

West Wendover Middle School

Student Handbook 2020-2021



Principal: Mrs. Brenda Carter
Counselor: Ms. Carla Fritchie
Secretary: Ms. Brooke Elton

Home of the Wolves



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

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PRINCIPAL'S MESSAGE

The West Wendover Middle School staff, faculty, and administration welcome all students to our school and wish you a productive and successful 2020-2021 school year.

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

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

Sincerely,

Mrs. Carter, Principal

***Please be aware that information in this handbook may vary according to which phase our school is in throughout the year. ALL students must properly wear a mask and follow CDC social distancing guidelines of 3 feet at ALL times. Students and/or parents who chose not follow the directives mandated by Nevada's Governor should enroll in NNVA or participate in Elko County School District's online school. Students not following these guidelines in class will be sent home and expected to participate in online instruction.**

WEST WENDOVER MIDDLE SCHOOL BELIEFS

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

ADDRESS AND TELEPHONE NUMBERS

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

SCHOOL CALENDAR

August 31	First Day of School
September 4	Fair Day (no school)
September 7	Labor Day (no school)
October 29 th	End of 1 st Nine Weeks
November 4-5	Parent/Teacher Conferences
November 11	Veterans Day Observance (no school)
November 13	*All 4 Day schools will be in session this Friday
November 26-27	Thanksgiving Holiday (no school)
December 18	Christmas Break
December 21-January 1	No School (Christmas Break)
January 4	School back in session
January 21	End of 2 nd Nine Weeks
January 24	No School-Teacher Work Day
February 17	President's Day (no school)
March 27	End of 3 rd Nine Weeks
April 1-2	Parent/Teacher Conferences
April 6-10	No School (Spring Break)
May 25	Memorial Day (no school)
June 5	Last Day of School

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to expect:

- An atmosphere that is conducive to learning.
- A curriculum that is challenging, yet appropriate to their needs.
- Teachers whose desire is to create an interest in learning.
- Fair and unbiased treatment from teachers and administrators.
- To be informed of those areas of policy that directly affects their performance and education.
- Free and open dialogue with the administration on items of mutual interest and concern.
- Channels of appeal to be open to arrive at satisfactory solutions.
- Those who abuse the rights of others to be properly disciplined.
- Leadership and guidance in their educational careers and future goals.

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

- Take full advantage of the educational opportunities afforded them.
- Strive always for excellence of performance in all activities in the home, school, and community.
- Be punctual.
- Not jeopardize the learning opportunities of other students.
- Gather facts through proper channels and meaningful dialogue prior to drawing critical conclusions.
- Be prepared for class by bringing all necessary materials to class.
- Complete and turn in all assignments.

Students should recognize that in all probability they will be shown the same courtesies as they display toward their peers, teachers, and administrators.

ELIGIBILITY TO REPRESENT THE SCHOOL IN EXTRACURRICULAR ACTIVITIES & INTRAMURAL SPORTS

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I.D.F.A. Eligibility to Represent the School

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

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

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

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

I. ACADEMIC ELIGIBILITY

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

If a student has an F the day before the game they are not allowed to play/go to that week's game.

The office will do a warning grade check the beginning of the week to let any student know they have an F and that they need to get it up before that week's game. There will be only 1 warning grade check.

The final grade check will be on Friday Mornings at 8:00. Any student with an F will not be allowed to participate or go to that week's game.

Even though the office will be do a warning grade check the beginning of the week. It is still the student's responsibility to check their grades and make sure they get any F's up. Grades can change over the week. So while a student might not have an F when the office does the warning grade check, there is a possibility that they might have a F later in the week.

Student Conduct and Discipline

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

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

The principal will have the authority to suspend for a period not to exceed ten days those students who violate Elko County School District policy and/or West Wendover Middle School Student Conduct policy. Please refer to the WWMS Restorative Discipline Plan.

COUNSELOR'S CORNER

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

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

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

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

CHANGING AND / OR DROPPING CLASSES

All requests to change schedules or drop classes must be completed before the end of the first week of each semester in which the change is requested. Only legitimate class change requests will be honored. If, for any reason, a class must be changed after the deadline it must be approved by the school's administration prior to the request. Any materials that have been issued prior to dropping a class must be returned.

TESTS

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

PROGRESS REPORTS AND INFINITE CAMPUS

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

SCHEDULE CHANGES

Since advanced planning and guidance are provided for each student prior to registration, only **limited** changes should be required after formal registration. NO changes will be allowed after the third week of each semester. Personal preferences for a particular instructor or personality conflicts are not valid reasons for schedule change. Classes cannot be dropped after the third week of each semester without approval of the principal.

GRADES: DEADLINES AND MAKE-UP WORK

For an excused absence, work may be made up and full credit given. Elko County School District policy mandates that two days will be given for each day missed to complete make-up work. If an assignment or test is announced while the student is present in class, for a particular date and the student is absent on that date, he/she will be required to turn in the assignment or take the test immediately upon returning to school. For an unexcused absence, while work must be made up by the student, credit given for that work may be discounted by the teacher. However, if prior to the absence the student arranges a make-up procedure with the teacher, full credit will be given.

Incompletes may be issued for extenuating circumstances. All time limits for making up incomplete work will be established by the teacher and student, and approved by the principal. These time limits should not exceed two weeks. Unusual circumstances will be given special consideration. Any incomplete grade not made up by the agreed time will be recorded as a failing grade.

ATTENDANCE PROCEDURES

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

To ensure that all students receive a quality education, it is important that they attend school regularly. Students are considered present in school when they are attending classes or school sanctioned functions. Students are considered absent when they fail to attend classes as scheduled, for any reason other than attendance at a school-sanctioned activity. An unexcused absence is an unauthorized absence from school, and means that a student will not be allowed to make up missed work. Students might also suffer disciplinary actions, such as being declared TRUANT.

Any student who is absent must have a valid reason. Parents / guardians have up to 3 days to excuse an absence. You can do this by calling the office, sending a doctor's note, a note signed by the parent/guardian to advise of their child's absence, or emailing the attendance secretary at yharo@ecsdnv.net. Without this notification, the absence will be unexcused and considered truant after the 3rd day.

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

If unexpected illness or emergencies occur during the day, students will be excused only by the nurse's or principal's office. Students are never to leave the campus without first being excused. Leaving school or "skipping" a class for no legitimate reason is unacceptable behavior. The direct consequence for such behavior will be assigned In School Detention (ISD).

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

Excused Absences – Those absences resulting from:

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

PERFECT ATTENDANCE

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

HABITUALLY TRUANT

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

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

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

ABSENCES

Students that have been absent for any reason will have minimum of two days for each day they were absent to complete formative and summative assessments that were due while they were absent.

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

Minimum Days of Attendance for Seventh Grade Through Twelfth Grade - Traditional Schedule

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

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

Exceptional Circumstances

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 education experiences outside of school.
4. Verifiable family emergencies.
5. Extended injury or illness which is doctor verified.
6. Absences directly related to a student's identified disability.

Exceptions will be determined by the school principal.

Appeal Process

Each school will notify parents, in writing, whether their child will be promoted or will lose credit(s). Parents may appeal this decision per the following:

District Review and Fact Finding Committee Members:
Central Office Administration
Building Level Administrator
Teacher
Parent

Appeal Procedure

A student and/or parent shall notify the principal within ten (10) working days after notification of promotion or loss of credit(s) if they wish to appeal the school's decision. The principal will inform the Superintendent, in writing, of the parent's decision to appeal. District staff will schedule a hearing in which the review committee, parents of the student, student, and school principal will review all relevant data. This will include the student attendance records, reasons for absences, academic status, copies of written parental notices and/or any other relevant information.

The District review committee will determine, based upon the information provided, whether the student's circumstance warrants promotion or non-promotion (loss of credit). All parties involved will be immediately notified of the decision.

The decision of the District Review Committee may be appealed to the Board of Trustees.

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 TRUANT.

MIDDLE SCHOOL IS A CLOSED CAMPUS

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

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 (Note this is not an all inclusive list, administration may discipline a student for any cause they deem appropriate):

1. Malicious damage to school property;
2. Willful disobedience to administrators, teachers, or other school personnel;
3. Possession of intoxicating liquor, a controlled substance or a counterfeit substance;
4. Using or being under the influence of an intoxicating liquor or a controlled substance;
5. Hazing in connection with any school or social activity relating to school;
6. Impairing the health, safety, or welfare of teachers, students, or other persons;
7. Impertinent language toward administrators, teachers, or other school personnel;
8. Use of profane or vulgar language;
9. Use of tobacco;
10. Sexual harassment of student(s), administrators, teachers, or other school personnel;
11. Scholastic dishonesty.
12. Inappropriate use of computers and / or the Internet.
13. Being guilty of conduct which interferes with the maintenance of school discipline;
14. Being guilty of conduct which warrants the reasonable belief that disruption of school operations will likely result;
15. Committing any other act which is a crime under the Nevada Revised Statutes;

For purposes 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.

The principal or vice principal shall have the authority to suspend for a period of not to exceed ten (10) days, any students who have committed one or more of the offenses listed above. When a student has been suspended 10 or more days, the principal shall immediately forward all relevant information, accompanied by the principal's recommendation to the Superintendent of Schools. Such recommendation may result in expulsion from school for the remainder of the school year. Parental conferences shall be an integral part of any readmission following a suspension.

SEXUAL HARASSMENT

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

Student Discipline: Bullying and Cyber-Bullying of Students Prohibited. General Policy Statement

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

Definitions

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

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

"Cyber-bullying" means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, "sexual image" means any visual depiction, including, without limitation, any photography or video of a minor simulating or engaging in sexual conduct or of a minor as the subject of a sexual portrayal. "Sexual portrayal" means the depiction of a person in a manner which appeals to the prurient interest in sex and which does not have serious literary, artistic, political or scientific value.

GANGS, GANG SIGNS, GANG ACTIVITY

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

HABITUAL DISCIPLINARY PROBLEM

Elko County School District Policy states that a student will be declared a habitual disciplinary problem if the school has written evidence which documents that in one year:

- The student has threatened, extorted and/or attempted to threaten or extort another student, or a teacher or other personnel employed by the school. .
- The student has a record of five suspensions from the school for any reason.

Students who have been declared a habitual disciplinary problem must be suspended or expelled from the school for a period **equal to at least one semester**. For the period of suspension or expulsion, the student must receive equivalent instruction authorized by the State Board pursuant to NRS 392.070.

HALL PASSES

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

ADVANCEMENT POLICY GRADES 7-8 PROMOTION POLICY

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

In retaining or promoting a student, the school will consider not only the child's academic achievement and needs, but also the child's age, his social and emotional maturity and needs, and the wishes of the child's guardians or parents.

No teacher may retain a student, or promote him tentatively, without the principal's approval. In all instances of retention, the student's parents must have been kept informed through the year of the child's lack of progress. A record of such notification must be kept by the principal as evidence that he or she attempted to secure the cooperation of the parents in helping the child make better progress.

West Wendover Middle School Grading Policy

1. Separate behaviors from academics to ensure that the grade accurately reflects achievement.
2. Emphasize summative grades determined by high-quality assessments aligned to standards.
3. Offer relearn and recovery opportunities in which students demonstrate learning over time.
4. Enter grades in a timely manner.
5. Students will have 5 days from the grade entry date to make up a summative assessment.
6. Our final policy states that 70% or more of the course grade should be derived from summative assessment grades and the remaining 0% – 30% should be derived from formative assessments.
7. Minimum of six summative assignments per semester not including final exams.
8. Minimum of twelve formative assessments per semester.
9. A grade only has integrity if the assessments on which it is based are of highest quality and aligned to standards. Assessment literacy must be part of professional learning, and assessment development must be an ongoing process.
10. Educators are encouraged to use a four point scale on all assignments. Teachers are not to have more than 400 points per semester.

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

Relearn and Recovery

In a successfully differentiated classroom, teachers often allow students to redo work and assessments to demonstrate mastery of content (Wormeli, 2006). To support the ideals behind mastery learning, offering opportunities to relearn content that the student did not master on the first attempt is imperative.

Student Expectations

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

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

1. Use complete words and student/parent friendly language in the title and description of your assignment.
2. **Do not enter a “0” prior to the due date of formative or summative assessments.** This will deflate the value of a student’s current grade, confuse parents, and make it difficult to determine extracurricular eligibility.
3. Use only **two categories for grades**
 - a. Formative (weighted must be within the 0%-30% range).
 - b. Summative (weighted must be within the 70%-100% range).
4. The administration as each secondary school will designate which day eligibility checks will be made each week (**Monday by 3 PM**). All formative and summative assignments that were due at least one week prior to that date must be corrected and entered into Infinite Campus by noon on the day designated for eligibility checks. Larger or more complex assignments must be corrected and entered into PowerSchool within two weeks of the assignment due date.
5. Only teachers are allowed to enter grades into PowerSchool. **Student access to PowerSchool Teacher is a violation of the acceptable use agreement and FERPA.**
6. Students that have been absent for any reason will have minimum of two days for each day they were absent to complete formative and summative assessments that were due while they were absent.
- 7.

Inappropriate Language	Unintentional profanity used as an exclamation not directed towards an individual.	Swear words, racial slurs, offensive gestures, or sexually oriented comments directed at an individual.
Inappropriate Contact	Inappropriate physical contact without intent to harm, such as play fighting.	Inappropriate physical contact with deliberate intent to harm, such as hitting, kicking, and fighting. (Automatic 3 day OSS)
Bullying/Teasing	Non-threatening comments to other students.	When a student does anything verbally, physically, or written to threaten another student.

Disruption	Any action that interrupts the educational process.	Repeated and purposefully interrupting the educational process.
Defiance	Failure to follow directions or requests.	Failure to follow directions or requests on an ongoing basis.
Disrespect	An incident of talking back or rude interactions.	Repeated incidents of talking back or rude interactions.
Property Damage/Vandalism	Not using materials for their intended purposes or causing harm.	Purposeful and repeated destruction of materials, school property, and things of monetary value.
Stealing	Theft of low-value items with return of item to owner. (Pencils, highlighters, etc.)	Deliberately taking anything of high value that does not belong to you, or not returning something of low value.
Cheating	If you are caught cheating or allow someone to cheat off of you on any formative assignment.	If you are caught cheating or allow someone to cheat off of you on any summative assignment/test. (Automatic 1 day ISS)