

West Wendover Middle School Student Handbook 2022-2023



School Colors: Navy, Gray, and White

Mascot: Wolves

Grade Levels: 6th, 7th and 8th

Elko County School District Website: www.ecsdnv.net

West Wendover Middle School Website: www.wwms.ecsdnv.net

This Handbook belongs to

2000 Elko Ave. West Wendover, Nv 89883
775-664-4406 Fax: 775-664-4408

All policies in this handbook are subject to change. All changes will be posted on the ECSD or WWMS website.

**WEST WENDOVER MIDDLE SCHOOL
ADMINISTRATION & COUNSELING**

Principal

Mr. Gregory Smith

Counselors

Ms. Carla Fritchie

Mr. Blair Smith

WWMS

2000 Elko Ave

West Wendover, NV 89883

775-664-4406

**ELKO COUNTY SCHOOL DISTRICT
ADMINISTRATION OFFICE**

850 Elm Street

Elko, NV 89801

775-738-5196

Mr. Clayton Anderson, Superintendent

Mr. Cody Krenka, Director of Human Resources

Mr. Kenneth Higbee, Director of Special Services

Mr. Paul Allen, Director of Secondary Education

Mrs. Candice Tournahu, Director of Elementary Education

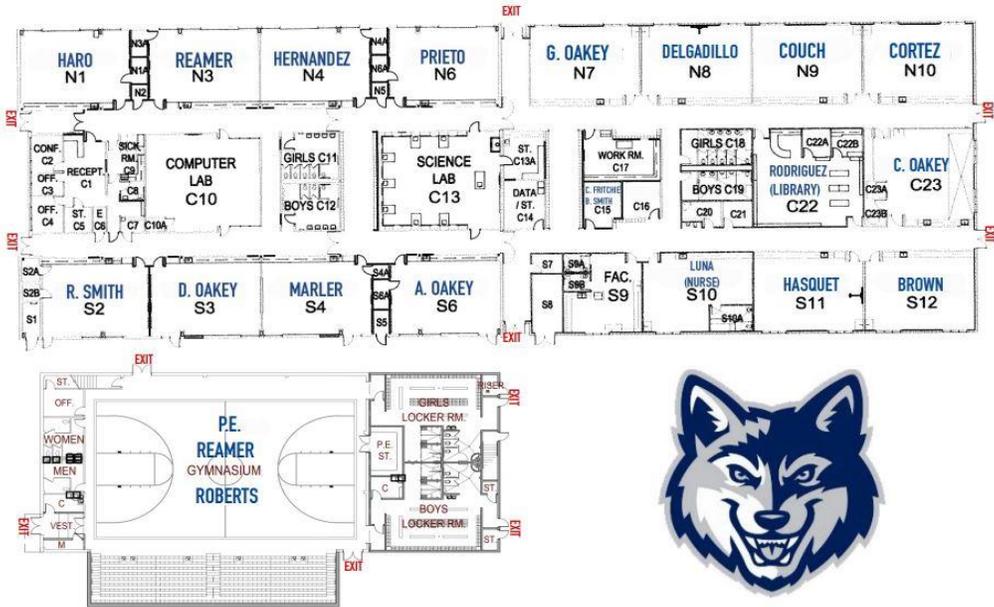
Mr. Ray Smith, Director of School Improvement

*The Elko County School District does not discriminate on the basis of race, color, national origin, sex, age or disability.
El Elko County School District no discrimina a raza, color, nacionalidad, género, edad, o habilidad diferenciada*

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WEST WENDOVER MIDDLE SCHOOL

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WWMS Bell Schedule 2022-23

Breakfast 8:00-8:25 in Lunch Room
 8:25 1st Bell
 8:30 - 9:25 1st Period
 9:30 - 10:20 2nd Period
 10:25 - 11:15 3rd Period
 11:20 - 12:10 4th Period
 12:15 - 12:50 Lunch A/ Advisory 1
 12:55 - 1:30 Lunch B/ Advisory 2
 1:35 - 2:25 5th Period
 2:30 - 3:20 6th Period
 3:25 - 4:15 7th Period



This year since lunch is being held at the middle school instead of the high school, we have to have two lunches. Lunches are separated by advisory classes. 6th graders have 1st lunch. 8th graders have 2nd lunch. 7th graders are split between both groups. Listed below.

12:15 - 12:50		12:55 - 1:30	
LUNCH A		LUNCH B	
Mr. G. Oakey	6	Mr. C. Oakey	8
Mrs. Couch	6	Mrs. Hernandez	8
Ms. Cortez	6	Mr. Reamer	8
Ms. Delgadillo	6	Mrs. Prieto	8
Mrs. A. Oakey	7	Mrs. Smith	7
Mrs. D Oakey	7	Mr. Marler	7

ECSD CALENDAR

ELKO COUNTY SCHOOL DISTRICT 2022-2023 School Calendar Four Day Week

**2/15/2021
FINAL**

School Month	Days of Week	No. of Days	School Day	SPECIAL EVENTS
August				
	M T W TH FR			
	15 16 17 18 19			
	22 23 24 25 26			
	29 30 31	3		Teacher Work Days - August 24, 25, 26 School Starts - August 29
September				
	5 6 7 8 9	4		Fair Day Sept. 2 Labor Day - Sept. 5
1	12 13 14 15 16	8		
	19 20 21 22 23	12		
	26 27 28 29 30	16		
October				
	3 4 5 6 7	24		
	10 11 12 13 14	28		
2	17 18 19 20 21	32		
	24 25 26 27 28	36		End first nine weeks - October 27
	31	37		Nevada Day - Oct. 28
November				
	1 2 3 4	40		Parent/Teacher Conf. - Nov. 2,3
	7 8 9 10 11	44		Veterans' Day - Nov. 11
3	14 15 16 17 18	48		
	21 22 23 24 25	51		Thanksgiving Holiday - Nov. 24/25 Early Out Nov. 23
	28 29 30	54		
December				
	1 2	55		
	5 6 7 8 9	59		
4	12 13 14 15 16	63		
	19 20 21 22 23			Christmas Break Dec. 19 - Jan 2--Early Out December 15
	26 27 28 29 30			Christmas Holiday Observed - December 26
January				
	2 3 4 5 6	67		
	9 10 11 12 13	71		New Year's Day Observed - January 2
5	16 17 18 19 20	74		Martin Luther King Holiday - Jan. 16
	23 24 25 26 27	78		End of Semester - January 19/Prof Dev. Day - Jan 20
	30 31	80		
February				
	1 2 3	82		
	6 7 8 9 10	86		
6	13 14 15 16 17	90		
	20 21 22 23 24	94		President's Day - Feb. 20
	27 28	96		
March				
	1 2 3	98		
	6 7 8 9 10	102		
7	13 14 15 16 17	106		
	20 21 22 23 24	110		End of third nine weeks - March 23
	27 28 29 30 31	114		Parent/Teacher Conf. - March 28/29
April				
	3 4 5 6 7			Spring Break - April 3 - 7 / Early Out March 30
8	10 11 12 13 14	118		
	17 18 19 20 21	122		
	24 25 26 27 28	126		
May				
	1 2 3 4 5	130		
9	8 9 10 11 12	134		
	15 16 17 18 19	138		
	22 23 24 25 26	142		
	29 30 31	144		Memorial Day - May 29
June				
	1 2	146		Last day of school - June 8
10	5 6 7 8 9	150		Contingency Days June 12, 13, 14
	12 13 14 15 16			

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Mission Statement

“Students, Staff, & Parents Committed and Motivated to Succeed”

Beliefs:

- ❖ All students can learn and we are committed to developing their potential.
- ❖ Rates of learning vary and students need to take an active role.
- ❖ High expectations for success and integrity must be the norm.
- ❖ Education is a shared responsibility by all stakeholders.
- ❖ School improvement is a process, not an event.

Federal/State/Local Compliance

The Elko County School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Elko County Schools also comply with the Family Education Rights and Privacy Act (FERPA) of 1994 which grants parents/guardians the right to examine children's official school records. Persons, other than those allowed by FERPA, who are not listed as Parents/Guardians, may not view a student's record nor be given any information regarding a student. Non-Custodial parents may receive copies of all records relating to their student.

DISTRICT AND SCHOOL INFORMATION SOURCES

Websites

The district's site offers a wealth of information about Elko County School District, including school closings and delays, kindergarten registration, Board of Education meeting minutes, Top News, the district Continuous Improvement Plan, curriculum guides, forms, etc. @ <https://go.boarddocs.com/nv/elksd/Board.nsf/Public>. West Wendover Middle School's website also offers current information on events, scheduling and schedules, counseling information, assemblies, student projects, etc. West Wendover Middle School can be found at www.wwms.ecsdnv.net or the school's Facebook page.

School Closures

Sometimes school may be closed due to inclement weather or emergencies. ECSD uses an automated telephone program (*Campus Messenger*) to communicate information, alerts and emergencies that may affect your student. Therefore, it is imperative you keep your information current in our records to avoid missing an important call. Call the office, 664-4406 or access the Infinite Campus portal, to update contact information.

School Information

Timely information is often communicated through our school Facebook page, Campus Messenger, Talking Points, or papers distributed to your student. Please ask your student often if they have received a flyer regarding any pertinent information at school. Much of this same information is posted on the WWMS website.

Infinite Campus Messenger

Infinite Campus Messenger is an automated phone system used to inform parents of important information such as tests, project due dates, events, yearbooks sales, requests, fund-raising, etc. It is imperative that you keep Infinite Campus updated with your current contact information.

Infinite Campus

Infinite Campus is the ECSD's student information system. We encourage you to use this Internet based information system to track student progress and attendance. **Parents/Guardians and students may access grades and attendance from the Infinite Campus portal or directly from the website.**

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

There are links from the ECSD and WWMS websites. Parents/Guardians and students will need usernames and passwords to access a student file. Please contact the Administration Office if you need usernames and passwords. These will only be given the parent/guardian or student. (All information on Infinite Campus that is colored blue is a link to email or more information.) If you need help with Infinite Campus, please let us know.

Chromebook Usage

West Wendover Middle School is a one-to-one school meaning that students will be issued a Chromebook for the school year. Just like a textbook, it is the responsibility of the student to care for the device. Fees may be issued upon damage of the Chromebook. For more information you can contact the front office.

ATTENDANCE AND INFORMATION GUIDELINES

School Start and End Times

West Wendover Middle School is in regular session from **8:25 a.m. – 4:15 p.m. Monday - Thursday.**

ECSD Attendance Policy

To ensure all students receive a quality education, it is important that you and your child follow the adopted ECSD policies for attendance. Students must be in class on a regular basis to ensure quality educational experiences. The following regulations are predicated on the premise that positive attendance habits will promote successful student career and life experiences:

- ❖ Students are considered present in school when they are attending classes or school sanctioned functions.
- ❖ Students are considered absent when they fail to attend classes as scheduled, for any reason other than attendance at a school-sanctioned activity.
- ❖ All absences, including a portion of the school day, not to include tardies shall be considered when calculating minimum day attendance.

Communication between home and school is absolutely vital in promoting and managing good attendance. The Administration Office will call a Parent/Guardian when a student has been absent for a day, for a period of several days or when absences become excessive.

Student Absences

All absences must be confirmed by a written notice or email (yharo@ecsdnv.net) or a phone call from the legal parent or guardian within 3 days of the absence. After 3 days an unexcused absence will be considered truant.

If unexpected illness or emergencies occur during the day, students will be excused only by the nurse's or principal's office.

Students are never to leave the school without first being excused. Leaving school or "skipping" class for no legitimate reason is unacceptable behavior. The direct consequence for such behavior will be assigned in school detention (ISD).

The following factors may be considered, but are not limited to, as unavoidable and/or defensible exceptions to the minimum number of attendance days:

1. Doctor verified medical release.
2. School Nurse verification.
3. Prearranged educational experiences outside of school.
4. Verifiable family emergencies.
5. Extended injury or illness which is doctor verified.
6. An absence directly related to a student's identified disability.

Exceptions will be determined by the school principal.

Tardies

Tardies – Students are expected to report to classes on time. A student is considered tardy if he/she is not in the classroom when the tardy bell rings. If a student is tardy, he/she must report to the attendance office to receive an admit slip. Consequences for tardiness are as follows:

First – Recorded in Infinite Campus

Second – Recorded in Infinite Campus

Third – Recorded in Infinite Campus, Parent Contact, Lunch Detention 1 day.

Fourth – Recorded in Infinite Campus, Parent Contact, Lunch Detention 2 days

Fifth – Recorded in Infinite Campus Parent Contact, Lunch Detention 3 days

Sixth – Recorded in Infinite Campus, Parent Contact, Lunch Detention 4 days

Seventh – Recorded in, Infinite Campus Parent Contact, 1 Day ISS

Students Leaving Campus during the School Day

WWMS is a closed campus. Students should never leave the building without permission or without a parent signing out their student in the Administration Office. This includes lunch time. **Students leaving campus without permission will be considered truant.**

Student Arrival Time

Student supervision begins at 8:00 a.m., please do not bring your students to school earlier than this time. Students arriving before 8:20 will not be let into the main building. They can head down to the lunch room for breakfast, outside in the court yard, or down to the gym if it's open.

Make-up Work due to Absences

Students have two days for every day they missed to make up work. It is the student's responsibility to obtain the required work from each teacher. Either before the absence or once they are back.

Parents may contact the front office to try and obtain work or reach out to the teachers. Teacher email addresses are on Infinite Campus and on the WWMS website.

Pre-arranged Absences

In instances where parents have advanced notice of a child's absence, a pre-arranged absence form may be acquired from the Administration Office. The intent for pre-arranged absences is to encourage students to have all assigned work completed prior to their departure so that all academic requirements are met. If they do not turn in their academic work before being gone then students are allowed two days make up time for every day they are absent. As with all absences, a note requesting a pre-arranged form must be submitted to the office two days prior to the absence. It is the student's responsibility to obtain the required work from each teacher.

Truancy

Truancy Policy: Truancy is defined by the State of Nevada Revised Statutes as "*Any student who is absent from school without a valid excuse acceptable to the student's teacher or principal, unless the student is physically or mentally unable to attend school.*" Absence for any part of the school day shall be deemed absent for the entire day. **As a reminder – If a parent does not excuse their student, the student will be considered truant.**

The following are considered bona fide excuses for absences:

1. Personal illness.
2. Family emergency or crisis.
3. Funeral of a relative or friend.
4. Religious holidays or religious instruction during released time for such purposes as provided by law.
5. Doctor or dental appointments. However, such appointments are to be made, whenever possible, when school is not in session. Verification of appointments may be required.
6. Required appearances in court or other legal proceedings.
7. Attendance at or involvement with, special educational activities may be considered for classification as excused at the discretion of the principal or a designee. Whenever possible, the request for such excuses shall be prearranged.

In all instances the final determination for excuses rests with the school administration.

Truancies shall be dealt with in the following manner:

- ❖ 1st offense = 1 – 3 days of Detention or In-School Suspension, SRO & Parent Contact
- ❖ 2nd offense = 1 – 5 days of Detention or In-School Suspension, SRO & Parent Contact
- ❖ 3rd offense = 3 – 5 days of In-School Suspension, Parent Contact & Habitual Truant status

In all cases of truancy, a certified letter will be sent to the parents or guardian of the student describing the incident and the consequences. Parents will be advised that in the event of further truancies the student may be declared a habitual truant as defined in N.R.S. 392.140. The district is required to report a student as a habitual truant following the third instance of truancy and report their parents or guardian to the district attorney's office for prosecution under the statute noted above. School Resource officers may also be employed to ensure a truant student attends school.

TRANSPORTATION

After-School Transportation

After school transportation is a privilege provided by ECSD and guaranteed to special needs students. As part of ECSD policy, it is the responsibility of parents to transport their children for non-school related activities (i.e., intramural after-school practices/rehearsals/clubs, dance lessons, horseback riding lessons, PAL sports, etc.)

Bus Pass

Please note that bus drivers will not drop students off at stops other than their regular stops without signed authorization (Bus Pass) to do so.

Bus passes for a student who needs to ride a different bus other than the one assigned to them is **not allowed** except in cases of extreme emergency. Parents/guardians must contact Administration to request approval for a bus pass prior to the day the pass is needed. If administration authorizes the bus pass, written request from a Parent /Guardian is required. A pass will be prepared that the student can return to pick up between classes or during their lunch time. If a student does not have a bus pass, he or she cannot ride home on a different bus or get off at a different bus stop. Students must ride their assigned bus and get off at their assigned stop. Students will not be dropped off at other than board-approved bus stops.

Bus Conduct

For the safety of all students, the following rules must be followed:

1. Be under the direct supervision and authority of the bus driver. Follow the bus driver's instructions.
2. Have written permission to leave the bus other than at the regular stops or at the school.
3. Be in assigned seats when doors close and the bus begins motion.
4. Keep hands and feet, books, and other objects to yourself.
5. Do not swear or make rude gestures.
6. Cruel teasing (verbal and nonverbal) is an absolute NO!
7. Be at the bus stop at least five (5) minutes, but not more than ten (10) minutes prior to bus arrival time.

When a student is guilty of misconduct, the driver will report the incident to the school Administrator. Following that the Administrator will address the misconduct in accordance with the ECSD Restorative Practice Plan.

The following courses of action are considered the minimum:

- ❖ **First:** Driver gives warning by name. Driver may change seat assignment.
- ❖ **Second:** Driver changes seat assignment.
- ❖ **Third:** Issue first misconduct report and parent conference or written notification by Administration.
- ❖ **Fourth:** Issue second misconduct report. Suspension from riding bus for a minimum of 3 – 5 days. Parent Conference to be held prior to bus reinstatement.
- ❖ **Fifth:** Issue third misconduct report. Suspension from riding bus for a minimum of 10 days. Parent conference to be held prior to bus reinstatement.
- ❖ **Sixth:** Issue fourth misconduct report. Excluded from riding the bus for a minimum of 30 days. Parent conferences and/or written notification
- ❖ **Seventh:** Issue fourth misconduct report. Excluded from riding the bus for the remainder of the school year. Parent conferences and/or written notification.

The severity of any student action may result in permanent suspension from the privileges of bus

transportation:

1. Commits or threatens 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 the driver's attention from his/her duties.

Suspension from bus transportation does not excuse the student from school attendance as required by the Compulsory Education Laws of the State of Nevada, N.R.S. 392.040.

Bus Stop Safety

It is expected that children will behave in a safe and orderly manner while at a bus stop before and after school. Parents are asked to instruct their children in appropriate behavior while at the bus stop (i.e. no rock throwing, do not handle other students' property, do not run or play in the street, etc.) Problems which begin at the bus stop may continue on the bus and/or at school. Disciplinary action may result if student misbehavior continues on the bus or at school.

GENERAL INFORMATION

Dismissal

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, advisor, or coach. Pupils staying at school after dismissal for a school activity are to be out of hallways and with their adult supervisor. After 4:30 students will not be permitted to reenter the building unless they get administration approval. Students waiting for rides after tutoring, practices, games, or meetings are to remain in a front foyer near an outside doorway. If weather permits, students are to wait in front of the building for their ride home. They may not be anywhere else in the building unless they are with a teacher, coach, or advisor. Students will not be able to go to their locker after athletic practices or club meetings without being accompanied by coach or advisor.

Students who remain after dismissal to engage in PAL or AYSO practices or any other non-school related activities do so at their own risk. The school district assumes no responsibility for them. These students are not permitted to re-enter the building.

LUNCH INFORMATION

Cost: Currently, Free for all students this (2022-2023) school year.

***Additional lunch is \$1.50 * A la carte (extra) items are \$1.00 each.**

Deposits to your lunch account can be made in the front office or in the library with Ms. Rodriguez. Deposits will **not** be accepted in the meal line. Deposits may also be made online via MySchoolBucks. Make checks payable for the amount you want deposited into your meal account as you will not be allowed to get cash back from a check. **Two** meal charges will be allowed in the event that your account runs out of money. Funds must be deposited the following day to cover your charge. **You will not be permitted to charge any other meals to your account until your account has been credited. There is NO charging during the last two weeks of school (per ECSD).**

Applications for the **Free/Reduced Meal Program** will be passed out and also available in the Main Office. **It is important that all students complete and return this form. Information is used for other funding sources.** This is an equal opportunity Federally Funded Program. If you feel you have been discriminated against in any way because of race, color, national origin, age, sex, or handicap, write to: Secretary of Agriculture, Washington, D.C. 20250.

Fundraising Activities

ALL foods must follow the Health & Wellness Policy. The only items that can be sold at school are those that are part of a school-sponsored fundraising activity and these items may only be sold before school starts in the morning, during lunch periods and after the school day is over. Students may **not** bring candy or anything else to school to sell that is not part of a school-sponsored fundraising activity. There will be school-sponsored fundraising throughout the school year.

Student Lockers and Locks

Administration assigns a locker to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. All lockers remain the property of the school **and are subject to search at any time**. A record will be kept at the office of assigned lockers. Lost or stolen locks are the responsibility of the student. A \$10.00 fee will be assessed for the lost or stolen lock. The Administration Office and PE teachers will have a master key to the school locks.

*Students should not be placing stickers on/in their lockers. Students could be fined at the end of year.

In order to protect personal belongings, each locker will be kept locked and the combination numbers used only by the assigned student. **Do not share lockers or combination numbers!** Students violating the locker policy should expect disciplinary measures.

Lockers remain the property of the school. The rights of personal property as well as the rights of the school must be afforded consideration. Administration, or other designee, is authorized to open and examine locker contents including personal belongings. Search of lockers may take place when Administration/Designee has reasonable cause to believe that the locker contents threaten the health, safety, or welfare of the students, include stolen property, or violates any ECSD or WWMS rule/policy. Any such items may be impounded and parents will be notified. Reasonable efforts will be made to locate the student prior to entering the locker. If the student is present, the school official shall advise him/her of the circumstances justifying the search and seizure of the objects which the official believes the search may disclose. If the student is not present, he/she shall be informed of the search.

***WWMS administration reserves the right to revoke locker privileges to students.

Valuable Personal Property

Students assume the responsibility for loss or damage to their clothing, personal property, equipment, books, or instruments. The school is not responsible for these items, though we will try to protect such items. Please do not bring large amounts of money or articles of real or sentimental value to school. Personal property includes but is not limited to radios, cellular phones, Blue Tooth Devices, and all electronic devices, expensive jewelry, electronic games, etc. At the Administration's discretion, confiscated items may be held until the end of the school year and/or only be returned to a student's parent or guardian. These items are governed by the ECSD Electronic Device Policy and students will be held accountable for their actions.

- Electronic devices during class time without the consent of the teacher
- Cameras of any type in restrooms, locker rooms, or during testing
- Sending text, images, sound, video or files for the purpose of cheating
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Using another's password

- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources, i.e. excessive downloads, creating viruses, etc.
- Employing the network for commercial or any non-educational purposes

ECSD or WWMS administration has the authority to search any electronic device if they have just cause or reasonable suspicion that any of the above listed offenses have occurred. If a student's phone is taken by a teacher, it will be sent to the office where the parent will have to pick up the device. It will not be given back to the student. After two times for an electronic device to be taken, disciplinary action will result.

***WWMS is not responsible for the damage, loss or theft of student's electronic devices.**

Lost and Found

Clothes, books, jewelry, and other items turned in to the Administration Office will be kept in a Lost and Found location. Students who have lost something should check with the Administration Office. Items not claimed are donated to a charitable organization.

Parent Contact with Students (Non-Emergency)

In an effort to minimize disruption of class time, all parent messages and/or drop offs for students will be left in the Administration Office. Messages and materials will be delivered to your student dependent upon the immediate need of the message or materials. All other messages and materials will be delivered when time allows or at the end of the day. Items must be kept in locker or front office. **Flowers and other celebration deliveries will be distributed at the end of the school day.**

Visitors

All visitors must follow all current laws, regulations, and directives regarding health and safety measures. All persons who are not regular members of the school personnel must report to the Administration Office and state their reason for being on school grounds or in the building. The Administration will decide if the person can remain in the building. This law is for the protection of students and staff and will be enforced.

Bringing visitors to school is not allowed. **ALL VISITORS WILL WEAR/DISPLAY A PASS FROM THE ADMINISTRATION OFFICE WHILE ON CAMPUS.**

Parent Classroom Observations

Parents are always welcome at WWMS. We encourage parent participation and volunteers in classrooms, at events, and the offices. If you wish to observe in your child's classroom(s) it is important that you are aware of the following so that your visit is meaningful.

Schedule your visit with your child's teacher(s). Check in at the Administration Office. Walk quietly into the classroom and take a seat. Do not bring younger children. Do not involve the teacher in conversation during instructional time.

Student Fines and Fees

The Board of Trustees has established reasonable rules and regulations governing the care and custody of school property. The parents and guardians of pupils shall be responsible for all books and any and all other material or equipment loaned to the students in their charge and student shall pay to the clerk of the Board of Trustees, to receive the same, the full purchase price of all such books, materials, or equipment destroyed, lost, or so damaged as to make them unfit for use by other pupils succeeding to their classes.

Student fines will be tracked and follow the student through their ECSD academic career. Students must pay all fines in order to receive their high school diploma.

Any *not* sufficient funds (NSF) charges for checks returned to WWMS will be assessed a \$ 25.00 fee.

There are fees associated with some student classroom projects, PE, technology usage and athletics. Some of the fees that may be required are related to the sewing project in Family Consumer Science, the Science Fair Presentation, Field Trips and PE Uniforms. If you are unable to provide the above fee(s), please talk to your teacher(s) or the Administration Office.

HEALTH OFFICE INFORMATION

General Information

The Health Office is available to students referred for medical problems and emergencies. Band-aids are available in teacher classrooms for minor injuries. All students must have a pass signed by the teacher in order to go to the Health Office except in the case of an emergency. The nurse will contact parents if deemed necessary.

Screenings:

- ❖ Sixth Grade: Vision Screening
- ❖ Seventh Grade: Scoliosis, Height, Weight Screenings
- ❖ Eighth Grade: Vision, Hearing Screenings
- ❖ All new/transfer students will undergo: Vision, Hearing, Height, Weight Screenings.

Medication in school

Students who are required to take any type of medication during school hours must have a medication authorization form signed by a prescribing physician/practitioner and parent/guardian. All medication must be in a current pharmacy container labeled with the student's name, prescriber's name, date, medication, dosage, and time to be given. Any change in type, frequency, or amounts of medication will require a new medication authorization form.

Over-the-counter medication which is requested to be given on a regular basis must be physician authorized for administration at school and must include the same information, where applicable, as that which is listed in the prescription medication section above. Student's medication will be stored in the nurse's office unless a health care provider dictates otherwise. Students will be allowed to carry medications, such as an inhaler for asthma, Epi-pen, etc if a health care provider requests it.

All medication that is stored on the school premises must be kept in a locked drawer or cabinet in the nurse's office. Medication may NOT be kept by students on their person, lockers, in their backpacks, or in the classroom without a medical order in place. Any unused medication will be returned to parents.

SAFETY

In an effort to provide the safest possible environment for your child, we have adopted the following student safety policy.

Closed Campus

WWMS operates on a closed campus concept. Students must stay on the school grounds from the time they arrive, until dismissed or picked up by the bus at the end of the school day. Students who ride the bus must not leave campus after arriving or before getting on the bus after school.

When leaving school for medical appointments or any other reason. Students will only be released to their legal parent/guardian or persons over the age of 18 (**and out of high school**) who are listed as an emergency contact person. (Siblings who are still in high school may not check out a younger sibling at WWMS.) To be in compliance with our policy, the person checking the student out of school must sign the student out of school at the main office where he/she will be asked for a photo I.D. in the event that office personnel cannot verify his/her identity.

***Due to the closed campus policy students will ONLY BE RELEASED for lunch to a PARENT/GUARDIAN. Notes and/or phone calls requesting release of a student to another parent are NOT PERMITTED.

Students on field trips, competitions, or any other school sponsored trip will not be released to anyone without Administration approval. Only parents and other approved persons may collect the student from the activity.

Safety Drills

Safety drills are held throughout the school year. Students are taught the procedures and their cooperation is paramount. Safety drill information can be provided to Parents/Guardians upon request.

Glass Containers and Bottles

Due to safety concerns glass containers and bottles are not allowed on the West Wendover Middle School campus. Please use plastic or other non-glass containers to transport anything to or from WWMS or around the building.

EXTRACURRICULAR ACTIVITIES

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. Such participation is a privilege and not a right that carries with it responsibilities to the school, to the activity, to the community, and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education. West Wendover Middle School activities are considered to be a supplement to the school's program of education which strives to provide opportunities that will promote the physical, mental, social, and emotional development of our students.

Participants in the extra-curricular programs chose burdens and make sacrifices that are normally above and beyond those of other student body members. You have chosen to represent your school and community. We require you to do this in such a manner that will provide you with a rewarding experience and establish a reputation for the activity that will bring pride to you, the community, and the school. All extracurricular activities, including sports, are optional and are not required. Any student who chooses to participate is subject to all regulations of all governing entities.

Student Council

The Student Council plans school activities, conducts community service projects, discusses recommendations from students, teachers and administrators and seeks to improve the image of the school. Elections will take place during the spring. Students must declare their candidacy with the student council advisor and return candidate packet within the required time frame. Members are selected based on a combined score from voting, behavior, attendance and grades.

Athletics

The WWMS Athletic program is participatory in nature. It is designed to provide instruction in fundamental skills, develop sportsmanship, and reward good citizenship. The Athletic activities to be offered this year are as follows: First semester – Girls and Boys Track, Girls & Boys Basketball and Cheerleading (Basketball). Second Semester – Girls Volleyball and Boys Wrestling. The number of teams available depends upon participation and coaching staff. Tryouts may be required based on level of student interest.

There is a \$20 fee per sport to participate in Athletic activities. The fee must be paid before students may participate.

It is important for parents, guardians, family members, etc., to accept the authority of the coach assigned to their student's team and acknowledge that it is the coach's prerogative to choose the type of play, assign who will play what positions, and determine playing time.

Every parent, guardian, and spectator is expected to conduct themselves in a responsible manner and follow all current safety guidelines. Please refrain from harassing any coach, referee, or student or you may be asked to leave.

If you have concerns or complaints, please first direct them to the coach.

Eligibility

Only regularly enrolled students in good standing may participate in extracurricular activities.

ELIGIBILITY FOR PARTICIPATION IN Intramural Sports

Participation in the extra-curricular programs for the Elko County School District is to be considered a privilege and not a right. It should not be considered by all that the program is larger than each individual.

Participants represent every student, team member, parent and staff member, and always must be aware of community and school pride. Any participant that wants simply to represent himself or herself cannot make the contribution necessary to meet common goals of the program.

Participants in the extra-curricular program choose burdens and make sacrifices that are normally above and beyond those of other student body members. You have chosen to represent the school and community. We require you to do this in such a manner that will provide you with a rewarding experience and establish a reputation for the activity that will bring pride to you, the community and the school.

The following are to be considered eligibility requirements for students who participate in interscholastic activities, co-curricular activities, and clubs at any Elko County School District school

ACADEMIC ELIGIBILITY

Students must maintain good grades in order to participate in intramural sports.

If a student has an F when grade checks are done for that week's game they are not allowed to play/go to that week's game.

Grade checks will be on Thursdays during 6th hour. Any student with an F at the time of grade checks will not be allowed to participate or go to that week's game. Once grades are run that is the final grade, no exceptions. There will be no grade overrides.

If a student has F's two grade checks in a row, they are off the team.

Students are responsible for their grades and have the ability to check them throughout the week. If a student is not passing a class there is tutoring Monday - Thursday after school. Parents can also check their child's grades through Infinite Campus.

Students receiving an office referral or discipline consequences for poor behavior during the week will also not be allowed to play/go to that week's game.

ATTENDANCE AND SPORTS.

All middle schools in the district adhere to the policy.

Students aren't allowed to practice or play unless they are at school. So, if a student is absent, they can't go to practice that day. Also, if a student is gone the Thursday before a game, they cannot go to that week's game unless arranged with the office

The sponsor, coach, and/or the administrator shall have the authority to suspend any student participating in any activity of the school, or as a member of any school organization, from the activity or organization, should the student's conduct at any time not be considered exemplary or worthy.

The school principal has the primary responsibility to see that all rules and regulations that students are expected to abide by are given to the students in writing and thoroughly explained before participation in any extracurricular activity.

In the event that a student is on a field trip or athletic event while under teacher/coach supervision, teachers/coaches will not release a student from their supervision without a signed release from the parent and Administration approval.

ACADEMICS

Student Records

Release of Educational Records

No educational records or information about a student will be provided to any individual who makes inquiries via telephone or fax machine without prior written authorization for release of confidential records. If information is requested in person, identification will be required before any records will be released.

Student records are released to an educational institution when the school sends a record request form.

Grading Policy

Letter Grade: Elko County School District grade levels 3-12 are required to use letter grades and shall adhere to the following standards and/or definitions when reporting grades:

- A = 90% -100% defined as superior achievement
- B = 80% - 89% defined as above average achievement
- C = 70% - 79% defined as average achievement
- D = 60% - 69% defined as below average achievement
- F = 59% or below defined as failure
- W = Withdrawal while passing.
- WF = Withdrawal while failing.
- I = Incomplete.
- P = Pass. To be used only for non-graded special education students.
- NG = No Grade
- NC = No Credit due to lack of attendance.

Grades will reflect student performance based on formative assessments and summative assessments.

Parents: Please routinely monitor your students' grades weekly by accessing Infinite Campus. If you have any questions, contact your child's teacher immediately. If you don't have Infinite Campus, or have any issues accessing it, you may contact the teacher or administrative by email or phone.

Progress Reports

Reporting Terms and Semester Grade Calculations (as determined by the Nevada Department of Education)

1. Grading terms for middle school will be divided into two semesters.
2. All secondary courses will be at least one semester in length and .5 credits per course will be awarded to students upon the successful completion of each semester.

3. A progress report will be sent home at the mid-term and will indicate the student's current grade. At the end of each semester the report card will indicate the student's final semester grade.
4. Grades will be stored at the end of each semester.

Promotion Policy

Grade 6

The teachers, counselors, and administration will closely review records of all students who have been recommended for retention to be certain that the grades of the student reflect the need for retention. If grades reflect lack of progress or success in meeting the requirements of achievement for the grade, a conference with the parents shall be initiated. The principal shall have the final determination as to whether the child shall be retained or promoted.

Grade 7 and 8

To be promoted to high school a student must meet the ECSD Board of Trustees Minimum Attendance Policy JBBA, and is required to earn the minimum number of course credits specified by Nevada Administrative Code (NAC 389.445) during 7th and 8th grade COMBINED.

If a student does not earn enough credits, a student may be promoted to high school in certain situations.

In order to be considered for promotion, the student must choose to take summer school classes following 7th or 8th grade in the subjects in which he/she is credit deficient. 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 1/2 credit deficient in English or Math, and no more than 1 credit deficient in Science or Social Studies.

If the credit deficiency is in a subject in which the State of Nevada administers an 8th grade Smarter Balanced Assessment (e.g. reading ELA, writing, math, and science), and the student receives a test score resulting in a "Meets Standard" or "Exceeds Standard" achievement level, the student may be promoted to high school without restriction.

If the student does not receive a "Meets Standard" or "Exceeds Standard" test score, or if there is no Smarter Balanced Assessment in his/her area of deficiency, the student may be promoted to high school and be placed on academic probation.

If a student is promoted to high school and is on academic probation, the student must enroll in remediation and/or the district sponsored credit recovery program for the subject of his/her middle school credit deficiencies. Credits earned through middle school remediation courses do not result in credits toward a standard high school diploma. Remediation courses must be successfully completed in order for a student to be removed from academic probation.

COUNSELING AND GUIDANCE

The Guidance Department is ready to work for the students at WWMS. The school counselors are responsible for reporting and monitoring the academic progress of each student. They are supportive with the respect of the educational, personal, social, and career development of the students with whom they work.

It is necessary to know the policies of the WWMS Guidance Department. Confidentiality of information with regard to students and student records will be maintained at all times. In the event that an individual's health, safety, or welfare is compromised, school personnel will take action and inform appropriate persons and/or agencies to appropriately address the situation.

Conflict is a fundamental part of social and intellectual development; therefore, cooperative and effective means of conflict resolution will be emphasized. The Counselors will use the conflict resolution process and strategies to help students resolve their differences and promote healthy, respectful social relationships.

When available, WWMS counselors are available to assist you in the Guidance Office. You may sign up between classes or before or after school and/or get a pass from your teacher. If you sign up between classes, your counselor will contact you as soon as possible. **In an emergency, report to a counselor or administrator immediately.**

Student Assistance

SafeVoice

Students who don't feel safe should report incidences to SafeVoice. Students can use SafeVoice as a way to speak up for their friends, the safety of their school, or themselves. We encourage students to take a stand against meanness and bullying and to contribute to creating a positive school climate. The reporting system can be accessed by visiting www.safevoicenv.org or calling 833-216-7233(SAFE).

LIBRARY POLICIES

- Students may have Two books checked out at a time.
- Books are checked out for a TWO-WEEK period of time. Books may be renewed once.
- Books that are overdue will be charged at a rate of \$0.05/day. Students will not be allowed to check out any books until overdue books are returned and fees have been paid.
- Students will be charged for any library books that are lost or damaged beyond repair.

CODE OF CONDUCT AND DISCIPLINE

Student and Parent Responsibilities for Code of Conduct

Students **are** responsible for understanding and adhering to this Code of Conduct and the Restorative Action Plan. Parents/Guardians are responsible for helping students understand and abide by these rules and policies for recognizing that unacceptable behavior shall be subject to disciplinary action.

Student Rights and Responsibilities

Students have the right to expect:

- ❖ an atmosphere which is conducive to learning
- ❖ a curriculum which is challenging, yet appropriate to each of their needs
- ❖ teachers who desire to create an interesting and challenging learning environment
- ❖ fair and unbiased treatment from teachers and administrators
- ❖ to be informed about 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 available for the purpose of arriving at satisfactory solutions
- ❖ those who abuse the rights of others to be properly disciplined
- ❖ leadership and guidance in educational career and post middle school endeavors

Responsibilities make rights possible. In order to secure the aforementioned rights, students have the following responsibilities:

- ❖ take full advantage of the educational opportunities afforded to them
- ❖ always strive for excellence of performance in all activities in the home, school, and community
- ❖ be punctual and in attendance, barring illness and other bona fide emergencies
- ❖ contribute to the learning opportunities of other students
- ❖ gather facts through proper channels and meaningful dialogue prior to drawing critical conclusions

Behavior Expectations

Classroom and Hallway Expectations

- ❖ Always follow the directions of the adult supervisors.
- ❖ Always use quiet voices in the building. Never yell or scream.
- ❖ Be courteous and respectful to others. Wait your turn. Hold doors open for others. Use nice words like “please” and “thank you.”
- ❖ Always walk while inside the building. Always walk on the right side of the hall. Please do not touch the wall or other displayed items on or near the walls.
- ❖ Keep your backpack and jackets in your locker. Backpacks are not allowed in classrooms or PE locker rooms during school hours
- ❖ Always **keep your hands to yourself**. WWMS maintains a **”Hands-off” policy**. Do not touch other students, their clothing or backpacks.
- ❖ Do not open other students’ lockers. Do not trade or share lockers with other students.
- ❖ Gum and gum chewing **may be allowed**. However, teachers have the right to ban gum chewing in their classrooms.
- ❖ Do not plagiarize your work.
- ❖ Instructional time is sacred! Always be on time for class. Use the time between classes to go to your locker, use the restroom, and get a drink.
- ❖ Public display of affection (PDA) is not allowed at any time.
- ❖ Weapons, drugs, tobacco products, and alcohol are not allowed.
- ❖ Tobacco, nicotine delivery device, e-cigarettes, or anything to simulate smoking as well as incendiary devices.
- ❖ Physical violence (including fights), threats, harassment of any kind (physical, verbal, sexual, etc.) will not be tolerated and subject to prescribed consequences.
- ❖ Vulgar language is not allowed and subject to prescribed consequences.
- ❖ Vandalism of any kind will not be tolerated and subject to prescribed consequences.
- ❖ **ALL WWMS students attending high school sporting events *must* be accompanied by a guardian or parent. If behaviors occur, the ECSD Discipline Matrix will be followed.**

Fountain and Bathroom Expectations

Drinking Fountains

- ❖ Stand behind the person drinking until that person has finished.
- ❖ Be respectful to the person using the drinking fountain.

Bathrooms

- ❖ Never run, shove, push, crowd others, touch others, or play while in the bathroom
- ❖ Do not put paper towels or other inappropriate items down the toilets or into the urinals
- ❖ Maintain respectful and hygienic behavior practices at all times.

Lunchroom Expectations

- ❖ Follow the directions of the adult supervisor.
- ❖ Know your lunch number (student number).
- ❖ Stand in line quietly. Use quiet voices at all times.
- ❖ Clean up your area when finished eating. Throw all trash and leftovers away in a garbage can.
- ❖ Lunch room or food brought from home will not be permitted to be taken outside of the lunch room.
- ❖ Use good table manners at all times. Never throw food.
- ❖ Use appropriate language at all times.

Assembly Expectations

- ❖ Always enter and leave the gym quietly.
- ❖ Always be respectful of the presenter and be a good listener.
- ❖ Never *boo*, *hiss*, or use disrespectful noises.
- ❖ Leave backpacks, jackets, phones and personal objects in the classroom except when you are instructed to bring them.
- ❖ Do not leave the area unless given permission.
- ❖ Stay seated until your class is dismissed.

School Grounds Expectations

- ❖ Follow directions given by the adult supervisor.
- ❖ Comply with discipline requests immediately.
- ❖ Hangout/talk/play only in designated areas.
- ❖ Use appropriate language at all times.
- ❖ Do not throw anything but balls and equipment that is designed to be thrown. (Hard baseballs are not allowed.)
- ❖ Gum and gum chewing are permitted; however, it is at the discretion of teachers and administration.
- ❖ WWMS students are not allowed on WWHS campus without permission or unless they are attending a scheduled class or approved activity. WWMS students must follow all rules of behavior as established at WWMS and those rules of behavior at WWHS while on their respective campuses.
- ❖ No invented games that involve anything which could result in injury.
- ❖ **Harassment or BULLYING of any type WILL NOT BE TOLERATED**
- ❖ Walk bicycles on school grounds.
- ❖ Do not throw dangerous objects like rocks, sticks, snowballs, or any other items.
- ❖ Play fighting or rough horseplay is not allowed on school grounds.
- ❖ Tackle football or other tackle games are never allowed.
- ❖ Do not climb on fences, walls, soccer goals, mobile classrooms, ramps, or landscape mounds or benches.
- ❖ Rollerblades, roller skates, skateboards, and scooters are not to be used on school grounds.

Student Behavior Management

Teaching and learning is too important to allow misbehavior to interfere with the educational process. WWMS operates under the assumption that all behavioral and expectations need to be taught to each student to help him/her be a successful learner in school and to help students become masters of their own behavior. WWMS also believes that appropriate discipline must be administered in order to modify behavior.

The staff and administration at West Wendover Middle School are aware that the vast majority of students and parents want and expect an instructional environment which is conducive to a positive educational atmosphere. We are also aware that the majority of students accept their responsibilities as demonstrated by their positive conduct and everyday interaction with other students, faculty, and staff.

Student Discipline is determined by the behavior infraction. Discipline begins in the classroom and when the behavior interrupts the learning of the student, learning of other students, and the instruction by the teacher then the student

may be referred to administration. Administration will then determine the infraction, its severity, the consequence and subsequent action.

State Laws, Policies, Rules and Regulations

The State of Nevada and the Elko County School District have clearly defined policies relating to certain student discipline infractions and subsequent consequences. The violation of the following rules of behavior by a student, on school property, may result in appropriate discipline of the student.

Truancy

NRS 392.140 - Habitual Truancy

Pursuant to N.R.S. 392.140, a student is a "habitual truant" as follows: 1. Any child who has been declared a truant three or more times within one school year must be declared a habitual truant. 2. Any child who has once been declared a habitual truant and who in an immediately succeeding year is absent from school without the written: (1.) Approval of his teacher or the principal of the school pursuant to subsection 1 of N.R.S. 392.130; or (2.) Notice of his parent or legal guardian or other person who has control or charge over the pupil pursuant to subsection 3 of N.R.S. 392.130, may again be declared a habitual truant. 3. The provisions of this section apply to all pupils who are less than 18 years of age and enrolled in public school, including 17 year olds. 5. Report of Habitual Truant by Principal: 1. If a student is a habitual truant, the principal of the school must in all cases report the student to a school police officer or local law enforcement agency for investigation and issuance of a citation, if warranted, in accordance with N.R.S. 392.142. 2. The principal shall refer the student to the District's Attendance Advisory Board if the parent or legal guardian has signed a written consent agreeing to release the student's records to the District's Attendance Advisory Board. **See Board Docs (At ECSD <https://www.boarddocs.com/nv/elksd/Board.nsf/Public#>) JBCAA for further attendance requirements.**

Bullying and Cyber Bullying

NRS 388.122 and ECSD policy JDAB

- a. "Bullying" means a written, verbal or electronic expression or a physical act or gesture, or any combination thereof, that is directed at a pupil or group of pupils and:
- i. Has the effect or can reasonably be expected to have the effect of:
 1. Physically harming a pupil or damaging the property of a pupil; or
 2. Placing a pupil in reasonable fear of physical harm to the pupil or damage to the property of the pupil; or
 - ii. Interferes with the rights of a pupil by:
 1. Creating an intimidating or hostile educational environment for the pupil; or
 2. Interfering with the academic performance of the pupil or the ability of the pupil to participate in or benefit from services, activities or privileges provided by a school; or
 - iii. Is an act or conduct described in paragraph (a) or (b) and is based upon the:
 1. Actual or perceived race, color, national origin, ancestry, religion, gender, sexual orientation, physical or mental disability of a pupil, or any other distinguishing characteristic or background of a pupil; or
 2. The association of a pupil with a person having one or more of those actual or perceived characteristics.
- b. The term includes, without limitation:
- i. Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor;

- ii. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, gossip or spreading rumors;
 - iii. Non-verbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;
 - iv. Threats of harm to a pupil, to his or her possessions or to other persons, whether such threats are transmitted verbally or in writing;
 - v. Blackmail, extortion or demands for protection money or involuntary loans or donations;
 - vi. Blocking access to any property or facility of a school;
 - vii. Stalking; and
 - viii. Physical contact with or injury to another person or his or her property.
- c. “Cyber-bullying” means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, “sexual image” has the meaning ascribed to it in NRS 200.737.
- d. “Discrimination based on race” means any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general to any demographic identified in subsection 1:
- i. Regarding the race, color, culture, religion, language, ethnicity or national origin of a person that causes harm or creates a hostile work or learning environment, which may include, without limitation, jokes, threats, physical altercations or intimidation; and
 - ii. That occurs in person, online or in any other setting including, without limitation, in a course of distance education.
- e. “Electronic communication” means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.
- f. “Restorative disciplinary practices” are an alternative to exclusionary disciplinary practices or removal from the academic environment. Restorative disciplinary practices help students establish respect for one another, take responsibility for their actions and behaviors, repair the harm that their behavior may have caused, reestablish positive relationships, and integrate back into the school community.

***Note For adults and students in our building.** - No profanity or verbal abuse will be tolerated when speaking with WWMS staff/administration or as a result the conversation will be terminated and you may be asked to leave. You may reschedule a time to speak with administration at a later date. All conversations will be kept professional in nature.

Further explanation of the above stated laws and policies are available on the school district website or upon request.

Interviews in School for Investigative Purposes

By School Administrators or Designee

School officials have the rights and duty to interview students when investigating crimes, or reports thereof, committed during the school hours or on school property without prior notification or presence of parents.

By Law Enforcement Office at Request of School Authorities

The administrator may exercise his/her discretion in determining whether to request assistance of law enforcement in investigating a crime, or allegation of a crime, committed in the school building or on school grounds during school hours. Attempts shall be made to contact parents. Law enforcement guidelines shall be followed regarding any interview, search, or arrest.

WWMS Specific Rules Not Listed Under State Laws and District Policies

Forgery, Misrepresentation, Plagiarism

Impersonating a parent on the phone or signing in for a parent, school employee or medical personnel, etc., are all considered forgery or misrepresentation. Altering notes, documents, etc., for personal benefit or for the benefit of another student is considered misrepresentation.

Plagiarism is taking or copying ideas from another (i.e. person, book, internet, reference, etc.) and passing them off as one's own ideas. Any student who assists another student in plagiarism is considered to be participating in plagiarism.

Public Display of Affections- PDA

At WWMS we maintain a "hands off" policy. Students are to keep their hands to themselves and off others. This includes horseplay as well as display of affection. Holding hands, locking arms, kissing, hugging, and fondling of any kind will not be tolerated. Students engaged in public displays of affection will be disciplined as outlined in the WWMS Progressive Discipline Matrix.

Student Dress and Appearance Code

THE RESPONSIBILITY FOR THE APPEARANCE OF THE STUDENTS OF THE ELKO COUNTY SCHOOL DISTRICT RESTS WITH THE PARENTS AND THE STUDENTS THEMSELVES. IT IS THE INTENT OF THIS POLICY TO ENSURE A CLEAN AND HEALTHY ENVIRONMENT IN THE ELKO COUNTY PUBLIC SCHOOLS. THEREFORE, LIMITATIONS ON STUDENT DRESS AND GROOMING WILL BE LEFT TO THE DISCRETION OF ADMINISTRATION WHEN IN THEIR OPINION THE STUDENTS' DRESS AND/OR GROOMING BECOME A DISTRACTION TO OR INTERFERES WITH THE EDUCATIONAL PROCESS. STUDENTS VIOLATING THE DRESS CODE WILL BE SENT TO THE OFFICE TO CALL HOME AND NOTIFY THE PARENT OR GUARDIAN OF THEIR VIOLATION OF THE DRESS CODE AND BE GIVEN AN APPROPRIATE ALTERNATIVE CLOTHING ITEM TO WEAR FOR THE REMAINDER OF THE SCHOOL DAY. THOSE ITEMS THAT ARE LOANED MUST BE RETURNED TO THE SCHOOL NURSE AT THE END OF THE 7TH PERIOD OR THE NEXT SCHOOL DAY. STUDENTS WHO BREAK THE ELKO COUNTY SCHOOL DRESS CODE MAY RECEIVE ADDITIONAL DISCIPLINE THROUGH ADMINISTRATION AND PARENT OR GUARDIAN WILL BE NOTIFIED. THE FOLLOWING ARE SOME GENERAL OUTLINES TO STUDENT DRESS AND GROOMING AT WEST WENDOVER MIDDLE SCHOOL. LIMITATIONS TO STUDENT DRESS INCLUDE, BUT ARE NOT LIMITED TO, WHAT IS OUTLINED BELOW.

Legitimate school concerns that justify the rules related to our dress code include:

- ❖ Creating a positive educational environment
- ❖ Furthering the interest of student health and safety
- ❖ Encouraging adherence to rules
- ❖ Promoting a general atmosphere of order and discipline in the school environment

(continued)

Following are some general outlines to student dress and grooming at West Wendover Middle School. Limitations to student dress are not limited to what is outlined below.

- CLOTHING WILL BE NO SHORTER THAN THE MID-THIGH AREA. NO EXPOSED SKIN ABOVE MID-THIGH, INCLUDING HOLES IN JEANS AND SLITS IN SKIRTS.
 - ARTICLES OF CLOTHING THAT PROMOTE SMOKING, DRINKING, DRUG USE, AND VIOLENCE ARE PROHIBITED
 - PAJAMAS OR OTHER NIGHTTIME WEAR IS NOT ALLOWED TO BE WORN AT SCHOOL, INCLUDING HOUSE SLIPPERS UNLESS IT IS CONSIDERED DURING A SCHOOL DRESS UP DAY.
 - TRANSPARENT CLOTHING, LOW CUT BLOUSES, AND CROP TOPS ARE NOT PERMITTED. NO SKIN MAY BE SHOWING BETWEEN THE BOTTOM OF THE SHIRT/BLOUSE AND THE TOP OF THE PANTS/SKIRT. **CLOTHING MUST COVER MIDRIFF WHEN STANDING NATURALLY AND WITH NO TUGGING OR PULLING REQUIRED.**
 - SLEEVELESS TOPS MUST FIT UNDER THE ARM. CLEAVAGE, AND UNDERGARMENTS MAY NOT BE EXPOSED. WE WILL FOLLOW THE 2-FINGER RULE ON THE WIDTH OF THE STRAPS THAT ARE PERMITTED ON SHIRTS.
 - BANDANAS ARE NOT TO BE WORN - ADMIN DISCRETION.
 - CLOTHING, JEWELRY, OR ACCESSORIES THAT ADVERTISE, REFERENCE, OR IMPLY CONNOTATIONS TO CONTROLLED SUBSTANCES, TOBACCO, ALCOHOL, VIOLENCE, OR ANYTHING OF A SEXUAL NATURE ARE NOT PERMITTED.
 - DISTRACTING CONTACT LENSES, BANDANAS, OR OTHER FASHION ACCESSORIES THAT ARE DISTRACTING OR INAPPROPRIATE WILL NOT BE PERMITTED.
 - CHAINS ARE NOT TO BE WORN AS BELTS, NECKLACES, OR ATTACHED TO WALLETS. SPIKED JEWELRY OR ACCESSORIES OF ANY TYPE ARE NOT PERMITTED.
 - NO CRIMINAL GANG RELATED APPAREL, ACCESSORIES OR SYMBOLS, INCLUDING, BUT NOT LIMITED TO, CHAINS OR BANDANAS.
 - BODY/FACIAL PIERCINGS THAT IS DETERMINED TO DIMINISH STUDENTS' SAFETY, INCLUDING ANY JEWELRY, IS NOT PERMITTED. STUDENTS WILL BE ASKED TO REMOVE PIERCINGS AND JEWELRY THAT ARE A SAFETY HAZARD DURING CERTAIN ACTIVITIES INCLUDING P.E.
- Footwear must be worn at all times and must offer sanitary and safety protection

Electronic Devices (cell phones, headphones, watches, etc.)

Cell phones and other electronic devices **may not** be used during the regular instructional period and transition times. They must be kept in either the student's locker or backpack only. If a teacher sees a cell phone or other device not where it should be (e.g. pockets, on desk, in hand, etc.) the phone can be confiscated. Cell phones and other electronic devices may be used before and after school, at lunch, and on school sponsored trips, as long as they meet the requirements of the Elko County School District Acceptable Use Policy. See the ECSD Electronic Device policy for more information.

CONSEQUENCES FOR VIOLATION OF THE POLICY

First Offense

- ❖ The electronic device shall be confiscated and turned into the front office.
- ❖ The electronic device shall be returned to parent/legal guardian **only**.
- ❖ A warning shall be given regarding the consequence(s) for any future violation of the policy.

Second Offense

- ❖ The electronic device shall be confiscated and turned into the front office
- ❖ The electronic device shall be returned to parent/legal guardian **only**.
- ❖ The student will receive 1-3 days of lunch.
- ❖ Remind parent/guardian of policy.

(continued)

Third Offense

- ❖ The electronic device shall be confiscated and turned into the front office
- ❖ The electronic device shall be returned to parent/legal guardian **only**.
- ❖ The student will receive 1-5 days of ISS/OSS.
- ❖ Electronic device privileges shall be revoked for a period of 90 school days.
- ❖ The policy shall be again reviewed with this student and his/her parent/legal guardian.

A further warning shall be given regarding the consequence(s) for any future violation of this policy.

Fourth Offense

- ❖ The electronic device shall be confiscated and turned into the front office
- ❖ The electronic device shall be returned to parent/legal guardian **only**.
- ❖ The student will receive 1-5 days of ISS/OSS.
- ❖ Electronic device privileges shall be revoked for a period of 180 school days

Fifth Offense

- ❖ Progressive from previous step.

*****Bringing electronic devices to school – you do so at your own risk***

*****WWMS and ECSD will not be held liable for lost or stolen electronic devices.***

ECSD or WWMS administration has the authority to search any electronic device if they have just cause or reasonable suspicion that any of the above listed offenses have occurred. If a student's phone is taken by a teacher, it will be sent to the office where the parent will have to pick up the device. It will not be given back to the student. After two times for an electronic device to be taken, disciplinary action will result.

- Electronic devices during class time without the consent of the teacher
- Cameras of any type in restrooms, locker rooms, or during testing
- Sending text, images, sound, video or files for the purpose of cheating
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources, i.e. excessive downloads, creating viruses, etc.
- Employing the network for commercial or any non-educational purposes

Definitions & Common Consequences

Dangerous Weapon(s) - “Dangerous Weapon” includes, without limitation, a blackjack, slingshot, billy, sand-club, sandbag, metal knuckles, dirk, dagger, a nunchaku, switchblade knife or trefoil, as defined in N.R.S. 202.350, a butterfly knife or any other knife described in N.R.S. 202.350 or any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause bodily injury to a person.

Firearm - “Firearm” includes without limitation, any pistol, revolver, shotgun, or any device, whether loaded or unloaded, operable or inoperable, designed to be used as a weapon from which a projectile may be expelled through the barrel by the force of any explosion or other form of combustion; or from which a metallic projectile, including any ball bearing or pellet, may be expelled by means of spring, gas, air or other force; or explosive substance or device, and any other item included within the definition of a “firearm” in 10 U.S.C 921, as that section existed on July 1, 1995.

Knife - Knives of **any type or size** not defined in N.R.S. are also **not permitted** to be brought to school for any reason and possession of any knife may be cause for a 90-day out of school suspension.

ED – Electronic Device (includes cell phones, MP3 players, pagers, handheld games, computers, etc.)

HDP - Habitual Disciplinary Problem: A classification of student behavior in NRS 392.4655 that results in a 90 – school day or more, long term suspension. A principal of a school shall deem a student enrolled in the school a “Habitual Disciplinary Problem” if the school has written evidence which documents that in 1 school year:

1. The student has threatened or extended, or attempted to threaten or extort another student, or a teacher or other personnel employed by the school; or
2. The student has been suspended for initiating at least two fights on school property, at an activity sponsored by a public school, on a school bus, or, if the fight occurs within 1 hour of the beginning or end of a school day, on his/her way to or from school; or
3. The student has a record of five suspensions from school for any reason.

HT - Habitual Truant: A student who has received his/her third truancy referral, citation, or notice.

ISS – In-School Suspension: Student removed from regular classes and placed in an ISS room with supervision for the entire day. Classroom teachers will be notified of students serving ISS and will deliver class work to the ISS supervisor.

JBB, JCD, JDB, etc. – Elko County School District Policies

LD – Lunch Detention: Students are assigned to report to designated classroom(s) for 1st or 2nd lunch detentions. Students assigned to lunch detention will report to the correct classroom before the tardy bell where they will remain for the entire lunch period. If they choose to eat school lunch it will be delivered to them if they have money in their accounts. Students will work on class work, read or be assigned work by the LD supervisor. Students are not allowed to visit with each other during lunch detention. Students who are late for or miss LD will be assigned an additional day of LD for the first violation. Additional tardiness, skipped, or missed LD will result in In-School Suspension.

NRS – Nevada Revised Statute: Nevada state law statutes.

OSS/LTS - Out of School Suspension: Student is removed from campus and prohibited from coming back on to campus for any reason or attending any school sponsored activities for the duration of the OSS. When a student is assigned OSS it is required that a conference between the parent and administration take place either before the student leaves the campus or before the student returns to the campus. A suspension of more than 10 days is considered a long-term suspension (LTS).

PC – Parent Contact: Parents will be contacted via mail whenever a discipline referral is received by administration. Other contact may come via phone, email, or face-to-face conference depending on the severity of the situation.

TC – Truancy Citation: Issued by School Police. Truancy Court will/may be assigned after the 3rd citation is issued.

ECSD Policy J.D.B. - Rules of Behavior

The violation of the following rules of behavior by a student “on school property” may result in appropriate discipline of the student:

1. Malicious damage to school property;
2. Willful disobedience to administrators, teachers, or other school personnel;
3. Possession of an intoxicating liquor, a controlled substance or a counterfeit substance;
4. Using or being under the influence of an intoxicating liquor or a controlled substance;
5. Hazing in connection with any school or social activity relating to school;
6. Impairing the health, safety, or welfare of teachers, students, or other persons;
7. Impertinent language toward administrators, teachers or other school personnel;
8. Use of profane or vulgar language;
9. Use of tobacco;
10. Sexual harassment of student(s), administrators, teachers or other 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 would be a crime under the Nevada Revised Statutes if committed by an adult;
14. Bullying as defined elsewhere in Board Policy.

For purpose of this policy, “on school property” includes conduct in a school vehicle, at a school function, or otherwise off school property that adversely affects the operation of the school. A copy of the rules of behavior, prescribed discipline and procedures to be followed in imposing discipline (i.e. this entire policy J.D. in reprinted form) must be distributed to each pupil at the beginning of the school year and to each new pupil who enters school during the year. Copies must also be made available for inspection at each school located in the District in an area on school property which is open to the public.

For specific details for all policies governing student conduct please see the link to ECSD website--

<http://www.boarddocs.com/nv/elkcsd/Board.nsf/Public> - Search in Section J

Plan for Restorative Discipline

Nevada Revised Statute 392.4644 requires that public schools establish a plan for restorative discipline that is shared with students and parents. You or your parent can get a copy of the WWMS restorative discipline plan in the main office. It is also posted in all classrooms in the school. The WWMS restorative discipline plan establishes ranges of consequences for first and repeat offenses in discipline. The basic concept is that if a student misbehaves repeatedly and is referred to the administration, the consequences for the student’s actions will increase accordingly. If the student’s behavior forms a progressive pattern of noncompliance with the rules of the school and the district, that student can be recommended for a temporary alternative placement, suspension, or expulsion.

It is important to remember that some offenses, such as bringing dangerous weapons or controlled substances to school, require specified disciplinary consequences in accordance with Nevada Revised Statutes. Again, you or your parent can get a copy of the WWMS restorative discipline plan in the main office.

*****School Administration has the authority to determine the appropriate consequences which may deviate from the list of progressive consequences*****



Student Handbook Signature Page
West Wendover Middle School
2022-2023 school year

I, _____, have thoroughly read the “West Wendover Middle School Handbook”. I agree to abide by the rules, regulations, and standards of said handbook. I understand that I can and will be held accountable for violating the rules of the handbook.

Student’s name (please print)

Student’s signature

Date

Parent’s signature