

Swope Middle School

Panthers on the Prowl



2020-2021

Parent/Student Handbook

Mr. Mike Nakashima, Principal

Mrs. Amy Callahan, Assistant Principal

The entire W.C.S.D. (Washoe County School District) policy is available for review at your child's school or on the web site @ www.washeschools.net/policy.

Disclaimer: [This Parent-Student Handbook contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents during the course of the school year. For the current version of any of these documents, please check the District's website at \[www.washeschools.net/policy\]\(http://www.washeschools.net/policy\).](#)

Swope Middle School Handbook

***Full Washoe County School District Handbook can be found online at
[www. Washoeschools.net/domain/1358](http://www.Washoeschools.net/domain/1358)**

Non-Discrimination Statement: The Washoe County School District is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the District. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation and retaliation.

Absences from School

If a student is absent from school, the parent or guardian should call and inform the office. Please call 333-5330 between 7:00 a.m. and 3:00 p.m. Students who will be absent due to prolonged illness (more than 3 days) can have arrangements made for homework and class assignments. Please call the school office for details.

Prearranged absence procedure:

- Notify attendance secretary
- Give at least one week notice
- It is the students responsibility to make-up any missed assignments.

Addressing People with Respect

When addressing teachers and other staff members, students are to use appropriate language. Any student who addresses a teacher or staff member with obscene or abusive language is subject to immediate suspension. Teachers are to be addressed with their appropriate last names preceded by Miss, Mrs., Ms., or Mr.

Custodians are very important people at Swope. Please follow their directions as you would your teachers'.

Cafeteria personnel (cooks, aides, student helpers) are to be addressed with respect, and their directions are to be followed.

Substitute teachers are to be treated with respect. Remember, a substitute is an important visitor whose impression of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate. A referral from a substitute may result in suspension from school.

Appointments

When your child must leave school during the day ...

1. **Parents:** Send a note explaining the reason and time that you want your child released.
2. **Student:** Bring the note to the front office *before* school to receive a pass to be excused from class.
3. **Parent sign-out procedures:** In order for a student to be released for an appointment, the parent is required to come into the office and sign out the student.

Assemblies/Enrichment

Assemblies are for the students' enjoyment and benefit. Guests and performers expect a courteous audience. Booing is never appropriate; always show appreciation with polite applause. Please be quiet when guests are speaking. When entering the gym:

1. Stay with your teacher at all times.
2. Stay off the gym floor.
3. Sit in your assigned area, with your class.

Athletics Interscholastic Sports Include:

TBD

Athletic Eligibility

To be eligible to participate in interscholastic athletics at Swope Middle School, a student must maintain a 2.0 GPA or better in all subjects. An "F" in academics/citizenship/work ethic will disqualify a student. Initial eligibility will be determined by the previous 9 week grades. Students failing to maintain the school eligibility standards may re-apply after a period of one week. If the deficiencies are corrected, eligibility will be established at that time. **Only the first grade check is cumulative, the others are based on weekly performance grades.**

***For More Information, please refer to the Washoe County School District Parent Handbook located on the Washoe County School District Website. www.washoeschools.net

Attendance

Regular attendance and compliance with the Washoe County School District Attendance Policy is important to student success. Students and parent(s)/guardian(s) are responsible for familiarizing themselves with the District and school attendance policies and procedures. The WCSD Board of Trustees has adopted a minimum student attendance requirement as described below. Those procedures in their entirety may be found on the WCSD website: www.washoeschools.net/Page/8789.

Any changes to the attendance procedures will be distributed at the beginning of the 2020 - 2021 school year and can also be found on the WCSD website.

Parent/Guardian's responsibility to check Infinite Campus to make sure attendance is accurate and to make sure make-up work is completed and returned to the school. Student's responsibility to request make-up work from the teacher on the day the student returns from an absence. Teacher's responsibility to provide make-up work within 2 days to the student upon the student's request. Students have the number of days absent plus one beginning the day that the teacher provided the make-up work to complete and return the make-up work to the teacher.

If you have any questions regarding the attendance policy, contact your child's school. Attendance is a shared responsibility and concern of students and parents/guardians with the assistance and support of school staff and the community. Let's all work together to get our children in school and make every day count!

Being Prepared for Class

Students are to bring their Panther Plans and required classroom supplies to each class. School success is related to a positive attitude which includes being prepared.

Bus Students

It is the philosophy of the Washoe County School district Transportation Department that all students can behave appropriately while riding a school bus. We cannot tolerate a student who stops a driver from doing his/her job, or prevents another student from having the safe transportation he/she deserves. Therefore, it is very important that each student behave in the appropriate manner while on the bus. Riding the bus is a privilege, not a right. Following the driver's rules is important for your safety and welfare. Should you misbehave, this procedure will be followed:

1. **First offense** - The student will receive a student conduct report which should be signed by a parent and returned to the driver. A parent will be notified. Citation may result in a 3 day suspension of bus privileges.

2. **Second offense** - The student will be issued a bus citation which may result in a five to ten day suspension of bus privileges.

3. **Third offense** - The student will be issued a bus citation which may result in a 9 week suspension of bus privileges.

4. **Severe Disruption** – The following inappropriate behavior will result in the immediate issuance of a school bus citation and may result in suspension of ALL transportation privileges

1. Physical harm or threat of harm to another student
2. Physical harm or threat of harm to the bus driver
3. Fighting, carrying weapons, smoking, use of drugs, etc.
4. Property damage (damage restitution will be paid by offender)
5. Constant refusal to obey bus driver
6. Total disruption of the bus
7. Harassing or Bullying of anyone

Please note: When a student receives a bus suspension, a parent is responsible for providing transportation to and from school.

*****Buses will load and unload from the front of the school.**

*****Parents dropping off/picking up students are requested to use Sherwood Dr. in the back of the school to alleviate congestion.**

Care of Textbooks

During the first week of school your child will be issued textbooks for most classes. Textbooks must be covered at all times. Textbooks are the responsibility of the students. Any loss/damage will result in a financial obligation.

Cell Phones/IPOD's/Electronics

Cell phones and other electronic devices may be brought to school, but must be **TURNED OFF AND OUT OF SIGHT** from 7:30 a.m.–2:00 p.m. If an electronic item is out and on, the first time, it will be locked in the SAC until the end of the school day and returned to the student. The second and/or any further times, consequences such as lunch detention or loss of privilege will be given. **SWOPE MIDDLE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST, STOLEN ITEMS, OR DAMAGED ITEMS.**

Closed Campus

Students may not leave the school grounds after they arrive at school until they leave to walk home or depart on the school bus after school.

Clubs

There are many clubs at Swope. Several student clubs will be announced throughout the year. Clubs are typically created by student interest and student initiative. Examples of Swope clubs have included: Math Counts, Chess Club, The Jefferson Agrarian Society (garden club), Art Club, Dungeons and Dragons, Christian Club, etc. Clubs are a great way to get connected to school, new friends, show off talents, or learn new skills. Students wishing to start a club are encouraged to find a faculty sponsor and then to seek permission from the principal or assistant principal.

Control of Dangerous and Anti-Social Behavior

The law charges every teacher and principal (Nevada Revised Statutes 393.278, Nevada Revised Statutes 332.60) with maintaining order and discipline among students, and provides that students who do not comply with reasonable rules may be suspended or expelled. (Nevada Revised Statutes 392.030.)

Action taken to control or correct undesirable student behavior should take individual circumstances into account but must always be most concerned for the safety and educational welfare of the majority of students.

It is the principal's responsibility to take actions as necessary to protect students and teachers from dangerous or socially detrimental actions of students. Where there is serious doubt, the student should be suspended until the question is resolved to the satisfaction of the principal. It shall be the duty of the principal to notify the Director of Administrative Services and the State Department of Education in the case of any suspension.

Fights

In accordance with the District's Student Behavior Manual, a student who hits another student will be suspended, *even if another student hit him or her first.*

Items Prohibited on School Grounds

These articles are not allowed on school grounds:

- 1) **Weapons of any kind**
- 2) **Alcohol**
- 3) **Any controlled substance**
- 4) **Permanent Markers** (i.e. Sharpies)
- 5) **Stink Bombs/Poppers** are a suspendable offense and a school safety issue!
- 6) **Liquid White Out**
- 7) **Gum/Sunflowerseeds/Open Drink Containers**
- 8) **Skateboards**

Counselors

Swope has two full-time counselors located in the Student Assistance Center.

- Ms. Kopal – 6th and 7th
- Mrs. Dellabordella – 6th and 8th

Counselors have special training which prepares them to help students in the following areas:

- Personal and Social Matters
- Setting Academic Goals
- Conflict Resolution
- Crisis Management and Resources
- Adapting Schedules
- Planning high school schedules
- Career planning

Parents are also encouraged to contact the counselor with concerns regarding their child.

Delayed Start or Cancellation

There are many ways to find out if school is delayed or cancelled due to bad weather. You may call the Parent Line at 334-8373, a recorded message will give you the latest information. The district web site www.washoeschools.net will have a red alert at the top of the page. The district will send out an automated phone call and announcements are made by all local and TV stations.

Disregard of School Rules

If students violate school rules four or more times within a quarter, the steps for a behavior referral may be started. Violations may include gum, dress code, and other minor offenses. The behavior referral is a 4-step process.

1st step: warning-teacher/student conversation

2nd step: phone call home

3rd step: team meeting/parent conference

4th step: Administration becomes involved

Violation of Attendance Policy/Tardy Policy

Tardies and class cuts are considered violations of the attendance policy. On the 6th and consequent tardies, a consequence such as lunch detention or loss of a privilege may be assigned. Each quarter is a fresh start for the Swope tardy policy.

Note: **Upon arriving to school late, all students must enter through the front doors and report in with the attendance clerk at the front office window.**

Dress Code/Uniforms

Uniforms are to be worn on a daily basis on the Swope campus.

1. General
 - a. The following student uniform policy shall be in effect for school years 2019-20 through 2022-23 unless change are directed by the Superintendent in accordance with Board Policy.
 - b. All provisions of the Washoe County School District's dress code, as documented in the Parent /Student Handbook and/or any posted rules of this school, shall remain in effect.
2. Description of the Uniform
 - a. Tops. The approved uniform shirt is a collared polo-type shirt in the following solace colors: navy or grey
 - i. The uniform shirt may be plain or have the approved school logo on it. Non-approved logos are not permitted on the uniform top, even if the logo is related to the school or a school activity.
 1. T-shirts or long-sleeved shirts of the approved colors may be worn under the approved uniform top
 - ii. Sweatshirts and Sweaters.
 1. Sweatshirts asweaters are part of the student uniform and may be worn under the following conditions
 - a. Crew neck sweatshirts must be heather grey or royal blue;
 - b. Only the approved school logo may be visible on the crewneck sweatshirt/sweater. Otherwise, it must be plain.
 - c. Swope also has a non-hooded royal blue zip sweatshirt available as a uniform choice.
 - d. No hooded sweatshirts are to be worn while in the building.
 - b. Bottoms. Approved bottoms are defined as jeans, slacks, sweatpants, shorts, leggings/jeggings, skirts, and skorts and must be black or khaki (light tan or light brown). No other colors shall be allowed.
 - c. Outerwear. Jackets, coats, and zippered sweatshirts are considered outerwear and are permitted over the uniform in accordance with the school's dress code. However, this outerwear must be removed while inside the school building.
 - d. Misc. Other items of clothing such as shoes, socks, belts, hats, ties, and accessories shall comply with the WCSD dress code.
3. All students enrolled at Swope Middle School shall be following the provisions of this site-based student uniform policy, as well as the WCSD dress code during the school day (including on the bus). The only exception to this policy shall exist with permission of the principal during a free day, spirit day, or similar events. Free days shall apply to all students. No content-based exceptions shall be allowed.
4. Sale of Uniforms/Financial Assistance
 - a. Short-sleeved polo shirts with the school logo may be purchased at Kate's Logos*.
 - b. Non-logoed shirts, and other clothing options, may be purchased at any retail location.
 - c. Any family in need of financial assistance with the purchase of the school uniform shirts may contact any Swope staff member make arrangements for uniform needs.

*Note: Kate's Logos is not affiliated with the Washoe County School District and the Washoe County School District and the Board of Trustees neither endorses nor sponsors the organization. The distribution of this information is provided as a service to our school community.

***On free dress days, the Washoe County School District Dress Code Policy will be observed.

Washoe County School District Dress Code

Administrative Regulation 5102 establishes the student dress code in the schools of the Washoe County School District ("District" or "WCSD") with the intent of providing a safe and healthy learning environment for all students in which the focus is on learning; and to provide students with a clear understanding of the District's expectations with regard to dress.

1. The primary responsibility for dress rests with students and their families (parent/guardian). The District reserves the right to establish and enforce a student dress code with expectations and limitations for students that address what clothing may be worn and how students may wear that clothing. This authority permits school officials to enforce student dress requirements, and request that students change their attire to conform to the District's dress code.
2. The requirements of the dress code are not intended to silence expressive conduct, but instead, constitute an attempt to maintain a productive, safe, learning environment.
3. General Provisions
 - a. The school principal or designated administrator retains the authority and discretion to determine if a student's clothing meets with the provisions of this regulation.
 - b. Exceptions to the dress code shall be considered by the school principal for religious or medical reasons, or for designated free dress days such as spirit days.
 - c. For schools with a site-based student uniform policy (also known as standard student attire), the dress code shall remain in effect but may be adjusted based on allowable clothing options. (See Administrative Regulation 5106, Student Uniforms, for additional information)
 - d. The student dress code shall be in effect on District property, to include on District transportation, when school is in session, and when representing a school or the District as a participant at a District-sanctioned activity.
 - i. With the approval of the principal or designee, school teams/organizations or departments which sponsor off-campus activities may adopt special rules regarding dress and grooming to be followed when the group represents the school.
4. Dress Code
 - a. The dress or grooming of students must not present potential health or safety problems. Clothing should fit so that it does not create a health or safety issue.
 - b. Clothing shall not contain unprotected speech including, but not limited to: obscene, vulgar, or profane language or illustrations; and, nothing that promotes an illegal activity, including underage drinking, illegal drug use (to include marijuana), domestic abuse, gang membership, battery, assault, or any other civil or criminal conduct which would violate state or federal law.
 - c. Clothing must cover the body from the chest/breasts to below the buttocks. This includes all private/intimate parts of the body, to include the midriff.

- i. Undergarments shall not be intentionally exposed (e.g., bras, boxer shorts).
 - ii. Shorts, skirts, skorts, and dresses must be an appropriate length, extending to the student's mid-thigh.
 - iii. Pants/bottoms with rips, tears, or mesh are acceptable but shall not reveal or expose a private/intimate part of the body nor cause a safety concern (e.g., a tripping hazard because the hem of the pant leg drags on the floor).
 - iv. Nylons/panty hose/tights may be worn as an undergarment under clothing but not alone as pants/bottoms.
 - v. Leggings, to include yoga pants, are acceptable worn as pants.
- d. Allowable head coverings are those which are worn for medical or religious (e.g. hijab, yarmulke, turban) reasons. Head coverings which are neither religious nor medical in nature are not permitted to be worn inside a school building during school hours (e.g., sweatshirt hoods, ball caps, cowboy hats).
- e. Sunglasses may not be worn inside the building during school hours except for medical reasons, to include prescription transition lenses.
- f. Proper footwear must be worn at all times and shall not pose a potential health or safety problem. Slippers and similar soft soled shoes are prohibited. For safety reasons, students are encouraged to wear shoes with a strap around the back of the foot.
- g. Unless an exception has been provided by the school administrator (i.e. for spirit days, etc.), wearing pajamas, lounge wear, bath robes, or blankets is prohibited.
- h. The District's dress code does not extend to hair style or hair color.
- i. Jewelry and accessories with extended spikes or studs or which are of sufficient weight or length as to risk injury to the wearer or another are prohibited.
- j. Gang attire and accessories. In accordance with state law, items that have been identified as gang-related are prohibited. WCSD school police, in conjunction with local law enforcement and other agencies, shall determine current prohibitions related to gang appearance, dress, accessories, and activities and shall inform school administrators as needed. Prohibited items may include but are not limited to: altered insignias or graffiti; jewelry or belt buckles symbolizing any gangs; and Graffiti in or on personal belongings symbolizing any identified gang activity.
- k. Students are permitted to wear coats, jackets, zippered sweatshirts, and other outerwear.
5. Nothing in this administrative regulation shall be construed to restrict or ban a student's wearing of religious clothing and/or accessories, with the exception of unprotected speech (see below). Parents having religious-based concerns regarding the dress code or the site-based uniform policy are encouraged to discuss them with the principal. Any appeals of the principal's decision shall follow the District's public complaint process.

6. Violations

- a. A student who is found to be in violation of the school dress code may face consequences based on the District Behavior Matrix. Potential consequences include, but are not limited to:
 - i. First offense – A parent/guardian shall be notified; and, the student must change clothing.
 - ii. Second offense – A parent/guardian shall be notified; and, the student must change clothing and may receive a loss of privilege.
 - iii. Third offense – A parent/guardian shall be notified; and, the student must change clothing, may receive a loss of privilege, and may receive focused detention/school beautification.
 - b. In all cases, a parent/guardian and student shall be informed of the consequences of subsequent violations.
7. As used in this regulation, the term unprotected speech may include, but is not necessarily limited to, the following: obscenity, fighting words, defamation (includes libel, slander), child pornography, perjury, blackmail, incitement to imminent lawless action, true threats, solicitations to commit crimes, and speech which is vulgar or profane. Unprotected speech may also include any article of apparel, or publication that displays obscene words, pictures, or designs; speech which has a message that is pro-alcohol, tobacco and/or controlled or illegal substances; publications, clothing, or items that symbolize gang-related behavior; speech that does not comply with the District's policies and regulations, interferes with the educational process and/or poses a threat to the safety of students or other individuals.

Fire Drills

When the fire alarm sounds, follow your teacher's directions. Leave the building in an orderly fashion. Once outside, stay with your teacher.

The fire department has informed us that the cost of responding to an alarm is \$500.00. Pulling a false alarm is a very serious offense.

A student caught pulling a false alarm will be turned over to the police, and it is possible that the fire department will bill that student's parents \$500.00.

HARASSMENT/SEXUAL HARASSMENT AND INTIMIDATION

No harassment of any kind will be tolerated. Students who participate in bullying and harassment are subject to suspension. This includes any cyber-harassment that affects the Swope Middle School campus. To report any suspected bullying, please contact the office at Swope Middle School or you can report on at www.SafeVoiceNV.org

For More Information, please refer to the Washoe County School District Parent Handbook located on the Washoe County School District Website. www.washoeschools.net

Health Services

The nurse's office is located in the main office.

Illness at school - If a student becomes sick during the day, he/she is to obtain a nurse's pass from the teacher before going to the nurse. If necessary, the student's parent will be contacted to pick up the child.

Health Records - When the nurse asks a student to have the parents fill out a medical form, this is to be done immediately for the student's own protection.

School insurance forms - Insurance is optional, and insurance forms are located in the main office.

Accidents - Any accident should be reported to the nurse immediately.

Contagious diseases - Parents should inform the nurse if the student is exposed to a contagious disease.

Medication - Washoe County School District policy must be followed for all medications that are dispensed by the clinical staff. The policy states that a medication consent form needs to be signed by the prescribing physician and the parent. These forms are available by request from the clinic and must be updated each school year. Also, all medication must be brought to school in the original prescription bottle. Over the counter medications also require a medication consent form signed by the physician and parent. Any concerns should be directed to the school nurse.

Homework Policy

The purpose of homework is to provide review and reinforcement of daily lessons. The student's Panther Plan should have assignments and homework noted. Homework is given on a regular basis at Swope. **Check your student's Panther Plan daily.** For more information, please refer to the online WCSD parent handbook at www.washoeschools.net.

For each day a student has an excused absence, a school day will be given to make up homework and assignments.

If a student is absent for **three days**, a parent may request homework assignments from the main office. All homework requests should be made by 8:00 a.m. on the third day of an absence, parents may pick up homework after 2:00 p.m. and before 3:00 p.m.

Instrument Usage Fee

Music students who will be using school owned music instruments will be required to pay a fee for the instrument rental. This non-refundable fee is used for instrument maintenance and replacement.

Internet Policy

Please refer to the WCSD Internet *Safety and Public Network Acceptable Use* at www.washoeschools.net

Internet use permission by parents will be required and is the electronic paperwork for registration.

Library and Library Passes

1. The library hours are from 7:15 a.m. to 2:30 p.m.
2. Students using the library during the school day must have a pass from their teacher. Students can use the library at lunchtime (when not in use for Advisory) for class research or reading time.
3. The library is open for individual and small group use during all hours unless a full class has reserved the time.
4. Magazines and books may be checked out for three weeks and reviewed as necessary. Library materials should be returned promptly.

All lost and damaged library materials must be paid for in accordance with Nevada Statues. The cost of a lost library book depends upon the cost of replacement. If the identical book is no longer available, the librarian will replace the lost book or materials with another that is as similar in type and content as possible. Students **must** pay the replacement cost of lost materials.

Lockers

Lockers must be kept clean and orderly at all times. **Students are not allowed to share lockers at any time.** If sharing occurs, students may have their locker privileges taken away.

Jackets and backpacks should be left neatly in lockers.

*****REMEMBER: STUDENTS ARE NOT TO SHARE THEIR LOCKER COMBINATION WITH ANOTHER STUDENT AT ANYTIME.**

Students may access their lockers before school, before lunch, after lunch, and after school. If locker access is requested by a student at any other time, a pass must be used from the Panther Plan for the week. A maximum of 3 passes per week is the expectation for Swope Middle School students.

Lost and Found

A lost and found for clothes and large items is located in the cafeteria. Lost and found for all other small personal items is in the main office. All books found should be brought to the library. Students should write their names in ink in all textbooks so that lost books can be returned to owners. All unclaimed items will be donated to charity during Winter Break and at the end of the school year.

Making up Missed Work

It is the students' responsibility to get make-up work from his or her teachers when he/she has been absent. If a student does not make up missed work, he/she could receive a failing grade. If the absence from class was because of an athletic event, field trip, music program etc., the student is still responsible for make-up work. For everyday class is missed, 1 day to make up the work is given.

Panther Plan

Students will be issued one Panther Plan at the beginning of the year at no charge. If a student loses his/her Panther Plan, he/she may purchase a new one for \$2.00 from the main office. The Panther Plan is designed to be used in the following ways:

- A daily hall pass system
- A student's daily, weekly, monthly and quarterly record of classroom work, tests, projects, quizzes, and long-term assignments.
- A communication system for teachers, students, and parents.
- A weekly progress report to parents, when necessary.
- A daily homework and classroom check for parents.
- An organized system to assist students in daily assignments.

PANTHER PLANS ARE PART OF THE ADVISORY/ENRICHMENT GRADE FOR EACH STUDENT. TEACHERS ARE TO CHECK THE PLAN EACH MONDAY DURING ADVISORY. A WEEKLY PARENT SIGNATURE WILL RESULT IN EXTRA CREDIT FOR THAT WEEK.

Parent Volunteer Opportunities

We encourage students and their parents to get involved in school activities. There are many opportunities/committees in which to volunteer at Swope Middle School. A few of the committees include: PFA, Fundraising, Library, Copying, Tutoring, Supervision, Baking, Teacher Appreciation, and more.

The **Parent Faculty Association (PFA)** will be sending home membership registration as well as a volunteer interest inventory.

If volunteering on the Swope campus, a WCSD volunteer form must be filled out with the front office (even if there is volunteer form filled out at another location for the WCSD).

Passes

Students are not to be out of class at anytime without a Panther Plan or hall pass. Teachers will give students passes for necessary reasons. Students must sign out before leaving the classroom and upon their return. A maximum of 3 passes per student per week.

Passing in the Halls

Keep to the right when passing in the halls. Please do not run, push, shove, or yell in the halls.

Phone Calls

Parents are asked to contact their child through the office phones.

Please do not call or text your child's or others students' cell phones during school hours. Student cell phones are to remain off from 7:30 a.m. until 2:00 p.m. Students receiving messages throughout the school day can be disruptive to student learning.

Report Cards

Report cards will be issued every nine weeks (four times per year). The first three quarters students hand carry their report cards home and the last report card is mailed from the Washoe County School District mid June. If a student receives an incomplete in a subject, work must be made up within 3 weeks of the next grading period or the grade will become an "F".

Retention Policy/Procedure

Nevada Regulations state that students must have 1.5 credits in English and Mathematics. The students must also earn 1.0 credits in Science and Social Studies.

(RETENTION POLICY CONT.) The WCSD Board of Trustees has established a policy requiring 90% attendance for promotion to the next grade or earning credit.

Please refer to the WCSD *Middle School Promotion to High School* at www.washoeschools.net

School Hours

The first bell rings at 7:23 a.m. A student is tardy if not in class by 7:30 a.m. Dismissal is at 2:00 p.m. Dismissal is at 1:15 on Wednesdays.

*****Please note: Students are not to be on campus until 7:08 a.m. unless they have an early bus. There is no adult duty supervision until 7:08. Once students are on campus, they are not allowed to leave without permission.**

Schedule Changes

No schedule changes are allowed during the first week of school. A mid-year schedule change is a cooperative process involving the counselor, parent, teacher, and student. A parent conference is required before schedule changes will be considered. Ultimately, schedule changes must be authorized through the principal.

Self-Manager Wristbands (possibly 2nd semester)

Each quarter students may apply to be a self-manager. The qualifications for being a self-manager are:

- 1) All A's in Citizenship
- 2) All A's in Work Ethic
- 3) Completed application turned in to your child's Enrichment teacher no later than the 2nd Friday of the quarter.

Examples of Perks for being a Self-Manager:

- 2 Minutes early to lockers at the end of the school day
- 2 Minutes early to lunch
- Early entry to the building in AM
- A Homework pass for the qualifying quarter(s)
- Random treats/rewards/privileges

Student Assistance Center

The S.A.C. (Student Assistance Center) houses the Principal, Assistant Principal, Dean of Students, Counselors, WCSD Psychologist, and Speech Pathologist.

The center is the hub for all student services: student intervention, counseling services, community projects, student testing, retention issues, bus issues, most parent/teacher conferences, and disciplinary referrals.

Please feel free to call at any time for assistance in any of the above matters.

Students must have a pass from class to enter the SAC during the school day.

Theft and its Prevention

The District is not responsible for the loss, theft, or damage of any personal property belonging to students, visitors, or employees left or stored on district premises. This also applies to lockers and personal vehicles. It is the advice of Swope Middle School to leave all valuable items at home. **Swope Middle School is not responsible for lost or stolen property.**

Visitors

To assist the school in maintaining a safe environment, we ask all visitors to check into the main office. Visitors are asked to sign-in and will be issued a pass. Students may not have a friend to class for the day unless pre-approved by the Principal.

How Work Ethic Is Graded at Swope Middle School - Rubric

		Exceeding Standards	Meeting Standard	Approaching Standard	Novice
	Work Ethic Standard	Demonstrates Standard $\geq 80\%$ of the Time [4]	Demonstrates Standard 79% \leftrightarrow 60% of the Time [3]	Demonstrates Standard 59% \leftrightarrow 40% of the Time [2]	Demonstrates Standard $< 40\%$ of the Time [1]
P Perseverance	<ul style="list-style-type: none"> • Despite Struggling – you work through it. • Work to find a new solution • Don't give up. Use different strategies. • Go the extra mile 				
A Adaptability	<ul style="list-style-type: none"> • Have enthusiasm for learning. • Tackle tasks with a positive attitude. • Works through frustration to understand and complete a new learning opportunity. • Work well with others using positive collaboration. 				
S Strategies	<ul style="list-style-type: none"> • Plan for success by creating long term and short term goals. • Revise, change, modify, and apply new approaches when confronted with a roadblock to your goal. • Use metacognition (think aloud) and problem solving strategies (draw a picture, make a graph, etc.) when facing challenges. 				
S Self-Regulation	<ul style="list-style-type: none"> • Demonstrate initiative when faced with a learning opportunity (get started right away). • Ask for help when n. • Be willing to learn from mistakes. • Complete assignments and turn them in on time. 				

Settings	P	R	O	W	L
Classrooms	<ul style="list-style-type: none"> - Keep a growth mindset - Active listening - Strive to improve - Work Hard - Good effort 	<ul style="list-style-type: none"> - Raise your hand - Use accountable talk - Be an active learner - Keep hands to self 	<ul style="list-style-type: none"> - Come to class prepared - Keep track of your belongings 	<ul style="list-style-type: none"> - Get assignments in on time - Be a self-starter - Check Infinite Campus 	<ul style="list-style-type: none"> - Be on time - Participate in group work - Set a good example - Be on task
Hallways	<ul style="list-style-type: none"> - Patience when crowded - Walk on the right - Walk with a purpose 	<ul style="list-style-type: none"> - Stay to the right - Use roundabouts - Use appropriate language - Use lockers at assigned times 	<ul style="list-style-type: none"> - Walk on the right 	<ul style="list-style-type: none"> - Hands and feet to self 	<ul style="list-style-type: none"> - Pick up trash - Help others
Bathrooms	<ul style="list-style-type: none"> - Wash hands thoroughly 	<ul style="list-style-type: none"> - Wash hands thoroughly - Pick up after yourself - Use time appropriately 	<ul style="list-style-type: none"> - Use time appropriately - Dispose of trash properly 	<ul style="list-style-type: none"> - Keep bathroom tidy 	<ul style="list-style-type: none"> - In and out
Lunch Field	<ul style="list-style-type: none"> - Good sportsmanship - Strive to improve - Have fun 	<ul style="list-style-type: none"> - Help maintain equipment - Stay in assigned areas - Use appropriate language - Leave area cleaner than you found it 	<ul style="list-style-type: none"> - Follow rules for the games - 	<ul style="list-style-type: none"> - Play by the rules - Stay in designated areas 	<ul style="list-style-type: none"> - Pick up trash, even if it may not be yours
Cafeteria/Patio	<ul style="list-style-type: none"> - Keep in clean - Eat & go play - Keep your place in line - Be patient 	<ul style="list-style-type: none"> - Pick up after yourself - Use appropriate language - Be courteous to others - Don't let someone sit alone - Eat in assigned areas 	<ul style="list-style-type: none"> - Put trash in trash cans - Keep places in line - Find a seat quickly 	<ul style="list-style-type: none"> - Clean up spills 	<ul style="list-style-type: none"> - Invite others to sit with you
Field Trips	<ul style="list-style-type: none"> - On task - Appropriate behavior the whole time 	<ul style="list-style-type: none"> - Pick up after yourself - Stay in assigned areas - Courteous to all people involved - Show appreciation 	<ul style="list-style-type: none"> - Turn in necessary paperwork - Be in uniform 	<ul style="list-style-type: none"> - Listen to speaker(s) 	<ul style="list-style-type: none"> - You are representing Swope Middle School
Assemblies/Social Functions	<ul style="list-style-type: none"> - Good sportsmanship - Show respect 	<ul style="list-style-type: none"> - Keep hands to self - Use voices appropriate for assembly - Good sportsmanship - Follow quiet signals 	<ul style="list-style-type: none"> - Use stairs in bleachers 	<ul style="list-style-type: none"> - Follow quiet signals - Sit in assigned area 	<ul style="list-style-type: none"> - Participate appropriately -
Bus/Pick-Up Area	<ul style="list-style-type: none"> - Wait for bus patiently 	<ul style="list-style-type: none"> - Sit in assigned seat - Be courteous to others - Wait patiently to load 	<ul style="list-style-type: none"> - Walk in the bus area 	<ul style="list-style-type: none"> - Be on time - Use appropriate language 	<ul style="list-style-type: none"> - Greet and thank your driver

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PROWL at a Glance

Perseverance – Keep going and never give up

Respect – Be kind, courteous, and careful with others and their belongings

Organization – Plan ahead, exhibit self-control, and manage time effectively

Work Ethic – Put forth your best effort and do the right thing

Leadership – Set positive examples for other students to follow

REGULAR BELL SCHEDULE

ADVISORY	7:30 AM – 7:40 AM
1 ST MOD	7:44 AM – 8:43 AM
2 ND MOD	8:47 AM – 9:46 AM
3 RD MOD	9:50 AM – 10:49 AM
8TH LUNCH	10:49 AM – 11:19 AM
7TH ENRICHMENT	10:53 AM – 11:23 AM
7TH LUNCH	11:23 AM – 11:53 AM
8TH ENRICHMENT	11:25 AM – 11:55 AM
4 TH MOD	11:59 AM – 12:58 PM
5 TH MOD	1:02 PM – 2:00 PM

WEDNESDAY EARLY RELEASE SCHEDULE

ADVISORY	7:30 AM – 7:40 AM
1 ST MOD	7:44 AM – 8:34 AM
2 ND MOD	8:38 AM – 9:28 AM
3 RD MOD	9:32 AM – 10:22 AM
8TH LUNCH	10:22 AM – 10:52 AM
6TH/7TH ENRICHMENT	10:26 AM – 10:56 AM
6TH/7TH LUNCH	10:56 AM – 11:26 AM
8TH ENRICHMENT	10:58 AM – 11:28 AM
4 TH MOD	11:32 AM – 12:22 PM
5 TH MOD	12:26 PM – 1:15 PM

SAFE AND RESPECTFUL LEARNING

PURPOSE

[The Board of Trustees \(“Board”\) believes that a learning environment that is safe and respectful is essential for students to achieve success. The Washoe County School District \(“District”\) is committed to providing students a learning environment that is free from bullying, cyber-bullying, harassment, sexual harassment, discrimination, intimidation, violence, and violent behavior. This policy and the associated governing documents establish the procedures necessary to create a safe and respectful learning environment, to](#)

promptly investigate accusations of bullying and other behaviors, to implement remedies and interventions for all who are involved, and to provide training to staff and students of the prevention and remediation of such behaviors.

POLICY

1. For the purposes of this policy:

- a. The term "bullying" refers to acts and allegations of bullying, cyber-bullying, harassment, sexual harassment, discrimination, intimidation, retaliation, hazing, and related forms of violence or violent behavior.
- b. The prohibition against bullying applies to any individual on District property, to include District-provided transportation, at District-sponsored activities and events, and/or while acting on behalf of the District. This includes outside entities renting/using District facilities.
- c. The act of bullying does not apply to a student enrolled in prekindergarten, or between two or more adults regardless of whether or not one or more of the adults is a District employee.

2. Governing Principles

- a. The District is committed to:
 - i. providing an environment in which persons of differing beliefs, characteristics and backgrounds can realize their full academic and personal potential;
 - ii. The belief that all persons are entitled to maintain their own beliefs and to respectfully disagree without resorting to or being subjected to bullying.
 - iii. Ensuring that all students, administrators, faculty, and other District staff demonstrate appropriate behavior by treating other persons, including students, with civility and respect and by refusing to tolerate bullying.
- b. By declaring the above, the Board is not advocating or requiring the acceptance of differing beliefs in a manner that would inhibit freedom of expression. The Board does require that any persons with differing beliefs be free from bullying.
- c. The District shall partner with the Washoe County community in its intent and belief that:
 - i. Students are a vital resource to the future of the Washoe County community;
 - ii. A safe and respectful learning environment is essential for students to achieve academic success;
 - iii. All District/school properties shall be maintained as safe and respectful learning environments, and no form of bullying will be tolerated; and
 - iv. Any form of bullying seriously interferes with the ability of teachers to teach in the classroom and the ability of students to learn; and
 - v. The use of the internet and other technology by students in a manner that is ethical, safe, and secure is essential to a safe and respectful learning environment and for the successful use of technology.

3. Governing Practices

- a. The Superintendent shall cause to be created procedures and protocols necessary for the establishment and maintenance of safe and respectful environments that are free from bullying. Such protocols include, but are not limited to:
 - i. Civil Rights Compliance Department. The District, through the Office of the General Counsel's Civil Rights Compliance Department, shall:
 1. Establish and maintain reporting mechanisms, to include an internet website, through which any person can report an allegation of bullying;
 2. In conjunction with the Departments of Guidance Counseling, Equity and Diversity, and others:
 - a. create and distribute information about anti-bullying efforts; and

- b. Provide outreach and anti-bullying education and training for students, staff, and parents/guardians.
 3. Protect the rights of gender non-conforming students through the protocols described in Administrative Regulation 5161, Gender Identity and Gender Non-Conformity.
- ii. Training and professional learning for the Board of Trustees, District staff, volunteers, students and their families shall include, but not be limited to:
 1. Methods to promote a positive learning environment and facilitate positive relationships between students;
 2. Methods for recognizing bullying behaviors;
 3. Requirements and methods for reporting bullying allegations, to include the mandatory reporting requirements for staff and volunteers;
 4. Requirements concerning the needs of students with disabilities and students with autism spectrum disorder;
 5. Requirements and methods for addressing the rights and needs of persons with diverse gender identities or expressions; and
 6. Information on and referral to available resources regarding suicide prevention and the relationship between bullying and suicide.
- iii. School administrators shall receive further training and guidance in:
 1. Bullying allegation investigation requirements and procedures;
 2. Effective intervention and remediation strategies;
 3. The prevention of violence and suicide associated with bullying as well as appropriate methods to respond to such incidents; and
 4. Employing strategies to improve the climate of schools and the overall District environment in a manner that will facilitate respectful positive human relations among students, families and staff;
 5. Establishment of a site based school safety team to develop, foster and maintain a school environment which is free from bullying.
- iv. Reporting.
 1. Students, their family members, and members of the community who have knowledge or concerns of potential bullying are encouraged report potential incidents of bullying of a student to school administration and/or school police immediately to ensure incidents are investigated and harmful behavior stopped.
 2. Staff and volunteers are mandatory reporters of bullying and shall promptly report when they know or have reasonable reason to believe that an incident of bullying may have occurred.
 3. The District shall maintain an online reporting website (www.wcsdbullying.com) to allow for the expedient reporting of incidents to the school principal/designee.
 4. Reports of student discrimination based on race, national origin, disability, sex, or religion may also be filed with the U.S. Department of Education's Office for Civil Rights.
- v. Investigation Procedures.
 1. The District shall implement standard protocols related to the investigation of bullying allegations.
 2. When an incident of staff on student bullying is alleged, an independent investigator shall be assigned by the Superintendent to oversee the investigation. See Administrative Regulation 5701 for additional information.

- vi. Retaliation. The District prohibits retaliation against any person who reports an act of bullying, cyber-bullying, harassment or discrimination, or against any person who testifies, assists, or participates in the investigation of a report. Such retaliation is itself a violation of law and may lead to disciplinary or other appropriate action against the offender.

DEFINITIONS

1. “Bullying” means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:
 - a. Have the effect of: physically harming a person or damaging the property of a person; or placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or
 - b. Interfere with the rights of a person by: creating an intimidating or hostile educational environment for the person; or substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
 - c. Are acts or conduct described in paragraph (a) or (b) and are based upon the: actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or association of a person with another person having one or more of those actual or perceived characteristics.
 - d. The term “bullying” includes, without limitation: Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors; Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures; Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing; Blackmail, extortion or demands for protection money or involuntary loans or donations; Blocking access to any property or facility of a school; Stalking; and Physically harmful contact with or injury to another person or his or her property. (NRS 388.122)
2. “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. (NRS 388.123)
 - a. “Electronic communication device” means any electronic device that is capable of transmitting or distributing an image of bullying, including, without limitation, a cellular telephone, personal digital assistant, computer, computer network and computer system. (NRS 388.124)
 - b. “Image of bullying” means any visual depiction, including, without limitation, any photograph or video, or a minor bullying another minor. (NRS 200.900)
3. Retaliation is adverse action (e.g. payback, retribution, revenge) taken against an individual for engaging in legally protected activity such as making a complaint of harassment or participating in workplace or school site investigations.
4. “Hazing” means an activity in which a person intentionally or recklessly endangers the physical health of another person for the purpose of initiation into or affiliation with a student organization, academic association or athletic team at a high school. (NRS 200.605)

See also Board Policy 9200, Harassment and Discrimination Prohibited, at <https://www.washeschools.net/Page/1189>.

<p style="text-align: center;"><u>TEASING</u></p> <p style="text-align: center;">- <u>MAKING FUN OF SOMEONE EVEN IN A PLAYFUL WAY</u></p>	<p style="text-align: center;"><u>CONFLICT</u></p> <p style="text-align: center;">- <u>A DISAGREEMENT OR DISPUTE BETWEEN FRIENDS OR PEERS</u></p>
<p style="text-align: center;"><u>MEAN MOMENT</u></p> <p style="text-align: center;">- <u>SAID OR DID SOMETHING YOU WOULD NOT NORMALLY SAY OR DO</u></p>	<p style="text-align: center;"><u>BULLYING</u></p> <p style="text-align: center;">- <u>REPEATED ACTS NOT WELCOMED</u> - <u>HARM OR FEAR OCCURS AND TARGETS PROTECTED CLASS</u> - <u>SEVERE, PERSISTENT OR PERVASIVE</u></p>

USE THE STRATEGY – STOP, WALK, TALK

STOP - ASK PERSON TO STOP THE BEHAVIOR USING “I” STATEMENTS
“I DON’T LIKE IT WHEN, PLEASE STOP.”

WALK – PHYSICALLY WALK AWAY FROM THE SITUATION AND FIND A TRUSTED ADULT

TALK – TALK TO AN IDENTIFIED ADULT TO HELP SOLVE THE PROBLEM

STEPS TO REPORT AN INCIDENT:

-
1. TALK TO A TEACHER,
 2. COME TO THE SAC AND FIND AN ADULT TO REPORT THE PROBLEM
(Principal, Assistant Principal, Dean and/or your Counselor)
-

Before you Speak...

THINK:

T...is it TRUTHFUL

H...is it HELPFUL

I...is it INSPIRING

N...is it NECESSARY

K...is it KIND

Let's be KIND to one another and THINK before
engaging in conversations with each other.