

West Wendover Middle School

Student Handbook 2021-2022



Principal: Mrs. Brenda Carter

Counselor: Ms. Carla Fritchie and Blair Smith

Secretaries: Mrs. Brooke Perez and Mrs. Maria Perez

Home of the Wolves



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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PRINCIPAL'S MESSAGE

The West Wendover Middle School staff, faculty, and administration welcome all students to our school and wish you a productive and successful 2021-2022 school year.

The purpose of this handbook is to give you a better understanding of the rules, policies, and procedures which are a part of everyday life at WWMS. It will also help to explain our instructional program, school activities, and student expectations. Please take time to share this handbook with your parents so they may become aware of the many opportunities, educational offerings, and challenging experiences you will encounter this school year.

West Wendover Middle School is committed to educational excellence and in making WWMS an outstanding school. Our goal is to inspire a passion for learning and educate for success in life.

Sincerely,

Mrs. Carter, Principal

***Please be aware that school policies regarding masks and social distancing may vary according Covid 19 transmission rates throughout the year. As of August 4, 2021 ECSD policy is in accordance with Governor Sisolak's Emergency Directive 048 which requires that all staff and visitors to our school wear a mask. Masks are optional for students. All students and staff must wear a mask on all school transportation including buses.**

WEST WENDOVER MIDDLE SCHOOL BELIEFS

1. All students can learn.
2. Student learning is the chief priority for the school.
3. Student learning must be applicable to the real world.
4. Students need a challenging learning environment which includes a variety of teaching methods to accommodate differences in learning styles.
5. Each student is a valued individual with unique physical, social, and emotional needs.
6. Teaching and learning should be relevant and apply to real world situations. Students should have opportunities for collaboration.
7. We strive to create an atmosphere conducive to teaching and learning. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
8. Students need a committed school staff whose goal is to continually seek for improvement in teaching standards to enable students to become confident, self directed, lifelong learners.
9. Student learning is enhanced through regular attendance.

ADDRESS AND TELEPHONE NUMBERS

West Wendover Middle School is located at 2000 Elko Avenue, P.O. Box 5100, West Wendover, NV 89883. The school phone number is: 775-664-4406. The school fax number is: 775-664-4408

SCHOOL CALENDAR

August 30	First Day of School
September 3	Fair Day (no school)
September 6	Labor Day (no school)
September 10	*All 4 Day schools will be in session this Friday
October 28	End of first nine weeks
November 3-4	Parent/Teacher Conferences
November 11	Veterans Day Observance on Thursday (no school)
November 12	*All 4 Day schools will be in session this Friday
November 25-26	Thanksgiving Holiday (no school)
December 17	Early out Christmas Break begins
December 20-January 2	No School (Christmas Break)
January 3	School back in session
January 20	End of semester
February 21	President's Day (no school)
February 25	*All 4 day schools will be in session this Friday
March 24	End of 3 rd Nine Weeks
March 29 -30	Parent/Teacher Conferences
April 4-8	No School (Spring Break)
May 30	Memorial Day (no school)
June 10	Last Day of School

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 whose desire is to create an interest in learning.
- Fair and unbiased treatment from teachers and administrators.
- To be informed of those areas of policy that directly affects 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 properly disciplined.
- Leadership and guidance in their educational careers and future goals.

Responsibilities make rights possible. In order to secure the aforementioned rights, a student has the following responsibilities. A student has the responsibility to:

- 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.
- Not jeopardize the learning opportunities of other students.
- Gather facts through proper channels and meaningful dialogue prior to drawing critical conclusions.
- Be prepared for class by bringing all necessary materials to class.
- Complete and turn in all assignments.

Student Conduct and Discipline

The violation of the following rules of behavior by a student "on school property, including a school vehicle, at a school function, or otherwise off school property that adversely affects the operation of the school. may result in appropriate discipline of the student (Note this is not an all inclusive list, administration may discipline a student for any cause they deem appropriate):

1. Malicious damage to school property;
2. Willful disobedience to administrators, teachers, or other school personnel;
3. Possession of 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. Scholastic dishonesty.
12. Inappropriate use of computers and / or the Internet.
13. Being guilty of conduct which interferes with the maintenance of school discipline;
14. Committing any other act which is a crime under the Nevada Revised Statutes;

The principal shall have the authority to suspend for a period of not to exceed ten (10) days, any students who have committed one or more of the offenses listed above. When a student has a record of 5 suspensions or been suspended 10 or more days they will be deemed a HABITUAL DISCIPLINE PROBLEM. The principal shall immediately 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. (Please refer to the WWMS/ECSD Restorative Discipline Plan).

It's our belief that discipline is based on the premise of educating students about appropriate behavior and of making restitution and restoring relationships when misbehavior has occurred. We will not tolerate behavior that interferes with the learning of others or a student's right to a safe and secure learning environment. A student attending West Wendover Middle School is expected to act like a young adult.

Actions such as pushing, shoving, shouting, running, blocking traffic, or using profanity in the halls are NOT acceptable. A code of common courtesy in and out of the classroom should be the rule and guide at all times. The teachers and administration are well aware that the majority of students want and respect an environment which is conducive to a good learning environment. We are also aware that the majority of students accept their responsibility as demonstrated by their positive conduct and everyday interaction with students and staff. Therefore, policy is written for that small percentage of students who have not yet accepted responsibility for their actions and as a result can be a detriment to the learning potential of others.

Discipline for minor behavior infractions may be administered by any WWMS staff member and may include parent contact, detention, and alternate place for the class period.

SEXUAL HARASSMENT

It is the policy of the Elko County School District Board of Trustees to forbid sexual harassment of all students. The Board of Trustees will not tolerate sexual harassment activity of students by any students or any of its employees.

Student Discipline: Bullying and Cyber-Bullying of Students Prohibited.

General Policy Statement

It is the policy and goal of the Elko County School District to provide a safe and respectful learning environment for all students and staff. No member of the Board of Trustees of the school district, nor employee of the Board of Trustees, including, without limitation, an administrator, principal, teacher or other staff member, nor any student of the school district shall engage in any conduct on or off school property which results in "bullying", or "cyber-bullying" of any student on school property, at an activity sponsored by a school or on any school bus.

Definitions

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

1. Is intended to cause or actually causes the student to suffer harm or serious emotional distress;
1. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
2. Exploits an imbalance in power between the person engaged in the act or conduct and the person who is the subject of the act or conduct;
4. Places the student in reasonable fear of harm or serious emotional distress; or
5. Creates an environment which is hostile to a student by interfering with the education of the student.

"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" means any visual depiction, including, without limitation, any photography or video of a minor simulating or engaging in sexual conduct or of a minor as the subject of a sexual portrayal. "Sexual portrayal" means the depiction of a person in a manner which appeals to the prurient interest in sex and which does not have serious literary, artistic, political or scientific value.

GANGS, GANG SIGNS, GANG ACTIVITY

No student will use gang signs or graffiti, wear gang colors, clothing, jewelry or purport to be a member of any street gang on school grounds. Violation of this policy will result in the automatic suspension from school for up to 5 days

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 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 REGULARLY 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.

- 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.
- 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.
- HATS ARE NOT ALLOWED TO BE WORN IN THE BUILDING WITH THE EXCEPTION OF SPECIAL SCHOOL-WIDE DRESS DAYS AND ON WOLF PACK DAYS WHEN A WOLF PACK CARD REQUIRED. A PARENT WILL BE REQUIRED TO COME TO THE SCHOOL AND PICK-UP A HAT EACH TIME IT IS CONFISCATED. THE SCHOOL

ADMINISTRATION SHALL HAVE THE RIGHT TO DESIGNATE WHICH TYPES OF DRESS, FASHION, FADS, OR APPEARANCE DISRUPT OR DETRACT FROM THE EDUCATIONAL PROGRAM AND MAY BE A POTENTIAL SAFETY HAZARD. THE PRINCIPAL SHALL RETAIN THE AUTHORITY TO GRANT EXCEPTIONS FOR SPIRIT DAYS, SPECIAL EVENT DRESS DAYS, AND SCHOOL WIDE FREE DRESS DAYS. ON THOSE ECSD/SCHOOL SANCTIONED EXCEPTION DAYS, SCHOOLS WILL NOTIFY THE STUDENTS AND PARENTS/GUARDIANS OF THE UNIQUE DRESS PROVISIONS. EXCEPTION.

COUNSELOR'S CORNER

Guidance and counseling are part of the educational programs intended to promote the total development of students. To supplement, strengthen, and make more meaningful, all other phases of an individual's education, the counselor helps students:

- Individually and in groups with their concerns, plans, goals, and achievements.
- understand themselves and others to strengthen cooperation and interactions.
- establish and maintain healthy relationships with others.
- learn decision making and interpersonal skills.
- gain optimum benefit from their school experience.

Those students wishing to see the counselor need to stop by the office and put their name on the Counselors Request sheet. Students will then be called from class in turn. **DO NOT WAIT IN THE COUNSELOR'S OFFICE.** Return to class, and you will be called from there. The list will be checked periodically to accommodate your needs.

If there is an emergency and you need to see the counselor, please let a teacher or the secretary know and the counselor will be informed of the emergency and schedule you in as soon as possible.

ATTENDANCE PROCEDURES

To ensure that all students receive a quality education, it is important that they attend school regularly. 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. An unexcused absence is an unauthorized absence from school, and means that a student will not be allowed to make up missed work. Students might also suffer disciplinary actions, such as being declared TRUANT.

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.

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 period of several days or when absences become excessive.

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 campus without first being excused. Leaving school or "skipping" a class for no legitimate reason is unacceptable behavior. The direct consequence for such behavior will be assigned In School Detention (ISD).

In the interest of consistency, the following policies will be observed in the determination of "excused" and "unexcused" absences and tardies. Requests for exceptions not included in the policies should be referred to the Principal's office.

Excused Absences – Those absences resulting from:

- School sponsored activities, field trips, and excursions.
- Participation in school-approved educational endeavors.
- Illness or injury which is doctor or school nurse verifiable
- Verifiable medical, dental, professional appointments.
- Natural or verifiable family disasters.
- Verifiable court appearances.

PERFECT ATTENDANCE

To be considered for perfect attendance a student cannot be absent for any school days or class periods. Perfect Attendance will be awarded at the end of the school year with no absences to any classes.

HABITUALLY TRUANT

A pupil shall be deemed a truant if he/she is absent from school without the approval of the principal of the school which the pupil attends.

After a pupil is deemed a habitual truant, the West Wendover Police Department will be called to issue citations to the pupil and to the parents/guardians. The pupil and the parent/guardian will be directed to appear in Juvenile Court for adjudication.

In addition, Nevada Revised Statutes (NRS) 392.140 states that any child who has once been declared a habitual truant and who in an immediately succeeding year is absent from school may again be declared a habitual truant.

The following guidelines have been developed to support efforts regarding parent notification and to warn students that they may be in danger of not being promoted or may lose credit for excessive absences.

Minimum Days of Attendance for Seventh Grade Through Twelfth Grade

Less than 90 percent attendance of days enrolled each semester may result in loss of credit(s). Eight or more days missed, per semester, may result in loss of credit.

Parents will be notified by letter of students' absences when the student has missed (10) days, and (15) days. Parents may request a conference with the school administrator to discuss absences as well as loss of credit.

Exceptions will be determined by the school principal.

MIDDLE SCHOOL IS A CLOSED CAMPUS

All students must remain on campus between the hours of 8:30 A.M. and 4:30 P.M. Parents wishing their child to be released from school for any reason **must come into the school and sign their child out.** Parents are discouraged from checking students out of school for reasons other than medical appointments or emergencies. **Students will not be allowed to sign themselves out of school or be released over the telephone.**

HALL PASSES

All students must have a hall pass given by the classroom teacher before they may be excused from a classroom. Students must have a hall pass while in the hallway.

ADVANCEMENT POLICY

GRADES 7-8 PROMOTION POLICY

Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives.

Upon promotion to high school an 8th grade student must be in GOOD STANDING to be eligible to participate in WWHS sports and all extracurricular activities during the first semester of their freshmen year. Good standing means that in 7th and 8th grade a student has earned a minimum of 1.5 credits in math and English and 1 credit in science and social studies. The credit requirement translates to having passed 3 of 4 semesters of math and English and 2 of 4 semesters of science and social studies.

West Wendover Middle School Teacher Grading Policy

1. Separate behaviors from academics to ensure that the grade accurately reflects achievement.
2. Summative grades should be determined by high-quality assessments aligned to standards.
3. Offer relearn and recovery opportunities in which students demonstrate learning over time.
4. Enter grades in a timely manner.
5. Students will have 5 days from the grade entry date to make up a summative assessment.
6. Our final policy states that 70% or more of the course grade should be derived from summative assessment grades and the remaining 30% should be derived from formative assessments.
7. Minimum of six summative assignments per semester not including final exams.
8. Minimum of twelve formative assessments per semester.
9. A grade only has integrity if the assessments on which it is based are of highest quality and aligned to standards. Assessment literacy must be part of professional learning, and assessment development must be an ongoing process.

Although these practices are the cornerstones of our philosophy, teachers still have autonomy regarding such practices as dropping a lowest grade and weighting the most recent achievement.

Student Success celebrations

Quarterly assemblies will be held to recognize student achievement. West Wendover Middle School recognizes students on bronze, silver, and gold honor roll. Wolf Pack cards are also awarded to students having no D's or F's, no office referrals, and three or fewer lunch detentions. Wolf Pack incentives are held regularly and celebrated with an activity at the end of each quarter.

Relearn and Recovery

Students should realize that the opportunity to recover from a failing grade means they still have to learn the content. Students are expected to relearn material through tutorials, face-to-face help sessions, additional practice, and more. Students have become more committed to getting it right the first time because they know that teachers aren't going to give up on them or allow them to fail.

Guidelines for Entering Scores into Infinite Campus – ECSD Policy – Teacher Expectations

1. Use complete words and student/parent friendly language in the title and description of your assignment.
2. **Do not enter a “0” prior to the due date of formative or summative assessments.** This will deflate the value of a student's current grade, confuse parents, and make it difficult to determine extracurricular eligibility.
3. Use only **two categories for grades**
 - a. Formative (weighted must be within the 0%-30% range).
 - b. Summative (weighted must be within the 70%-100% range).
4. The administration at each secondary school will designate which day eligibility checks will be made each week (**Monday by 3 PM**). All formative and summative assignments that were due at least one week prior to that date must be corrected and entered into Infinite Campus by noon on the day designated for eligibility checks. Larger or more complex assignments must be corrected and entered into PowerSchool within two weeks of the assignment due date.
5. Only teachers are allowed to enter grades into IC. **Student access to Teacher IC is a violation of the acceptable use agreement and FERPA.**
6. Students that have been absent for any reason will have a minimum of two days for each day they were absent to complete formative and summative assessments that were due while they were absent.

TESTS

All 6, 7th and 8th grade students must take the SBAC test in the content areas of mathematics, reading, and science. MAP testing is done three times a year. Students will be given formative and summative in the content areas as well as Achieve 3000 Level sets to determine students Lexile Level.

PROGRESS REPORTS AND INFINITE CAMPUS

Progress reports are often useful to parents and students in improving academic performance. Teachers update Infinite Campus grades weekly. WE ENCOURAGE STUDENTS AND PARENTS TO CHECK GRADES ON INFINITE CAMPUS ON A WEEKLY BASIS.

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.

I. 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 before 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 to play/go to that week's game. (continued next page)

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 can not go to that week's game