

**SPRING CREEK HIGH
SCHOOL
STUDENT HANDBOOK
2020/2021**





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ADMINISTRATION OFFICE

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Mr. Mike Smith, Assistant Superintendent

Mr. Ray Smith, Director of Special Services

Mr. Chris McAnany, Director of Secondary Education

Mr. Keith Walz, Director of Elementary Education

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.

Dear Spartan Students & Parents,

On behalf of the staff of Spring Creek High School I'd like to welcome you to SCHS! We're excited to be working with you and hope you are looking forward to the rewards and challenges waiting for you as a member of the Spartan family!

As parents and students you have an interest in the policies and procedures which govern Spring Creek High School and Elko County School District. Policies are established with the purpose of creating an orderly, friendly, and academically appropriate environment for each student.

This handbook contains a great deal of required and useful information for students and parents. It cannot be as personal as we would like. This handbook is intended to communicate basic information concerning the operation of Spring Creek High School. The information provided should assist parents and students in learning about the school and knowing what the school expects of students.

Much of the information in this handbook is based on policies adopted by the Elko County School District Board of Trustees. Copies of these policies are available through the ECSD website, www.ecsdnv.net. References made to District policies in the student handbook consist of summaries or partial excerpts from the complete policy text. The official policy manual adopted by the Board of Trustees remains the authoritative reference. Any policy change adopted during the life of this handbook will take precedence over any conflicting statement in this handbook.

Have a great year!

Sincerely,

Mr. Shaun Taylor
Principal

SPRING CREEK HIGH SCHOOL MISSION STATEMENT

Spartans
Committed to
High Expectations in a
Safe Learning Environment

SPRING CREEK HIGH SCHOOL BELIEFS

Students must be provided a variety of instructional approaches
Students must have a variety of opportunities to be involved
Students must be responsible
Staff will model and encourage lifelong learning

SPRING CREEK HIGH SCHOOL COLORS

Purple, Silver and Black

SCHOOL MASCOT

Spartan



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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 which directly affect their performance and education.
- Free and open dialogue with the administrators and teachers on items of mutual interest and concern.
- Channels of appeal open to arrive at satisfactory solutions.
- Leadership and guidance in their educational careers and post-high school endeavors.

A student has the responsibility to:

- Take full ownership of the educational opportunities provided for them.
- Strive for excellence of performance in classroom, extra-curricular and co-curricular activities.
- Be punctual.
- Respect school rules, administration, school personnel and the learning opportunities of others.

**ELKO COUNTY SCHOOL DISTRICT
2020-2021 School Calendar**

**FINAL
May 1, 2020**

School Month	Days of Week					No. of Days	School Day	SPECIAL EVENTS
	M	T	W	TH	FR			
	August							
	17	18	19	20	21			Teacher Work Days - August 19,20,21
	24	25	26	27	28	5		School Starts - August 24
	31					6		
	September							
		1	2	3	4	9		Fair Day - September 4
	7	8	9	10	11	13		Labor Day - September 7
1	14	15	16	17	18	18	18-2	
	21	22	23	24	25	23		
	28	29	30			26		
	October							
				1	2	28		
	5	6	7	8	9	33		
2	12	13	14	15	16	38	20-0	
	19	20	21	22	23	43		End first nine weeks- October 29
	26	27	28	29	30	47		Nevada Day - October 30
	November							
	2	3	4	5	6	52		Parent/Teacher Conf.-November 4/5
3	9	10	11	12	13	56	18-2	Veterans' Day - November 11
	16	17	18	19	20	61		
	23	24	25	26	27	64		Thanksgiving Holiday-Nov. 26/27 Early Out Nov. 25
	30					65		
	December							
		1	2	3	4	69		
4	7	8	9	10	11	74	18-2	
	14	15	16	17	18	79		Early out - December 18
	21	22	23	24	25			Christmas Break Dec. 21 - Jan. 1
	28	29	30	31				Christmas Day Holiday - December 25
	January							
					1			New Years Day Holiday - January 1
	4	5	6	7	8	84		
5	11	12	13	14	15	89	15-5	
	18	19	20	21	22	92		Martin Luther King Holiday-Jan. 18
	25	26	27	28	29	97		End of Semester- January 21
	February							
	1	2	3	4	5	102		
6	8	9	10	11	12	107	18-2	
	15	16	17	18	19	111		President's Day-Feb. 15
	22	23	24	25	26	116		
	March							
	1	2	3	4	5	121		
7	8	9	10	11	12	126	19-1	
	15	16	17	18	19	131		
	22	23	24	25	26	136		End of third nine weeks - March 26
	29	30	31			139		
	April							
				1	2	141		Parent/Teacher Conference - Mar.31/Apr.1
8	5	6	7	8	9	146	15-5	Spring Break - April 5-9/ Early Out Apr.2
	12	13	14	15	16	146		
	19	20	21	22	23	151		
	26	27	28	29	30	156		
	May							
9	3	4	5	6	7	161	20-0	
	10	11	12	13	14	166		
	17	18	19	20	21	171		
	24	25	26	27	28	176		
	31							Memorial Day-May 31
	June							

SCHS BELL Schedule 20-21 Distance Learning

1: 7:30-8:10

2: 8:15-8:55

3: 9:00-9:40

4: 9:45-10:25

5: 10:30-11:10

(Lunch Pick up only 11:15-12:15)

1st staff lunch 11:15-11:45/1st office hours-2nd lunch/2nd office hours 11:45-12:15

6: 12:20-1:00

7: 1:05-1:45

SCHS BELL Early Release PD-Day Schedule

Nov. 25th, Dec. 18th, Apr. 2nd

1: 7:30-8:05

2: 8:10-8:45

3: 8:50-9:25

4: 9:30-10:05

5: 10:10-10:45

6: 10:50-11:25

7: 11:30-12:05

Lunch: 12:10-12:45

ATTENDANCE PROCEDURES AND POLICIES

The Nevada Revised Statutes requires compulsory school attendance for each child between the ages of 7 – 17. Students are expected to be regular and prompt in their attendance. In compliance with NRS Elko County School District has developed a Minimum Day Attendance Policy requiring students attend school 90% of the days the student is enrolled in order to receive credit for the course.

TYPES OF ABSENCES

1. Exempt Absences – The following absences are exempt from the 90% requirement.
 - a. Doctor verified medical release.
 - b. School Nurse Verification.
 - c. Pre-arranged education experiences outside of school.
 - d. Verifiable family emergencies.
 - e. Extended injury or illness which is doctor verified.
 - f. An absence directly related to a student’s identified disability.
2. Excused Absences – Absences which involve parent permission for illness, family emergencies and other pre-approved absences. An excused absence will allow a student to make up missed work and will not result in a truancy declaration. Excused absences will not automatically be considered exempt unless they meet the above guidelines.
3. Unexcused Absences – An unauthorized absence from school. Unexcused absences may result in the student being unable to make up missed work, disciplinary actions and the student will be declared TRUANT.

EXCESSIVE ABSENCES

Less than 90% attendance of days enrolled in any class may result in a student’s loss of semester credit. Less than 90% attendance equals more than six (6) block class absences or ten (10) 3AB absences.

ABSENCE REPORTING PROCEDURE

All efforts should be made to pre-arrange student absences. If a student is to be absent from school a written excuse from the parent/guardian must be delivered to the main office. The student will then receive a pre-arranged absence form to present to each of his/her teachers. The teachers will write in the assignments or work to be assigned during the absence so the student has an opportunity to complete the work prior to returning to school.

If an absence cannot be pre-arranged, the student must have a valid excuse upon return to school; a phone call (753-5575), written excuse or e-mail from the parent must be presented to the office. A student who does not present an excuse for being absent from school will have **two days** in which to bring an excuse.

UNEXCUSED ABSENCES (TRUANCY) AND TARDINESS

TRUANCY - Any unauthorized absence will result in a TRUANCY declaration. Following are the consequences for truancy:

1. Parent contact and lunch detention/ISS 1 -3 days.
2. Parent contact and lunch detention/ISS 1-5 days.
3. Parent contact, citation served for Habitual Truancy and 3 days ISS.

NRS 392.140 Habitual Truant

1. Elko County School District Policy JBC and JBA Attendance and Truancy
2. Any child who has been declared truant three or more times within one school year must be declared a habitual truant.

After a pupil is deemed a habitual truant, he/she will be issued a citation to the pupil and parent/guardian who will direct the pupil to appear in Juvenile Court for adjudication.

DMV- CERTIFICATION OF ATTENDANCE

S.B. 269 Driver's License Measure Attendance Requirements:

1. As required by S.B. 269, all students under the age of 18 who wish to apply for a learner's permit or driver's license must submit a completed DMV-301 form signed by a school official verifying the applicant has attended at least 90% of the school days in the current semester to the DMV office at the time of application. **(No more than 7 unapproved absences for a block school.)**
2. Students who do not meet the 90% attendance standard in the current semester will be unable to apply until the next semester, provided they have met the 90% standard during that semester.
3. Students who have three or more unapproved absences may suffer a suspension of their driver's license for 30 days for the first offense and 60 days for the second offense.
4. Students who do not have a valid driver's license will not be eligible to apply for a learner's permit or a driver's license for 30 days for the first offense and 90 days for the second offense.
5. Students who turn 18 during the suspension will be required to complete the terms of the suspension before becoming eligible to apply for a learner's permit or driver's license.

TARDINESS – 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. 1st Block Tardies (1A and 1B) – Students are expected to report to 1st block classes on time. A student is considered tardy if they report after the tardy bell rings and within the first 45 minutes of class. After 8:15 students will be considered absent for that class period. If a student is tardy he/she must report to the front 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, Truancy Issued, 1 Day ISS
Eighth – Progressive from previous step

SCHOOL-SPONSORED ABSENCES

Although absences for school sponsored activities are excused and exempt, it is the student's responsibility to make assignment arrangements in advance with the teacher whose class will be missed for the activity.

Absence from school the day of or immediately prior to a practice or athletic contest without an exempt absence or pre-arranged excuse shall eliminate the student from practice and/or game(s). Exempt absences are:

1. Doctor verified medical release.
2. School Nurse Verification.
3. Pre-arranged education 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.

COLLEGE VISITS

Seniors may be granted up to three days (exempt) to visit college campuses. The attendance office must receive a request from the students' parents and it must be excused by the principal, prior to the absence. Students must provide documentation of the college visit to the attendance office upon their return.

LEAVING THE CAMPUS

Spring Creek High School is a **closed campus**. Students are not allowed to check themselves out of school between the hours of 7:30 – 2:00. Students may only be checked out of school by a parent/guardian or by an emergency contact person, the name of whom has been provided to the school office. The School parking lot is off campus. Students who are in the parking lot during school hours will be truant.

STUDENTS LEAVING CLASS

Students leaving the classroom during class-time are to sign their name on the class sign-out sheet and are required to have in their possession a hall pass that clearly identifies the classroom they are from.

STUDENT CONDUCT & DISCIPLINE

Students are expected to exhibit self-control and follow the directions given by any Spring Creek High School administrator, teacher, or support staff member. Cooperation and follow through on the directions and appropriate student conduct is expected at all times.

Student conduct is subject to school disciplinary action when occurring:

- at any time on the school's property
- at any time on Elko County School District controlled properties

- off school grounds at a school activity, function, event, or on the way to and from a school activity, function or event
- at any time on or off the school grounds when the conduct has a direct impact on the health, welfare, and safety of students or school employees

Complete details are included in the ECSD – SCHS Progressive Discipline plan provided to all students/parents.

GENERAL INFORMATION

ACCIDENTS AND INSURANCE

Elko County School District provides an Excess Student Accident policy to all enrolled students. The insurance provides coverage during the hours and days when school is in session, while participating in school sponsored and supervised activities.

Coverage information and claim form can be found on the SCHS website in the Quick links Section.

ADMINISTRATION OFFICE

Hours

Monday through Friday – 6:30 a.m. – 3:00 p.m.

Telephone 753-5575

Fax 753-5956

Some Administration Office services are:

1. Athletic Pass (Athletic Office) – Athletic passes are honored at home athletic events hosted by Spring Creek High School teams. The pass is not valid for tournaments or for individually ticketed events such as band or choir concerts or drama events. Athletic pass prices are as follows:

Student Activity Pass (Admits student into all sports activities at SCHS)		\$30.00
Single Season Pass (Example: Football/Volleyball/Soccer Season OR Basketball/Wrestling Season)	Single	\$35.00
	Husband/Wife	\$60.00
	Family	\$75.00
Single Adult All-Season Pass (Admits 1 adult to all sports activities at SCHS for Fall, Winter and Spring Seasons)		\$70.00
Couple All-Season Pass (Admits couple (2) to all sports activities at SCHS for Fall, Winter and Spring Seasons)		\$120.00
Family All Season Pass (Admits immediate family to all sports activities at SCHS for Fall, Winter and Spring Seasons)		\$150.00

2. Student Records and Transcripts (Guidance Office)

- a. Official student records will be released only when the guidance office has received a request for records either in writing or in person by a parent/guardian.
- b. Transcript request forms are available in the guidance office. The forms are to be completed and submitted to the registrar.

CHANGE OF ADDRESS OR PHONE NUMBER

Any student moving to a new address or whose phone number has changed is asked to report such a change to the office immediately. It is important that we have current contact information for parents/guardians and emergency contacts.

CLASS RANKING

Class ranking shall be determined by cumulative grade point average of all classes that are applicable toward graduation requirements in Elko County.

- 1. The following uniform grading scale will be used as prescribed in NAC 389.6625 Sec. 1.

Regular Grade Scale
A = 4
B = 3
C = 2
D = 1
F = 0

- 2. Class ranking shall be determined by a cumulative grade point average of all classes that are applicable toward graduation requirements in Elko County. The following weights prescribed in NAC 389.6625 Sec. 2, for one-half credit per semester courses, will be added to the uniformed grading scale value:
 - a. For the completion of an honors course with a grade of A, B, C or D, a value of 0.025 must be added to the uniformed grading scale value.
 - b. For the completion of an advanced placement course with a grade of A, B, C or D, a value of 0.050 must be added to the uniformed grading scale value.
 - c. For the completion of an international baccalaureate course with a grade of A, B, C or D, a value of 0.050 must be added to the uniformed grading scale value.
 - d. For the completion of a dual credit course with a grade of A, B, C or D, a value of 0.050 must be added to the uniformed grading scale value.
- 3. The grade point average of a pupil enrolled in grade 9, 10, 11 or 12 must be computed to the third decimal place. A grade point average that:

- a. Is less than 0.0005 must be rounded down; and
 - b. Is 0.0005 or higher must be rounded up.
- 4. Students must receive approval from their school principal, prior to using dual credit course to meet graduation requirements. All such courses shall be posted on the student's transcripts and be included in class ranking calculations.
- 5. High school math courses taken in 7th and 8th grade will be posted on a student's high school transcript and include in the high school class ranking calculation.
 - a. Students may request that these courses be excluded from their high school transcript and class ranking calculation.
 - b. A request to exclude these courses from the high school transcript is irreversible and must be made prior to the student's junior year.

COMMENCEMENT CEREMONY

It is the intent of this policy to ensure that graduates of Spring Creek High School are provided a respectful ceremony which can be enjoyed by their families, friends and the faculty. It is the feeling of the SCHS faculty that a fair, consistent policy be implemented in order to avoid any distractions.

I. Dress

- 1. All girls will be expected to wear a purple gown with a dress or dress slacks underneath. Jeans are not acceptable. Shoes must be those that are worn with a dress. No flip flops – shoes need to look nice. Shoes can be sandals. All boys will wear black pants and a white, purple, black or silver collared shirt with black dress shoes or black dress boots.
- 2. No decorations will be allowed except those that distinguish honors level graduates from regular graduates. Specific items that can be worn are honor medallions, honor society drapes, and honor society cords.
- 3. Religious and cultural decorations will not be allowed as this is an academic ceremony.
- 4. Sunglasses may be worn except for when you come across the stage in order for the graduate's faces to be seen in the pictures taken by a school photographer.
- 5. Please see an administrator if you have specific questions or concerns over any of the above dress code items.

II. Behavior

- 1. Students will be checked in the line prior to entering the graduation ceremony. Any student found to be in violation of the dress policy will be asked to adhere to the policy. Failure to make appropriate adjustments will result in being pulled from the line, and not allowed to continue with the graduation ceremony.
- 2. Any student found to be intoxicated or in a state of mind that will disrupt the ceremony will be removed from the line and not allowed to continue with the graduation ceremony.

III. Speeches

1. The graduation committee will select students up to three graduates to speak at the commencement ceremony. Graduates may request to sing at the commencement ceremony. From those requests the graduation committee will choose up to three selections.
2. Final approval of all graduates selected and their speeches, songs, etc., will be made by the principal prior to the ceremony.

IV. Graduation Ceremony Participation: Please see ECSD Policy IHF.

CREDIT REDEMPTION

Students who fail a course in the area of language arts, math, science or social studies have three options available to them in order to fulfill the course requirement and stay on track for graduation.

1. Complete the course through A+ credit recovery program.
2. Enroll in District-offered summer school.
3. Enroll in and complete a correspondence course from an accredited institution prior to the start of the next school year at the student's expense.

DAILY ANNOUNCEMENTS

Daily announcements are made at 9:05 a.m. Students are held responsible for all notices and announcements made at that time. Items for the daily announcements must be approved by a secretary and be in the Vice Principal's office no later than 2:00 p.m. of the school day preceding the date of the announcement. Announcements made are at the discretion of the Principal. All announcements are also posted on the school website – <http://www.schs.ecsdnv.net>

DANCES

Spring Creek High School dances are not open to the public, only current SCHS students and approved guests will be allowed to attend school sponsored dances. A guest pass must be obtained from the SCHS Student Council Advisor. The administration has the right to deny any request.

Note: No student will be admitted to a school dance one hour after the start of the dance. Once students have been admitted to the dance they are expected to stay until the dance is over; upon leaving the building, the students forfeit their right to return to the dance.

DRESS CODE

Student dress, personal appearance, and conduct are required to reflect a high standard of academic excellence and school/community representation at Spring Creek High School. The school administration shall have the right to designate which types of dress, appearance, and conduct disrupts or detracts from maintenance of order in the educational program. Students' dress should be neat and clean. Any style that diminishes instructional effectiveness or disciplinary control by teachers is not acceptable. Board Policy J.C.D. Dress Code: Limitations on student dress and grooming will be left to the discretion of the

building principal when in his opinion the students' dress and/or grooming become obscene, filthy, unhealthy, or become a distraction to and interfere with the educational process.

Students not abiding by dress code requirements will be sent to the administration office for appropriate disciplinary action utilizing steps outlined in the Progressive Discipline Matrix

Specific examples of unacceptable dress or appearance are given as, but not limited to, the list that follows:

- Attire that is deemed dangerous: any type of chain, spike, or other material that potentially may cause injury. Body piercing that is determined to diminish students' safety, including any jewelry in shop and physical education classes;
- **Attire exposing cleavage, under garments, bra, excessive back or midriff areas are not to be worn at any time. Halter tops, tank tops, or spaghetti straps may only be worn when shoulders are completely covered by an additional sleeved shirt or blouse; bare shoulders are not acceptable anytime.**
- **Ripped clothing, torn pants**, cut-off shorts or shirts, or any clothing produced to be immodest, unsafe, or disruptive to a general atmosphere of order and discipline in the school environment;
- Apparel such as shorts, dresses, skirts, and slits, cuts, or rips, in clothing are to **SHOW A VISABLE INSEAM.**
- Attire that advertises drugs, alcohol, tobacco, sexual connotations, gang, or satanic pictures and/or messages.
- All head coverings including but not limited to hats, hoods, bandanas, etc. are not to be worn by males or females in any building on campus, with the exception of those for medical purposes or religious observances, or **for prescribed student council dress-up activities such as Homecoming Week.**
- **Face coverings must be worn at all times while in the building.**

ELIGIBILITY TO REPRESENT THE SCHOOL IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Only regularly enrolled students in good standing may participate in extra-curricular activities.

Students will not be allowed to begin a co-curricular or extra-curricular activity if they have any outstanding fines on their student accounts. All fines must be paid prior to beginning a co-curricular or extra-curricular activity.

ACADEMIC ELIGIBILITY

1. A student must:
 - a. Maintain a grade point average of not less than 2.0 and have received no F's for the immediately preceding semester. Students failing to maintain a grade point average of 2.0 or receiving an F for the immediately preceding semester will be ineligible until grades are checked at the next nine-week period, at which time he/she must have a 2.0 and no F's for the current semester; and
 - b. Receive a passing grade in each class in which he or she enrolls during the season for the sanctioned sport and maintained a 2.0 GPA.

2. Grades for students eligible under (1.)(a.) are checked every 3 weeks. A student who receives a failing grade in any course and/or falls below a 2.0 GPA at any three week grade check shall be placed on probationary status for one week.
 - a. Grades for students deemed ineligible according to (1.)(a.) will also be checked every 3 weeks to determine eligibility according to (3.)(c.)
3. A student on probationary status remains eligible to participate in the sport during the probationary week, but is subject to a mandatory grade check on Monday following the probationary week.
 - a. If a student on probationary status continues to have a failing grade and/or below a 2.0 GPA at the grade check made on Monday following the probationary week, then the student shall be declared ineligible that Monday through Saturday.
 - b. A student who has been declared ineligible following the probationary week shall have grades checked weekly until the student becomes eligible even if this period of time goes beyond the next three-week grade check. Once declared eligible, the student shall be checked again at the regular three-week grade check and would be entitled to another probationary week.
 - c. Any student deemed ineligible 3 (consecutive or non-consecutive) times during a season will be removed from the activity.

BEHAVIORAL ELIGIBILITY

Any student currently serving discipline consequences (i.e. lunch detention, in school suspension or out of school suspension) during a scheduled event will not be permitted to participate in that event. The sponsor, advisor, 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, as a result of inappropriate student conduct and/or continuous academic eligibility issues.

GRADUATION REQUIREMENTS (PER ECSD POLICY – SECTION IHF)

1. Elko County School District Policy IHF

GUIDANCE DEPARTMENT

The Guidance Department is staffed by office secretaries and certified school counselors. The student assignments for each counselor are as follows:

Ms. Stroup	Last names beginning with letters	A – F
Mrs. Sanders	Last names beginning with letters	G-N
Mr. Binger	Last names beginning with letters	O – Z

The purpose of the counseling program is to help each student achieve his/her highest growth mentally, emotionally and socially. Counseling services include the following:

1. Individual Counseling – Students may consult with the counselors before, during and after school.
2. New Student Orientation – Counselors will assist new students as they adapt to a new school.

3. Testing Services – Information and application forms for the ACT or SAT testing programs are available in the Guidance office. Other tests and services are available.
4. Career Information – Representatives from colleges, technical and private schools and the armed forces visit the school on a continuing basis. Scholarships, financial assistance and college applications are also available in the Guidance Office.
5. Parent – Teacher Conferences – These may be arranged by the counselor upon the request of either parent or the teacher.

Class changes will be conducted for the following reasons only:

1. Graduation requirements
2. Ability to do the work
3. Recommendation made by staff members

The final decision of a class change rests with administration.

FIELD TRIPS OR OTHER SCHOOL-SPONSORED ACTIVITIES

Prior to participating in school field trips, students must complete and submit the Elko County School District Parent's or Guardian's Annual Consent for Field/Activity Trips form. All school rules and regulations fully apply to students while participating in field trips.

IDEA – INDIVIDUALS WITH DISABILITIES EDUCATION ACT

If you feel you have/are a student with disabilities who is not currently receiving services under an Individualized Education Plan (IEP), please contact your counselor or any administrator for assistance. You may also contact ECSD Special Services at 753-8646. The staff works hard to create an appropriate educational environment for all students at SCHS.

LIBRARY MEDIA CENTER

The SCHS Library Media Center, located between the Main Building and the Gymnasium, is open on all regular school days from 7:15 a.m. – 2:45 p.m. The Library owns over 12,500 cataloged items, fourteen student computer workstations, a printer, and a photocopier. The Library maintains subscriptions to numerous databases and magazines. The SCHS Career Center, now housed in the Library, is available for students to help plan their educational and employment goals. Up to five books at a time may be checked out for a four-week period, and may be renewed once if desired. Students are strictly responsible for lost or damaged books that are checked out to them. **WARNING: Never checkout a library book in your name to be used by another student! Fines of five cents per day are assessed for overdue books. Students must have an Elko County School District Telecommunications/ Internet Acceptable Use Policy agreement on file to use the computers in the Library, or anywhere else on campus. Applications are available free in the Library. Remember: **You must always have a pass from your teacher when you wish to visit the Library individually during school hours.**** More detailed information about the SCHS Library, its holdings and its policies, are available in the Library-questions...please ask!

LOCKERS

Each student is provided with a locker in which to keep books and outside clothing. **However, Spring Creek High School accepts no responsibility for articles lost or stolen from lockers.**

Items of particular value, such as large amounts of money, cameras, expensive clothing should not be left in the lockers. The locker is considered to be school property, and therefore, is subject to inspection by the Administration.

LUNCH/STUDENT ID CARDS

Students have lunch cards that are combined lunch/student I.D. cards. Students will not be allowed to purchase a lunch for another student. **Cost:** \$3.35 for 1st meal, \$3.85 for 2nd meal; **Replacement Card Cost:** \$5.00 per card. **Deposits are to be made at the front office outside of class time.** Deposits **will not** be accepted in the lunch line, make payments at the front office. Make checks payable for the amount you want deposited. You will not be allowed to get cash back from a check. Two lunch charges will be allowed. Funds must be deposited the following day to cover your charge. You will not be allowed to charge any other lunches to your account until your account has been credited. Refunds will be made only at the parent's written request.

Applications for the Free/Reduced Program are available in the Main Office. This is a Federally Funded Program. It is an equal opportunity 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.

MESSAGES TO STUDENTS

Messages will not be delivered to students during class time unless it is an emergency. Messages will be delivered between classes during passing time.

NURSE'S OFFICE

All medication must be administered through the health office with an appropriate form filled out giving permission to administer the medication during the school day. This form can be secured from the health nurse or office. If you are feeling ill, you must take a pass from your teacher and report to the nurse's office for an assessment. The nurse will contact parents if deemed necessary. No cold or stomach medications are available through the Health Office. Please do not send your child to school with a fever or other possibly contagious infection or illness. If the child needs to be exempted due to absences, they should see their doctor. **Students are not allowed to carry ANY medications on their person or in their locker without doctor approval.** Please let the nurse know of any illnesses that are sudden or chronic. Your help in maintaining healthy students is appreciated!

PE UNIFORM REQUIREMENT

Uniforms for physical education students are required, including a t-shirt, shorts, and non-marking tennis-shoes. Sweats are optional in addition to the basic uniform. T-shirts, shorts, and sweats are now available through the school and need to be purchased from students' PE teacher. The cost for a t-shirt and shorts uniform is \$16. Spartan athletic sweats may be worn in addition to the basic uniform. For the optional pair of sweats the cost is \$30 or \$15 for the pants or hooded sweatshirt individually. Scholarships are available for students who cannot afford the cost of a uniform by contacting the Principal.

REPORT CARDS AND PROGRESS REPORTS

Student progress reports will be available to parents/guardians after the 1st and 3rd nine week periods. Report cards will be available after the 2nd and 4th nine week periods (1st and 2nd semester). The dates for grading periods are as follows:

1 st Nine Week Period	October 29, 2020
1 st Semester	January 21, 2021
3 rd Nine Week Period	March 26, 2021
2 nd Semester	June 4, 2021

Online – Students and parents can access current grades and attendance through Infinite Campus – Log in <https://elkonv.infinitecampus.org/campus/portal/elko>.

SAFETY SEARCHES AND DRILLS

SEARCHES

Students, student lockers, vehicles that are on campus and students' personal property **may become subject to periodic drug dog and other reasonable searches.**

FIRE DRILLS

Fire drills are held at unannounced intervals. The route to be followed from each classroom is posted next to the door in each individual classroom, as the drills may be held at any hour of the school day.

- Leave all books in the room.
- Take all purses, money, jewelry, pens and other personal valuables.
- Students are not to go to the restrooms or leave the campus during the fire drill.
- Any student who happens to be in any area which is not under the direct supervision of a teacher at the time the fire drill rings, must take the nearest exit and follow the most direct route to the area where the class in which he/she is enrolled for that period is grouped.
 1. **WALK FAST, BUT DON'T RUN. DON'T PANIC.**
 2. The fire signal is one long continuous buzzer, bell, or siren.
 3. Turn off lights, close all doors and windows (time permitting). Do not lock the doors.
 4. The first two students to reach the outside doors should hold the doors wide open until all people are out.
 5. If your exit is blocked, take the nearest open exit.
 6. Get at least 100 feet away from the building.

Make sure you find your class group and check in for attendance-taking purposes. Once you have left the building, do not re-enter the building for any reason until signaled to do so. Re-entry into the building will be announced over the intercom.

EARTHQUAKE DRILLS- DUCK, COVER, HOLD

1. DUCK or drop to the floor.

2. Take COVER under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.
3. If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the all clear is given.

Lockdown/Lock Out

A Lockdown/Lock Out will be announced over the school intercom. If a student is out of a classroom during a Lockdown/Lock Out situation they should immediately go to the nearest classroom or office. Inform the person in charge of the room you seek emergency shelter in, where you should be and have that person call the room you were assigned to, to notify them of your new location. **No one leaves any room while in a Lockdown/Lock Out situation until the all clear is given by school administration only.**

STUDENT PARKING

The speed limit on school grounds is 10 MPH. For everyone's safety please observe the posted speed. The large parking area between the SCHS Visitors parking lot and the Spring Creek Middle School has been designated as the Student Parking. **No students will be allowed to park in Visitor parking or in Faculty parking at any time.** Students are not allowed to park behind the Gym or the Vocational building. Students and visitors are not allowed to drive behind the gymnasium/music and vocational buildings. **Once cars are parked in the parking areas on campus, students may not return to the parking areas for any reason until they leave for the day. The administration is hoping with everyone's cooperation to avoid any parking lot issues while students are on campus.** All students are required to register any vehicle brought on campus and display in the vehicle, a parking permit. The first permit is free and can be moved into different vehicles if you don't drive the same car. Additional permits or replacements will cost \$5.00. A parking permit must be displayed at all times in order to maintain a safe campus. **Any student parked in visitor, staff or behind the building parking, is subject to having their car booted.** A \$10 fine will be assessed to the student in order to have the boot removed. Vehicles parked on campus without a valid SCHS parking permit are also subject to being booted and fined \$10. Students are reminded that they are to leave campus and school parking areas immediately after school unless they are here for an approved SCHS activity or have the permission of a teacher. **Students loitering on campus after 2:00 will be subject to ISS or OSS.**

SENIOR PARKING

The Senior Parking Spot program is sponsored by Student Council. Senior Parking spots in the faculty parking lot and the east end of the student parking lot will be designated with the opportunity for senior students to purchase one of these spots. More information will be provided by Student Council.

TEXTBOOKS

Basic textbooks and non-consumable materials will be furnished by Spring Creek High School for all course work for grades 9-12. Students are responsible to return all textbooks and materials issued to them upon completion of the course or when transferring. Failure to do so will result in a charge for items issued and not returned. Students and their parents will be assessed charges for damage to all school property.

VISITOR'S PASS

Visitor's passes for visiting students will not be granted for liability reasons. Anyone (including parent and/or guardians) wishing to enter any building on campus must first stop by the front office and check in.

WITHDRAWAL GRADES

If a student withdraws from a class prior to the end of the fourth week of a semester, there will be no grade recorded. Any withdrawal after the first four weeks of a semester will result in the grade F; this grade will be calculated in the student's GPA.

NOTE: Any student contemplating withdrawal from a class must meet with a counselor prior to the withdrawal request. Class sections are very full and often times there will not be space to transfer to a different section. Withdrawal is not allowed if a student's class schedule would be decreased to less than that of a full class load (7 classes each semester). All withdrawal requests must be approved by administration.

NOTES/QUESTIONS

APPENDIX A – RECEIPT OF HANDBOOK

Spring Creek High School

Student Handbook

Please tear this page out and return it signed to your student’s designated teacher.

I have been informed of the policies of the SCHS Student Handbook. **I understand it is available on the Spring Creek High School Website. It is my responsibility to become familiar with the policies and procedures of Spring Creek High School.** I understand my signature does not necessarily indicate agreement with the contents.

Student Name(Print)	
Student Signature	
Date	