

STUDENT HANDBOOK of POLICIES and PROCEDURES

ATTENDANCE [Board Policy 5400](#)

PURPOSE

This Board of Trustees (Board) Board Policy is designed to keep students in school, provide them access to the curriculum, and describe the guidelines set forth regarding student attendance in the Washoe County School District (District). Regular class attendance by students contributes to the educational process and is necessary to satisfactorily complete the requirements of any class or subject offered.

DEFINITIONS

1. "Habitual truant" is when the student:
 - a. Has been declared truant three or more times in a school year; or
 - b. Was declared a habitual truant in the previous school year and then is absent from school without the written approval of the parent/guardian or the school, as applicable.
2. "Chronically absent" is when the student:
 - a. Has missed 10% or more of the days enrolled in school.

POLICY

1. In accordance with state law, children enrolled in a District school must follow this Board Policy and any implementing regulations or procedures for attendance.
 - a. Children between the ages of seven (7) and 18 years shall be enrolled in and attending school unless the student has graduated from high school.
 - b. No student shall be retained at the elementary or middle school level due strictly to attendance.
 - c. No student shall fail a course at the high school level due strictly to attendance.
2. If a student is at risk to become a habitual truant or is chronically absent, counselors, teachers, and administrators should work cooperatively with the
3. The Board hereby direct the Superintendent to adopt an Administration Regulation to implement and maintain the purpose of this Board Policy. The Superintendent shall include in the Administrative Regulation the following provisions:
 - a. Monitoring and reporting student attendance;
 - b. Communicating attendance, to include potential concerns, to the student's parent/guardian;
 - c. Ensuring protocols exist to enable students to make-up work as a result of missed school time;
 - d. Identifying students deemed a habitual truant or chronically absent, investigating the cause(s) of the behavior, and consideration of modifications of the student's educational program to provide opportunities for success;
 - e. Providing for interventions for students in danger of losing credit as a result of poor attendance or truancy; and
 - f. Students attending distance education, online courses, and any other hybrid learning model.
4. Student Attendance Advisory Committee
 - a. The District shall maintain a community advisory committee, known as the Student Attendance Advisory Committee, for the purpose of reviewing data related to student attendance and truancy; identifying factors that contribute to truancy and chronic absenteeism; recommending programs to reduce truancy and overall attendance; and communicating the policies and programs of the District to students and their families.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. Chapter 392, Pupils, and specifically:
 - i. NRS 392.040 – 392.220, Attendance

REVISION HISTORY

Date	Revision	Modification
2/18/2009	1.0	Adopted as Board Policy 5035
3/10/2015	2.0	Revised: Number changed from 5035
5/22/2018	3.0	Revised: Changed attendance from 90% attendance to 10% missed, added Student Attendance Advisory Committee
8/11/2020	4.0	Revised: Removed 10% language, added language related to online and distance learning
05/24/2022	5.0	Revised: Included reference to the Multi-Tiered System of Support (MTSS) process and formatted pursuant to BP 9070.

OFF CAMPUS PASSES

Students, if you must leave school for any reason, a parent will send in a note with you, and you will pick up a street pass at the office in the morning before school starts. When you exit school, you will need to use the front of the school exit by the office. When you return from the appointment, you must check in through the office.

WITHDRAWAL

Students, if you are moving to another school, your parent must send a note or contact the office. The office will give you the paperwork that must be signed by all of your teachers. It will take two school days to withdraw. Please return your transfer paperwork to the office before leaving school on the second day.

If you do not attend school for (10) consecutive school days and your whereabouts are unknown, you can be withdrawn the day immediately after the 10th consecutive day.

BELL SCHEDULES

MONDAY, TUESDAY, THURSDAY, FRIDAY				
MOD	6 TH	MOD	7 TH & 8 TH	MIN.
Entry	7:23-7:30	Entry	7:23-7:30	7
Excel	7:30-8:10	Excel	7:30-8:10	40
1	8:13-9:03	1	8:13-9:03	50
2	9:06-9:56	2	9:06-9:56	50
3	9:59-10:49	3	9:59-10:49	50
LUNCH	10:49- 11:19	4	10:52-11:42	50
4	11:24-12:14	LUNCH	11:42-12:12	50/30
5	12:17-1:07	5	12:17-1:07	50
6	1:10-2:00	6	1:10-2:00	50

WEDNESDAY (EARLY RELEASE)				
MOD	6 TH	MOD	7 TH & 8 TH	MIN.
Entry	7:23-7:30	Entry	7:23-7:30	7
1	7:30-8:20	1	7:30-8:20	50
2	8:23-9:13	2	8:23-9:13	50
3	9:16-10:06	3	9:16-10:06	50
LUNCH	10:06-10:36	4	10:09-10:59	30/50
4	10:39-11:29	LUNCH	10:59-11:29	30
5	11:32-12:22	5	11:32-12:22	50
6	12:25-1:15	6	12:25-1:15	50

Rotating Schedule: Our schedule alternates the order of classes from Period 1–6 to Period 6–1, providing students with varied learning experiences while maintaining a consistent and predictable weekly pattern. The MOD serves as a placeholder for each class, since the actual period time may rotate from day to day.

MOD	M	T	W	T	F
1	1	6	1	6	1
2	2	5	2	5	2
3	3	4	3	4	3
4	4	3	4	3	4
5	5	2	5	2	5
6	6	1	6	1	6

INCLEMENT WEATHER: 2-HOUR DELAY				
MOD	6 TH	MOD	7 TH & 8 TH	MIN.
Entry	9:23-9:30	Entry	9:23-9:30	7
1	9:30-10:07	1	9:30-10:07	37
2	10:10-10:47	2	10:10-10:47	37
3	10:50-11:27	3	10:50-11:27	37
4	11:30-12:07	4	11:30-12:07	37
Lunch	12:07-12:43	5	12:10-12:47	33/37
5	12:43-1:20	Lunch	12:47-1:20	37/33
6	1:23-2:00	6	1:23-2:00	37
ASSEMBLY (AM)				
MOD	6 TH	PERIOD	7 TH & 8 TH	MIN.
Entry	7:23-7:30	Entry	7:23-7:30	7
Advisory/Assembly	7:30-8:30	Advisory/Assembly	7:30-8:30	60
1	8:33-9:20	1	8:33-9:20	47
2	9:23-10:10	2	9:23-10:10	47
3	10:13-11:00	3	10:13-11:00	47
4	11:03-11:50	4	11:03-11:50	47
Lunch	11:50-12:20	5	11:53-12:40	30/47
5	12:23-1:10	Lunch	12:40-1:10	47/30
6	1:13-2:00	6	1:13-2:00	47
ASSEMBLY (PM)				
MOD	6 TH	PERIOD	7 TH & 8 TH	MIN.
Entry	7:23-7:30	Entry	7:23-7:30	7
1	7:30-8:17	1	7:30-8:17	47
2	8:20-9:07	2	8:20-9:07	47
3	9:10-9:57	3	9:10-9:57	47
4	10:00-10:47	4	10:00-10:47	47
Lunch	10:47-11:17	5	10:50-11:37	30/46
5	11:20-12:07	Lunch	11:37-12:07	46/30
6	12:10-12:57	6	12:10-12:57	47
Advisory/Assembly	1:00-2:00	Advisory/Assembly	1:10-2:00	60

E-BIKES, E-SCOOTERS, SCOOTERS, BICYCLES & SKATEBOARDS

Any type of bicycles, scooters, and skateboards should be parked and locked in the bike compound located on the east side of the building. Students are required to bring their own locks. The compound is locked from 7:30 am to 2:00 pm. If you arrive late or leave early, please lock your bike to the fence outside the compound. **E-bikes, E-Scooters, Bicycles, scooters, and skateboards are not allowed in the building and are to be walked while on campus.**

BUILDING HOURS

The school building is available to you from 7:05 AM to 2:15 PM, Monday through Friday. Students may enter the building at 7:05 AM by the front doors. If you are going to eat breakfast, you may enter the front doors from 7:05 to 7:15. The halls are to be cleared by 2:15.

CAFETERIA

Eat in designated areas only. Please pick up your litter in the dining commons and put trash in the containers provided.

BREAKFAST PROGRAM

You may receive breakfast from 7:05 to 7:20. Student ID/number is required.

LUNCH GUIDELINES

- You must have a student ID card/number. The student ID card will have your WCSD number imprinted on it and you will use this ID in the lunch lines and also to check out library books.
- Cutting in the lunch lines, saving places in line, or buying food for friends is not allowed.
- Billinghurst has a closed campus. You may not leave the campus at lunch without a street pass.
- Food may not be ordered from off campus vendors for delivery.
- You must sit down to eat. Anyone standing and congregating will be dismissed from the cafeteria.
- Please respect yourself and others and take care of your own trash.
- Students may eat their lunch in the cafeteria courtyard with honor card only, or in a teacher's room if invited and you obtain a pass ahead of time.
- Do not go to the gym to "hang out"
- Do not go to unsupervised locations in the school
- When exiting the cafeteria to go outside, students must use the 1000 hallway and go directly outside.

LUNCHTIME/OUTSIDE BEHAVIOR

- Keep your hands and feet to yourself.
- No tackling games.
- Students are to stay in designated areas and are not to go beyond the gold line by the mobile classrooms.
- Avoid classroom windows.
- No PDA during school hours.
- No food allowed outside.
- No throwing snowballs, rocks, or sand.

CELL PHONE POLICY

Electronic devices can be disruptive and interfere with student learning and may disrupt the learning of those are not in possession of such devices. Billinghurst Middle School does not permit the possession or use of cell phones, earbuds/headphones, gaming devices, etc. in class or in the hallway. Billinghurst follows the Washoe County School District's plan of "Phone Away, Learn Today."

- Students will place electronic devices in lockers upon entry to the school.
- Students may not get electronic devices during lunch and use them for the period.
- Students found to be in possession of an electronic device during the day will be subject to administrative progressive discipline.

COUNSELORS

Billinghurst has three counselors: Ms. Kihm, Ms. Gomez , and Ms. Torcaso . If you would like to see your counselor, you may make an appointment by filling in an appointment pass on the counter in the front office. Counselors can help with academics, social-emotional concerns, or preparation for high school. You must have a pass from a teacher or counselor to go to the counselor's office.

Confidentiality: What you say in the counseling office will stay between you and your counselor unless someone is hurting you, you want to hurt yourself, or you want to hurt someone else. Counselors are mandated reporters.

DISCIPLINE GUIDELINES

The administration at Billinghurst encourages you to follow the T.R.A.C.K.S. behavior guidelines: T=Tolerance, R=Responsibility, A=Attitude, C=Courage, K=Knowledge, S=Service

Always show your Bighorn Attitude!

VERBAL, PHYSICAL, and SEXUAL HARASSMENT of another student is considered a very serious offense. Everyone has the right to feel safe and comfortable at school. No one at Billinghurst will have to tolerate bullies or other students who threaten or intimidate. Students, please report any verbal, physical, or sexual harassment to an administrator, counselor, or staff member.

Substitute teachers are guests in our school. As a student, you are representing Billinghurst and should treat substitutes with respect and patience. If you are disrespectful or disruptive, you will be removed from class and will be provided with a consequence appropriate to the action.

Use appropriate language on school grounds. Inappropriate use of verbal or written language will result in consequences. Inappropriate language includes racial slurs, name calling, body shaming, and identity shaming.

Do not shove, push, or yell in the halls during passing time, and please keep to the right.

Vandalism and damage to school property (including laptops) is considered a major offense at Billinghurst Middle School. School police will prosecute all individuals found responsible for such disrespect.

During snowy weather, you may not throw snow. This can be dangerous and cause injuries to others. You will only be warned one time and then a consequence will be provided in alignment with the District's behavior matrix.

WCSD has a Zero Tolerance Policy. Threats involving weapons, bombs and other safety concerns will be taken very seriously. Students participating in such incidents will face consequences, up to expulsion.

NRS 392.4645 Removal of pupil: Notice; assignment to temporary alternative placement; exceptions.

This statute outlines the temporary removal of disruptive students from class. The basic procedure is as follows:

- A teacher has problems with a student who frequently disrupts class
- A teacher removes the pupil from his/her class.
- The administrator/teacher must notify the parents about the student's removal.
- A conference must be held with the student's teacher and an administrator.

The student is assigned to a temporary alternative placement in which she/he is:

- Separated from other students;
- The teacher provides alternative work.
- The student is prohibited from engaging in any extracurricular activity as a participant or a spectator.
- Administration will recommend whether to return the student to the classroom or continue the temporary placement.

WCSD BOARD POLICY 9200 DISCRIMINATION, HARASSMENT/SEXUAL HARASSMENT

Any student or parent/guardian who has a question or 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. Notice of this policy and regulation shall be posted in prominent locations in all district buildings, including information on how to receive copies. Notices shall also be included in student handbooks given annually to families. Notices will be updated annually with the names, locations, and numbers of contact people throughout the school district.

Students are encouraged to report bullying/harassment situations immediately. Parents, educators, and members of the public share the goal of making school experiences rewarding for students, it is in the best interest of all parties to resolve school-related concerns as quickly and effectively as possible. The best solutions are those that involve input from those closest to the concern, typically, the parent and/or guardian, teacher, and administrator. Each circumstance is different, but many times a situation can be resolved without revealing the victim's identity, thus providing further protection for the victim.

WCSD BOARD POLICY 5700 SAFE AND RESPECTFUL LEARNING ENVIRONMENT

The Board of Trustees (Board) seeks to create a safe and respectful learning environment free from race discrimination, bullying, cyber-bullying, harassment, and power-based violence (referred to collectively as "bullying and other prohibited conduct") in order for students to achieve success. The Board hereby adopts this Policy to create a safe and respectful learning environment, as outlined in state law.

NRS 388.122

"Bullying" defined:

"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. Causes harm or is intended to cause the person to suffer harm or serious emotional distress;
- b. Exploits an imbalance of power between the person engaging in the acts and the person who is the subject of the act;
- c. Poses a threat of immediate harm or actually inflicts harm to another person or the property of another person;
- d. Places the person in reasonable fear of harm or serious emotional distress; or
- e. Creates a hostile environment to a pupil by interfering with the education of the pupil.

Retaliation is an adverse action (e.g., revenge or "pay back") taken against an individual for engaging in activities that are legally protected, such as making a complaint or harassment or participating in school site investigations. Retaliation is against the law, and anyone engaging in retaliation may receive disciplinary consequences.

activities may adopt special rules regarding dress and grooming to be followed when the group represents the school.

DRESS CODE

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.

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.

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.

Shirts that expose the shoulders, tank tops, and thin or “spaghetti” straps that adhere to the other provisions of this dress code are allowed.

Undergarments shall not be intentionally exposed (e.g., bras, boxer shorts).

Shorts, skirts, skorts, and dresses must be an appropriate length, extending to the student’s mid-thigh.

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).

Nylons/panty hose/tights may be worn as an undergarment under clothing but not alone as pants/bottoms.

Leggings, to include yoga pants, are acceptable worn as pants.

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).

Sunglasses may not be worn inside the building during school hours except for medical reasons, to include prescription transition lenses.

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.

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.

The District’s dress code does not extend to hair style or hair color.

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.

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.

Students are permitted to wear coats, jackets, zippered sweatshirts, and other outerwear.

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.

Violations

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:

First offense – A parent/guardian shall be notified; and, the student must change clothing.

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.

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.

HALLWAYS & PASSING PERIOD

When transitioning between periods, at all times, students must be heading towards their destination. No congregating is allowed. Students will pass to class using the right side of the hallway, not stopping to chat, and head directly to their next class (think "point A to point B, quickest route"). Restroom breaks DO NOT take place during passing; students report to their assigned rooms, then honor the "HIGH 5" policy, then ask for a pass and sign out to use the restroom. Passing Period is 3 minutes. Because running in the hallways is not allowed for safety reasons (even in the case of tardy sweeps), you must "pass with a purpose."

"HIGH 5"

Once the bell rings for a class period, the first and last FIVE minutes will be a time of *NO PASSES* or *BATHROOM BREAKS*. This policy ensures all students are in a classroom on time and accounted for. Once the FIVE minutes have passed, students may ask to use a pass from their *Tracker* and take care of necessary needs. They must sign out on the teacher's PASS LOG, and head straight to their destination. Then report straight back to class and sign back in on the log. *Only one student may be out of a specific classroom at a time.*

REST ROOMS

Students will check in with their classroom teachers first before using the restroom. Bathroom breaks are at the teacher's discretion and should be used at appropriate times (i.e., do not interrupt instruction). Students need individual hall passes, and students must sign out of classroom. Bathrooms are not for congregating or socializing, and only three students are allowed in the bathroom at a time. If someone is in emotional or physical distress in the

bathroom, please find a staff member and let them know. This ensures ALL students are always accounted for in case of emergencies.

DISTRICT LIABILITY

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 or left on campus or other school property. Students, you are responsible for any electronics, instruments, books, equipment, or other items that you have on campus, whether they are owned by you or have been entrusted to you by the school district or others.

HEALTH SERVICES

The health office is located by the main office.

Illness and accidents at school – if you become ill or injured during the day, obtain a pass to the health office. All accidents must be reported to the nurse or clinical aide. A guardian will be contacted to pick you up.

Contagious disease – a parent should notify the health office of any communicable diseases such as Covid-19, measles, mumps, chicken pox, strep throat, etc. The nurse will need to record this information on your health records.

Medication – if you need to take medication during the day, the doctor and the parent must fill in a form stating the prescribed dosage and times to be taken. The health office will hold the medication for you so it can be taken at the prescribed time. The school nurse, clinical aide, secretary, or any staff member may not administer nonprescription medication.

HOMEWORK

Homework is given on a regular basis at Billingshurst. Completion of homework assignments has a positive impact on your academic grade, as the purpose of homework is to provide review and reinforcement of daily lessons. You should record the name and telephone number of at least two students in each class. Please refer to the classroom teacher for specific homework guidelines. *Please use Infinite Campus and Canvas to check current grades, homework assignments, missing assignments, and absences.*

LIBRARY MEDIA CENTER

HOURS

- Open during most 6th grade and 7th/8th grade lunch periods to the first 45 students.
- Students must enter the library through the outside door (from the field) at lunch.
- There is no set library schedule like elementary school; the BDB library runs on a teacher appointment schedule during the school day. Students must have a library pass from a teacher to be in the library during any class period, including Advisory.

BORROWING POLICY

- Students must have a school ID or know the ID number to borrow books.
- Students may borrow up to 3 items for 3 weeks (does not include weekends or holidays).
- Students may renew a book for more time.
- Students are given a receipt with due dates clearly listed. A fine of \$0.10 per day per item is charged for overdue materials and must be paid in the library. Parents are responsible for paying for or replacing lost or damaged books.

- Books that are 30 school-days overdue will be marked as lost and the student will be charged for the book(s).

LOST BOOKS FROM OTHER SCHOOLS

- Every library in the school district is connected. Therefore, if a student loses a library book or textbook from another school, that book fee will show up at Billinghurst. Lost materials that belong to Washoe County School District follow a student from year to year and school to school. You can return books from another school and/or pay for lost books in the Billinghurst library – cash or check made out to Billinghurst Middle School. The book or payment will be sent to the appropriate school.

PLAGIARISM & CHEATING (ACADEMIC INTEGRITY)

WHAT IS PLAGIARISM?

Plagiarism occurs when a student uses another writer's work without giving credit for the source.

WHAT IS CHEATING?

Cheating can take many forms but always involves taking information from another student or individual. Cheating can be accomplished by several means, including but not limited to: taking answers on a test, homework or quiz from another student, with or without their knowledge; collaborating and sharing ideas without teacher permission; obtaining test answers from other students in advance of an exam; theft of teacher materials; falsifying grades; taking pictures of an exam or answer key and using or forwarding the information; texting answers or questions to anyone. .

CONSEQUENCES, PER WCSD BEHAVIOR MATRIX, MAY INCLUDE ANY OF THE FOLLOWING

- No credit for the assignment or test in which plagiarism or cheating occurred;
- Lowering of citizenship grade;
- Completion of alternative assignment with partial or no credit.

Disciplinary measures for plagiarism or cheating are initially at the discretion of the classroom teacher after consultation with school administration. Decisions will be based on individual teacher policy and the severity of the incident of plagiarism or cheating. The school administration may impose additional consequences if conditions so warrant.

PROHIBITED ITEMS

- No student will be in possession of or display graffiti/tagging material, to include but not limited to, permanent markers, shoe polish applicators, or paint sticks. *Exception to this rule may be authorized by a teacher or administration.*
- No student will be in possession of fireworks of any kind, including poppers.
- No student will be in possession of vape products, cigarettes, or any type of nicotine.

SMOKING (VAPING) AND TOBACCO

Use of tobacco products and e-cigarettes (Vaping) is prohibited on Washoe County School District property. "Line of sight" from the school, as well as on the campus itself, will be employed to monitor and discipline students who are smoking/vaping on or near the campus. As part of the "line of sight" program, students will have the opportunity to

participate in smoking cessation classes, however, if students continue to smoke, use e-cigarettes/vaping, or use tobacco products either on campus or in “line of sight” of the school, consequences will occur. These may include but not limited to:

- First Offense:
 - Parent notified.
 - Student reminded of policy and future consequences.
 - Confiscation of product/device.
 - Consequences assigned.
- Second Offense:
 - Parent notified.
 - Confiscation of product/device.
 - 1 day suspension (possible referral to district tobacco program).
- Third Offense:
 - Parent notified. ○ Confiscation of product/device.
 - 2 days in school suspension.
- Fourth Offense:
 - Parent notified. ○ Confiscation of product/device.
 - 1 – 3 days suspension (possible referral to Safe and Drug Free Schools Office).
- *NOTE: Vape devices found to contain THC will be turned over to school police for investigation.

SNOW DAYS

Delayed start/school closure days will be announced on local radio and TV stations and the WCSD website starting at 6:00 a.m. The public will be advised that schools will open, and classes will begin two hours later than usual. Connect Ed messages will be sent by WCSD.

Snow closure days will be announced the same as delayed start except the message will be that school is closed. Please do not call the school. If you have access to a computer, sign on to the district website at www.washoeschools.net and look under “Urgent News.”

STUDENT DROP OFF & PARKING

We are continuing with our process for student pick up and drop off. Please familiarize yourself with these procedures to improve the efficiency and safety of this area for everyone. If everyone cooperates, this will make pick-up and drop-off easier, quicker, and safer.

1. A drop off lane is available on Avenida De Landa & Chesterfield.
2. When entering, the driver will pull the vehicle forward until they reach the vehicle in front of them, or the end of the zone. They will stop the vehicle. The student will exit the vehicle.
3. No illegal U turns on Avenida De Landa or surrounding streets.
4. NO PARKING in the Drop Zone. Vehicles will be ticketed or towed at the owner’s expense. Please do NOT idle and wait with the student in the vehicle for the bell to ring.
5. Under no circumstances should you pull into the blue curbside area directly in front of the office. This is for school buses and emergency vehicles only. There are visitor spots available in the parking lot.
6. You may use the lower lane parallel to the blue zone for morning drop off only – no afternoon pickup.

7. Please be mindful of crosswalks and the parking lot. Many students walk through the lot to enter campus and crosswalks need to remain clear so students can safely cross the street.

Many other schools in the district have implemented similar procedures that have vastly improved the *safety and efficiency* of student pick up and drop off. Thank you for your efforts to help make Billingshurst Middle School a safe and friendly place for all families.

SEARCHES

An administrator, or school employee designated by the principal, may search the person of a student, the personal effects in the student's possession, or the student's automobile parked on school grounds, under any of the following circumstances:

- The search is made in connection with a lawful arrest.
- The search is made with the voluntary consent of the student; and
- The search is conducted on the reasonable suspicion that the student has engaged in an activity which violates a law or published District rule, procedure, or policy; or that the student is carrying, concealing, or sequestering material the possession of which is prohibited by law or by published District rule, procedure, or policy.

If the search is made with the consent of the student, there should be a witness to the obtaining of the consent and to the search.

The administrator, or other designated school employee making the search shall be of the same sex as the student searched, unless the need for an immediate search requires a search by an administrator or school employee of the other sex. When the search is made by someone of a different sex than the student searched, there shall be a witness to the search.

The search of a desk or locker assigned to a student may be done at any time pursuant to either of the following rules:

1. The search is made to maintain discipline and protect the students from the introduction into the school of offensive or undesirable materials, or
2. The search is made on the reasonable suspicion that the student has engaged in an activity which violates a law or a published District rule, procedure or policy, or that the student is using the school property in the form of a locker or desk for illegal or wrongful purposes or to sequester material the possession of which is prohibited by law or by published District rule, procedure or policy.

REASONABLE SUSPICION

In those cases requiring a reasonable suspicion as the basis for the search, the school official or employee authorizing the search shall have a reasonable suspicion that the fruits or implements of a crime or unlawful act will be found, or that a weapon or other material the possession of which is prohibited by law or by District rules, procedures or policies will be found. A reasonable suspicion is a subjective, good faith belief supported by objective facts which may include, but are not limited to, the student's age, history and record in the school, the reliability of the information giving rise to the suspicion and the seriousness and prevalence of the problem in the school. The required "reasonable suspicion" must be based on facts relating to a particular student whose person, belongings, automobile, desk, or locker is to be searched and such suspicion must arise immediately prior to the proposed search.

NO EXPECTATION OF PRIVACY: LOCKERS AND DESKS

The student does not have the exclusive right to possession of the locker or desk to which he or she is assigned, and the school reserves the right to conduct searches of lockers and desks. Each student shall accept and use the assigned locker or desk on such a basis. Students shall only use his/her assigned locker and desk and may not place his/her belongings or other personal property in another student's locker or desk.

CANINE SEARCHES

Washoe County School District has a "zero-tolerance" policy regarding illegal drugs, related paraphernalia, and weapons being brought into any school. To be pro-active in the fight against drugs/weapons, the Washoe County School District Administrative regulations allow for "random canine searches for school hallways, lockers, classrooms, buildings, parking lots and other school property through the use of a canine unit." The canine unit consists of a qualified handler and a dog specially trained to detect illegal or prohibited substances, weapons, or bombs.

If a teacher, administrator, other school official, employee, school police, or security personnel, have a reasonable suspicion to believe that an individual may have in his/her/their possession a weapon or a controlled substance or material which is prohibited by law or District rules, procedures and policies, the District may conduct canine sniffs of such individual's vehicle(s) and/or personal effects.

SUPPLIES

You are expected to bring your Tracker (if being implemented), pencil, notebook, and book to each class period. The first time you come to class unprepared, a call will be made home; the second time, you will receive detention; and the third time, a parent meeting will be set up to devise a plan. You are issued textbooks valued at approximately \$350.00. If you lose a textbook or a library book, or otherwise render the text unusable, you must purchase a new one.

TRANSPORTATION

Riding the bus is a privilege. Disorderly or rude conduct will not be tolerated. If you receive a citation, you will have your bus privileges suspended for 3 days on the 1st offense, and 5 days on the 2nd offense. A 3rd offense is 10 days off the bus. If you receive a 4th citation, you will lose your bus privileges for the remainder of the semester and there will be a mandatory meeting with parents, a school administrator, and a representative from transportation. A bus suspension is not a suspension from school. It is the parent's responsibility to get the child to school.

Appropriate behavior is also expected at the bus stop. The buses will load and unload on the east side of the school. When the bell rings, students are to enter the building through their assigned doors.

Students, if you wish to ride the bus with another student or wish to get off at a stop other than your own you must have a WCSD Bus Permission Form available from the office. These forms must be picked up in advance and filled out by a parent or guardian and then signed by a school official.

If you damage the bus (i.e., break a window, write on or cut a bus seat) you will be billed. The bill must be paid before you are allowed back on the bus. You may lose bus privileges for the rest of the year.

OTHER:

SCHOOL EVENTS & PRIVILEGES

School dances, fieldtrips, assemblies, sports, and other related educational events are a privilege. Inappropriate behavior may result in removal from one or all the events.

DANCE RULES

1. You will be asked to enter the dance through the cafeteria doors only.
2. You are encouraged to dance (in socially appropriate ways), chat with friends, and enjoy the music.
3. Moshing, freaking, or slam dancing is not acceptable. There will be no inappropriate dancing. All violators will be given one warning. Repeat offenders will be asked to report to the detention room. They may be asked not to attend the next school dance or banned from attending any dances at Billingshurst for the rest of the year.
4. All regular school rules apply. Horseplay, running, and rough housing are not permitted. Violators will be put in timeout in the office. If behavior continues, you may be asked to leave the dance or banned from the next dance, even if it is next year.
5. Concession items, including food and drink, and gum will not be allowed in the gym.
6. You are expected to comply with directions of teachers and dance chaperones.
7. You are expected to adhere to school dress codes. No hats or backpacks of any kind are allowed. If you are not following school policy, you will be asked to call home and arrange a wardrobe change.
8. The school dance is part of the regular school day. You will not be allowed to leave school without an excuse from your parents.

GYM EVENT RULES

Confidence and pride are high in the “Thunderdome,” and so are the behavior expectations and standards. The school would like you to honor the following qualities of the “Bighorn Attitude.”

1. Students IDs are mandatory.
2. No food, drink, or gum chewing.
3. No backpacks in the stands.
4. Enter and exit through the southwest doors next to the girl’s locker room. The student seating section is in the southwest side of the bleachers.
5. You may use the restrooms in the dining commons before the games and halftime only (no in and out traffic).
6. Hats are not to be worn in the building.
7. Booing, trash talking, or profanity is unacceptable.
8. The area behind the team benches, under the bleachers, the locker rooms and the stage are off limits for all spectators.
9. Spectators are not allowed on the court at any time.
10. All spectators must sit in the stands.
11. Face paint, glitter and marking pens are not allowed.
12. Put downs are not acceptable at Billingshurst.
13. Non-Billingshurst students, who are minors, must attend events with an adult.

The students and staff of Billingshurst would like to ensure that spectators enjoy a positive game, have fun and experience the “Bighorn Attitude”. Unacceptable behavior needs to be reported to the duty teacher. If you choose not to follow these rules, you will be asked to leave. Thank you for your cooperation.

Areas not specifically addressed in this document can be further researched in [WCSD Behavior Matrix](#), WCSD Administrative Regulations, Nevada Revised Statues, and/or Nevada State Legislation.

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 cyberbullying, sexual harassment, hazing, intimidation, and retaliation.

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 <https://www.washoeschools.net/>. You may also elect to refer to the links below.

As a Student of Billingshurst Middle School I, (*print name*_____), have read the WCSD/Billingshurst rules with my advisory teacher and the advisory class on (*date*_____) and will abide by these rules or face consequences.

Student signature

Parent Signature

Regulation	Link
Safe and Respectful Learning Environment	https://www.wcsdpolicy.net/pdf_files/board_policy/5700_Policy-SRLEv6_Final.pdf
Student Behavior	https://www.wcsdpolicy.net/pdf_files/board_policy/5100_PolicyStudent_Behavior-v7_Final.pdf
Student Bullying, Harassment	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5701-RegStudent_Bullying:v4.2_FINAL.pdf

Gender identity	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5161_RegGender_Identify-v2.pdf
Student Dress Code	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_RegDress_Code-v1.1.pdf
Homework	https://www.wcsdpolicy.net/pdf_files/board_policy/5300-Policy-Activitiesv2_Final.pdf
Plagiarism and Cheating Prohibited	https://www.wcsdpolicy.net/pdf_files/board_policy/6642%20AP%20%20Plagiarism%20Cheating%20v3.pdf
Use of Personal Electronic Devices by Student	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5810%20Reg%20-%20Cell%Phones%20v1.1.pdf
Responsible Use and Internet Safety	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7211-RegRUA_Internet_Safety-v4.pdf
Student e-mail	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5007-RegStudent_Email-v3_FINAL.pdf
Student Attendance	https://www.wcsdpolicy.net/pdf_files/board_policy/5400_PolicyStudent_Attendance_v5_Final.pdf
Service Animals	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7521-RegService_Animals-v5.pdf
Transportation of Students	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7501_RegTransport_of_Students-v9.1_Final.pdf
Release of Students during School Hours	https://www.wcsdpolicy.net/pdf_files/5146%20Reg%20%20Release%20of%20Students.pdf
Student Records and Information	https://www.wcsdpolicy.net/pdf_files/board_policy/5000_PolicyStudent_Records-v3_Final.pdf
Student Activities (Secondary)	https://www.wcsdpolicy.net/pdf_files/board_policy/5300-Policy-Activitiesv2.1_Final.pdf
District Recognized Athletics (secondary)	https://www.wcsdpolicy.net/pdf_files/board_policy/5325-PolicyRec_Athletics-v2_FINAL.pdf
Volunteer Screen and	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1501_RegVolunteers-v1.pdf

Background Checks	
Protocols for Visitors to District Property	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1506-RegVisitors-v3.pdf
Student Behavior Manual	www.wcsdpolicy.net/pdf_files/manuals/AP-M5115%20-%20Student%20Behavior%20Administrative%20Procedures%20Manual%202-2_v6.pdf
Safe and Respectful Learning Environment :	Board Policy 5700
Student Behavior	Board Policy 5100
Student Bullying, Harassment	Admin Reg 5701
Gender Identity	Admin Reg 5161
Student Dress Code	Admin Reg 5102
Student Uniforms (for Uniform Schools)	Admin Reg 5106
Homework	Admin Reg 6154
Plagiarism and Cheating Prohibited	Admin Reg 6642
Use of Personal Electronic Device by Students	Admin Reg 5810

Responsible Use and Internet Safety	Admin Reg 7211
Student E- mail	Admin Reg 5007
Student Attendance	Board Policy 5400
Service Animals	Admin Reg 7521
Transportati on of Students	Admin Reg 7501
Release of Students during School Hours	Admin Reg 5146
Student Records and Information	Board Policy 5000
Student Activities (secondary)	Board Policy 5300
District Recognized Athletics (secondary)	Board Policy 5325
Volunteer Screen and Background Checks	Admin Reg 1501
Protocols for Visitors to District Property	Admin Reg 1506