✓ I understand the information in this handbook is subject to change and that changes in district policies may supersede, modify, or render obsolete the information summarized in this handbook. As the district and Pau-Wa-Lu provide updated policy information, I accept responsibility for reading and abiding by the changes..
- ✓ I understand that I have an obligation to inform Pau-Wa-Lu Middle School of any changes in personal information, such as phone number, address, child custody, emergency contacts, etc..
- ✓ I also accept responsibility for contacting the school if I have questions, concerns, or need further explanation.

Student Name (print): _____

Date: _____

Student Signature: _____

Date: _____

Parent/Guardian Name (print): _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

**** Return this completed form to your Advisory teacher during the first week of school, it will be counted as a grade.***

Family Policy Compliance Office - U.S. Department of Education
400 Maryland Avenue, SW - Washington, DC 202024605

Non-Discrimination: The Douglas County School District does not knowingly discriminate against any person on the basis of race, color, religion, sexual orientation, disability, gender, national origin, ancestry, genetic information, gender identity or expression or political affiliation in admission or access to, treatment, or participation in its programs and activities. All programs, classes, and opportunities are available to all students. Complaints brought on behalf of students alleging discrimination based on disability shall be handled in accordance to Douglas County School District Administrative Regulation 103, 104. If you have questions or concerns contact your school teacher, counselor, administrator, or the DCSD Equal Opportunity Officer. DCSD Equal Opportunity Officer Executive Director of Human Resources (775) 782-7177