

# Spring Creek Middle School Student/Parent Handbook 2025-2026



School Colors: Purple, Black & Silver

Mascot: Titans

Grade Levels: 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>

Elko County School District Website: [www.ecsdnv.net](http://www.ecsdnv.net)

Spring Creek Middle School Website: [www.scms.ecsdnv.net](http://www.scms.ecsdnv.net)

14650 Lamoille Highway, Spring Creek, NV 89815  
775-777-1688 Fax: 775-777-1738

**SPRING CREEK MIDDLE SCHOOL  
ADMINISTRATION & COUNSELING**

**Principal**

Mrs. Salli McDermott

**Vice Principal**

Mrs. Lacey Smith

**Vice Principal**

Mr. Christian Gordon

**Counselors**

Dr. Amy Price

Mrs. Sierra Plank

**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

Mrs. Emily Nielson, 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*

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

# Spring Creek Middle School

## Student Handbook

### 2025-2026

SPRING CREEK MIDDLE SCHOOL, ESTABLISHED 1996	5
Mission Statement	5
Federal/State/Local Compliance	5
DISTRICT AND SCHOOL INFORMATION SOURCES	5
Websites	5
School Closures	5
Flyers	5
Automated School Alerts	5
Announcements	6
Infinite Campus	6
ATTENDANCE AND INFORMATION GUIDELINES	6
School Start and End Times	6
ECSD Attendance Policy and Philosophy	6
Student Absences - Excused or Unexcused	7
Student Arrival Time	7
Students Leaving Campus during the School Day	7
Make-up Work due to Absences	7
Pre-arranged Absences	7
Truancy	7
TRANSPORTATION	8
After-School Transportation	8
Bus Pass	8
Bus Conduct	8
GENERAL INFORMATION	10
Dismissal	10
Student Identification Card (Student ID/Lunch Card)	10
Fund-raising Activities	10
Student Lockers and Locks	10
Valuable Personal Property	11
Lost and Found	11
Parent Contact with Students (Non-Emergency)	11
Procedure to Resolve Public Complaints About District Personnel	11
Parents in Action (PIA) –Parent Organization	12
School Supplies	12
Visitors	12
Parent Classroom Observations	12
Student Fines and Fees	12
HEALTH OFFICE INFORMATION	13
General Information	13
Medication in School	13
SAFETY	13
Safety Drills	13
Glass Containers and Bottles	14
Non-Human Life Forms	14
EXTRACURRICULAR ACTIVITIES	15
Student Council	15
Student Ambassadors	15
Athletics	15
Eligibility	16
Clubs	16
Student Dances and 8th Grade Social	16
ACADEMICS	16
Student Records	16
Education Records Content and Requirements	16
Procedure to Inspect Educational Records	16

Correction of Educational Records	16
Release of Educational Records	16
Grading Policy	16
Progress Reports	17
Honoring Good Grades	17
Awards	17
Promotion Policy	17
Grade 6	17
Grade 7 and 8	17
LIBRARY POLICIES	18
COUNSELING AND GUIDANCE	18
Student Assistance	18
Special Education Program	18
504 Learning Plans	18
SafeVoice	18
CODE OF CONDUCT AND DISCIPLINE	19
Student and Parent Responsibilities for Code of Conduct	19
Student Rights and Responsibilities	19
Student Behavior Management	20
Profile of a TITAN	21
State Laws, Policies, Rules and Regulations	22
Administration will follow the ECSD Progressive Discipline Policy:	22
Truancy	22
Bullying and Cyber Bullying	22
Interviews in School for Investigative Purposes	23
By School Administrators or Designee	23
By Law Enforcement Office at Request of School Authorities	23
SCMS Specific Rules Not Listed Under State Laws and District Policies	24
Forgery, Misrepresentation, Plagiarism	24
Tardiness	24
Public Display of Affections- PDA	24
J.D.B.A. - Electronic Devices (cell phones, headphones, watches, etc.)	24
Consequences for violation of the policy	26
Student Dress and Appearance Code	27
Definitions & Common Consequences	27
J.D.B. Rules of Behavior	28
Restorative Discipline Plan	28

# ***SPRING CREEK MIDDLE SCHOOL, ESTABLISHED 1996***

## **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>. Spring Creek Middle School's website also offers current information on events, scheduling and schedules, counseling information, assemblies, student projects, etc. Spring Creek Middle School can be found at [www.scms.ecsdnv.net](http://www.scms.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 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, (775) 777-1688 or access the Infinite Campus portal, to update contact information.

### **Flyers**

Timely information is often communicated through flyers in the office and through Peach Jar via email. Much of this same information is posted on the SCMS website. Daily announcements are linked to the Events tab.

### **Automated School Alerts**

We use automated systems 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.

## Announcements

All school information is disseminated at the beginning of the day. Please make sure you listen to the announcements for information and anything that may be specific to you. Students are called to the Administration Office at the end of the day to collect messages, gifts, flowers, etc.

## Chromebooks

Student and parent responsibilities are outlined in the [ECSD Chromebook Manual](#)

## 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 SCMS 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. (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.

# **ATTENDANCE AND INFORMATION GUIDELINES**

## School Start and End Times

*Spring Creek Middle School* is in regular session from **7:15 a.m. - 3:00 p.m., Monday through 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. Parent/Guardians will be notified when a student has been absent for a day, for a period of several days, or when absences become excessive.

## **Minimum Days of Attendance for Seventh Grade Through Twelfth Grade**

Less than 90 percent attendance in any class period each semester may result in loss of credit(s).

## **Student Absences - Excused or Unexcused**

If a student is absent from school, the parents must call the School Office or send a note signed by the parent/guardian to advise of their child's absence. Without this notification, the absence will be considered unexcused or truant. The parent/guardian or medical verification note should be taken to the Attendance Office the day the student returns to school.

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.

## **Student Arrival Time**

Student supervision begins at 7:00 a.m, please do not bring your students to school earlier than this time. No student should be in or around any other area of the building.

## **Closed Campus**

SCMS is a closed campus. Students should never leave the building without a parent signing out their student in the Administration Office. Once students are dropped off at school, they may not leave. **Students leaving campus without permission will be considered truant.**

## **Make-up Work due to Absences**

Students have two days for every day they missed to make up work. Parents are encouraged to contact the office or individual teachers if their student has been absent for TWO days. Teacher email addresses are the SCMS 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 for each day they were absent. 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 unexcused or 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:

- ❖ 1<sup>st</sup> offense = 1 – 3 days of Detention or In-School Suspension, SRO & Parent Contact
- ❖ 2<sup>nd</sup> offense = 1 – 5 days of Detention or In-School Suspension, SRO & Parent Contact
- ❖ 3<sup>rd</sup> offense = 3 – 5 days of In-School Suspension, SRO & 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 students with special transportation needs. As part of ECSD policy, it is the responsibility of parents to transport their children for non-school related activities (i.e. sports practices, clubs, other school-related activities, etc.).

### **Bus Pass**

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. In emergencies, please contact an administrator at the school. 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. Students will not be dropped off at other than board-approved bus stops.

### **Bus Conduct**

Refer to the district's transportation page for information on bus eligibility and conduct: <https://www.ecsdnv.net/page/transportation-department>

The bus driver is responsible for the bus, the safety and wellbeing of all students on and around the bus. The school bus and stops are an extension of the classroom the same rules apply. Students on the bus are under the direct supervision of the bus driver. Your cooperation in following the above rules will make your trip safe and fun.

When a student is guilty of misconduct, the driver will take progressive steps to address the behavior. This may include referrals to the school administration.

**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.**



## ***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. 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. Students will not be able to go to their locker after athletic practices or club meetings without permission from the coach or advisor.

Students who remain after dismissal to engage in non-school sponsored practices or 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.

### **Student Identification Card (Student ID/Lunch Card)**

Students have assigned Lunch cards which are used for identification to ensure correct accounting. This is especially important with the charging of additional entrees, meals, or snacks.

#### **Cost:**

**\$4.50 for student lunch**

**\$0.75 for extra milk, \$2.50 for additional entrée, snacks \$1.50, \$4.50 additional student lunch**

**\$4.85 for an adult lunch**

Deposits to your lunch account are to be made between 7:07 and 7:15 a.m. and 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. If your lunch account becomes delinquent, your student may be given an alternate meal.

Applications for the **Free/Reduced Meal Program** are included in the first day of school packets and remain available in the Main Office. ***It is essential that all students complete and return this form. This information is used for many other school funding sources.*** The Free/Reduced Meal Program 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. A lock will be assigned to each student/locker. A record will be kept at the office. All locks will remain the property of SCMS. 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.

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!***

Lockers remain the property of the school. 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 violate any ECSD or SCMS rule/policy. Any such items may be impounded and parents will be notified. If the student is present, the school official shall advise him/her of the circumstances justifying the search and seizure.

## **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 cellular phones, bluetooth devices, electronic devices, jewelry, 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.

## **Lost and Found**

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

## **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 depending 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. **Flowers and other celebration deliveries will be distributed at the end of the school day.**

## **Procedure to Resolve Public Complaints About District Personnel**

Complaints about school personnel will be investigated according to ECSD policies and procedures. Complaints are handled and resolved as close to their origin as possible. The Board advises that the proper channeling of complaints involving instruction, discipline, learning materials as follows:

1. Teacher
2. Building principal
3. Superintendent
4. Board of Trustees

### **School Level**

The administrator shall encourage any parent, student or other person who has a complaint about a district employee to discuss the complaint directly with the employee in confidence and not in the presence of others. If the complaint is not resolved informally by the parties, the complainant or the employee may submit the matter to the principal (or to the immediate supervisor when the employee is not directly assigned to a school). If the principal or supervisor determines that the complaint may have validity and could affect the person's employment, a conference will be scheduled so that both parties can present information concerning the complaint.

When the complaint is judged to be invalid or regards a less serious matter that would not affect employment status, the principal or supervisor may attempt to resolve the complaint without a conference attended by both parties and

shall exercise discretion as to whether to share the complaint with the employee. Complaints deemed invalid or less serious may later be deemed valid and affect employment by nature of subsequent complaints of similar nature.

### **Parent Teacher Association (PTA)**

All parents are invited and encouraged to attend. Meetings are held at SCMS on the first Tuesday of each month at 3:15 p.m.

### **School Supplies**

Recommended supply lists will be distributed by teachers in the first days of school. Many teacher supply lists are on the [school website](#). The Elko County School District provides all necessary supplies for all students in order to meet their educational needs. The items on the lists are optional.

### **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.

Parents or guardians visiting students at lunch need to check in at the office and must leave campus after the lunch period unless previously arranged with the school administration and classroom teacher.

**ALL VISITORS WILL WEAR/DISPLAY A PASS FROM THE ADMINISTRATION OFFICE WHILE ON CAMPUS.**

### **Parent Classroom Observations**

Parents are always welcome at SCMS. 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 engage the teacher in conversation during instructional time.

### **Student Fines and Fees**

The Board of Trustee 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, chromebooks, and/or any and all other materials/equipment loaned to students. Students shall pay to the clerk of the Board of Trustees 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 successive pupils.

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 SCMS will be assessed a \$ 35.00 fee.

There are fees associated with some student classroom projects, class lab fees, PE uniforms, and athletics. If you are unable to provide the above fee(s), please talk to your teacher(s), counseling office, 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. Only students that are too ill or too injured to be attended to in class will be sent to the Health Office. 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.

### **Other Responsibilities include:**

- |                                  |  |
|----------------------------------|--|
| ❖ Sixth Grade:                   | Vision Screening                           |
| ❖ Seventh Grade:                 | Scoliosis, Height, Weight Screenings       |
| ❖ Eighth Grade:                  | Vision, Hearing Screenings                 |
| ❖ All new and transfer students: | Vision, Hearing, Height, Weight Screenings |

## Medication in School

All student medication must be stored in the nurse's office. Exemptions will be made when it is medically necessary for a student to carry medication, such as an inhaler for asthma.

Students who are required to take any type of medication during school hours must have on file medication authorization forms signed by the prescribing physician/practitioner and parent/guardian. All medication must be contained 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.

All medication that is stored on the school premises must be kept in a locked drawer or cabinet. **No medication may be kept by students on their persons, lockers, in their back packs, or in the classroom.** Exception may be granted if a student's health condition warrants that the medication must be student carried. Unused medication will be returned to parents only or, with parent permission, may be sent home with the student. Medication that is not claimed will be destroyed.

## Illness

Students should be kept home from school if they are ill. Students are expected to attend recess and participate in specials activities. If a doctor states, in written form, that your child is well enough to attend school, is not in a condition to jeopardize the health of others, and is to remain indoors, we will do our best to accommodate this request.

### **Please do not send your child to school if experiencing any of the following symptoms:**

- Fever/Chills
- Shortness of breath/Difficulty breathing
- Vomiting
- Diarrhea
- Fatigue or lack of appetite
- Productive coughing, sneezing
- Headache, body ache, earache
- Sore throat

### **Your child can return to school when:**

- Free from a fever (measured temperature of 100.0 F or greater) without the use of medications for at least 24 hours
- symptoms have been improving for at least 24 hours
- Free from vomiting and/or diarrhea for 24 hours.

## ***SAFETY***

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

Students are ***not*** permitted to leave campus. We will only release students to their legal parent/guardian or to the person identified as an emergency contact person. 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.

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. Drills will be conducted in accordance with Nevada Assembly Bill 127 (AB127).

### **Non-Human Life Forms**

Due to safety concerns, bringing animals, insects, or other life forms inside the Spring Creek Middle School building is not allowed. This rule also applies to *service dogs* for which one-time verbal permission must be granted by the Special Services Central Office Director.

## ***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. Spring Creek 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. 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 the candidate packet within the required time frame. Members are selected based on a combined score from voting, teachers, and grades.

### **Athletics**

The SCMS Athletic program is participatory in nature for **7th and 8th grade students**. 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, Boys Wrestling, and Boys & Girls Soccer. The number of teams available depends upon participation and coaching staff. Tryouts may be required based on level of student interest.

There is a fee to participate in all Athletic activities. The fee must be paid before students may participate.

Refer to the Intramural Sports Handbook for detailed student and parent responsibilities. It is important for parents, guardians, family members, etc., to respect 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.

### **Eligibility**

Only regularly enrolled students in good standing may participate in extracurricular activities. This includes attendance, good behavior, and following ECSD Intramural guidelines for grades and continued eligibility.

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.

## Clubs

Student Clubs are available during the school day or after school.

We encourage students to get involved in Athletics or Clubs to broaden academically, athletically, and socially. If you have a great idea for a special activity, talk to a faculty member who might like to help you get organized. All clubs and organizations must have a staff member sponsor. A club application must be completed by staff and submitted to administration for approval.

## Student Dances

During the course of the school year, dances are organized and held for student enjoyment and social development. Dances are normally scheduled from 3:00-4:30 p.m. The following guidelines have been established for the safety and enjoyment of everyone at all dances:

- Students must be picked up within 15 minutes following a dance.
- Students must be present all day to be permitted to attend dances, unless the absence was pre-arranged for a valid reason.
- Students assigned to ISS or OSS on or during the day of a dance, **may not** attend the scheduled dance.
- Only designated doors may be utilized to enter or exit the dance.
- Students need to remain in the gym unless accessing the restroom, office, or phone to call a parent for transportation. Students who leave the building may not return to the dance. They must call a parent and be picked up immediately.
- All school rules, including the SCMS Dress Code, are in effect during dances. Behavioral problems will cause the student to be sent home immediately and possibly lose attendance privileges at dances for the remainder of year. Students are subject to additional disciplinary consequences as established by the Elko County School District and SCMS.
- Cost of admission will vary and is used to pay the DJ with the balance going towards a variety of fundraisers.

## 8th Grade Social

The SCMS Student Council in cooperation with the PTA sponsor a special 8<sup>th</sup> grade Social and Dance at the end of the school year. The 8<sup>th</sup> Grade Social is from 6 to 9 pm.

- Students attending the 8<sup>th</sup> Grade Social must attend school for the whole day on the day of the Social. Students shall not leave school early that day to attend appointments of any kind, unless prior permission has been granted by an Administrator.
- Students who have been in Out of School Suspension or In School Suspension will not be allowed to attend the social without prior approval from administration.
- Only SCMS 8<sup>th</sup> grade students are allowed at the 8<sup>th</sup> Grade Social. Guests are not allowed.
- All school rules are in effect. Behavioral problems will cause the student to be sent home immediately. Students are subject to additional disciplinary consequences as established by the Elko County School District and SCMS.



# **ACADEMICS**

## **Student Records**

### **Education Records Content and Requirements**

A cumulative record card shall be kept for each student in the district. The cards of students completing elementary school shall accompany them through secondary school. The name under which the student is enrolled is not to be changed on school records, unless it be established that: (a) the original enrollment was made under an alias; or (b) the name has been legally changed by court order. If the parent insists that the student be called by some name other than his/her own, the legal name on his/her enrollment card or permanent record card shall not be changed, but the principal may enter as a Nickname that the parent wishes the student to use, i.e.: John Doe (Legal Name) John Smith (alias/nickname)

### **Procedure to Inspect Educational Records**

Parents of students and eligible students themselves may inspect and review the student's education records upon request. If a parent requests to view academic files, identification may be required before any records will be released for viewing purposes. A school counselor or administrator must be present during the viewing process and must properly fill out the Records Review Register located at the front of each student's file. The principal (or other appropriate school official), as promptly as possible, shall notify the parent or eligible student of the time and place where the records may be inspected. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

### **Correction of Educational Records**

Parents and eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights under procedures of the corrections of records provided in Section 99.20 and 99.21 of the FERPA regulations.

### **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  
I = Incomplete.  
P = Pass. To be used only for non-graded special education students.  
NG = No Grade

Grades will reflect student performance based on 30% or less on formative assessments and 70% or more on summative assessments. Per ECSD policy IHA, **NO extra credit is allowed.**



## **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.
5. The semester final exam will be the last summative assessment for the course and will be entered into the summative category.

Parents: Please routinely monitor your students' grades 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 school office at 775-777-1688.

## **Awards**

Students are recognized for good citizenship, high academic performance, athletics, and other personal accomplishments and contributions to our school community. Parents, Guardians, and family members are welcome to attend Awards Ceremonies and academic celebrations.

## **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 7<sup>th</sup> and 8<sup>th</sup> grade COMBINED.

If a student does not earn enough credits, a student may be promoted to high school in certain situations. At a minimum, the student must meet the attendance requirements be no more than ½ 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 8<sup>th</sup> 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 SCMS. 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 SCMS 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, SCMS 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**

#### **Special Education Program**

Students who qualify for Special Education are served in either the Inclusion, Self-Contained, or Resource Room setting. Teachers who are licensed to work with students who have qualifying disabilities work with the Multidisciplinary Team, made up of the student's parents, administration, other special education teachers, a school psychologist, regular classroom teachers, sometimes that student, and any other individual who will be working with that student, to develop an Individual Education Plan.

#### **504 Learning Plans**

Some students may qualify to be serviced by a 504 Learning Plan. A committee of school personnel who know the student, the meaning of the student's evaluation data, and the student's placement options, will convene along with the student's parents to determine an appropriate educational program to best meet the student's needs.

#### **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](http://www.safevoicenv.org) or calling 833-216-7233(SAFE).

## ***LIBRARY POLICIES***

- Students may have THREE books checked out at a time.
- Books are checked out for a THREE 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.
- Students can access and manage their library accounts through their Destiny Discover account.

# ***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 with exception of the last period of the day at the teacher's discretion.
- ❖ Always **keep your hands to yourself**. SCMS 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.
- ❖ **Energy drinks are not allowed at any time at school, including at lunch.**
- ❖ Weapons, drugs, tobacco products, and alcohol are not allowed.
- ❖ Tobacco, nicotine delivery devices, 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 SCMS students attending high school sporting events must be accompanied by a guardian or parent. If behaviors occur, the ECSD Discipline Matrix will be followed.**

## **Student Behavior Management**

Teaching and learning is too important to allow misbehavior to interfere with the educational process. SCMS 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. The staff and administration at Spring Creek 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.

# SPRING CREEK MIDDLE SCHOOL

STUDENTS EXCEL IN...

SERVICE

LEADERSHIP

SCHOLARSHIP

CHARACTER



## PROFILE OF A TITAN



### SERVICE

VOLUNTARILY CONTRIBUTE  
TO SCHOOL AND  
COMMUNITY

I LOOK OUT FOR OTHERS

I FIND WAYS TO SUPPORT  
OTHERS

I AM WILLING TO HELP

I SHOW COMPASSION



### LEADERSHIP

BEING A LEADER IN  
SCHOOL AND THE  
COMMUNITY

I AM RESPECTFUL

I AM RESPONSIBLE

I DO THE RIGHT THING

I STAND UP FOR MYSELF  
AND OTHERS



### SCHOLARSHIP

A COMMITMENT TO  
LEARNING

I AM A HARD WORKER

I AM PREPARED

I STAY ON TASK

I AM FOCUSED



### CHARACTER

UPHOLDING PRINCIPLES OF  
MORALITY AND ETHICS

I AM HONEST

I AM KIND

I AM TRUSTWORTHY

I RESPECT OTHERS, MYSELF, AND  
OUR SCHOOL



## 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#>) JBAA 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 SCMS 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.



## **SCMS 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.

### **Tardiness**

Instructional time is sacred at SCMS. Students are expected to be in their assigned classrooms before the bell rings each block of the school day. Students who are late to school will have a tardy logged on their attendance. Parents may excuse these tardies with a note or phone call. If students are tardy to class due to their own unexcused behavior they may receive a referral for disruption of class or willful disobedience. Hall passes are required for students to be in the halls while classes are in session. Teachers at SCMS will emphasize promptness on the part of students. SCMS will prescribe a consequence after five cumulative tardies and progressively thereafter. Tardy counts reset at the start of each quarter.

Three tardies -- parent contact; 1 day lunch detention

Six tardies -- parent contact; 2 days lunch detention

Ten tardies -- parent contact; 4 days lunch detention

Twelve tardies -- parent contact; 1 day ISS + 3 days lunch detention

Fifteen tardies -- 2 days ISS + 2 days lunch detention; **A meeting will be held with the student, parent or guardian, the SRO and Administration. At that meeting, the SRO may give a written citation to the student.**

### **Public Display of Affections- PDA**

At SCMS 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 SCMS 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 only to ensure a clean and healthful environment in the Elko County Public Schools. Therefore, student dress and grooming rules will be left to the discretion of Administration when in his opinion the students' dress and/or grooming become obscene, vulgar, filthy, unhealthy, or become a distraction to and interferes with the educational process. Students not consistent with the intent of the District Policy JCB, may be sent to the administration office for appropriate disciplinary action according to the Elko County School District Discipline Matrix.

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
- ❖ Promoting a general atmosphere of order and discipline in the school environment



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

- Apparel such as shorts, skirts, or bottoms with slit, cuts, rips must have a visible inseam.
- Transparent clothing is 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, undergarments, or bra may not be exposed.
- Pajamas or other nighttime wear is **not** allowed to be worn at school, including house slippers.
- Clothing is to fit appropriately and be worn on the hip or at the waist. No sagging and bagging of pants.
- Clothing, jewelry, or accessories that advertise, reference, or imply connotations to controlled substances, tobacco, alcohol, weapons, profanity or anything of a sexual nature are not permitted. No criminal gang related apparel, accessories, or symbols.
- Distracting contact lenses and hats, caps, scarves, bandanas, or other head coverings are not permitted.
- Attire that is deemed dangerous or accessories that may cause injury are not permitted.
- Body/facial piercing 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.
- Flags and banners are not permitted.
- Hats are not allowed to be worn in the building with exception of special school-wide dress days and on the last day of the week when a hat pass is purchased and required. Anything viewed as non-traditional must be approved by the administration.

### **ECSD Publicity**

Throughout the year, ECSD regularly publicizes the accomplishments of students, staff, and various programs and events through District publications.

IF YOU DO NOT WISH TO HAVE your child(ren)'s photo (video or still), artwork, written work, verbal statements, and name used for school or District publicity, please contact the school secretary for a Publicity Refusal Form. Physical forms will need to be returned to the school secretary.

### **J.D.B.A. - Electronic Devices (cell phones, headphones, watches, etc.)**

1. The use of cellular telephones and other similar electronic devices (referred to collectively as "cell phones") is governed by the District's Acceptable Use Agreement.
2. Cell phones may not be used during the regular instructional day, including transition times, without the prior permission of the Principal.
3. Cell phones may be used before and after school, at lunch, at school activities, and on school sponsored trips, as long as the Acceptable Use Agreement is not violated.

#### **CONSEQUENCES FOR VIOLATION OF THE POLICY**

##### **First Offense**

- The electronic device shall be confiscated.
- The parent/legal guardian shall be notified.
- Administration will determine whether the device is returned to the student or parent.
- A warning shall be given regarding the consequence(s) for any future violation of the policy.

##### **Second and Third Offenses**

- The electronic device shall be confiscated.
- The parent/legal guardian shall be notified.
- The electronic device shall be turned over to the parent/legal guardian.
- Detention per ECSD Discipline Matrix.

#### **Fourth and Subsequent Offense**

- The electronic device shall be confiscated.
- The parent/legal guardian shall be notified.
- The electronic device shall be turned over to the parent/legal guardian.
- Detention/ISS and loss of phone use on campus .

**\*\*The District is not responsible for loss, theft, or destruction of personal electronic devices brought onto District property or to District sponsored events.**

#### **GDGo3-- No Recording of Speakers**

No employee, student or other person may record, by any means, a conversation with another person on school property unless all of the following criteria are met:

1. A legitimate purpose for the recording;
2. A recording device in plain view;
3. If the party desiring to record a conversation is an employee, written authorization from the supervisor of the employee; and
4. The recorded consent of all participants in the recorded conversation.

“Recording” includes capturing any verbal communications by the use of any mechanical or electronic device including, without limitation, audio recorder, video recorder, computer, portable pad, tablet, cell phone and “smart” phone.

“Secretly” means without the actual knowledge of all speakers being recorded.

“School property” means: (a) all property owned by the District; (b) in a school vehicle; and (c) at a school function physically off school property.

#### **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 1<sup>st</sup> or 2<sup>nd</sup> 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 3<sup>rd</sup> 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 the 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 SCMS restorative discipline plan in the main office. The SCMS 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.

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