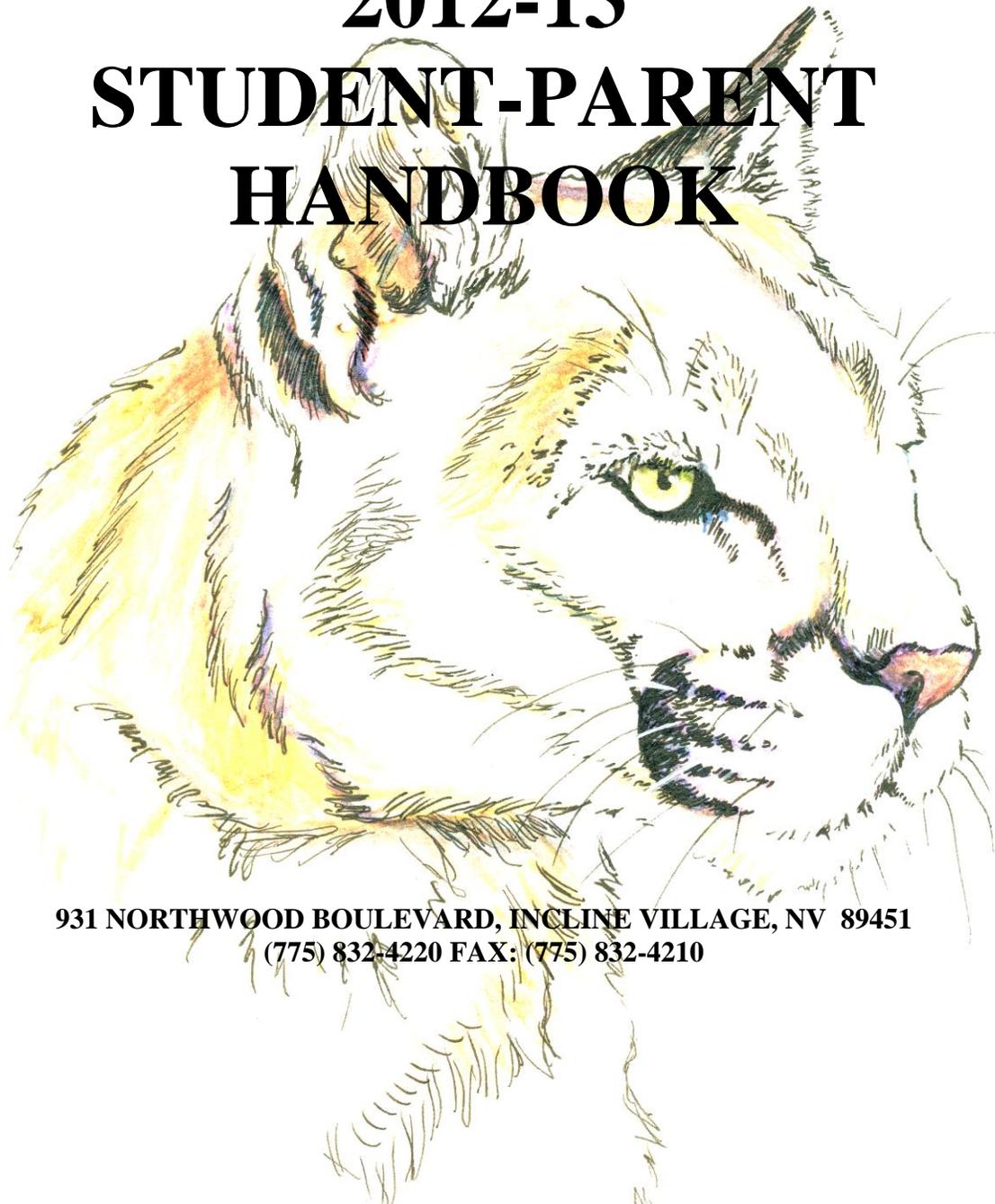


INCLINE MIDDLE SCHOOL

2012-13 STUDENT-PARENT HANDBOOK



**931 NORTHWOOD BOULEVARD, INCLINE VILLAGE, NV 89451
(775) 832-4220 FAX: (775) 832-4210**

MISSION STATEMENT

We, the community of Incline Middle School, strive to promote rigorous academics while cultivating positive character development in order to prepare students for the expectations of high school, college, and career.

GENERAL INFORMATION

Incline Middle School follows the directives and policies of Washoe County School District. Information in full regarding these policies is available in the WCSD Parent Student Handbook that is given to all new students and is also available online at:

<http://www.washoecountyschools.org/schools/register>

ACADEMIC INTEGRITY

The academic standards of Incline Middle School are designed to promote a quality education through honesty, ownership and self-respect in all aspects of schoolwork. The pursuit of academic integrity involves all members of the Incline Middle School Community in the learning process. Cheating impedes this fundamental process and compromises the integrity of students, teachers, administrators, parents and the educational institution itself.

Consequences of plagiarism or cheating: Students who engage in plagiarism or cheating are subject to disciplinary action.

ACCIDENTS

Students who are injured at school are responsible for reporting the accident to their teacher and the clinical aide to get first aid and to obtain an accident report. The clinical aide is responsible for completing the accident report. The parent, guardian or other responsible adult will be notified and will take responsibility for the ill or injured student leaving school.

ATHLETICS

All middle school students will be able to try out for a middle school sports program regardless of their previous or current grades. In order to participate in a contest (incl.: scrimmages with other schools), students must meet the following criteria:

- Establish a 2.0 GPA in both academics and citizenship.
- Have no “F’s” in academic or citizenship.
- No suspensions – in school or out of school

Grades will be checked the Friday before the first week of scheduled contests. Once the above criteria is met, students will have a grade check a minimum of every two weeks from the Friday of the initial grade check through the completion of the season. Grades can be checked more frequently than every two weeks to establish a student’s eligibility. The 2.0 GPA grade check for academics and citizenship and the check for no “F’s” in academics and/or citizenship is not a cumulative check. It is a measure of the student’s performance over the last two-week period of time.

To participate in athletics or athletic support groups, it will be necessary for a student to meet the requirements for Athletic Eligibility.

ATTENDANCE

Please keep in mind these guidelines with regard to attendance:

If a student is absent from school, the parent or guardian should call the school and inform the office at 775-832-4220. A parent or guardian may call earlier and leave a message on the answering machine. If the school does not receive a call, we will phone parents to check on your absence. Pre-arranged absences for funerals family emergencies, etc. can be made by calling the school or bringing a note. If you must leave school for any reason during the day, please bring a note to the office in the morning to obtain a street pass. When you return from your appointment, you must check in with the office before returning to class. It is your responsibility to check with all teachers regarding work missed while absent. We encourage you to call other fellow students to find out about homework assignments. Make-up work must be completed in the length of time equal to the number of days missed. We ask that you and your parents do not call the school for homework or assignments unless you will be out for three or more days.

For further information, please consult **page 5** of the WCSD Parent Student Handbook

BUILDING AND CAMPUS PASSES

During class periods, no student is to be in the halls, in the lavatories, or on the school grounds without an authorized pass from a teacher or from a member of the central office staff. During a period, no teacher or other authorized person is to send a student to any classroom or other designated area in the building or on the school grounds without a pass.

DETENTION

Lunch detention will be assigned for truancy, tardies, and other misbehavior problems. Students are expected to be on time, quiet, orderly and doing assigned work while serving detention. When you are assigned detention, you must complete that responsibility by the appropriate date. Failure to comply with these rules may result in additional detention or further consequences.

DISCIPLINE

Incline MS follows the progressive discipline plan as outlined in the WCSD Behavior Matrix. Copies are available at the school.

DISCRIMINATION, HARASSMENT/SEXUAL HARASSMENT

Any student or parent/guardian who has a question of concern or would like a copy of the District's Administrative Regulation and information forms for filing a complaint based on discrimination, harassment or retaliation should contact an administrator at the school or the WCSD Legal Division.

The entire policy is available for your review at any school in Washoe County or at the WCSD Administration Building.

DISTRICT LIABILITY

All students are responsible for any instruments, books, equipment or other items that they have on campus, whether they are owned by the student or have been entrusted to the student by district personnel or others.

Please be aware that the district **is not** an agent for any student and **is not** responsible for any loss, theft, or damage to any such items whether in the student's possession or stored/left on campus or other school property.

DRESS CODE

Incline Middle School complies with and enforces the dress code for secondary schools as set by WCSD. Please refer to **page 19** of the WCSD Parent Student handbook for specifics about the dress code.

ELECTRONIC DEVICE(S)

WCSD is proud to be a 21st century district, and we promote responsible and thoughtful use of personal electronic devices to support student achievement.

- Electronic devices can be disruptive and interfere with student learning, including the learning of those that are not in possession of such devices.
- Electronic devices should not interfere with the instructional process.
- Teachers and administrators reserve the right to confiscate a student's electronic device if it is interfering with curriculum/instruction.
- The first time a student's personal electronic device appears to be a disturbance to the educational environment, it will be taken away and returned to the student at the end of the school day.
- Parents/guardians will need to come to the school to collect their child's personal electronic device any subsequent times the device is confiscated.
- Students may possess or use electronic devices, provided that the use of such devices does not interfere with the instructional process.
- Electronic devices shall not be brought into classrooms during assessments or tests.
- Inside the classroom or instructional process, school buildings and during the school day, electronic devices shall be in the "off" position unless the devices are being used for instructional purposes.

Furthermore, it is recommended that the above listed items not be brought to school as Incline Middle School and WCSD are not responsible if these items are brought to school and lost or stolen. See WCSD policy for further information and consequences – SUP-P003

GANGS AND GANG ACTIVITY

- A. No student on or about school property or at any school activity:
1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things, which are evidence of membership in or affiliation with any gang.
 2. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang.
 3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in any gangs.
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person

- c. Committing any other illegal act or other violation of school district policies and/or administrative regulations.
 - d. Inciting other students to act with physical violence upon any other person.
4. Shall place graffiti on or otherwise deface property on school grounds. For purposes of this regulation, term “graffiti” means any unauthorized inscription, word, painted on or affixed to the public or private property, real, or personal, of another, which defaces the property.

For further information, please consult Administrative Regulations 5144 and 5144.19

HOURS

The school office is open at 7:30 a.m. and closes at 4:00 p.m. It is closed on Saturdays, Sundays, and holidays.

LOCKERS

Student will be assigned lockers at the beginning of the year. Students who come to IMS during the year will have their lockers assigned by the office. Remember: Don’t give your combination to anyone, not even your best friend! Do not share lockers. If your locker is jammed, go to your next class and ask the teacher for a pass to have a janitor help you with your locker. If you should forget your combination, a list is kept in the office.

MESSAGES, EMERGENCIES, OR EARLY PICK UP

Unless there is an emergency situation, a message will be taken and the student called to the office to return the call between classes. In the event that a student will be picked up from the school prior to the posted dismissal time, parents are asked to come between classes (during passing) to avoid disruption to instruction. If it is necessary for a student to leave during class, the student is asked to bring a note from home, provide a copy to the office at the beginning of the day, and give the note to the classroom teacher from whose class the student will be leaving. The student is then expected to leave the class quietly at the time noted.

PARENTS

Conferences: Arrangements for teacher or counselor conferences are made through the Counseling Office.

Campus Visit: Parents/Guardians are welcome and encouraged to visit school and their child’s teachers. Parents/Guardians may attend classes with their child, but they must make visitation arrangements at least 24 hours in advance. Arrangements are made through the counseling office. All visitors must report to the front office immediately upon arrival and obtain a visitor’s pass.

Deliveries: Classrooms will not be interrupted for delivery of messages to students. No flowers, balloons, singing telegrams, etc. will be delivered during school hours or allowed in classrooms.

PARENT REUNIFICATION PROCEDURE

In the event that a school has an incident and it is appropriate to send students home, the reunification procedure will be as follows:

- Parents will be notified by the school district or the local media where to report to reunite with their child.
- The school district will only release students to authorized parents or emergency contacts listed in the student data base. Please be prepared to show valid photo identification.

- Please keep the parent and emergency contact information for your child current. If you would like to check on the information, please contact the school.

PROVISIONS OF SAFE AND RESPECTFUL LEARNING ENVIRONMENT

The law charges every teacher and administrator (NRS 393.278, NRS 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 (NRS 392.030). Action taken to control or correct undesirable student behavior should take individual circumstances into account but must always be concerned for the safety and educational welfare of the majority of students.

IMS wishes to make it clear that verbal and/or physical harassment of another student is a serious offense. No one at IMS will have to tolerate bullies or other students who threaten or intimidate. If a student is experiencing harassment of any kind immediately contact the Site Administrator, counselor or any teacher. Harassment can only be addressed and eliminated if we all work together.

PUBLIC COMPLAINT INFORMATION

The Washoe County School District has established a procedure for receiving and acting on complaints about any employee. The policy requires that the complainant first attempt to settle the issue with the employee in question. If a satisfactory solution is not reached, you may pick up a "Public Complaint Form" at any school or at the district offices, 425 East Ninth Street in Reno. Complete instructions accompany the form. Questions about this policy may be directed to the Director of Communications at 348-0371.

REPORT CARDS AND GRADING

Report cards are issued on a nine-week basis. Students will be graded for both academic achievement and citizenship. These grades will be expressed in letter form:

A	=	Superior
B	=	Above Average
C	=	Average
D	=	Below Average
F	=	Failure
INC	=	Incomplete

Minus signs may be used with letter grades but are not used in computing Grade Point Averages (GPA's). Incomplete is a temporary grade and must be made up before the end of three weeks into the next grading period.

At the end of the fourth week of the nine-week grading period, each student, who, at that point has a grade average of "C" or less, will receive an "academic warning." This warning will be sent to parents/guardians with an explanation of the reason for the poor class showing, i.e. test results, poor attendance, assignments not handed in. Academic warnings do not affect a student's GPA nor do they appear on a transcript.

SEARCHES OF STUDENTS

The primary function of the public schools is education. In order to serve this function, the schools must maintain discipline and order and must provide students with physical safety and

security. School officials and teachers act in loco parentis to the students during the time students are under their supervision.

To provide an orderly and safe school environment, the school must control the behavior of students and prevent the introduction by students of harmful, damaging, unlawful or deleterious items onto the school premises. The law, therefore, permits school authorities to search students, their personal possessions and their desks and lockers under appropriate circumstances.

The entire policy is available for your review at any school in Washoe County or at the WCS D Administration building.

STUDENT ATTENDANCE AND ACTIVITIES

Any student who intends to participate in and/or attend a Washoe County School District activity (athletic contest, co-curricular or extra-curricular) must attend a minimum school day the day of the activity. A minimum school day is considered to be 220 minutes of class time. However, if a student receives prior approval from the administration due to extenuating circumstances this provision may be waived.

STUDENT IDENTIFICATION CARD

Each student will be issued an identification card. These cards will be made available from the company providing “school pictures” shortly after the beginning of school. If a student does not have his/her picture taken they must make other arrangements with the main office to obtain a student identification card. All students should carry their identification cards at all times.

TARDY POLICY

Like absences, missed instruction (tardiness) also adversely affects the learning process. Since promptness is a recognized virtue in adult life, the schools will emphasize the importance of being on time; therefore, missed instruction may affect the citizenship/grades. Chronic missed instruction will be referred for disciplinary action.

Each time a student is tardy to class, the teacher must interrupt the flow of teaching to change the attendance screen on the computer to comply with WCS D attendance-keeping procedures. The student’s late entry-together with the interruption of teaching-constitutes a “classroom disruption,” especially if that tardiness becomes habitual.

A student will be considered tardy to class if he/she is not at least inside the classroom door when the tardy bell rings.

VARIANCES

The deadline for completion and submission of all variances is August 1st of each year.

Bell Schedules

IMS Regular Day		
Pass	7:50 – 7:55	5 Minutes
Advisory	7:55 – 8:07	12
Pass	8:07 – 8:10	3
1st Period	8:10 – 8:57	47
Pass	8:57 – 9:00	3
2nd Period	9:00 – 9:47	47
Book Break	9:47 – 9:52	5
3rd Period	9:52 – 10:39	47
Pass	10:39 – 10:42	3
4th Period	10:42 – 11:29	47
Lunch/Recess	11:29 – 11:59	30
Pass	11:59 – 12:04	5
Enrichment/Intervention	12:04 – 12:34	30
Pass	12:34 – 12:37	3
5th Period	12:37 – 1:24	47
Pass	1:24 – 1:27	3
Enrichment/GT	1:27 – 2:14	30

Early Release Wednesday		
Pass	7:50 – 7:55	5 Minutes
1st Period	7:55 – 8:45	50
Pass	8:45 – 8:48	3
2nd Period	8:48 – 9:35	47
Book Break	9:35 – 9:40	5
3rd Period	9:40 – 10:27	47
Pass	10:27 – 10:30	3
4th Period	10:30 – 11:17	47
Lunch recess	11:17 – 11:47	30
Pass	11:47 – 11:52	5
5th Period	11:52 – 12:39	47
Pass	12:39 – 12:42	3
6th Period	12:42 – 1:29	47

**2011-2012
INCLINE - CALENDAR**

<p align="center">July 2011</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	TH	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p align="center">No School on Shaded Days</p> <p>Number of Student Days = 0</p>	<p align="center">January 2012</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	TH	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p align="center">No School on Shaded Days</p> <p>Jan 9: Classes Resume Jan 20: End of Grading Period / 1st Semester Jan 16: Martin Luther King Day</p> <p>Number of Student Days = 16</p>
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Days Per 9-Week Grading Period: 1st = 43; 2nd = 45; 3rd = 45; 4th = 47

Washoe County School District 2011 - 2012
Middle School
Assessment Calendar
 Subject to change as directed by NDE

Most Recent Revision: 6/03
 /2011
 Public Policy, Accountability
 Assessment

Testing Date(s)	Name of Test	Students Tested
September 20, 2011	Assessment Training With NDE	All Schools AM or PM Session
Sept. 6 - 28 2011	MAP Fall Testing*	6 - 8, Math 6 - 8 Reading
Oct. 3 - Dec. 9, 2011	ELPA Speaking, Reading, Writing & Listening	All Grades
January 18-20, 2012	District-Mandated 1st Semester Math Finals	Algebra 1, Semester 1
Jan. 9 - 31, 2012	MAP Winter Testing*	6 - 8 Math 6 - 8 Reading
Feb. 1 - April 30, 2012	Nevada Alternate Assessment (NAA)	6 - 8
February 6 - 17, 2012**	Writing Assessment	8
April 30 - May 4, 2012 Traditional	State Mandated Reading & Math CRT State Mandated Reading, Math & Science CRT	7&8 (6th at Billingshurst, Cold Springs (5th), Depoali, Gerlach, Pine & Traner)
May 7 - 11, 2012 Incline	State-Mandated Reading & Math CRTs, 8th Grade Science CRT	6, 7 & 8
May 14 - June 1, 2012	MAP Spring Testing*	6 - 8 Math 6 - 8 Reading
May 8, 2012	CBE Foreign Language 1 - 2 (Writing ONLY)	8
May 22 - 24, 2012	CBE World Language 1 - 2 (Reading & Listening)	8
June 4 - 6, 2012 Traditional	District-Mandated 2nd Semester Math Finals	Algebra 1, Semester 2
June 11 - 13, 2012 Incline	District-Mandated 2nd Semester Math Finals	Algebra 1, Semester 2
*NWEA recommends as close to 32 weeks between fall and spring administration as possible.	**Writing Assessment is delivered online, primarily in computer labs. This window is an estimate. Varying numbers of computer stations at school sites will result in schools' testing over multiple days within the window. Test Coordinators' meeting to be held in September to finalize scheduling this assessment.	

