

# OWYHEE JR. HIGH & HIGH SCHOOL Student Handbook 2020-2021

**OWYHEE COMBINED SCHOOL**  
**100 Academic Way – P.O. Box 100**  
**Owyhee, Nevada 89832**  
**Phone #: (775) 757-3400**  
**Fax #: (775) 757-3663**

**School Website: <http://www.owyhee.ecsdnv.net/>**  
**Elko County School District Website: <http://www.ecsdnv.net/>**

**IMPORTANT DATES TO REMEMBER**

September 4 .....	Fair Day
September 7 .....	Labor Day
September 8.....	First Day of School
October 29 .....	End of 1 <sup>st</sup> Nine Weeks
October 30 .....	Nevada Day
November 4/5 .....	Parent/Teacher Conferences
November 11 .....	Veteran's Day
November 26/27 .....	Thanksgiving Holiday (Early Out Nov 25)
December 21-January 1 .....	Winter Break (Early Out Dec 18)
January 18 .....	Martin Luther King Day
January 21 .....	End of 1 <sup>st</sup> Semester
January 22 .....	Professional Development Day
February 15 .....	President's Day
March 26 .....	End of 3 <sup>rd</sup> Nine Weeks
Mar 31- Apr 1 .....	Parent/Teacher Conferences
April 5 -9.....	Spring Break (Early Out Apr 2)
May 31 .....	Memorial Day
June 4 .....	Last Day of School

**OWYHEE COMBINED SCHOOL ADMINISTRATION**

Mr Justin Streeter .....	Principal
Mrs. Lynn Manning- John.....	Vice Principal/Athletic Director
Miss Shana Thomas .....	Counselor
Miss Andrea Thomas .....	Administrative Secretary

**2020-2021 STUDENT BODY OFFICERS**

_____ .....	President
_____ .....	Vice President
_____ .....	Secretary
_____ .....	Treasurer
_____ .....	Historian/Reporter

**CLASS SCHEDULE**  
**MONDAY, TUESDAY, WEDNESDAY & THURSDAY**

**School Starts ..... 7:49 a.m.**

Braves Block ..... 7:49 a.m. – 8:30 a.m.  
3rd Period /4th Period..... 9:44 a.m. – 11:14 a.m.  
5<sup>th</sup> Period..... 11:18 a.m. – 12:03 p.m.  
Lunch Time ..... 12:06 p.m. - 12:36 p.m.  
Intervention ..... 12:40 p.m. – 1:10 p.m.  
6<sup>th</sup> Period /7th Period ..... 1:14 p.m. - 2:44 p.m.

**School Ends- Students Released ..... 2:44 p.m.**

**FRIDAY- Early Release**

**School Starts ..... 8:00 a.m.**

**A/ B**

1<sup>st</sup>/ 2<sup>nd</sup> Period ..... 8:00 a.m. - 9:30 a.m.  
3<sup>rd</sup> / 4<sup>th</sup> Period..... 9:34 a.m. – 10:54 a.m.  
5<sup>th</sup> Period ..... 10:58 a.m. - 11:38 a.m.  
6<sup>th</sup> Period ..... 11:10 a.m. – 11:45 a.m.  
Lunch Time ..... 11:41 a.m. - 12:11 p.m.  
6<sup>th</sup> /7<sup>th</sup> Period ..... 12:15 p.m. – 1:35 p.m.

**School Ends- Students Released ..... 1:35 p.m.**

**MISSION STATEMENT:** Our mission is for every student to Believe, Achieve, and Succeed in life.

**ADMINISTRATIVE OFFICE** Mr. Justin Streeter, Principal extension # 2352

Mrs. Lynn Manning John, Vice Principal/Athletic Director extension # 2334

Miss Andrea Thomas, Administrative Secretary extension # 2351

Daily bulletin announcements, school activity calendar, use of facilities, visitor's passes, school dance visitor's permission, transportation requests, district purchase orders and receiving, grant requisition forms, vendor invoices, eligibility, athletic administration, supplies, inventory, and in lieu of transportation.

**GUIDANCE DEPARTMENT**

Miss Shana Thomas, Counselor extension # 2309

Academic program planning, career information, registration, change of schools, new enrollees, personal problem assistance, early graduation, work permits, program placement, student records, student evaluation, financial aid, post-high school placement, curriculum information, schedule changes, transcripts.

**HEALTH SERVICES OFFICE**

Mrs. Shaina Smales extension # 2340

First aid and health records.

**ATTENDANCE**

Ms. Becky Hilderbrand, Attendance Secretary extension # 2350

Prearranged absences, tardies, assignment requests, change of address, phone messages, visitor's passes, Infinite Campus data specialist.

**BREAKFAST / LUNCH PROGRAM**

Mrs. Lavelle Garrity extension # 2356

## **BUDGET AND FINANCE**

Mrs. Carla Baker, Bookkeeper extension # 2360

Student Body activity, bank deposits, check vouchers, purchase orders, employee payroll, substitutes, postage machine, student fines, maintain school bell system.

## **ACADEMIC REQUIREMENTS**

### **GRADUATION REQUIREMENTS**

The graduation requirements, rules and regulations contained in this publication are effective for all incoming ninth grade students. They will remain in effect until such times as it becomes necessary and advisable to make changes that will keep Nevada high schools abreast of current educational practices. To receive a diploma signifying graduation from a Nevada high school, a student must fulfill the following regulations in addition to passing the Nevada Proficiency Examination as required by N.R.S. 389.015.

A. Courses and credit requirements.

1. Completion of 23 acceptable units in high school course work for a standard diploma. Completion of 24 credits required for an advanced diploma.

a. 16 units in required areas of study

b. 7 units in elective areas of study

2. Required areas of study:

a. Arts/Humanities- 1 unit

b. English-Language Arts- 4 units

c. Health Education- ½ unit

d. Mathematics- 3 units

e. Physical Education- 2 units

f. Science- 2 units

g. Social Studies- 3 units

h. Computer Education- ½ unit

B. High School Graduation- Special Education—Students enrolled in exceptional pupil programs will be granted a standard diploma upon successful completion of the high school required units of study and passage of the Nevada Proficiency Examination. The educational needs of these students may require specifically designed instruction, environment, or modifications in the format and administration of the Nevada Proficiency Examinations.

Owyhee Combined School will be on a nine-week grading period. The following scale will be used:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

### **CLASS STATUS**

The determination of class status will be as follows: Freshman, 0-4 credits; Sophomores, 5-10 credits; Juniors, 11-16 credits; Seniors, 17+ credits.

### **ADVANCEMENT POLICY**

#### **Regularly Enrolled Students**

Students in grades 9-12, in the Elko County School District, may advance to the next level only after the successful completion of any prerequisites for that next level. Students failing a course in the area of language arts will have two options available to them in order to remove the failing grade and stay on line with their classmates.

1. Enroll in Credit Recovery.

2. Enroll in and complete a correspondence course from an accredited institution prior to the start of the next school year.

### **HONOR ROLL**

A standard system for the honor roll at the end of each grading period has been established in all high schools in Elko County. Placement on the honor roll and class rank determination will be based on a honor point system.

Honor points are defined as the accumulation of points using the following weighting of course grades that earn one-half credit per semester. One grade —F— will disqualify a student from consideration.

A – 4 Honor Points B – 3 Honor Points C – 2 Honor Points D – 1 Honor Points F – 0 Honor Points

Honor Students- Students taking honor classes will receive honor points as follows: A-5 points, B-4 points.

**Honors** will be accorded to those students who have accumulated 20 through 23 honor points.

**Superior Achievement** will be accorded to those students who have accumulated 24 to 27 hour points.

**Outstanding Achievement** will be accorded to those students accumulating 28 or more honor points.

### **TRANSFER STUDENTS**

Students transferring into a high school within ECSD, Language Arts deficiencies will have one year to make up the deficiencies. They will have three options available to them to remove any failing grades and stay on line with their classmates.

1. Enroll in and successfully complete multiple English classes.
2. Enroll in and complete a correspondence course from an accredited institution prior to the one year grace period.
3. Participate in district-offered summer school courses in English I, II or III. See above guidelines.

### **TESTING**

Owyhee High School, as part of its curriculum and student evaluation, administers tests periodically throughout the school year. Information regarding specific tests may be secured at the Guidance Office.

### **TEXTBOOKS**

Textbooks are provided to students by the School District free of charge. However, all library and textbooks remain the property of the school. **Students will be charged for lost or unusable books.** Any lost book must be paid for before another is issued. All books found should be taken to the Finance Office. Serial numbers placed in the book are for the purpose of identifying the person to whom the book is charged. If this number is defaced, changed, illegible, or removed, the book will be returned to the school without credit to the student.

### **CHANGE OF SCHEDULE**

Only class changes for the following reasons will be conducted: 1. Ability to do the work. 2. Semester and nine-week grades. 3. Teacher recommendation. 4. Post-secondary goals. 5. Availability of optional courses. 6. Graduation requirements. 7. Final determination rests with the building principal.

If a class change is justified under the criteria listed above, the student must: 1. Obtain a Request for Class Change from the Counselors' Office. 2. Fill out the form carefully and completely with parent's or guardian's signature. 3. Return the completed form to the Counselors' Office. 4. Remain in the original class until the class change has been approved.

### **PHYSICAL EDUCATION**

All students enrolled in physical education must dress out each day and participate. Any excuses require a written notice from a medical doctor which must be turned into the attendance office. Days missed due to illness may be made up by written assignments or extra time put in. All students are to provide their own towels and sundry items.

### **12TH GRADE PRIVILEGES**

Students in grades 9-11 must be enrolled a full day. Twelfth grade students may be released from school for work privilege with principal's permission **IF** all graduation requirements have been met and they are employed or participate in the Owyhee Community Hospital Volunteer Program.

### **REPORT TO PARENTS**

Report cards will be issued the week following the end of each grading period. Status reports are available through Infinite Campus. Access is available to all guardians/ Parents enrolled.

<https://elkonv.infinitecampus.org/campus/portal/elko.jsp>

### **EXTRACURRICULAR ACTIVITIES**

Activities outside the regular scope of school work are not compulsory and are to be viewed as a privilege rather than a right. These activities make for a well-rounded student and students are encouraged to participate. However, regular school work is paramount and must be successfully pursued prior to and during participation. These programs are designed to develop character and initiative in the participants. To assure that the personal rights of the

majority are protected, and also to assure that the majority can derive maximum benefit from the programs, certain rules and regulations must govern the conduct of those students whose behavior is detrimental to the other participants. Discipline for such conduct which discredits the school, other participants, and the total activity program is not an invasion of personal rights, but a protection of the rights of other students who have chosen to participate in an activity.

The administration has the prerogative under the Elko County School District Disciplinary Policy to suspend any student from participation in any school activity or any school organization should the student's conduct not be considered exemplary, either during school hours or any other time. Students may become ineligible to participate after the first suspension from school depending upon the seriousness of the offense. They will be removed from extracurricular participation upon the second suspension from school.

### **STUDENT ACTIVITY FUNDS**

Any fundraising in any form and related in any way to an extracurricular activity (clubs, classes, athletic teams, or organizations) **must** be approved by the principal and coordinated through the Student Activities Finance Office. **Any non-student fundraising is not allowed on campus.**

### **SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES**

Habitual truancy, unexcused absence on the day of any activity, or the use, intended use, or possession of alcohol, tobacco, and/or habit-forming drugs will result in a loss of eligibility to represent the community or school. Decisions surrounding suspensions will be made by the administration in conjunction with advisors and coaches. Flagrant violations such as drug use (alcohol, tobacco, other drugs) at school, school sponsored activities, on a school bus and/or trip would indicate obvious contempt for the program and may result in suspension from all activities for a full year.

### **ELIGIBILITY TO REPRESENT THE SCHOOL**

Only regularly enrolled students in good standing may participate in extracurricular activities. A student must have passed all classes the previous semester, or, if he/she received an "F" must have a 2.0 grade point average to represent the school in any extracurricular activity. Grades are checked every week to determine eligibility. If a student receives an "F" in any class, there is a one-week grace period in which the student must improve his/her grade. If the grade is not changed after one week, he/she is ineligible to represent the school in any extracurricular activity until reinstated by the administration. However, a student should attend practices and/or meetings.

### **ATHLETIC ELIGIBILITY POLICY**

Athletes will have their grades checked weekly to verify eligibility for athletic participation. The Monday of each week, grades will be checked for D's and F's. Students and coaches will be notified on Monday if they are ineligible. Any student with a grade below a C will have until Wednesday at 3:30 p.m. to have these grades above a D. Any student, who has a D or F after Wednesday afternoon, will be ineligible to play that weekend of competition. Grades are available on Infinite Campus at any time to help parents and students know their academic standing.

### **ATHLETIC TARDY POLICY**

Fall Sports: 9<sup>th</sup> Tardy will result in a one (1) game suspension

Winter Sports: 9<sup>th</sup> Tardy student will sit out one (1) athletic contest.

Every three (3) tardies after will result in a game suspension.

Violators will sit out games the next season they participate after nine (9) tardies.

### **IMPACT CONCUSSION TESTING**

Impact Concussion Testing for all high school athletes: A baseline test is done prior to the sports season and sent to Sports Concussion Specialists of Nevada. If an athlete gets a concussion at any time during the year they must take a second test to be cleared to return to athletic competition. There is a yearly \$5 fee per student for this service.

### **INTERSCHOLASTIC ATHLETICS (SEE: "EXTRA-CURRICULAR ACTIVITIES")**

Pupils participating in the interscholastic athletic program must comply with one of the following procedures:

1. Subscribe to the General Accident Insurance Policy as made available to the pupils of the School

District; and in case of football, be covered by the special Football Insurance Policy. 2. Make "Request for Injury Plan Exemption" as provided by the School District.

All of the previous mentioned school rules and regulations must be adhered to; however, there are other rules that will be specified by individual coaches or sponsors along with the Elko County School District Activity packet.

**SCHOOL DANCES – No school dances will be conducted indoors until it is deemed safe.**

**Procedures for Initiating School Dances** 1. The sponsor shall clear the dance through the administrative office and Student Council at least one week prior to the dance date. 2. Submit the dress code for the dance. 3. Provide ample chaperones and security.

**Rules of Conduct for School Dances:** 1. The doors shall be closed one and one half (1 1/2) hours after the dance starts. No one may be granted admission after that time. 2. ~~No student will be allowed to leave the dance and return. This will be made plain by the sponsor to all those who leave early as those students depart.~~ 3. Only Owyhee High School students will be admitted to school dances with the exception of Homecoming and Prom. Anyone wishing to bring a date who is not a member of the Owyhee High School student body to one of these dances must obtain prior permission at the Principal's Office.

**No junior high school students** will be admitted to any Owyhee High School dances. 4. Clothing shall be appropriate for the particular dance.

5. No one who is under the influence of drugs or alcohol will be admitted. 6. Anyone displaying boisterous behavior shall be asked to leave. 7. There will be no loitering around doorways. 8. The sponsoring teacher shall be the judge of behavior and/or who shall be admitted. 9. All after game dances shall end by 11:00 p.m. or by a decision of the Principal except Homecoming and Prom which shall end at midnight.

10. The sponsors or chaperones shall have the responsibility to end any function should numbers or participation be sparse.

**STUDENT RIGHTS AND RESPONSIBILITIES**

**Students have the right to expect:**

\* an atmosphere that is conducive to learning \* a curriculum that is challenging, yet appropriate to their needs \* teachers who desire to create an interest in learning \* fair and unbiased treatment from teachers and administrators \* to be informed on those areas of policy that directly affect their performance and education \* free and open dialogue with the administration on items of mutual interest and concern \* channels of appeal to be open to arrive at satisfactory solutions \* those who abuse the rights of others to be appropriately disciplined \* leadership and guidance in their educational careers and post-high school endeavors

**Responsibilities make rights possible. In order to secure these, a student has the following responsibilities.**

\* take full advantage of the educational opportunities afforded them \* strive always for excellence of performance in all activities in the home, school, and community \* be punctual \* be in attendance, barring illness or other bona fide emergency \* not jeopardize the learning opportunities of others \* gather facts through proper channels and meaningful dialogue prior to drawing critical conclusions

**Summary Statement:**

Students usually receive the same courtesies as they display toward their peers, teachers, and administrators.

**ELKO COUNTY SCHOOL DISTRICT STUDENT DRESS CODE**

The responsibility for the appearance of the students of the Elko County School District rests with the parents and the students themselves. It is the intent of this policy to ensure a clean, safe and healthful environment in the Elko County Public Schools. When in the principal's opinion, a student's dress and grooming becomes obscene, filthy, unhealthy, and unsafe or becomes a distraction to and interferes with the educational process, disciplinary action will occur. Owyhee Combined School has determined that bandanas, chains, and long belts are not permitted on campus at any time. Tank tops, short shorts, saggy/baggy pants, bare midriffs and clothing advertising alcohol, sex, drugs or tobacco are not allowed. Hooded sweatshirts, jackets, and coats meant for outside wear are not to be worn in the classrooms.

Loose or dangling items are prohibited. **Masks must be worn at all times on campus unless eating breakfast or lunch during designated times in designated spaces.**

## **STUDENT CONDUCT AND DISCIPLINE**

A student attending junior high or high school is expected to act appropriately. Students are expected to know that actions such as shouting, pushing, running, and blocking traffic are not acceptable. Bullying behaviors will not be tolerated (in person or cyber bullying). Sexual harassment shows disrespect for its victims, whether they're male or female. Sexual remarks that are uninvited, unwelcome, or unpleasant to others are considered sexual harassment. It's unfair, disrespectful, and has no place in school. A code of common courtesy should be the rule and guide at all times.

## **ELKO COUNTY SCHOOL DISTRICT DISCIPLINARY POLICY**

The administration is well aware that the vast majority of students at Owyhee Combined School want and expect an environment which is conducive to a good learning atmosphere. The majority of students accept their responsibility as demonstrated by their positive conduct and everyday interaction with students, faculty, and staff. The following policy is written for that small percentage of students who have not yet accepted responsibility for their actions. Students may be placed in On-campus Detention for infraction of attendance or conduct policies.

The principal shall have the authority to suspend, for a period not to exceed 10 days, those students who have committed one or more of the following offenses:

1. Malicious damage to school property.
2. Willful disobedience to administrators, teachers, or any other school personnel.
3. Possession of an intoxicating liquor, a controlled substance or counterfeit substance.
4. Using or being under the influence of an intoxicating liquor or controlled substance.
5. Hazing in connection with any school or social activity relating to school.
6. Impairing the health, safety, or welfare of teachers, students, or other persons.
7. Impertinent language toward administrators, teachers or other school personnel.
8. Use of obscene language or actions.
9. Use of tobacco on school property.
10. Sexual harassment of students or school personnel.
11. Being guilty of conduct which interferes with the maintenance of school discipline.
12. Being guilty of conduct which warrants the reasonable belief that disruption of school operations will likely result.
13. Committing any other act which is a crime under the Nevada Revised Statutes. i.e. Nevada Revised Statute 392.466. Battery on employee of school, possession of dangerous weapon or sale or distribution of controlled substances. "...must, for the first occurrence, be suspended from that school, although he/she may be placed in another kind of school, for at least a period equal to one semester for that school..."

When a student has been suspended 10 or more days, the principal may forward all relevant information, accompanied by the principal's recommendation to the Superintendent of Schools. Such recommendation may result in expulsion from school for the remainder of the school year. Parental conferences shall be an integral part of any readmission following a suspension. Every effort will be made to keep parents aware of abuses and infractions of school regulations in the hope that mutual cooperation and understanding between them and the school will prevent having to take serious disciplinary action. The goal of these rules and regulations is to create a situation where good teaching and learning can take place.

**OWYHEE COMBINED SCHOOL AND THE ELKO COUNTY SCHOOL DISTRICT HAVE ZERO TOLERANCE FOR STUDENTS WHO HARASS OTHERS OR THREATEN THE SAFETY OF OTHERS BY THEIR ACTIONS OR WRITTEN/ VERBAL STATEMENTS.** Students found to violate this provision are subject to prosecution by the authorities or long- term suspension or even expulsion.

## **BULLYING – GENERAL POLICY STATEMENT**

It is the policy of the Elko County School District to maintain a learning and working environment that is free from bullying. The School District prohibits any and all forms of bullying because it violates the basic right of the students and staff to be in a safe orderly learning environment. This policy seeks to promote positive interpersonal relationships between all members of the school community. It shall be a violation of this policy for any student to bully another while attending school or school-sponsored events or riding in school transportation. School staff shall report suspected bullying behavior to school administration for investigation using appropriate district forms.

For the purposes of this policy, the term "school staff" includes board members, school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of the District.

The school district will promptly and thoroughly investigate reports of bullying, whether of a physical or non-physical form. If it determines that bullying has occurred, it will act appropriately within the discipline codes of the District and will take reasonable action to end the bullying.

### **Definition of Bullying**

Bullying is distinguishable from roughhousing or teasing in that bullying is intentionally hurtful and motivated by the desire to harm the victim.

In its legal definition and OCS purposes, bullying consists of repeated systematic abuse and harassment of a person or persons by another in which the victim does not foresee the actions to cease without intervention.

### **HABITUAL DISCIPLINE**

The principal shall deem a student a "Habitual Disciplinary Problem" if during the school year the student:

1. Has or has attempted to threaten or extort another student or staff member.
2. Has been suspended for initiating two fights.
3. Has five suspensions for any reason.

A Habitual Disciplinary Problem student must be suspended or expelled for at least one semester, but must receive equivalent instruction per N.R.S. 392.070.

### **BUS CONDUCT**

Each school bus passenger shall:

1. Be under the direct supervision and authority of the bus driver.
  2. **Wear mask at all times on the bus.**
  3. While riding on, entering or leaving the bus or while waiting for the bus at the bus stop, be orderly and appropriate.
  4. Not clutter the bus with refuse of any kind.
  5. Have written permission, approved by the principal, to leave the bus other than at the regular stop or at school.
  6. **Sit in the seat assigned** by the bus driver or chaperone- 3 feet apart.
  7. Cross the road after being discharged from the bus in front of the bus upon a signal from the driver.
  8. Keep the center aisle clear at all times, especially when the bus is in motion.
  9. Be at the bus stop at least five minutes, but not more than ten minutes, prior to bus arrival time- **6 feet apart**. Throw no objects or mistreat property while waiting for the bus.
  10. Respect the bus, other students and their property. Infractions will be reported to the principal.
- Damages will be paid by the offender.

The following behavior may result in permanent suspension of bus transportation privileges:

1. Commit or threaten to commit physical harm to driver or passengers.
2. Damages or destroys school property.
3. Absolutely refuses to obey or follow instructions.
4. Engages in any activity to distract driver's attention from the road. Suspension from bus transportation does not excuse the students from school attendance as required by the Compulsory Education Laws of the State of Nevada N.R.S. 392.140.

**SCHOOL ASSEMBLY** - No school assemblies will be conducted indoors until deemed safe.

~~Student body meetings and school assemblies are important facets of the school program. These are only as good as the students make them. Audience courtesy is very important to the general tone of the entire school. Practice good audience courtesy at all times.~~



## **ABSENCES**

Absences affect quality of work. All students who have not reached their 18<sup>th</sup> birthday are required by Nevada law to attend school regularly unless excused by court order. A phone call home will be made on each absence. Any student who is absent must have a **valid** reason. An excuse **WRITTEN by the parent, legal guardian, or doctor** must be presented to the Attendance Office.

Excuses may be honored for:

1. Illness

2. **Prearranged Absence Request Forms** are available at the Attendance Office for medical, dental, and legal appointments, family bereavement, religious observances, family trips, appointments that cannot be scheduled outside the school day, or other important business. Prearranged absences are **NOT** intended for errands, babysitting, "free day", non-school related events, i.e. basketball tournaments or entertainment. Homework is due when students return to school.

3. Bona fide emergencies.

All other absences are **unexcused** (an unexcused absence is defined as any absence that has not been approved by the school). Students with unexcused absences will receive (0's) in their classes.

Any student who misses more than nine (9) days of class time in any course during a semester may be put on an **attendance contract**, be the subject of a parent conference with an administrator, and/or have a letter sent home indicating that the excessive absences may seriously jeopardize his/her grades and learning. Continued absences may result in failure of course and/or grade level status. Excessive absences (excused and unexcused) may result in students being placed on contracts restricting absences **medical excuses only**.

***Parents/guardians are to contact the school immediately whenever a student is ill or unable to attend school and must send a written note to school excusing the absence.***

Minimum attendance requirements for course credit are specified in NRS 392.122, and state that a student may not earn credit upon the accrual of more than ten (10) unexcused absences in a semester. Students in grades 9-11 and Seniors in their first semester must, upon loss of credit due to excessive absences, plan at their own expense to obtain the credit through alternative means including online, summer school, or credit recovery programs.

All trancies are unexcused and appropriate disciplinary measures will be taken toward students found truant.

Habitual truancy charges will be filed with the **juvenile justice system** after three (3) trancies **and expulsion proceedings initiated after six (6) trancies**.

## **HABITUAL TRUANCY**

Notice is hereby given that under Nevada Revised Statute 362.224, the penalty imposed for habitual truancy (first time offense) is a fine of \$100; and, if the student is 14 years or older, the court can order the suspension of the child's driver's license for 30 days. The second or any subsequent time the child is found to be a habitual truant; the penalty is a \$200 fine, performance of not more than 10 hours of community service, and suspension of the child's driver's license for 60 days. A pupil shall be deemed a truant if he or she is absent from school without the approval of the principal of the school which the pupil attends. A pupil who has been declared truant three or more times within one school year must be declared a habitual truant. After a pupil is deemed a habitual truant, the school will issue a citation to the pupil and the parent or guardian which will direct the pupil to appear in Juvenile Court for adjudication.

## **SNEAK DAY POLICY**

The Policy Manual of the Elko County School District states definitely that there shall be **no Senior Sneak Day**. Senior students are dismissed early as a result of special consideration and testing. This is in lieu of a sneak day.

## **TARDINESS**

A little late is too late. Students are to be seated in the classroom when the bell rings or they are tardy. b. If a student is detained by another teacher, counselor, or the office, a pass or note must be sent with the student to avoid receiving a tardy. c. Procedure for tardies: 1. Less than 5 minutes - Report directly to assigned class with a minimum of disturbance. Teacher will determine validity of tardy. 2. Later than 5 minutes - Truant, unless written excuse is accepted (all written excuses must be submitted to the office by 3:30 each day).

3. Penalties: After a tardy, lunch detention or Saturday detention will be assigned. At (9) tardies a parent conference will be scheduled to establish a behavior plan to correct the problem.

## **PASSES**

Students are not to leave the Owyhee Combined School campus during school hours without permission. A student may be considered truant for non-compliance with pass guidelines.

Students must have a **pass (planner)** to be out of class. Students are to go directly to the designated destination and return to class promptly. Abuse of pass system in any way may result in loss of privileges.

## **MAKE-UP WORK**

Make-up work after being absent is the sole responsibility of the student.

Two days will be allowed for each day of school missed. Work not made up in two days will be counted as "zero."

Make-up work for detention and suspension is required. Work not made up will be given no credit. "Incompletes" not made up before the next grading period will automatically become failures. "Incompletes" make a student ineligible for honor roll consideration and become failures.

## **ELECTRONIC DEVICES**

All **Non-ECSD electronic devices** (CD players, headphones, pagers, iPods, MP3 players, cell phones, etc.) are prohibited. If brought to school, the item will be confiscated and turned into the office and will be returned the last day of school. **Chromebooks must be carried by each student to school and home daily.**

## **PARKING PERMITS REQUIRED**

Students cannot drive or park on school campus without a driver's license and parking permit. First offense (warning), second offense you will be fined.

## **STUDENT APPEAL PROCEDURE**

The constitutional rights of students assure the protection of the due process of law; therefore, this system of procedures is developed for use in classes where extended suspension or expulsion of the student is contemplated.

**Procedures:** 1. Disciplinary authority must be exercised with fairness. 2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of School District resources in cooperation with the student and his/her parent or guardian. 3. A student must be given an opportunity for a hearing if he/she indicates his/her desire to have one.

The hearing allows the student to contest the facts upon which the disciplinary authority is acting and the hearing should be governed by the following procedural guidelines: a. Written notice of charges against the student shall be supplied to the student and his/her parents or guardian. b. Parent or guardian shall be present at the hearing. c. The student, parent or guardian may be represented by legal counsel. d. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she shall be allowed to offer the testimony of other witnesses. e. The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness. f. This hearing shall be conducted by Owyhee Combined School personnel and their decision may be appealed to a hearing authority from the Superintendent's Office who shall make his/her determination solely upon the evidence presented at the hearing. g. A record shall be kept of the hearing. h. The findings of the hearing officer shall be recorded in writing and sent to the student and his/her parents. i. The student and his/her parents shall be made aware of their right to appeal the decision of the hearing officer to either the Superintendent or the Board of Trustees.

## **FEES**

### **STUDENT INSURANCE**

Accident insurance is available to all pupils of the Elko County School District, and all are urged to avail themselves of the opportunity to participate. This is optional, providing the parents sign a "Request for Injury Plan Exemption." The School District has no liability for accidental injury.

### **HOT LUNCH and BREAKFAST PROGRAM**

School lunch and breakfast is available to Owyhee Combined School students free of charge. All students must eat in designated areas with their class groups. Masks must be worn during pick up procedures until eating.

### **GENERAL INFORMATION**

**LOCKERS -NO LOCKER USE PERMITTED in hallways or gymnasium.**

### **FIRE DRILLS**

Fire drills are held at unannounced intervals under the direction of the Building Superintendent as required by state law. The route to be followed from each classroom is posted next to the door in each individual classroom as the drills may be held at any hour of the school day.

### **SHELTER IN PLACE**

When outdoor conditions dictate, due to an incident such as a hazardous material spill or a natural disaster, all school occupants shall be in a controlled area or sheltered in place. Students are to remain with their teacher and follow directions provided by the principal, person in charge, fire department, or law enforcement personnel. If evacuation is necessary, transportation will be provided and all students are to remain with their teachers.

### **LOCKDOWN**

In case of a crisis situation within the school, a —lockdownl may be called. Students are to remain with their teacher and follow directions provided by their teacher or law enforcement.

### **WITHDRAWAL FROM SCHOOL**

To withdraw from Owyhee Combined Schools a student must complete all of the appropriate paperwork, return textbooks, ECSD electronic devices, and pay all fines/ fees.

### **TELEPHONE/MESSAGES**

Messages for students are to be left at the office. Students will be contacted as soon as possible and informed of the message. Early check out from school will not be allowed during the last 45 minutes of class time unless pre-arranged or in the case of an emergency.

### **VISITORS TO THE SCHOOL**

Parents and guardians are welcome at our school and encouraged to be active participants in their student's learning. All visitors need to make an appointment to meet with specific people or go the office to sign in and receive a guest pass. Masks must be worn at all times on any ECSD campus.

### **FEES TO BE PAID BY THE STUDENT**

When a student moves, graduates, or checks out of Owyhee Combined School for any other reason, the student must pay any fines and/or collect any refunds at the Finance Office.

### **END OF YEAR CHECKOUT**

All secondary students will be given an end of the year checkout list before summer break. All textbooks, library materials, sports uniforms, and other school property must be returned before the last day of school. If any items are missing or damaged, parents are responsible to pay for replacement. Graduating Seniors will not be allowed to cross the stage with any outstanding debt.

Students and parents are responsible for this information. Please have your signature signed and dated and the bottom of the page returned to the classroom teacher.

---

Parent/ Guardian signature

---

Date

---

Student Signature

---

Date

## **Acceptable Use Policy for Telecommunications/Internet**

The Board recognizes the need for students of the Elko County School District to access and use information in our information-oriented society. One of the fastest growing systems for world-wide access to information is the Internet. With access through various types of electronic devices, students can access networks all over the world, and the possibility exists that some material may not be considered to have educational value in the context of the school setting. Through the "Acceptable Use Policy," the Elko County School District has taken precautions to restrict access to controversial materials and inform users of the proper use of electronic devices that access the Internet. However, on a global network, it is impossible to control all information. An industrious user may discover these controversial materials, either on purpose or by accident.

Elko County School District firmly believes that the value of the information and interaction available on this worldwide network far outweighs the possibility that an occasional user may procure material that is not consistent with the educational goals of the school district.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Network storage areas may be treated like school lockers. Network administrators may review files, email, text messages, video, pictures and other communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district equipment will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

1. Electronic Devices: these are defined as any device including, but not limited to: cellular phones, personal assistants (PDA's), laptop computers, desktop computers, handheld computers, pagers, beepers, calculators, advanced function watches, cameras, iPods and other MP3 players, video game players, radios, or any other devices designed to communicate, create, or store information.

Adopted 1/08/08

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

1. Students and parents must read, sign and return the Elko County School District Acceptable Use Policy for Telecommunications/Internet.
2. Cell phones and other electronic devices may not be used during the regular instructional day.
3. Cell phones and other electronic devices may not be used during passing periods.

4. Cell phones and other electronic devices may be used before and after school, at school activities, and on school sponsored trips, as long as they meet the requirements of the Elko County School District Acceptable Use Policy for Telecommunications/Internet.

Inappropriate use of networks, electronic devices, computer systems and the Internet, including email falls under school district policy rules (J.D. Student Discipline categories 1-13).

Under these policies, the following are not allowed:

- Electronic devices during class time without consent of the teacher. This includes school computers
- Cameras of any type in restrooms, locker rooms, or during testing
- Sending text, images, sound, video or files for the purpose of cheating
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging electronic devices, computer systems, or computer networks
- Intentionally bypassing/circumventing any safety and security measures that are in place
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources, i.e. excessive downloads, creating viruses, etc.
- Employing the network for commercial or any non-educational purposes

The ECSD administration has the authority to search any electronic device if they have just cause or reasonable suspicion that any of the above listed offenses have occurred.

A parent or legal guardian shall have the right of appeal to the Superintendent or his/her designee regarding offenses. Said request for appeal shall be submitted in writing directly to the Superintendent within ten (10) working days after the determination of a fourth offense.

---

Student & Parent/ Guardian signatures

I understand and will abide by the Telecommunications/Internet Acceptable Use