

Spring Creek Middle School Student/Parent Handbook 2019-2020



School Colors: Purple, Black & Silver

Mascot: Titans

Grade Levels: 6th, 7th and 8th

Elko County School District Website: www.ecsdnv.net

Spring Creek Middle School Website: www.scms.ecsdnv.net

This Handbook belongs to

14650 Lamoille Highway, Spring Creek, NV 89815

775-777-1688

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**SPRING CREEK MIDDLE SCHOOL
ADMINISTRATION & COUNSELING**

Principal

Mr. Josh Reddig

Vice Principal

Mr. Travis Carr (A-L)

Vice Principal

Mrs. Salli McDermott (M-Z)

Counselors

Mrs. Chelsea Gould (A-L)

Ms. Amy Price (M-Z)

**ELKO COUNTY SCHOOL DISTRICT
ADMINISTRATION OFFICE**

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Elko, NV 89801
775-738-5196

Mr. Todd Pehrson, Superintendent

Mr. Mike Smith, Assistant Superintendent

Mr. Keith Walz, Director of Special Services

Mr. Christopher McAnany, Director of Secondary Education

Mrs. Jeanne Jackson, Director of Elementary Education

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

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

2019-2020

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SPRING CREEK MIDDLE SCHOOL, ESTABLISHED 1996

Message from the Principal

Dear Spring Creek Middle School Families,

Welcome to the 2019-2020 school year! Can you believe that the summer has come and gone so fast!! During the summer we all have grown, improved, refreshed, and in some cases, we have changed for the better! Our school has changed some too! When you come back for the school year you will have three brand new administrators. We know this will most likely cause excitement and maybe some anxiety. All three administrators will be available to meet with during open house. Please come and talk to your new leaders of SCMS!! If those times don't work for your family or the night is too busy, please schedule a time through the front office. Your new administrators, Mr. Carr Assistant Principal, Mrs. McDermott Assistant Principal, and Mr. Reddig your new Principal value very much the families that make up our community. Your voice, presence, and input are invaluable points that make our school a place where your children will thrive and find success. Please do not hesitate to reach out to us.

We know you probably are curious about who we are! Here is a quick informational about your new leaders.

Principal Josh Reddig is new to the Elko County School District. Josh is born and raised in Nevada, growing up in Sparks Nevada. Josh attended the University of Nevada, Reno and is an avid sports fan following the Chicago Bears and Boston Red Sox. Josh brings 16 years of educational experience with him to his position. His most recent assignment was as principal of the Academy of Arts, Careers, & Technology in Washoe County. He has taught or been an administrator at all levels of school with a majority of his time spent in high school. Josh coached baseball at three schools in Washoe before moving into administration. Josh is passionate for student advocacy and ensuring that schools are a welcoming place for all students no matter the circumstance. Josh is moving to the area with his wife of 16 years, Stephanie and together they have two children, Gavin and Maci.

Mrs. McDermott has 18 years of teaching experience in Elko County. She spent these years at Southside and Spring Creek Elementary in 3rd-6th grades. She is excited to begin her first year in administration at SCMS and work with middle school age children, their family, and the awesome staff. Mrs. McDermott loves the Spring Creek community and lives here with her husband, Justin, and their three daughters, Arena (14), Justine (11), and Bodi (7). Her favorite things to do are watch her kids compete in all their sports, rodeo, and 4-H activities. When she can get away she loves to go camping, boating in the summer, and snow skiing in the winter.

My name is Travis Carr and I am one of the new Vice Principals at Spring Creek Middle School. I am very excited to join the Titan family, and look forward to working with the students, parents, staff, and community members in the Spring Creek area. I have spent the last 12 years in Reno, Nevada as part of the Washoe County School District. During the first 8 years in WCSD, I was a special education and physical education teacher at the middle and high school levels. For the last 4 years I worked as a teacher on special assignment in the Career and Technical Education Department. I am married to my wife Kelly, and we have 5 year old twin boys (they keep us very very busy). My wife who is also in education, will be teaching Kindergarten at Liberty Peak next year. Our boys will be starting Kindergarten and they will also be attending Liberty Peak. We are very excited to be living in Spring Creek, and we look forward to getting to know the area better in the years to come.

We know you will have a great year! We look forward to making this the best one yet!

Your Principal – Josh Reddig

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.

[School Closures](#)

Sometimes school may be closed due to inclement weather or emergencies. ECSD uses an automated telephone program (*School Messenger*) to communicate information, alerts and emergencies that may affect your student. Therefore, it is imperative that you keep a current phone number in our records to avoid missing an important call. Call the office, 777-1688, and let us know if your number has changed.

[Flyers](#)

Timely information is often communication through flyers distributed to your student. Please ask your student often if they have received a flyer regarding any pertinent information at school. Much of this same information is posted on the SCMS website on the index page or on the calendar.

[School Messenger](#)

School Messenger is an automated phone system used to inform parents of important information such as tests, project due dates, events, yearbooks sales, requests, fund-raising, etc. Please ensure that the Administration Office has your correct and current phone number.

[Newsletters](#)

Newsletters are sent to students' home addresses by request and are accessible on the SCMS Website. Our Newsletter has a variety of information including the Honor Roll and upcoming important dates.

[Announcements](#)

All school information is disseminated at the end 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 that time to collect messages, gift, flowers, etc.

[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 or Counseling 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 and we will gladly give you a lesson or two.

ATTENDANCE AND INFORMATION GUIDELINES

School Start and End Times

Spring Creek Middle School is in regular session from **7:30 a.m. - 1:45 p.m. Monday through Friday.**

ECSD Attendance Policy and Philosophy

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

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

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

Minimum Days of Attendance for Seventh Grade Through Twelfth Grade – Block Schedule

Less than 90 percent attendance in block scheduled periods enrolled each semester may result in loss of credit(s). Six or more block schedule periods missed per class, per semester, may result in loss of credit.

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 truant.

The parent/guardian or medical verification note should be taken to the Attendance Office the day the student returns to school. Absences documented with medical verification notes for each date absent will be exempt and will not be counted against the state of Nevada's minimum daily attendance policy. **All students must obtain an Admit Slip on the day of return.**

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

1. Doctor verified medical release.
2. School Nurse verification.
3. Prearranged educational experiences outside of school.
4. Verifiable family emergencies.
5. Extended injury or illness which is doctor verified.

6. An absence directly related to a student's identified disability.

Exceptions will be determined by the school principal.

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

At Spring Creek Middle School, we want to encourage perfect attendance and promptness for all our students. We hold it in very high esteem. Research has shown students who attend school are more successful. Even though the Elko County School District has adopted the 90% attendance policy rule in regards to student attendance we want our students to be here every day ready to learn except in cases of serious health concerns or illness.

Student Arrival Time

Please do not bring your students to school earlier than 7:00 a.m. Students are to wait outside or in the area between the front doors until 7:15 a.m. No student should be in or around any other area of the building.

Students Leaving Campus during the School Day

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

Make-up Work due to Absences

Due to our block scheduling 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 on Infinite Campus and on 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 make up time for every day they are absent. As with all absences, a note requesting a pre-arranged form must be submitted to the office two days prior to the absence. It is the student's responsibility to obtain the required work from each teacher.

Truancy

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

The following are considered bona fide excuses for absences:

1. Personal illness.
2. Family emergency or crisis.
3. Funeral of a relative or friend.

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

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

Truancies shall be dealt with in the following manner:

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

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

TRANSPORTATION

After-School Transportation

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

Bus Pass

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

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

Bus Conduct

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

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

When a student is guilty of misconduct, the driver will give the completed Misconduct Report (Bus Violation) to the school Administrator. After disposition of the report, copies will be distributed to the student, parents, transportation department and the driver.

The following courses of action are considered the minimum:

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

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

1. Commits or threatens to commit physical harm to driver or passengers.
2. Damages or destroys school property.
3. Absolutely refuses to obey or follow instructions.
4. Engages in any activity to distract the driver's attention from his/her duties.

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

Bus Stop Safety

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

GENERAL INFORMATION

Dismissal

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, advisor or coach. Pupils staying at school after dismissal for a school activity are to be out of hallways and with their adult supervisor. Students waiting for rides after tutoring, practices, games, detentions or meetings are to remain in a front foyer near an outside doorway. If weather permits, students are to wait in front of the building for their ride home. They may not be anywhere else in the building unless they are with a teacher, coach or advisor. (If it becomes necessary, students will not be able to go to their locker after athletic practices or club meetings because hallway gates will be closed and locked. Students are to make arrangements with their coach or advisor to put their books, coat, etc. in a classroom or locker room.)

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

Student Identification Card (Student ID/Lunch Card)

Students have assigned Lunch cards which are utilized for debit and credit accounting purposes. With a Student ID/Lunch Card you are permitted to purchase a lunch from your designated account. If you do not have your card, you will be directed to go to the end of the line.

Cost: \$3.10 per lunch, \$3.85 second lunch, \$3.85 adult lunch

Deposits to your lunch account are to be made between 7:15 and 7:30 a.m. and will **not** be accepted in the meal line. Deposits made after this time will be credited to your account the following day. Make checks payable for the amount you want deposited into your meal account as you will not be allowed to get cash back from a check. **Two** meal charges will be allowed in the event that your account runs out of money. Funds must be deposited the following day to cover your charge. **You will not be permitted to charge any other meals to your account until your account has been credited. There is NO charging during the last two weeks of school (per ECSD).**

Applications for the **Free/Reduced Meal Program** are available in the Main Office. This is an equal opportunity Federally Funded Program. If you feel you have been discriminated against in any way because of race, color, national origin, age, sex, or handicap, write to: Secretary of Agriculture, Washington, D.C. 20250.

Fund-raising 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 fund-raising 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 fund-raising activity. There will be school-sponsored fund-raising throughout the school year. This includes NO suckers!

Student Lockers and Locks

Administration assigns a locker to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. All lockers remain the property of the school **and are subject to search at any time.** A 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. **We hope that these locks will help reduce the number of locks that are lost or destroyed due to removal from unassigned lockers. This will save money for the Parents/Guardians and eliminate the stress students have due to lock issues.**

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

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

Valuable Personal Property

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

Lost and Found

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

Parent Contact with Students (Non-Emergency)

In an effort to minimize disruption of class time, all parent messages and/or drop offs for students will be left in the Administration Office. Messages and materials will be delivered to your student dependent upon the immediate need of the message or materials. All other messages and materials will be delivered when time allows or at the end of the day. 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 fully and fairly. Anonymous complaints will be disregarded. The goal of this section is:

- ❖ To establish a simple framework for addressing concerns.
- ❖ To provide for prompt resolution of concerns.
- ❖ To ensure that all parties will participate in a cooperative manner to resolve concerns.
- ❖ To assure that the system has a procedure to receive citizens' concerns in an orderly fashion to achieve the best possible educational program for students.

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.

District Level

If the complainant or the employee is dissatisfied with the decision rendered at the school or department level, either person may, within 15 school days, submit that complaint in writing to the superintendent. The superintendent or his/her designee will investigate the complaint. As part of the investigation of the complaint, the superintendent or designee may invite the employee and the complainant to a conference in an effort to resolve the conflict. Following investigation, the superintendent will render a decision. In arriving at his/her decision, the superintendent will consider the nonbinding recommendation of a designee if one has been appointed to investigate the complaint.

Refusal of any part to the dispute to attend a conference shall not prohibit the superintendent or designee from meeting with other parties to the dispute or from making an independent judgment about the validity of the complaint.

Parents in Action (PIA) –Parent Organization

All parents are invited and encouraged to attend. Meeting dates and times will be announced. Check the SCMS Web site for meeting information.

School Supplies

School supplies may be purchased at the school store when it is open for business or before school on scheduled days.

Visitors

All persons who are not regular members of the school personnel must report to the Administration Office and state their reason for being on school grounds or in the building. The Administration will decide if the person can remain in the building. This law is for the protection of students and staff and will be enforced.

Bringing visitors to school is not allowed. **ALL VISITORS MUST HAVE A PASS FROM THE ADMINISTRATION OFFICE.**

Student Backpacks and Coats

Students are encouraged to use backpacks & drawstring bags/backpacks, purses to transport school materials to and from home. While at school backpacks, drawstring bags/backpacks, & purses will be kept in student lockers. By nature, backpacks and book bags are large and cumbersome. **Backpacks are not permitted in the classrooms for safety reasons.**

Coats can be worn to class when winter weather is severe causing a possible drop in classroom temperature. Coats should be left in student lockers when at all possible. Coats are not allowed in the Family Consumer Science room, Science lab, or computer lab due to safety reasons and the production of static electricity.

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 involve the teacher in conversation during instructional time. Watch for the following indicators of your child's success at school:

- ❖ Ability to listen and follow directions.
- ❖ Success in working with others.
- ❖ Happy, well-adjusted attitude.
- ❖ Ability to get started and stay on task until the work is completed.
- ❖ Watch for organization at the beginning of class, during transitions, and at the end of class.

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 and any and all other material or

equipment loaned to the students in their charge and student shall pay to the clerk of the Board of Trustees, to receive the same, the full purchase price of all such books, materials, or equipment destroyed, lost, or so damaged as to make them unfit for use by other pupils succeeding to their classes. **Students with unpaid fines and fees will not be allowed to participate in any extracurricular activities that include intramurals and dances, not excluding the 8th Grade Social.**

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 \$ 25.00 fee.

Currently there are no student fees for academic core courses. There are fees associated with some student classroom projects, PE, technology usage and athletics. Some of the fees that may be required are related to the sewing project in Family Consumer Science, the Science Fair Presentation, Field Trips and PE Uniforms. If you are unable to provide the above fee(s), please talk to your teacher(s) or the Administration Office.

HEALTH OFFICE INFORMATION

General Information

The Health Office is available to students referred for medical problems and emergencies. Band-aids are available in teacher classrooms for minor injuries. 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 Screening |
| ❖ Eighth Grade: | Vision, Height, Weight, 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 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.

In the event circumstances make it impossible to fulfill the above procedure, and it is imperative that a student have the medication, it will be given for two days only. The parent/guardian must write or telephone this special request to the nurse.

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.

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 without a pass and/or an adult escort. We will only release students to their legal parent/guardian or to the person identified as an emergency contact person. To be in compliance with our policy, the person checking the student out of school must sign the student out of school at the main office where he/she will be asked for a photo I.D. in the event that office personnel cannot verify his/her identity.

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. The drills are unannounced as to better prepare students for the possibility of a real emergency. Students are taught the procedures and their cooperation is paramount. Safety drill information can be provided to Parents/Guardians upon request. **Backpacks are not permitted in the classrooms for reasons of safety.**

Glass Containers and Bottles

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

Non-Human Life Forms

Due to safety concerns, bringing animals, insects, or other life forms inside the Spring Creek Middle School building is not encouraged. It is required to receive prior verbal permission from an Administrator or Teacher of the class which will be hosting the presence of the animal. This rule also applies to *service dogs* for which one-time verbal permission must be granted by an administrator.

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.

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

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 Mr. Mahlke and then return candidate packet within the required time frame. Members are selected based on a combined score from voting, teachers, and grades.

Student Ambassadors

Various activities throughout the year require students to act as representatives of SCMS. Students volunteer to show community members our school building and talk about our programs. These students are especially helpful in assisting the new 6th grade students at the beginning of each school year.

Athletics

The SCMS Athletic program is participatory in nature. It is designed to provide instruction in fundamental skills, develop sportsmanship, and reward good citizenship. The Athletic activities to be offered this year are as follows: First semester – Girl's and Boy's Track, Girl's & Boys' Basketball and Cheerleading (Basketball). Second Semester – Girls' Volleyball and Boy's Wrestling. The number of teams available depends upon participation and coaching staff.

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

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

Parents are welcome to practices and competitions. Every parent, guardian, and spectator is expected to conduct themselves in a responsible manner. Please refrain from harassing any coach, referee, or student during practices or competitions or you may be asked to leave.

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

Eligibility

Only regularly enrolled students in good standing may participate in extracurricular activities. **This includes maintaining a 90% attendance policy, good behavior, and following NIAA guidelines for grades. Eligibility standards will follow NIAA rules and guidelines.** All students shall maintain a "C" grade or a 2.0 grade point average to be eligible for participation in extracurricular activities. Additionally, students may not have any "F's" at the time of the grade checks. Initial eligibility shall be based on grades earned during the grading period immediately prior to the beginning of the activity. Continued eligibility shall be determined by maintaining passing grades, as defined above, and acceptable citizenship in all class subjects. Grades and citizenship will be monitored every week for continued participation eligibility. Should a student be deemed ineligible for a second consecutive week, including practices and the beginning of the season, he/she will be removed from the extracurricular activity.

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 after school. Currently the following clubs are available at SCMS: Newspaper Club, Yearbook, (6th grade only), Drama Club, National Junior Honor Society, FBLA, and Math Counts.

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.

Student Dances and 8th Grade Social

During the course of the school year, dances are organized and held for student enjoyment and social development. Dances are normally scheduled from 2:00-4:00 p.m. To celebrate the promotion of the 8th Grade students to high school, the SCMS Student Council sponsors a special 8th grade Social and Dance at the end of the school year. The 8th Grade Social is from 6 to 9 pm. The following guidelines have been established for the safety and enjoyment of everyone at all dances and the 8th Grade Social:

- ❖ **Students not picked up in a timely manner (within 15 minutes following a dance) will not be permitted to attend the next dance.**
- ❖ Students absent from school all day or any part of the day of a dance will not be permitted to attend dances, unless the absence was pre-arranged for a valid reason.
- ❖ Students assigned to intervention settings, who have been suspended on the day of a school dance, or who are serving a suspension **may not** attend the scheduled dance.
- ❖ Students failing to attend assigned detention on the day of the dance may not attend.
- ❖ Students must have their SCMS Student I.D. Card with them while attending the 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, including inappropriate dancing, will cause the student to be sent home immediately and possibly lose attendance privileges at dances for the remainder of year. In addition, misbehaving students are subject to additional disciplinary consequences as established by the Elko County School District and SCMS.
- ❖ Students attending the 8th 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.
- ❖ **Any 8th Grade student that is suspended (in school or out of school) for any reason during the last quarter will forfeit the privilege of attending the 8th Grade Social.**
- ❖ **Students in jeopardy of not being promoted to the 9th grade may be ineligible of attending the 8th Grade Social (TBD by administration).**
- ❖ Only SCMS 8th grade students are allowed at the 8th Grade Social. Guests are not allowed.
- ❖ Violations to any of these guidelines by students will be considered insubordination and appropriate consequences will be applied. Students who violate the rules during a dance may not be permitted to attend the next school dance.
- ❖ Dance admission is \$6. The admission fees are used to pay the DJ with the balance going towards a variety of fund-raisers.

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 beneath it the name that the parent wishes the student to use, i.e.: John Doe (Legal Name) John Smith (alias)

As a report card is not part of a permanent record, it is permissible to use an alias on the report card. However, the legal name must remain on all permanent records and on the register.

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 a school when the school sends a record request form which must be authorized by a parent/guardian.

Grading Policy

Grading Scale:

A	90 – 100	P	Pass
B	80 – 89	I	Incomplete
C	70 – 79	NG	No Grade
D	60 – 69	NC	No Credit
F	59 and lower		

In order to help strike an appropriate balance between the Lesson Practice and Activities portion and the Unit and Course/Grade Level Understanding and Performance portion, all ECSD secondary teachers will weight scores collected in their grading records as per the following chart:

<i>Summative</i>	<i>Formative</i>
<p>“the bigger stuff” Unit and Course/Grade Level Understanding and Performance No less than 70% of final grade</p> <ul style="list-style-type: none"> ❖ Unit (chapter) assessments ❖ Unit or major performance tasks – mainly products, performances, and projects (e.g., essays, artwork, visual representations, models, multimedia, oral presentations, lab experiences, live or recorded performances) ❖ Final exams and district (course/grade level) assessments 	<p>“the smaller stuff” Lesson practice and Activities No more than 30% of final grade</p> <ul style="list-style-type: none"> ❖ Independent practice on daily work (daily assignments and homework) ❖ Brief progress checks (e.g., small quizzes over one or more lessons, quizzes, reviews or warm-ups)

Progress Reports

Progress Reports are issued at the end of Quarter One and Quarter Three. Mid Quarter Progress reports for every student are sent to Parents/Guardians each Quarter.

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

Report Cards

Report Cards will be sent at the end of Semester One and Semester Two. Your report card will indicate your class and grade.

Honoring Good Grades

At Spring Creek Middle School, we want to encourage academic excellence for all our students. We hold academic excellence in very high esteem. We believe that high academic achievement helps a student’s progress towards personal educational goals.

Awards

At the end of the 2nd semester, 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.

Promotion Policy

Grade 6

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

Grade 7 and 8

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

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

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

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

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

If a student is promoted to high school and is on academic probation, the student must enroll in remediation, credit Recovery in **Fueled** courses in the subject of his/her middle school credit deficiencies and these courses are to be taken at the same time as the regular ninth grade class schedule. 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.

Students who are on academic probation while enrolled in high school are not eligible to participate in extra-curricular activities until they fulfill their requirements to be removed from academic probation.

A parent or legal guardian may elect not to place his child on academic probation but to remain in grade 8.

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.**

Schedule Changes

Class changes will be conducted during the first two weeks of each semester. You will need to justify your schedule change to your counselor. ALL schedule changes must be approved by the Principal.

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 special disabilities work with the Multi-disciplinary 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 not qualify for Special Education services but 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.

WIN Time (What I Need) – Tier 2 Intervention

WIN Time is a Tier 2 Intervention time provided 4 days per week where students receive more targeted services and interventions accordingly based to individual student's needs. Interventions and instruction lessons are determined by teacher recommendations, and various assessments.

SafeVoice

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

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 Progressive Discipline 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. Go in through the “IN” door and go out through the “OUT” doors. Use nice words like “please” and “thank you.”
- ❖ Always walk while inside the building. Always walk on the right side of the hall. Please do not touch the wall or other displayed items on or near the walls.
- ❖ Keep your backpack and jackets in your locker. Backpacks are not allowed in classrooms or PE locker rooms during school hours
- ❖ Always **keep your hands to yourself**. 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.
- ❖ Weapons drugs, tobacco products, and alcohol are not allowed.
- ❖ Tobacco, nicotine delivery device, e-cigarettes, or anything to simulate smoking as well as incendiary devices.
- ❖ Physical violence (including fights), threats, harassment of any kind (physical, verbal, sexual, etc.) will not be tolerated and subject to prescribed consequences.
- ❖ Vulgar language is not allowed and subject to prescribed consequences.
- ❖ Severe non-compliance of behavioral expectations will not be tolerated and subject to prescribed consequences.
- ❖ Activities of any kind that endanger the health, safety, or welfare of any person will not be tolerated 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 Progressive Discipline Policy will be followed.**

Fountain and Bathroom Expectations

Drinking Fountains

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

Bathrooms

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

Lunchroom Expectations

- ❖ Follow the directions of the adult supervisor.
- ❖ **Students are required to use their lunch cards during lunch.**
- ❖ Have your lunch card ready for the adult supervisor.
- ❖ Stand in line quietly. Use quiet voices at all times.

- ❖ Clean up your area when finished eating. Throw all trash and leftovers away in a garbage can.
- ❖ Lunch room or food brought from home will not be permitted to be taken outside of the lunch room.
- ❖ Use good table manners at all times. Never throw food.
- ❖ Use appropriate language at all times.

Assembly Expectations

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

School Grounds Expectations

- ❖ Follow directions given by the adult supervisor.
- ❖ Comply with discipline requests immediately.
- ❖ Hangout/talk/play only in designated areas.
- ❖ Use appropriate language at all times.
- ❖ Do not throw anything but balls and equipment that is designed to be thrown. (Hard baseballs are not allowed.)
- ❖ Gum and gum chewing are permitted; however, it is at the discretion of teachers and administration.
- ❖ SCMS students are not allowed on Sage or SCHS campuses without permission or unless they are attending an approved activity. SCMS students must follow all rules of behavior as established at SCMS and those rules of behavior at Sage and SCHS while on their respective campuses.
- ❖ **ABSOLUTELY no Benching or 5 Star.**
- ❖ No invented games that involve anything which could result in injury.
- ❖ **Harassment or BULLYING of any type WILL NOT BE TOLERATED**
- ❖ Walk bicycles on school grounds.
- ❖ Do not throw dangerous objects like rocks, sticks, snowballs, or any other items.
- ❖ Play fighting or rough horseplay is not allowed on school grounds.
- ❖ Tackle football or other tackle games are never allowed.
- ❖ Do not climb on fences, walls, soccer goals, mobile classrooms, ramps, or landscape mounds or benches.
- ❖ Rollerblades, roller skates, skateboards, and scooters are not to be used on school grounds.

Student Behavior Management

Teaching and learning is too important to allow misbehavior to interfere with the educational process. 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. SCMS also believes that appropriate discipline must be administered in order to modify 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.

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.

Administration will follow the ECSD Progressive Discipline Policy:

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 others.
7. Impertinent language toward administrators, teachers, or other school personnel.
8. Use of profane or vulgar language.
9. Possession or use of alcohol, prescription medication, tobacco products, and other controlled substances
10. Sexual harassment of student(s), administrators, teachers, or other school personnel.
11. Being guilty of conduct which interferes with classroom instruction or the maintenance of school discipline.
12. Being guilty of conduct which warrants the reasonable belief that disruption of school operations will likely result.
13. Unapproved access of the computer files.
14. Committing any other act which is a crime under the Nevada Revised Statutes.

Truancy

NRS 392.140 - Habitual Truancy

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

Bullying and Cyber Bullying

NRS 388.122 and ECSD policy JDA

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:

- a) Has the effect or can reasonably be expected to have the effect of:
 - i. Physically harming a pupil or damaging the property of a pupil; or
 - ii. Placing a pupil in reasonable fear of physical harm to the pupil or damage to the property of the pupil; or
- b) Interferes with the rights of a pupil by:

- i. Creating an intimidating or hostile educational environment for the pupil; or
 - ii. 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
- c) Is an act or conduct described in paragraph (a) or (b) and is based upon the:
- i. 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
 - ii. The association of a pupil with a person having one or more of those actual or perceived characteristics. The term includes, without limitation:
 - a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor;
 - b. 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;
 - c. Non-verbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;
 - d. Threats of harm to a pupil, to his or her possessions or to other persons, whether such threats are transmitted verbally or in writing;
 - e. Blackmail, extortion or demands for protection money or involuntary loans or donations;
 - f. Blocking access to any property or facility of a school;
 - g. Stalking; and
 - h. Physical contact with or injury to another person or his or her property.

B. "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 photograph 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.

***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 and SCMS will prescribe a consequence if the tardies become excessive. Students who are tardy to class are expected to present a pass upon arrival to class. 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. Students in the hall without passes will be considered tardy. Teachers at SCMS will emphasize promptness on the part of students.

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 Plan.

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

Electronic devices are allowed on the SCMS campus. Cell phones and other electronic devices may not be used during the regular instructional period without the permission of the Principal. Cell phones and other electronic devices may be used before and after school, at lunch, and on school sponsored trips, as long as they meet the requirements of the Elko County School District Acceptable Use Policy. See the ECSD Electronic Device policy for more information.

CONSEQUENCES FOR VIOLATION OF THE POLICY

First Offense

- ❖ The electronic device shall be confiscated.
- ❖ The parent/legal guardian shall be notified.
- ❖ The electronic device shall be turned over to the parent/legal guardian.
- ❖ A warning shall be given regarding the consequence(s) for any future violation of the policy.

Second 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.
- ❖ School determined consequences for “administrative insubordination” or “disregard for school rules.”
- ❖ The policy shall be again reviewed with this student and his/her parent/legal guardian.
- ❖ A further warning shall be given regarding the consequence(s) for any future violation of this policy.

Third 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.
- ❖ School determined consequences for “administrative insubordination” or “disregard for school rules.”
- ❖ Electronic device privileges shall be revoked for a period of 90 school days
- ❖ The policy shall be again reviewed with this student and his/her parent/legal guardian.
- ❖ A further warning shall be given regarding the consequence(s) for any future violation of this policy.

Fourth Offense

- ❖ The electronic device shall be confiscated.
- ❖ The parent/legal guardian shall be notified.
- ❖ The electronic device shall be turned over to the parent/legal guardian.
- ❖ School determined consequences for “administrative insubordination” or “disregard for school rules.”
- ❖ Electronic device privileges shall be revoked for a period of 180 school days

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

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

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, limitations on student dress and grooming will be left to the discretion of Administration when in his opinion the students’ dress and/or grooming become obscene, filthy, unhealthy, or become a distraction to or interferes with the educational process. Any student whose dress and grooming are not consistent with the intent of this policy may be suspended from school by the building principal and be readmitted only after a satisfactory conference with the student’s parents. A complete written report of each suspension will be maintained in the student’s file. Students violating the dress code will be sent to the office to call home for another clothing item or will be directed to put on SCMS P.E clothing, which is to be returned the next day.

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

- ❖ Ensuring modesty
- ❖ Encouraging adherence to rules
- ❖ Promoting a general atmosphere of order and discipline in the school environment
- ❖ **Hat Day (Friday) is reserved for hats only. Anything viewed as non-traditional must be approved by administration**

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.

- ❖ Clothing will be no shorter than the mid-thigh area. No exposed skin above the mid-thigh, including holes in jeans and slits in skirts.
- ❖ Pajamas or other nighttime wear is **not** allowed to be worn at school, including house slippers.
- ❖ Transparent clothing, low cut blouses, and crop tops are not permitted. No skin may be showing between the bottom of the shirt/blouse and the top of the pants/skirt. Sleeveless tops must fit under the arm. Cleavage, undergarments, or bra may not be exposed. ***We will follow the two-finger rule on the width of the straps that are permitted on shirts.***
- ❖ 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, or anything of a sexual nature are not permitted.
- ❖ Distracting contact lenses and hats, caps, scarves, bandanas, or other head coverings are not permitted.
- ❖ Chains are not to be worn as belts, necklaces, or attached to wallets. Spiked jewelry or accessories of any type are not permitted.
- ❖ No criminal gang related apparel, accessories or symbols, including, but not limited to, chains or bandanas.
- ❖ Body/facial 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.
- ❖ Hats are not allowed to be worn in the building with exception of special school-wide dress days and on Fridays when a hat pass is purchased and required. A parent will be required to come to the school and pick up a hat EACH TIME it is confiscated.

[Alternative Education Program](#)

Students may be referred to the **Spring Creek Alternative Education Program** for a variety of reasons. Students who are unable to be successful in the regular school setting, as well as students exhibiting serious and/or chronic disciplinary problems will be considered for referral. Assignments to this program are typically a minimum of nine weeks in duration and are designed to provide students with a last chance for an on-campus educational opportunity.

[Discipline Framework and Procedures](#)

The following is a general framework for progressive discipline developed with input from students, teachers, staff, and parents of students enrolled in our school. Notwithstanding the strictness of these procedures, it is presumed that said guidelines have certain limitations that may require alteration, depending upon exceptional or unique circumstances as determined by the administration. Any disciplinary infraction results in parent contact made (or attempted) and a disciplinary log entry in the student's Infinite Campus profile. Upon request, a copy of the NRS Codes and ECSD Policies regarding behavior can be obtained through the SCMS office or available on the ECSD website.

[Student's Temporary Removal from the Classroom](#)

A student must be temporarily removed from the classroom if, in the judgment of the teacher, the student has engaged in behavior that seriously interferes with the ability of other students to learn.

Upon removal of a student from the classroom, the principal must provide an explanation of the reason for the removal to the student and offer the student an opportunity to respond to the explanation.

Only in the case of an emergency may an instructor remove a student from the classroom prior to completing the steps that follow:

1. Confer, correct, or warn student that if inappropriate behavior or speech continues, student will realize negative consequences.
2. Change student's seating location in the classroom.
3. Contact student's parent or guardian, if the above-listed interventions have not resulted in student's appropriate behavior and speech.
4. Refer in writing the student to administrator for disciplinary consequences.

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.**

Under N.R.S. 202.350

"Nunchaku" means an instrument consisting of two or more sticks, clubs, bars or rods connected by a rope, cord, wire, or chain used as a weapon in forms of Oriental combat:

"Switchblade Knife" means a spring-blade knife, snap-blade knife or any other knife having the appearance of a pocket knife, any blade of which is two (2) or more inches long and which can be released automatically by a flick of a button, pressure on the handle or the other mechanical device, or is released by any type of mechanism.

"Trefoil" means an instrument consisting of a metal plate having three or more radiating points with sharp edges, designed in the shape of a star, cross or other geometric figure and used as weapon for throwing.

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, JBB, etc. – Elko County School District Policies

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

NRS – Nevada Revised Statute: Nevada state law statutes.

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

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

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

J.D.B. Rules of Behavior

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

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

For purpose of this policy, “on school property” includes conduct in a school vehicle, at a school function, or otherwise off school property that adversely affects the operation of the school.

A copy of the rules of behavior, prescribed discipline and procedures to be followed in imposing discipline (i.e. this entire policy J.D. in reprinted form) must be distributed to each pupil at the beginning of the school year and to each new pupil who enters school during the year. Copies must also be made available for inspection at each school located

in the District in an area on school property which is open to the public.

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

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

Progressive Discipline Policy

Nevada Revised Statute 392.4644 requires that public schools establish a progressive discipline policy that is shared with students and parents. You or your parent can get a copy of the SCMS progressive discipline policy in the main office. It is also posted in all classrooms in the school. The SCMS Progressive Discipline Policy 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 Re-vised Statutes. Again, you or your parent can get a copy of the SCMS progressive discipline policy in the main office. An updated copy of the SCMS Progressive Discipline Policy will be available October 1st.

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

Spring Creek Middle School is committed to your child's academic and social success, and it is our goal to provide meaningful instruction in a positive learning environment.

GO TITANS

Spring Creek Middle School
Student Handbook and Student Management Program
Signature Form for 2019-2020

For Spring Creek Middle School Student:

I, _____, have read the Spring Creek Middle

Printed Name of SCMS Student

School Student Handbook and Student Management Program and I understand the contents of both.

Signature of SCMS Student

Date

For parent of Spring Creek Middle School student whose name is printed and signed above:

I have read the Spring Creek Middle School Student Handbook and Student Management Program and I am knowledgeable of the contents. My/our signature(s) below verify receipt of this handbook but does not necessarily indicate agreement with specific policies or procedures. Please remember, you can always refer to the ECSD website and find the current policies and regulations for further information. I do understand that no profanity or verbal abuse will be tolerated when speaking with SCMS staff or administration directly.

Signature of SCMS Parent/Guardian

Date

Signature of SCMS Parent/Guardian

Date