

ELKO HIGH SCHOOL STUDENT HANDBOOK 2022/2023



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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.

ELKO HIGH SCHOOL MISSION

Excellence in Education
Honoring the Community
Success in Life

Elko HIGH SCHOOL BELIEFS

- All students are valued individuals with unique personal and academic needs.
- An orderly, safe, well-equipped, and appropriate instructional environment promotes student learning and well being.
- Student need to demonstrate through performance and testing their ability to meet and exceed the state curriculum standards.
 - Communication is a shared responsibility between all members of the school community.

ELKO HIGH SCHOOL COLORS

Maroon and White

SCHOOL MASCOT



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STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to expect:

- ☛ An atmosphere that is conducive to learning.
- ☛ A curriculum that is challenging, yet appropriate to their needs.
- ☛ Teachers whose desire is to create an interest in learning. ☛ Fair and unbiased treatment from teachers and administrators.
- ☛ To be informed of those areas of policy which directly affect their performance and education.
- ☛ Free and open dialogue with the administrators and teachers on items of mutual interest and concern.
- ☛ Channels of appeal open to arrive at satisfactory solutions.
- ☛ Leadership and guidance in their educational careers and post high school endeavors.

A student has the responsibility to:

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

DISTRICT CALENDAR

ELKO COUNTY SCHOOL DISTRICT 2022-2023 School Calendar

2/15/2021
FINAL

School Month	Days of Week	No. of School Days	SPECIAL EVENTS
August			
	M T W TH FR		
	15 16 17 18 19		
	22 23 24 25 26		Teacher Work Days - August 24, 25, 26
	29 30 31	3	School Starts - August 29
September			
		1 2	
	5 6 7 8 9	4	Fair Day Sept. 2
	12 13 14 15 16	8	Labor Day - Sept. 5
1	19 20 21 22 23	13	
	26 27 28 29 30	18 18-2	
October			
	3 4 5 6 7	28	
	10 11 12 13 14	33	
2	17 18 19 20 21	38 20-0	
	24 25 26 27 28	42	End first nine weeks- October 27
	31	43	Nevada Day - Oct. 28
November			
		1 2 3 4	
	7 8 9 10 11	47	Parent/Teacher Conf. Nov 2,3
	14 15 16 17 18	51	Veterans' Day - Nov. 11
3	21 22 23 24 25	56 18-2	
	28 29 30	59	Thanksgiving Holiday-Nov. 24/25 Early Out Nov. 23
December			
		1 2	
	5 6 7 8 9	64	
	12 13 14 15 16	69	
4	19 20 21 22 23	74 18-2	
	26 27 28 29 30	76	Christmas Break Dec. 21 - Jan 3--Early Out December 20
			Christmas Day Holiday Observed - December 26
January			
	2 3 4 5 6	79	New Year's Day Holiday Observed - January 2
	9 10 11 12 13	84	Martin Luther King Holiday-Jan. 16
5	16 17 18 19 20	87 13-7	End of Semester - January 19/Prof Dev. Day - Jan 20
	23 24 25 26 27	92	
	30 31	94	
February			
		1 2 3	
	6 7 8 9 10	97	
	13 14 15 16 17	102	
6	20 21 22 23 24	107 20-0	
	27 28	111	President's Day-Feb. 20
		113	
March			
		1 2 3	
	6 7 8 9 10	116	
	13 14 15 16 17	121	
7	20 21 22 23 24	126 19-1	
	27 28 29 30 31	131	End of third nine weeks - March 24
		136	Parent/Teacher Conf. - March 29/30
April			
	3 4 5 6 7	141	Spring Break - April 3-7 / Early Out March 31
8	10 11 12 13 14	145 15-5	
	17 18 19 20 21	146	
	24 25 26 27 28	151	
May			
	1 2 3 4 5	156	
9	8 9 10 11 12	161 20-0	
	15 16 17 18 19	166	
	22 23 24 25 26	171	
	29 30 31	173	Memorial Day-May 29
June			
		1 2	
10	5 6 7 8 9	175 19-1	Last day of school - June 9
	12 13 14 15 16	180	Contingency Days June 12, 13, 14

Bell Schedule

Monday, Tuesday, and Friday

1st Hour | 7:50 - 8:40
2nd Hour | 8:45 - 9:30
3rd Hour | 8:40 - 10:35
4th Hour | 10:00 - 11:30
Lunch | 11:30 - 12:20
5th Hour | 12:20 - 1:10
6th Hour | 1:15 - 2:05
7th Hour | 2:10 - 3:00

Wednesday

1st Hour | 7:50 - 9:20
3rd Hour | 9:25 - 11:00
Lunch | 11:00 - 11:55
5th Hour | 11:55 - 1:25
7th Hour | 1:30 - 3:00

Thursday

2nd Hour | 7:50 - 9:20
Advisory | 9:25 - 10:15
Merit | 10:20 - 11:00
Lunch | 11:00 - 11:55
4th Hour | 11:55 - 1:25
6th Hour | 1:30 - 3:00

ATTENDANCE PROCEDURES AND POLICIES

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

Any student who is absent must have a valid reason. **An excused written by the parent/guardian must be presented to the Attendance Office within 72 hours of absence (an email may be sent in lieu of a written note).** Students that are deemed unexcused (an unexcused absence is defined as any absence that has not been approved by the school). ***Failure to do so will result in a truancy being issued for the absence.***

DMV- CERTIFICATION OF ATTENDANCE

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

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

SCHOOL-SPONSORED ABSENCES

Although absences for school sponsored activities are excused and exempt, it is the student's responsibility to make assignment arrangements in advance with the teacher whose class will be missed for the activity. Absence from school the day of or immediately prior to a practice or athletic contest without an exempt absence or pre-arranged excuse shall eliminate the student from practice and/or game(s). Exempt absences are:

1. Doctor verified medical release.
2. School Nurse Verification.
3. Pre-arranged education experiences outside of school.
4. Verifiable family emergencies.
5. Extended injury or illness which is doctor verified.
6. An absence directly related to a student's identified disability.

COLLEGE VISITS

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

return.

LEAVING THE CAMPUS

Elko High School is an open campus, however, students are not allowed to check themselves out of school between the hours of 7:50 – 3:00. Students may only be checked out of school by a parent/guardian or by an emergency contact person, the name of whom has been provided to the school office.

STUDENTS LEAVING CLASS

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

These guidelines were developed through the cooperative efforts of the staff, students, parents and administration to ensure the smooth operation of Elko High School. It is intended that these guidelines will help in understanding the rights and responsibilities associated with attending Elko High School.

Every student has the right and opportunity to learn in an environment which is safe, free of drugs, clean, peaceful, and well organized. Students must also recognize that they have a responsibility to ensure that their actions do not deprive others of the same opportunity.

It should be understood that this is not a limiting document; not all possible violations have been identified, and not all possible consequences have been listed. In accordance with state law and school district policy, discipline is to be progressive; however, it should be understood that the severity of the circumstances surrounding an infraction in addition to attendance/behavior history may justify different or harsher consequences than those listed here.

Unless specifically stated otherwise, all rules defined below shall apply to students on school property and at school activities including, but not limited to, field trips, dances, conferences, athletic events, all transportation to and from school, and school sponsored activities.

Parents and Students Please Note: If a student receives an Out of School Suspension (OSS, a parent conference is required upon re-entry to school by student and parent with the Vice Principal. (Conference may occur during 1st hour. Once conference is finished, student will be sent back to class - document in Infinite Campus).

The following attendance policy is predicated on the premise that positive attendance habits will promote successful student career and life experiences. Poor attendance leads to poor academics.

Ten or more days missed, per semester, may result in loss of credit. As per statute, Parents will be notified of student absences when the students have missed five (5) days and then ten (10) days. Parents may request a conference with the school administrator to discuss absences as well as loss of credit at any time; however excessive absences and/or trancies will result in a conference with school administration.

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

Doctor verified medical release

School Nurse verification

Prearranged educational experiences outside of school

Verifiable family emergencies

Extended injury or illness which is doctor verified

Absences directly related to a student's identified disability

Verified court requirements.

Minimum attendance requirements for course credit are specified in NRS 392.122, and state that a student may not earn credit upon the accrual of more than 10 (ten) unexcused absences in a semester. Students in grades 9-11 and Seniors in their first semester must, upon loss of credit due to excessive absences, make arrangements to obtain the credit through alternative means including online, summer school, or credit recovery programs. Only seniors in their second semester will be allowed to make up excessive absences. Any required make-up hours must be completed and approved by May 24th. Students with 10 (ten) or more absences may be subject to doctor or physicians notes only in order to be excused.

PREARRANGED ABSENCE REQUEST FORMS: These forms are available in the attendance office for medical, dental, and legal appointments, family bereavement, religious observances, family trips, appointments that cannot be scheduled outside the school day, or other important business. When accompanied by an acceptable note, such absences may be considered exempt at the discretion of administration. Absences for medical or dental appointments will not be made exempt without a note from the physician/dentist. Prearranged absences are not intended for errands, babysitting, free day, or entertainment. Extra work may be assigned to the student so that these days do not count against the student's total absences.

TARDIES

Punctuality is necessary for a positive educational atmosphere. In order to prevent classroom disruptions students are to be in their assigned classroom, by the end of the final bell. Tardies accumulate **per semester** in the same class. Tardies can be excused up to 72 hours after the offense is documented. But no tardies will be excused after 5 days.

DISCIPLINARY ACTION:

3 Tardies: 3 hours of lunch detention or after school detention.

4 Tardies: 4 hours of lunch detention or after school detention.

5 Tardies: 5 hours of lunch detention or after school detention and parent contact, next tardy

will result in a Truancy being issued.

6 Tardies: 6 hours of lunch detention and/or after school detention, or ISS, parent contacted and Truancy issued.

7 Tardies: 1 day ISS and parent contacted

8 Tardies: 2 days of ISS and parent contact.

9 Tardies: 3 days of ISS and parent contact.

10+ Tardies: 4-10 days of ISS for each single offense, parent contacted and Truancy issued.

14+ Tardies: 11-15 days of ISS for each offense, parent contacted and Truancy issued.

*If detention is missed without prior permission or being excused, the student will be assigned a day of ISS for each day missed. Students are subject to receiving a truancy for the missed detention.

**If a student is assigned detention for tardies and/or truanancies and a conflict exists between serving detentions and participating in a school activity, club or other organization, the detentions will take precedence.

10 MINUTES LATE

If a student arrives over 10 minutes late to class without a note from a parent/guardian or faculty/staff member they will be marked absent and will be referred to the office and/or sent to detention for the remainder of the hour. The student will receive an unexcused absence or truancy for the period.

DISCIPLINARY ACTION:

1st violation: Teacher will mark student as an unexcused absence and maintain student within the classroom. Students will need to bring a parent note to have the absence excused. If not excused then a Lunch Detention will be issued with a referral from the teacher, additional 10 minute absences will receive individual detentions accordingly.

Additional violations may include additional detentions or ISS at the administrators discretion.

TRUANCY

A TRUANT IS DEFINED BY THE State of Nevada Revised Statutes as any student who is absent from school, for any period of time, without a valid excuse acceptable to the student's teacher or principal, unless the pupil is physically or mentally unable to attend school. Students may be required to provide a doctor's excuse for absences. **Per ECSD Policy: students are allowed 3 days to bring a note for absences. If they fail to bring a note, those absences will become truanancies.**

HAT and/or HEAD COVERING

All head coverings, including bandanas, are unacceptable with the exception of those for medical purposes or religious observances. If caps are worn to school, they are not to be worn in the buildings or they will be confiscated. The exception would be spectators at extracurricular activities or special school activities.

Electronic Device Use Policy*

The use by students of personal communication devices such as cell phones, earbuds, Smart Watches or other similar electronic communication devices are **prohibited during the instructional day**. As long as use is not disruptive or a violation of other students, staff or stakeholders privacy concerns students may use these devices during scheduled nutrition or lunch periods, while on district buses or in between classes. Cell phones/bluetooth devices will be confiscated if used other than during the stated times and locations and after a teacher has given an appropriate warning to place the electronic devices out of sight in a bag, backpack or pouches as determined by the teacher.

1st Offense: Warning issued by teacher, staff or administrator. Must send a referral form for IC in order to log in warning.

2nd Offense: Confiscation of the electronic device, teacher returns at the end of the period. Must send a referral form for IC in order to log in warning.

3rd Offense: Cell phone/device is forfeited, placed in a baggie with a sticky note inside to identify the owner, and sent to the office with a referral form within the school day. Administration will document the offense in Infinite Campus (IC), parent/guardian will be required to pick up the device, students will be disciplined (3 Days Lunch Detention).

4th Offense: Cell phone/device is forfeited, placed in a baggie with a sticky note inside to identify the owner, and sent to the office with a referral form within the school day. Administration will document the offense in Infinite Campus (IC), parent/guardian will be required to pick up the device, student will be disciplined for administrative insubordination. (1 Day ISS/OSS)

5th Offense: Cell phone/device is forfeited, placed in a baggie with a sticky note inside to identify the owner, and sent to the office with a referral form within the school day. Administration will document the offense in Infinite Campus (IC), parent/guardian will be required to pick up the device, student will be disciplined for administrative insubordination. (OSS) AND 90 day loss of electronic device privileges.

Note: Cell Phone offenses are cumulative for student's grades 7-12 for the school and not per teacher. Further disciplinary measures apply as per ECSD Policy JD Student Discipline. ***Failure to sign and return the "Acceptable Use Policy for Telecommunication/Internet" is cause for revocation of all electronic device privileges until said document is signed and returned.***

COMPUTER USE

Students agree to exhibit ethical behavior at all times when using school computers. This includes, but is not limited to, staying in programs and features as instructed by the teacher, keeping non-lab or classroom software off the computers, refraining from using inappropriate language for directory and file names, keeping the content of E-mail messages appropriate for school, refraining from behaviors which may damage equipment or software and following E.C.S.D. policies and protocols when using the Internet. Students will not be allowed to access sites such as snapchat, Twitter, Facebook, chat rooms, or any sites similar in nature. All students must have an AUP on file in order to use the internet.

DISCIPLINARY ACTION:

1st Violation: Loss of computer privileges; time period; administrative discretion of LD, ISS and OSS; parent contacted

2nd Violation: Permanent loss of computer privileges (EHS); parent contacted

DISRUPTIVE BEHAVIOR-NUISANCE ITEMS

Physical or verbal actions which distract students or teachers or otherwise interfere with the teaching/learning process are considered to be disruptive. This is not limited to the classroom, but also encompasses school grounds.

Because the items listed below have a tendency to provide a disruption of the educational process the following items are considered Nuisance Items and are not allowed to be used during school

Inappropriate use of nuisance items, as deemed inappropriate by the administration, may result in ISS or OSS, depending upon the circumstances of the infraction. **Skating, skateboards, or riding bicycles is strictly prohibited on school district property at any time.**

Note: Offenses for nuisance items are cumulative for student's grades 9-12. Students will be monetarily responsible for any damage caused from using a nuisance item.

Disruptive behavior and nuisance items include, but are not limited to:

Skateboards, Roller Blades, Metal Scooters, Laser Pointers, Other items deemed a nuisance by the Administration

Throwing paper etc.

Inappropriate behavior

Profanity

Public Displays of Affection (see separate section on this)

Disrespect

Failure to follow school rules & policies

Roughhousing/Horseplay

DISCIPLINARY ACTION: (DB Disruptive Behavior)

1st Violation: DB or Item confiscated and taken to the office and warning issued on IC.

2nd Violation: DB or Item confiscated and taken to the office. Returned to parents only, 3 lunch

3 lunch detentions issued.

3rd Violation: DB or Item confiscated. Returned to parent only. Students assigned 1- 3 ISS

4th Violation: DB or Item confiscated. Returned to parent only. Will result in 1-10 or more days

OSS

INSUBORDINATION - CONTINUAL BEHAVIOR REFERRALS

Insubordination is the intentional failure to comply with the requests of teachers, administrators, or other school personnel. This may also be deemed Willful Disobedience. Insubordinate acts may be verbal, defiant action, or intentional inaction.

Repeat trips to the office and a history of disruptive behavior and other office referrals will not be tolerated either. It is our intention at E.H.S. to create a positive learning environment. Therefore, repeat referrals to the office for offenses other than attendance matters, will face tougher disciplinary action too. This includes action being taken for the **DISTURBANCE OF THE EDUCATIONAL PROCESS. THIS INCLUDES INCITING CONFLICT OR INSUBORDINATION.**

DISCIPLINARY ACTION: (Severity of infraction may change the level of consequence.)

1st Violation: 3-5 days LD

2nd Violation: 1-3 days of period ISS.

3rd Violation: Up to 3 days of full day ISS; Administrative discretion; parent contacted

4th Violation: 1-3 days OSS; Administrative discretion; parent contacted

DISCIPLINARY ACTION: Excessive student violations will move to the subsequent violation of the discipline policy for that infraction. Possible discipline will be based on **DISTURBANCE OF THE EDUCATIONAL PROCESS.** NRS392.900, 392.910

SERIOUS DISCIPLINE INFRACTIONS

The following behaviors are considered to be highly inappropriate and, depending on circumstances, should result in immediate referral to the office. This is not limited to the classroom, but also encompasses school grounds.

Profanity and/or obscene gestures directed toward the school staff

Endangering the health, safety, and welfare of others

Making threats

Participating in sexual harassment

Gang activities

Participating in physical or mental harassment

Hazing

Bullying and or Harassment*(see separate section regarding this conduct).

DISCIPLINARY ACTION:

1st Violation: 1-3 Days of ISS; administrative discretion may include OSS*.

2nd Violation: 1-10 Days of OSS; administrative discretion; parent contacted

3rd Violation: 1-10 Days of OSS; may recommend long term suspension; administrative discretion; parent contacted.

*** Parents and Students Please Note: If a student receives an Out of School Suspension (OSS), a parent conference is needed upon re-entry to school by the student with the Vice Principal.**

BULLYING AND/OR HARASSMENT

It is the policy of Elko High School to maintain a learning and working environment that is free from bullying and harassment. The school district prohibits any and all forms of bullying, including cyber-bullying, because it violates the basic right of the students and staff to be in a safe and orderly learning environment.

“Bullying” means a willful act or course of conduct on the part of one or more persons which exposes a pupil to an oral or written communication or physical act that:

Places the pupil in reasonable fear of harm to his or her person or property,

Creates a hostile environment for the pupil at a public school,

Infringes on the rights of the pupil at a public school,

Interferes with the operation of a public school, or

Is highly offensive to a reasonable person, and is intended to cause and actually causes the pupil to suffer harm or serious emotional distress. NRS 388.122- NRS 388.135

It shall be a violation of this policy for any person to engage in bullying, cyber-bullying, harassment, or intimidation of a pupil at any place or by any method, including, without limitation, on the premises of any public school, on the property immediately adjacent to a public school, at a school bus stop, at any activity sponsored by a public school or on any school bus, van or any other motor vehicle owned, leased, or chartered by a school district to transport pupils or school employees. A single act of the above unlawful behavior may constitute bullying.

School staff shall report suspected bullying behavior to school administration for investigation using appropriate district forms.

Administration will promptly and thoroughly investigate reports of bullying, whether of a physical or non-physical form. If it is determined that bullying has occurred, appropriate action will be taken as follows:

DISCIPLINARY ACTION:

1st Violation: Parent contact, 1-3 days detention, ISS, or OSS

2nd Violation: Parent contact, 3-5 days detention, ISS, or OSS

3rd Violation: Parent contact, 3-5 days ISS or OSS

4th Violation: Parent contact, 3-5 days OSS

5th Violation: Parent contact, up to 10 days OSS pending investigation, Habitual Discipline Problem, Long Term Suspension of up to 90 days.

FIGHTING

Fighting is mutual and willing physical combat between one or more individuals. The definition will encompass more than pushing/shoving/wrestling. Behaviors of this nature will be considered endangerment to the health, safety and welfare of others. Assault is the direction of physical violence toward another unwilling individual. Fighting will be cause for a student to be charged under **DISTURBANCE OF THE EDUCATIONAL PROCESS**. NRS392.900, 392.910

DISCIPLINARY ACTION:

1st Violation: 5 days OSS; administrative discretion; possible police contact; parent contacted and a habitual discipline letter sent home.

2 nd Violation: 10 days OSS; possible police contact; Habitual Discipline Problem Status; recommendation for long term suspension of not less than 90 school days.

For all violations involving fights, NRS 392.465 section 1(b), NRS 392.465 section 4 and NRS 392.466 section 3. Must be enforced, in any event parents will receive notification of Habitual Disciplined Problem Status. **Two fights in a school year or five suspensions within one school year will result in mandatory long term suspension and/or expulsion as deemed by NRS.**

POSSESSION AND/OR USE OF TOBACCO/VAPE/E CIGARETTES/ETC.

At no time may students be in possession of or use tobacco products while on E.C.S.D. property, or while participating in any school sponsored activity. This includes Electronic Cigarettes and other items that imitate illegal substances or items.

DISCIPLINARY ACTION:

- 1st Violation: 3 days of ISS; parent contacted
- 2nd Violation: 3 days of OSS; parent contacted
- 3rd Violation: 3-5 days of OSS; parent contacted
- 4th Violation: Progressive from previous step

POSSESSION AND/OR USE OF ALCOHOL

Use of, possessing, or being under the influence of alcohol while on E.C.S.D. property or in attendance at school functions will not be tolerated.

DISCIPLINARY ACTION:

- 1st Violation: 5 days OSS or 3 days OSS if **ALERT** program is successfully completed; parent **and authorities** contacted
- 2nd Violation: 5-10 days of OSS; administrative discretion; parent **and authorities** contacted.
- 3rd Violation: 10 days OSS; parent contacted; police contacted; long term suspension/expulsion possible.
- 4th Violation: See district policy.

POSSESSION AND/OR USE OF CONTROLLED SUBSTANCE

Using, possessing, or being under the influence of illegal drugs or other mind altering substances while on E.C.S.D. property or while in attendance at a school sponsored function will not be tolerated. For the purposes of the policy, the term Drug shall include an illicit drug, controlled substance, intoxication substance (other than alcohol), or inhalant or any item represented as a drug.

DISCIPLINARY ACTION:

- 1st Violation: 5 days OSS; parent contacted; police contacted; ALERT PROGRAM; Successful completion of the ALERT PROGRAM will reduce the suspension to 3 days OSS. **Authorities notified.**
 - 2nd Violation: 10 days OSS; recommendation for long term suspension/expulsion; parent contact; police contacted
- Students trafficking controlled substances or represented as controlled substances will be referred to the police.

REQUIRED DISCIPLINE

Violation of the following N.R.S. codes require discipline mandated by law:

N.R.S. 392.446(1) Battery of school employee resulting in bodily injury

N.R.S. 392.466(1) Sale or distribution of a controlled substance

N.R.S. 392.466(1) Possession of a dangerous weapon includes, without limitation, a blackjack, slingshot, billy club, sand-club, sandbag, metal knuckles, dirk or dagger, nunchaku, switchblade knife or trefoil, butterfly knife, or any object 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 another person.

N.R.S. 392.466(2) Possession of a firearm

Disciplinary actions for these violations are mandated by law and will be adhered to.

DISHONESTY / CHEATING

Dishonesty is lack of honesty or integrity: disposition to defraud or deceive. Dishonesty to a teacher, administrator, or any other school personnel will be subject to the following disciplinary actions no make up will be allowed, exception for Credit Recovery will be made:

This includes Plagiarism, Copying work product, and Cheating on tests

DISCIPLINARY ACTION BY TEACHER:

1st Violation: Warning and Receive 0" on assignment—teacher to call parent.

2nd Violation: 3 LD and Receive 0" on assignment; teacher to call parent and refer to office

AFTER OFFICE REFERRAL:

3rd Violation 3 LD or 1-3 days ISS/OSS; administrative discretion: parent contacted

4th Violation 3-5 days OSS; administrative discretion; parent contacted

5th Violation 3-10 days OSS; administrative discretion; parent contacted

Teacher Assigned Tutoring

Freshmen and Sophomores failing or receiving a "D" in a required course **MUST** attend tutoring assigned by their teacher before or after school or during the lunch period. Tutoring for Juniors and Seniors receiving a "D" or Failing grade in a required course may be assigned tutoring by their teacher. Attendance at teacher-assigned tutoring sessions is mandatory. Students missing assigned tutoring must present a valid excuse for such absence in writing the following day they return. Failure to produce a valid excuse in writing for such absences will result in a discipline referral, and offending students will be assigned three hours of noon or after school detention for each offense.

FORGERY OR MISREPRESENTATION

Impersonating a parent on the phone or signing for a parent, school employee, or medical personnel, etc., are all considered forgery, dishonesty or misrepresentation. Altering notes, documents, etc., for personal benefit or for the benefit of another student is considered misrepresentation. ***This includes Plagiarism, Copying work product, and Cheating on tests***

OFFICE RELATED (forged notes, phone impersonation, etc.)

1st Violation: 5 days ISS or 1-3 OSS; administrative discretion; parent contacted

2nd Violation: 3-5 Days of OSS; administrative discretion; parent contacted

3rd Violation: 5-10 Days of OSS; administrative discretion; parent contacted

The EHS student handbook does not encompass all disciplinary events or violations of NRS Statute but it will be d as such will default to the State of Nevada's

GENERAL INFORMATION

ACCIDENTS AND INSURANCE

Elko County School District provides an Excess Student Accident policy to all enrolled students. The insurance provides coverage during the hours and days when school is in session, while participating in school sponsored and supervised activities. Coverage information and claim form can be found on the SCHS website in the Athletics Section.

ADMINISTRATION OFFICE

Hours - Monday through Friday – 7:30 a.m. – 3:00 p.m.

Telephone 775-738-7281

CHANGE OF ADDRESS OR PHONE NUMBER

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

DAILY ANNOUNCEMENTS

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

MESSAGES TO STUDENTS

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

VISITOR'S PASS

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

ATHLETIC PASS (BOOSTER PASS)

BOOSTER passes are honored at home athletic events hosted by Elko High School teams. The pass is not valid for tournaments or for individually ticketed events such as band or choir concerts or drama events. Athletic pass prices are as follows: \$150.00 (CAN BE USED BY TWO PEOPLE) AND a baseball hat will be given also.

DANCES

Elko School dances are not open to the public, only current Elko students and approved guests will be allowed to attend school sponsored dances. A guest pass must be obtained from the Elko Student Council Advisor. The administration has the right to deny any request. Note: No student will be admitted to a school dance one hour after the start of the dance. Once students have been admitted to the dance they are expected to stay until the dance is over; upon leaving the building, the students forfeit their right to return to the dance.

LOCKERS

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

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

DRESS CODE

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

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

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

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

FIELD TRIPS OR OTHER SCHOOL-SPONSORED ACTIVITIES

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

LIBRARY MEDIA CENTER

The EHS Library Media Center, located to the left end of the Main Building (see map in the appendix), is open on all regular school days from 7:30 a.m. – 3:00 p.m.

STUDENT ID CARDS

For the 2022-2023 school year there will be no cost for lunch. Students may receive a free lunch.

If a student loses their I.D. card, replacement cards are available at a cost of \$5.00 per card. Applications for the Free/Reduced Program are available in the Main Office. This is a Federally Funded Program. It is an equal opportunity program. If you feel you have been discriminated against in any way because of race, color, national origin, age, sex or handicap, write to: Secretary of Agriculture, Washington, D.C. 20250.

PE UNIFORM REQUIREMENT

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

SENIOR PARKING

The Senior Parking Spot program cost \$20.00 per semester or \$30.00 for the year. It is based on a first come first service basis. If you would like to have a senior parking spot, you can see Carla in the Jr. building @ the office after school on the first day of school (unless otherwise noted).

STUDENT PARKING

The speed limit on school grounds is 10 MPH. For everyone's safety please observe the posted speed. No students will be allowed to park in Visitor parking or in Faculty parking at any time. Once cars are parked in the parking areas on campus, students may not return to the parking areas for any reason until they leave for lunch, work privilege, or at the end of the day. The administration is hoping with everyone's cooperation to avoid any parking lot issues while students are on campus.

TEXTBOOKS/CHROMEBOOKS

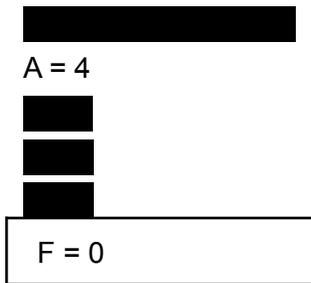
Basic textbooks, Chromebooks, and non-consumable materials will be furnished by Elko High School for all course work for grades 9-12. Students are responsible to return all textbooks, Chromebooks, chargers, and materials issued to them upon completion of the course or when transferring. Failure to do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

CLASS RANKING AND GRADUATION

CLASS RANKING

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

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



2. Class ranking shall be determined by a cumulative grade point average of all classes that are applicable toward graduation requirements in Elko County. The following weights prescribed in NAC 389.6625 Sec. 2, for one-half credit per semester courses, will be added to the uniformed grading scale value:
 - a. For the completion of an honors course with a grade of A, B, C or D, a value of 0.025 must be added to the uniformed grading scale value.
 - b. For the completion of an advanced placement course with a grade of A, B, C or D, a value of 0.050 must be added to the uniformed grading scale value.
 - c. For the completion of an international baccalaureate course with a grade of A, B, C or D, a value of 0.050 must be added to the uniformed grading scale value.
 - d. For the completion of a dual credit course with a grade of A, B, C or D, a value of 0.050 must be added to the uniformed grading scale value.
3. The grade point average of a pupil enrolled in grade 9, 10, 11 or 12 must be computed to the third decimal place. A grade point average that:
 1. Is less than 0.0005 must be rounded down; and
 2. Is 0.0005 or higher must be rounded up.
4. Students must receive approval from their school counselor, prior to using dual credit course to meet graduation requirements. All such courses shall be posted on the student's transcripts and be included in class ranking calculations.
5. High school math courses taken in 7th and 8th grade will be posted on a student's high school transcript and include in the high school class ranking calculation.
 1. Students may request that these courses be excluded from their high school transcript and class ranking calculation.
 2. A request to exclude these courses from the high school transcript is irreversible and must be made prior to the student's junior year.

GRADUATION REQUIREMENTS (PER ECSD POLICY – SECTION IHF)

1. Elko County School District Policy IHF

COMMENCEMENT CEREMONY

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

1. DRESS

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

2. BEHAVIOR

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

3. GRADUATION CEREMONY PARTICIPATION: Please see ECSD Policy IHF.

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

Only regularly enrolled students in good standing may participate in extra-curricular activities. Students will not be allowed to begin a co-curricular or extra-curricular activity if they have any outstanding fines on their student accounts. All fines must be paid prior to beginning a co-curricular or extra-curricular activity.

ACADEMIC ELIGIBILITY

1. A student must:
 - a. Maintain a grade point average of not less than 2.0 and have received no F's for the immediately preceding semester. Students failing to maintain a grade point average of 2.0 or receiving an F for the immediately preceding semester will be ineligible until grades are checked at the next nine week period, at which time he/she must have a 2.0 and no F's for the current semester; and
 - b. Receive a passing grade in each class in which he or she enrolls during the season for the sanctioned sport and maintained a 2.0 GPA.
2. Grades for students eligible under (1.)(a.) are checked every 3 weeks. A student who receives a failing grade in any course and/or falls below a 2.0 GPA at any three week grade check shall be placed on probationary status for one week.
 - a. Grades for students deemed ineligible according to (1.)(a.) will also be checked every 3 weeks to determine eligibility according to (3.)(c.)
3. A student on probationary status remains eligible to participate in the sport during the probationary week, but is subject to a mandatory grade check on Monday following the probationary week.
 - a. If a student on probationary status continues to have a failing grade and/or below a 2.0 GPA at the grade check made on Monday following the probationary week, then the student shall be declared ineligible that Monday through Saturday.
 - b. A student who has been declared ineligible following the probationary week shall have grades checked weekly until the student becomes eligible even if this period of time goes beyond the next three-week grade check. Once declared eligible, the student shall be checked again at the regular three-week grade check and would be entitled to another probationary week.
 - c. Any student deemed ineligible 3 (consecutive or non-consecutive) times during a season will be removed from the activity.

BEHAVIORAL ELIGIBILITY

Any student currently serving discipline consequences (i.e. lunch detention, in school suspension or out of school suspension) during a scheduled event will not be permitted to participate in that event. The sponsor, advisor, coach, and/or the administrator shall have the authority to suspend any student participating in any activity of the school, or as a member of any school organization, from the activity or organization, as a result of inappropriate student conduct and/or continuous academic eligibility issues.

GUIDANCE AND GRADING

GUIDANCE DEPARTMENT

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

Ms. Talbot Last names beginning with letters A – Di
Mrs. Murphy Last names beginning with letters Do - K
Ms. Madsen Last names beginning with letters L - Re
Mr. Oliver Last names beginning with letters Ri - Z

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

1. Individual Counseling – Students may consult with the counselors before, during and after school.
2. New Student Orientation – Counselors will assist new students as they adapt to a new school.
3. Testing Services – Information and application forms for the ACT or SAT testing programs are available in the Guidance office. Other tests and services are available.
4. Career Information – Representatives from colleges, technical and private schools and the armed forces visit the school on a continuing basis. Scholarships, financial assistance and college applications are also available in the Guidance Office.
5. Parent – Teacher Conferences – These may be arranged by the counselor upon the request of either parent or the teacher.

Class changes will be conducted for the following reasons only:

1. Graduation requirements
2. Recommendation made by staff members

The final decision of a class change rests with administration.

REPORT CARDS AND PROGRESS REPORTS

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

1st Nine Week Period October 27, 2022

1st Semester January 19, 2023

3rd Nine Week Period March 24, 2023

2nd Semester June 09, 2023

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

WITHDRAWAL GRADES

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

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

CREDIT REDEMPTION

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

1. Complete the course through the Edgenuity recovery program.
2. Enroll in District-offered summer school.

STUDENT RECORDS AND TRANSCRIPTS (GUIDANCE OFFICE)

Current student official transcripts will be released only when the guidance office has received a request for records. Transcript request forms are available in the guidance office. The forms are to be completed and submitted to the registrar. Also, student transcript requests may be submitted through the Elko High School website under the "Students" tab on the main webpage. Here is the link: <https://elkonv.scribborder.com/>.

NURSE'S OFFICE

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

IDEA – INDIVIDUALS WITH DISABILITIES EDUCATION ACT

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

SAFETY SEARCHES AND DRILLS

SEARCHES

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

FIRE DRILLS

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

🗑️ Leave all books in the room.

🗑️ Take all purses, money, jewelry, pens and other personal valuables.

🗑️ Students are not to go to the restrooms or leave the campus during the fire drill.

🗑️ Any student who happens to be in any area which is not under the direct supervision of a teacher at the time the fire drill rings, must take the nearest exit and follow the most direct route to the area where the class in which he/she is enrolled for that period is grouped.

1. WALK FAST, BUT DON'T RUN. DON'T PANIC.
2. The fire signal is one long continuous buzzer, bell, or siren.

3. Turn off lights, close all doors and windows (time permitting). Do not lock the doors.
4. The first two students to reach the outside doors should hold the doors wide open until all people are out.
5. If your exit is blocked, take the nearest open exit.
6. Get at least 100 feet away from the building.

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

EARTHQUAKE DRILLS- DUCK, COVER, HOLD

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

LOCKDOWN/LOCK OUT

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

APPENDIX A – RECEIPT OF HANDBOOK

ELKO HIGH SCHOOL

Student Handbook

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

I have been informed of the policies of the EHS Student Handbook. I understand it is available on the ELKO HIGH SCHOOL Website. It is my responsibility to become familiar with the policies and procedures of ELKO HIGH SCHOOL I understand my signature does not necessarily indicate agreement with the contents.

Student Name(Print)

Student Signature

Date	
------	--



Elko High School Campus Map

★ The Eagle

1. New Gym (NG)
2. Warrior Field
3. Junior Building (J)
4. Senior Building (S)
5. Trades Building (TD)
6. Vocational Building (V)
7. New Building (N)
8. Old Gym (OG)
9. Main Building (M)
10. Trailer (TR)
11. Greenhouse
12. Trailers (TR)
13. Welding Building (W)
14. Science Building (SB)
15. Fine Arts Building

