

**West Wendover Sr. High School  
"Wolverines"**

***We can't hide our Wolverine Pride!  
More Students Learning More!  
Student Planner 2021-22***



**Principal:** Mr. Craig Kyllonen  
**Vice Principal:** Mr. Jared Holloway  
**Counselor:** Ms. Carla Fritchie

**STUDENT GOVERNMENT ASSOCIATION  
President:**

This Student Handbook belongs to:

**Name:**



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

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**NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE**

**IX**

Elko County School District (“the school district”) does not discriminate on the basis of sex in the education program and activity it operates. The school district is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the school district’s program or activity extends to employment.

The school district’s Title IX Coordinator is:

Ray Smith  
Elko County School District  
850 Elm Street  
Elko, Nevada 89801  
775-738-5196  
rsmith@ecsdnv.net

Inquiries about the application of Title IX to the school district may be referred to the school district’s Title IX Coordinator, or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202, or both.

## **PRINCIPAL'S MESSAGE**

The West Wendover Senior High School staff, faculty, and administration wish you a productive and successful 2021-22 school year. I encourage every student to get involved in the many activities that are offered at our school. Becoming involved in extracurricular and co-curricular activities will make your attendance at West Wendover Jr. / Sr. High School more meaningful.

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 WWHS. 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 High School are committed to educational excellence and in making WWHS an outstanding school. We are committed to improving our test scores and to provide conditions where learning takes place. We all need to work together this year to accomplish this goal.

Sincerely,

Mr. Kyllonen, Principal  
Mr. Holloway, Vice Principal

## **WEST WENDOVER HIGH 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. Students learning assessments should include a variety of opportunities to demonstrate their achievement and its application to real-world situations and work such as portfolios and projects in addition to paper and pencil testing.
7. 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 Jr. / Sr. High School is located at 2055 Elko Avenue, P.O. Box 3830, West Wendover, NV 89883. The school phone number is 664-3940. The school fax number is: 664-3944

## **SCHOOL CALENDAR**

August 30 <sup>th</sup>	First Day of School
September 3rd	Fair Day ( <b>no school</b> )

September 6th	Labor Day ( <b>no school</b> )
October 28th	End of 1st Nine Weeks
October 29th	Nevada Day ( <b>no school</b> )
November 3 <sup>rd</sup> /4th	Parent/Teacher Conferences
November 11th	Veterans Day Observance ( <b>no school</b> )
November 25 <sup>th</sup> /26th	Thanksgiving Holiday ( <b>no school</b> )
December 20th -January 1st	Winter Break ( <b>no school</b> )
January 18th	Martin Luther King Day ( <b>no school</b> )
January 20th	End of 1st Semester
January 21st	Professional Development – No Students
February 21st	President’s Day ( <b>no school</b> )
March 24th	End of 3 <sup>rd</sup> nine weeks
March 29 <sup>th</sup> & 30th	Parent/Teacher Conferences
April 4 <sup>th</sup> -8th	Spring Break ( <b>no school</b> )
May 30th	Memorial Day ( <b>no school</b> )
June 9th	Last Day of School
June 12 <sup>th</sup>	Summer School and Registration

## **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 arriving at satisfactory solutions.
- Those who abuse the rights of others to be properly disciplined.
- Leadership and guidance in their educational careers and post-high school endeavors.

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 the 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 & ATHLETICS

### **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.

Students participating in NIAA sanctioned sports and/or activities that have state or national affiliations are subject to the regulations and discipline prescribed by those organizations in addition to this policy.

### **I. ACADEMIC ELIGIBILITY**

1. A student must:
  - a. Maintain a grade point average of not less than 2.0 for the immediately preceding semester. Students failing to maintain a grade point average of less than 2.0 for the immediately preceding semester will be ineligible until grades are checked at the next nine-week period; and
  - b. Receive a passing grade in each class in which he or she enrolls during the season for the sanctioned sport.
2. Grades for students eligible under (1.) (a.) are checked every 3 weeks. A student who receives a failing grade in any course at any three-week grade check shall be placed on probationary status for one week.
  - a. A student on probationary status remains eligible to participate in the sport during the probationary week but is subject to a mandatory grade check on Friday of the probationary week.
  - b. If a student on probationary status continues to have a failing grade at the grade check made on Friday of the probationary week, then the student shall be declared ineligible the following Monday through Saturday.
  - c. A student who has been declared ineligible following the probationary week shall have grades checked weekly until the student becomes eligible even if this period of time goes beyond the next three-week grade check. Once declared eligible, the student shall be checked again at the regular three-week grade check and would be entitled to another probationary week.

### **II ATTENDANCE**

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

1. Doctor verified medical release,
2. School nurse verification,
3. Pre-arranged educational experiences, or
4. Verifiable family emergencies.

### III GENERAL CONDUCT

Students are to act responsibly while at school, and at school-sponsored activities. Obviously, all possible situations cannot be covered in writing. Suspension from activities may be made by the school administration in the best interest of the school.

### 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 counselor's office and put their name on the sign in sheet. Students will then be called from a 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.

The counseling office is a tool to be used for self-discovery or for making future plans. We are in the process of building a career center which provides updated information, including books, videos, the Nevada Career Information System, and internet access, on colleges, vocations, and available scholarships. It would be to your benefit to use the Career Center as much as possible beginning in your freshman year.

### 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

The **Nevada End of Course Exams** will be given to all students who have completed Algebra I, Geometry, English I and English II. This examination is mandated by state law.

All **students must take the MAPs** in the content areas of mathematics and reading. These tests are used to determine achievement and ability level of students. They are used by the school to determine ability levels for academic placement.

**ACT test must be taken in order to graduate as per state law.** This test is given to all 11<sup>th</sup> grade students.

### **PROGRESS REPORTS AND INFINITE CAMPUS**

Progress reports are often used by parents and students in improving academic performance. Parents wishing to have more frequent progress checks may access Power School to view their grades. Teachers update Power School grades weekly.

### **REQUEST FOR EARLY EXAMS**

Each year we receive numerous requests to permit students to take their final examinations early. Semester and final examinations will not be given early unless approved by both teacher and administration. If a student or parent insists on withdrawing a student prior to completing the examination, the final grade will be determined by weighing the examination and grades for each day missed as zero.

### **ADDITIONAL CREDIT SOURCES**

West Wendover Sr. High School has incorporated numerous opportunities for high school students to earn credit outside of the regular school day. Some of the alternatives to students are as follows:

Correspondence courses, dual credit with Great Basin College, A+ and Nevada Virtual Academy. Parents and/or students seeking additional information should contact their counselor.

### **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 a schedule change. Classes cannot be dropped after the third week of each semester without approval of the principal.

### **MATRICULATION**

Matriculation to the next grade level in high school is based strictly on credits earned, **NOT YEARS IN ATTENDANCE.**

### **GRADES: DEADLINES AND MAKE-UP WORK**

For an excused absence, work may be made up and full credit is given. Elko County School District policy mandates that two days will be given for each day missed completing 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**

Regular attendance is an important ingredient for a successful education. Students need to be in class every day to benefit from the instructional programs. Classroom activities are difficult to duplicate for absent students. Simply completing daily assignments is not an adequate substitute for missed classes. **NRS law states that any student missing 6 unexcused classes on a block schedule may not receive credit.**

Emergency absences can never be planned. However, family trips or appointments with health care professionals usually are known prior to the absence. In such a case, students must make pre-absence arrangements with their instructors at least two days prior to the absence.

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 an assignment to an ISS or detention.

Any student who is absent because of illness must have a valid excuse upon return to school a written excuse must be presented to the attendance office. All other absences must be pre-arranged. The attendance office will issue an admit slip which will then allow the student admittance to classes for the remainder of the day. A person who does not present an excuse for being absent from school will be given a "note pending" admit and will have three days in which to bring an excuse. Failure to produce a note to excuse the absence will result in truancy.

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 a doctor or school nurse verifiable
- Verifiable medical, dental, professional appointments.
- Natural or verifiable family disasters.
- Verifiable court appearances.

**Unexcused Absences** - Those absences resulting from:

- All absences (regardless of reasons) which are not authorized by notes or phone calls from parents in advance or upon return to school.
- Personal vehicle failure (inability to start, out of gas, flat tires, etc.)
- Oversleeping or resting up from strenuous or late-night activities.
- Work for employers.



## **TIMELINESS IS EXPECTED (T.I.E.) PROGRAM**

Tardiness to class is a serious problem. When the final bell sounds each period, teachers are required by law to take attendance. When a student arrives late, the instruction is interrupted. Tardiness affects teachers, classmates, and parents in the school-learning environment. Tardies at West Wendover High School is excessive which prompted a committee of teachers and administrators to develop a tardy policy to address this concern.

The West Wendover High School faculty and staff, as well as the Elko County School District, recognize the problem of student tardiness to class as a serious disruption of the educational atmosphere. The distractions caused by students arriving late to class are an infringement on the educational rights of other students. Certain elements of instructional activity and learning are irrevocably missed when students arrive late to class. At West Wendover Jr. / Sr. High we value every educational minute of instruction. The following is the new policy that was created after many hours of deliberation and discussion. Teachers are encouraged to have an activity at the beginning of each class whereby tardy students lose daily points.

We at West Wendover High School believe that all students deserve a quiet, uninterrupted environment for learning. When students are in class on time, they will have a more successful experience in school and develop a very important skill for life. All students will benefit from following school rules.

Our Timeliness is Expected (TIE) Program went into effect on October 10, 2005. **Please understand the intent of this program.** Learning to be on time is a basic skill for success every person needs to possess. Not only is your child developing skills for success in school but for the rest of their lives. Being on time at school may require special attention on your part as a parent.

When your child is tardy to any class during the school year, he/she will bring home a TARDY SLIP. The TIE Tardy Program requires that a parent bring you to school the next day and sign you back into at the designated area near the front of the school between 7:45 and 8:25.

If you arrive late to class because you were with another teacher or an administrator, you are to present a pass to your teacher signed by the staff member explaining the reason for your lateness. Otherwise, you will be counted as tardy.

## **MINIMUM DAY ATTENDANCE POLICY**

*Assembly Bill 376 specifies: The Board of Trustees of each school district shall prescribe a minimum number of days that a pupil who is enrolled in a school in a district must be in attendance for the pupil to be promoted to the next higher grade.*

To ensure all students receive a quality education, it is important that the Elko County School District adopt a policy that requires students and parents to develop an attitude that attendance is an important aspect in a child's education. Students must be in class on a regular basis to ensure a quality educational experience. The following regulations are predicated on the premise that positive attendance habits will promote successful student career and life experiences. The policy requires an aggressive commitment to good attendance habits from students, parents, and staff.

### Minimum Days of Attendance

Students are considered present in school when they are attending classes or school-sanctioned activities. By definition of N.R.S. 392.130, *“The teacher or principal shall give his written approval for a pupil to be absent if an emergency exists or upon the request of a parent or legal guardian of the pupil.”* (Per Attorney General’s Opinion 98-11 - *If a parent or guardian requests that his/her child be excused from school before the absence occurs, this request must be honored*). Students are absent when they fail to meet 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 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 - 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.

#### Parent Notification Sixth Grade Through Twelfth Grade - Block Schedule

- Step 1 A letter indicating a student has missed two (2) blocks of the same class. This letter shall include a copy of this policy, a copy of the student’s attendance records, and contact number/names of school staff who can assist parents with questions.
- Step 2 A letter indicating a student has missed four (4) blocks of the same class. This letter shall include a request for a parent/student conference with school administration and a reminder of the consequence of continued poor attendance, and possible intervention strategies.
- Step 3 A letter indicating a student has exceeded the District’s attendance policy. This letter will include a request for parent/student conference with the school administration regarding loss of credit and/or appeal.

#### Exceptional Circumstances

*Exceptions will be determined by the school principal.*

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.

### **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 or juvenile probation 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 a minimum of two days for each day they were absent to complete formative and summative assessments** that were due while they were absent.

### **OPEN CAMPUS HS –**

All students must remain on campus between the hours of 8:30 A.M. and 4:25 P.M. 10<sup>th</sup> through 12<sup>th</sup>-grade students may leave the school **grounds only during lunch or if a student has received advisory off-campus or has work privilege**. 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**. Eighteen-year-old students have rights granted to them by legislative action. However, these students must conform to the same requirements as all other students if they wish to attend West Wendover High School.

### **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, the administration may discipline a student for any cause then 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 are highly offensive to a reasonable person and:

1. Is intended to cause or actually causes the student to suffer harm or serious emotional distress;
3. Poses a threat of immediate harm or actually inflicts harm on another person or to the property of another person;
4. 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 or extorted or attempted to threaten or extort another student, or teacher or other personnel employed by the school.
- The student has been suspended for initiating at least two fights on school property.
- 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.

### **GRADES 9-12 PROMOTION POLICY**

Students from the ninth through the twelfth grade shall be promoted on the basis of credits earned. Ninth grade students shall have six credits earned before being classified as a tenth-grade student; tenth-grade student, twelve credits before being classified as an eleventh-grade student; and eleventh-grade student, eighteen credits before being classified as a twelfth-grade student.

### **STUDENT DRESS CODE**

- Good taste in the choice of clothing and proper grooming set the tone for a good high school. Although it is not within the province of the school to dictate styles, it is our responsibility to strive for a learning atmosphere. Anything which might distract from that must, in fairness to all, be discouraged. In an effort to assist our students and their parents, the school has established the

following dress code. All students are expected to abide by the following requirements when dressing for school.

- *Hats or headdresses are not allowed*
- Obscenities or vulgarities in word or picture are not permitted.
- Drug or alcohol references are not permitted.
- Harassing or biased words or pictures related to race, religion, gender, national origin, or sexual orientation are not permitted.
- *Appropriateness of Attire*
- Undergarments should not be visible (boxer shorts, bras, panties, etc.).
- Midriffs (abdomens or lower backs) should not be visible.
- Cleavage should not be visible.
- Tube tops, halter tops, and single-strap tops are not permitted.
- Spaghetti strap tops can only be worn with another shirt over them.
- Shirts that are sheer and/or expose the torso (without another shirt worn under them) are not to be worn.
- Shorts, or skirts shorter than finger lengths is not allowed.
- Extremely tight/form-fitting articles of clothing are not to be worn.
- Articles of clothing with tears or slits that expose skin not normally visible under the other guidelines of this dress code are also not allowed.
- Chains or spikes of any kind are not allowed.

#### **Additional Student Dress Code Requirements**

- Footwear must be worn at all times.
- Students may not wear hoods, hats or other head coverings in the building until the bell rings at the end of the school day.

#### **Procedures for Dress Code Violations**

- The student will be discreetly referred to the office as soon as possible.
- The administrator/front office will explain the inappropriateness of the student's attire.
- The parent/guardian may be contacted and given an explanation of the violation.
- The student will be allowed to change clothes if clothing is available.
- The student may be assigned detention or sent home if a student cannot change into acceptable clothing.

- Repeat violators may result in in-school and/or off-campus suspension or asked to find an alternative education setting.

## **West Wendover High 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 for 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 the 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 PowerSchool 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 Infinite Campus. 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.

## Class Rankings

Beginning with the graduating class of 2015, high schools shall compute class ranking and grade point average using the following guidelines:

1. Class ranking shall be determined by cumulative grade point average of all classes that are applicable toward graduation requirements in Elko County. The following weights for one-half credit per semester courses will be utilized:

### Regular Program Weighted Classes

A = 4.0	A = 5.0
B = 3.0	B = 4.0
C = 2.0	C = 2.0
D = 1.0	D = 1.0
F = 0.0	F = 0.0

Weighted classes include Honors classes, Advanced Placement classes and college classes which a student has received permission from the principal to take as dual credit. All such classes shall be noted on the student’s permanent record card.

2. All courses receiving credit shall be counted in computing class rank.
3. In determining class rank, all students at a given grade level shall be included.



4. If a student's record includes courses that are marked in nontraditional fashion - for instance, on a pass/fail or credit/no credit basis - the computation or rank-in-class shall be based on those courses with traditional grades only.

## **Class Rankings Continued**

5. Students must designate which required or elective high school course will be replaced by a dual credit course and receive approval from the principal prior to receiving dual credit.

6. Dual credit courses taken in excess of high school graduation requirements will not be accepted by the Elko County School District, placed on a student's high school transcript, or used in class ranking calculations.

7. The methods used to compute rank-in-class shall be reported to students, parents, and any authorized transcript recipient.

8. The rank-in-class information shall be released:

- (1) to appropriate school personnel;
- (2) at the written request or consent of the student and/or parents;
- (3) in response to formal legal processes.

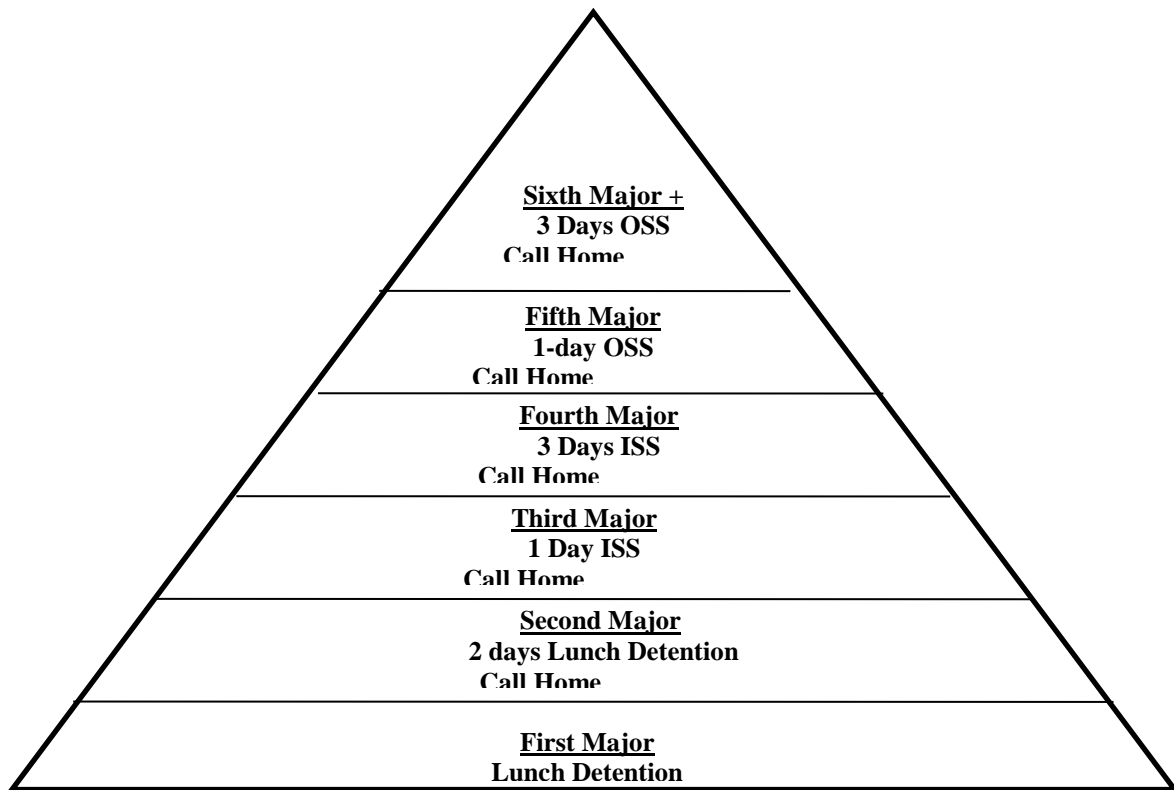
9. Rank-in-class shall be reported on a numerical basis.

**10. Designations for valedictorian and salutatorian shall not be made.** Honor graduates will receive appropriate recognition at commencement exercises.

11. Beginning with the class of 2005, the following designation will be used to honor those graduates of each graduating class:

- Special Recognition Honors - 4.0 and above
- Gold Honors - Below 4.0 to 3.7
- Silver Honors - Below 3.7 to 3.4
- Bronze Honors - Below 3.4 to 3.0

**West Wendover Sr High School Progressive Discipline Plan**  
**Minor and Major System of Discipline – Classroom Management**



**Major and Minor System (continued on following page)**

**Disruptive Behavior**

Keep Track on Google Docs of student Minors and Majors

**Phone Call Home on 3<sup>rd</sup> Minor given by the teacher**

Phone Call Home on or before 2<sup>nd</sup> Major is given.

Phone Call Home on or before 3<sup>rd</sup> Major is given.

Parent Meeting on or before 4<sup>th</sup> Major is given.

Phone Call Home on or before 5<sup>th</sup> Major is given.

Parent Meeting on or before 6<sup>th</sup> Major is given.

**4<sup>th</sup> Minor becomes a major, results in an automatic referral.**

**Defiant**

ECSD Pyramid of Interventions

**Dangerous**

Immediate Call to Administration

Fights, weapons, cutting, etc.

ECSD Pyramid of Intervention.

<b>Problem Behavior</b>	<b>Minor Definition</b>	<b>Major Definition</b>
<b>Inappropriate language</b>	<b>Unintentional profanity used as an exclamation not directed towards an individual.</b>	<b>Swear words, racial slurs, offensive gestures, or sexually oriented comments directed at an individual.</b>
<b>Inappropriate contact</b>	<b>Inappropriate physical contact without intent to harm, such as play fighting.</b>	<b>Inappropriate physical contact with deliberate intent to harm, such as hitting, kicking, and fighting. (Automatic 3-day OSS)</b>
<b>Bullying/Teasing</b>	<b>Non-threatening comments to other students.</b>	<b>When a student does anything verbally, physically, or written to threaten another student.</b>
<b>Disruption</b>	<b>Any action that interrupts the educational process.</b>	<b>Repeated and purposefully interrupting the educational process.</b>
<b>Defiance</b>	<b>Failure to follow directions or requests.</b>	<b>Failure to follow directions or requests on an ongoing basis.</b>
<b>Disrespect</b>	<b>An incident of talking back or rude interactions.</b>	<b>Repeated incidents of talking back or rude interactions.</b>
<b>Property damage/vandalism</b>	<b>Not using materials for their intended purposes or causing harm.</b>	<b>Purposeful and repeated destruction of materials, school property, and things of monetary value.</b>
<b>Stealing</b>	<b>Theft of low-value items with the return of the item to the owner. (Pencils, highlighters, etc.)</b>	<b>Deliberately taking anything of high value that does not belong to you, or not returning something of low value.</b>
<b>Cheating</b>	<b>If you are caught cheating or allow someone to cheat off of you on any formative assignment.</b>	<b>If you are caught cheating or allow someone to cheat off of you on any summative assignment/test. (Automatic 1-day ISS)</b>

I acknowledge that I have read the West Wendover Sr. High School Student Handbook and understand the rules and consequences of West Wendover Sr. High School.

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Signature of Student

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Date