

Student Handbook

**2024 –2025**

**Edward L. Pine Middle School**

4800 Neil Road • Reno, Nevada 89502 • Telephone (775) 689-2550

Ann Marie Redd, Principal Nina Walker, Assistant Principal

 Carl LaGrone, Assistant Principal Jamie Garaventa, Dean

Hello parents and students,

We, the Pine Middle School admin team, are proud to serve as your leaders for the 2024-2025 school year. This year, one of our major focuses will be making sure that every student knows that they belong and are wanted here at Pine. We want every student that comes to school here to want to be here, and to know that they are wanted here, and that they are SAFE being here. This will ensure that all students are able to be the best that they can be while they are here, and every teacher and staff member is able to do their job to the best of their ability. In saying that, safety for all students and staff will be a MAJOR point of emphasis. We believe that being consistent is very important in establishing protocols, and positive behaviors. In this handbook, you will get a copy of our behavior matrix that will detail certain behaviors, and consequences that come with these behaviors if they happen here at school.

EX. *Student A and Student B have been going back and forth on social media.*

*Student A approaches student B and says that they want to fight, Student B squares up with student A. Student A swings first and a fight starts.*

(Parent of student B thinks that their student should not be punished because they were hit first, and its self-defense.)

This is not correct; this is indeed a mutual fight between the students.  If student B is not engaging with student A, and is trying to avoid the situation, if student A swings, then yes that is self-defense. If both students are arguing, texting, messaging, shoving, posturing each other etc. Then that is not considered self-defense, even if the other student swings first.

Please take some time to read through and study the Pine Behavior Expectations for the 24-25 school year. Make sure that your child understands these expectations and the discipline matrix that will guide enforcement of these expectations.

Best regards,

Pine Admin team,

If you have any questions, please feel free to email any one of us:

|  |  |  |  |
| --- | --- | --- | --- |
| Ann Marie Redd—Principal Antoinette.Redd@WashoeSchools.net   | Nina Walker—Assistant Principal Kpwalker@washoeschools.net   | Carl LaGrone—Assistant PrincipalClagrone@washoeschools.net  | Jamie Garaventa—DeanJamie.Garaventa@WashoeSchools.net |

|  |
| --- |
| **Mon, Tue, Thur, Fri** |
| **Period** | **Start** | **End** | **Minutes** |
| 0 | 7:30 | 8:09 | 39 |
| 1 | 8:12 | 9:02 | 50 |
| 2 | 9:05 | 9:55 | 50 |
| 3 | 9:58 | 10:48 | 50 |
| 4 | 10:51 | 12:14 | 50 |
| ***1st L*** | **10:55** | **11:25** | **30** |
| **2nd L** | **11:44** | **12:14** | **30** |
| 5 | 12:17 | 1:07 | 50 |
| 6 | 1:10 | 2:00 | 50 |
| **300 teaching minutes - 1,500 minutes in 6 days/ 3 minute passing** |

|  |
| --- |
| **WEDNESDAY** |
| **Period** | **Start** | **End** | **Minutes** |
| 0 | 7:30 | 8:02 | 32 |
| 1 | 8:05 | 8:48 | 43 |
| 2 | 8:51 | 9:34 | 43 |
| 3 | 9:37 | 10:20 | 43 |
| 4 | 10:23 | 11:43 | 43 |
| ***1st L*** | **10:27** | **10:57** | **30** |
| **2nd L** | **11:13** | **11:43** | **30** |
| 5 | 11:46 | 12:29 | 43 |
| 6 | 12:32 | 1:15 | 43 |
| **258 teaching minutes/ 3 minute passing** |

***We want YOU to be here!***

**ARRIVAL / DEPARTURE:**

School starts when our first bell rings at 7:23 am and ends at 2:00 pm. To ensure the safety of all students, Pine follows a staggard release. 6th grade, is released at 1:55, 7th grade 1:57, and 8th grade is 2:00. Students are released early at 1:15pm on Wednesdays for staff development (6th grade is released at 1:10, 7th grade is 1;12, and 8th grade is 1:15.)

Students are to be off campus by 2:10pm on regular school days and 1:25pm on early-release Wednesdays unless participating in a supervised activity. Students are not allowed to leave once they arrive at school in the morning.

ATTENDANCE /ABSENCES:

If a student is absent from school, the parent or guardian should call the office at 689-2550 between 7:15am and 9:00am.

* You may also call earlier and leave a message. If the school does not receive a call, we will phone to check on absences.
* If a student must leave during the day, please bring a note to the office in the morning to obtain a street pass. When you return from an appointment, you must check in at the office.
* Pre-arranged absences are available by contacting the office at least 2 days in advance of the absence or can be submitted to Infinite Campus under More Links, Absence Request.
* After 10 consecutive absences, the student will be unenrolled.

ATTENDANCE is a shared responsibility.

* **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. Please help your child be at school on time.
* S**tudent’s responsibility** to be at school and in class on time. Students who have absences need to request make-up work from the teacher on the day the student returns from an absence.
* T**eacher’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.

**If you have any questions regarding the attendance policy, contact us at Pine.**

For a complete WCSD Attendance Manual, please visit <https://www.washoeschools.net/Page/8789>.

**REPORTING STUDENT PROGRESS:**

**Grading Scale**

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

< 59% = F

Report cards are issued to students every nine weeks. The final report card of the year is mailed home. Students receive three grades for every course, an academic/overall grade, a work ethic grade, and a behavior grade. At the end of each semester, students also receive a grade for their semester exams. Student progress reports are mailed home the fifth week of each quarter for students not performing satisfactorily.

**ATHLETIC AND PERFORMANCE CLUB ELIGIBILITY:**

Competition is scheduled with other middle schools for cross-country, basketball, wrestling, volleyball, soccer, and track. Ineligibility for athletics and/or suspension from games results from: chronic absences, inappropriate behavior, the possession of tobacco, alcohol, or a controlled substance on or off campus, or receiving more than one “F” in citizenship. Please carefully review each sport’s participation guidelines. Students who take part in a school athletic team are not allowed to participate in/try out for a performance club (i.e. school play/drama) if their seasons overlap.

**WCSD MIDDLE SCHOOL ATHLETIC ELIGIBILITY:**

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, including scrimmages with other schools, students must meet both of the following criteria:

* Establish a 2.0 GPA in both academics and citizenship.
* Have no “F’s” in academic or citizenship.

NOTE: The criteria above is not a cumulative check. It measures the student’s performance over the last two-week period of time.

 Student 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. Students should check Infinite Campus grades frequently to ensure accuracy.

Students and parents will have to fill out a one-time athletic packet before their first sport of the year.

***\*TRANSPORTATION FEE: There is a ONETIME yearly fee of $10.00 for each athlete to offset district transportation costs.***

**PINE SITE-BASED UNIFORM POLICY**

**ALL STUDENTS ARE REQUIRED TO BE IN UNIFORM AT ALL TIMES! THIS IS A MANDATORY PINE EXPECTATION.**

1. **Description of the Uniform**

**REQUIRED TOPS:**

* PLAIN/SOLID Black or Royal blue polo shirt with approved Pine logo on the upper right shoulder or, PLAIN/SOLID black or royal blue shirt (with or without a collar).
* NO MIDRIFFS, NO TANK TOPS, NO CAMISOLES, NO LOW-CUT SHIRTS
* Hair ties, rubber bands or ANYTHING to tie back a shirt will not be allowed.
* Sweatshirts are part of the student uniform and may be worn under the following conditions:
* Black or royal blue sweatshirts with the approved Pine logo or solid black sweatshirt.
* Hooded or non-hooded sweatshirts are allowed. However, hoods may not be worn inside the building.
	1. College shirts or hoodies, or WCSD high school shirts or hoodies are approved.
	2. Hats and hoodies must be removed in the building.

**REQUIRED BOTTOMS:**

* PLAIN/SOLID Khaki or black Uniform style pants.
* PLAIN/SOLID Khaki or black shorts, or capris at least mid-thigh in length.
* PLAIN/SOLID Khaki or black skirts must be at least mid-thigh in length
* PLAIN/SOLID black logo-free leggings are allowed.
* All bottoms must be sized appropriately, cannot be rolled down at the waist, and must be khaki or black in color
* NO HOLES ARE ALLOWED ON ANY PANTS
* **NO SAGGING-** Pants must sit above the hips and cover undergarments

**SALE OF UNIFORMS / FINANCIAL ASSISTANCE:**

* **Uniform tops are sold at Kate’s Logos, 1232 West 2nd Street, Reno www.kateslogos.com**

Please let an Administrator or Counselor know if you require financial assistance for uniforms; we do not want any student to miss school due to lack of uniform clothing. We have a limited amount of gently used uniform clothing available at Pine.

**DISCIPLINE**

Nevada law charges every teacher and principal (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 most concerned for the safety and educational welfare of the majority of students.

**Classroom Behavior Problems:** Teachers will handle minor disciplinary offenses with private interviews, corrective assignments, detention, a phone call to parents, parent conferences, and/or referral to the administration. Examples of these offenses include classroom interruptions, tardiness to class, language, or disruptive behavior.

**Campus Behavior Problems:** Any staff member may take corrective action for a student’s misbehavior on campus.

**Referrals:**  A student may be referred to the administration for major violations of behavioral expectations. Consequences for a referral may include:

|  |  |
| --- | --- |
| * A conference with an administrator
* Referral to MTSS committee
* Detention (after-school or lunch time)
* School Beautification Program
 | * A required parent conference
* Suspension from school
* Referral to a Behavioral Program
* In-house suspension
 |
| **Recommendation for expulsion from school:**WEAPONS: Possession, use, transmittal, or concealment of ANY weapon is prohibited. Weapons are defined as firearms, knives, explosives, inflammable materials, or any other item that may cause bodily injury or death. |
| **DISCIPLINE REGULATIONS:** Pine Middle School’s discipline rules/regulations come from Nevada Law and Washoe County School District regulations/guidelines. Clear and blatant violations of these behaviors while at school, at school-related activities, or on the way to or from our school will result in disciplinary action. Some violations may require us to call upon law enforcement agencies to deal with the violation. The following behaviors are subject to immediate action by the school:* Smoking on or around our school campus
* Theft or burglary
* Defacing school property
* Throwing items (to include food) at others
* Immoral, lewd, or disorderly conduct to include saying or writing obscene words or symbols
* Fighting/threatening bodily harm
* Insubordination and refusal to cooperate with any WCSD employee
* **Wearing gang related clothing, displaying gang signals or being involved with gang activity**
* Using racial or derogatory actions/statements
* Possession or use of alcohol or drugs
* Bullying/Harassment
 | **FIGHTING, ASSAULT, BATTERY, OR OTHER AGGRESSIVE BEHAVIORS WILL RESULT IN A MINIMUM THREE-DAY SUSPENSION. COMMITING THE CRIMES LISTED BELOW WILL RESULT IN IMMEDIATE POLICE ACTION:*** ARSON: The willful burning of any part of the school building or property therein.
* BATTERY: Battery and/or assault to a school district employee at school or related activities.
* CONTROLLED SUBSTANCES: Selling of controlled substances or substances represented as such.

Harassment of another student is considered a very serious offense. No one at Pine Middle School will have to tolerate verbal or physical threats or intimidation. Verbal harassment has many disguises, and we will not tolerate students having a laugh at another person’s expense. If a student is experiencing bullying/harassment of any kind, immediately contact the Principal, Assistant Principal, Dean, a counselor, or any teacher.  |

**Behavior Expectations**

**Tardies**

* Students are expected to be on time to EVERY class. Tardies are recorded in infinite campus, excessive tardies will be disciplined, **See Progressive Discipline Matrix**

**Eloping**

* When students leave campus during the day, parents will be notified, and disciplinary action will follow.
* Students will be marked as truant in Infinite Campus and the truancy officer will be notified if behavior becomes pervasive.

**Vaping and Use of Illegal Substances**

* Use of illegal substances including tobacco, alcohol, and marijuana will result in immediate disciplinary action in conjunction with WCSD School Police.
* **Searches:** Per WCSD Policy, Admin only needs probable cause to search a student and their belongings if they are suspected of being under the influence or in possession of illegal substances.

**Racial Slurs or Inappropriate Language**

* Per WCSD Policy, racial slurs are not allowed at any time and are subject to disciplinary action. Additionally, the use of such language could result in a bullying investigation.

**Cell Phones**

* Cell phones and ear buds are only allowed during lunch.
* If students are seen with a cell phone or ear buds outside of lunch they will be confiscated. **See Progressive Discipline Matrix.**

**Bullying**

* Refer to administrative policy 5701
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:
	1. 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
	2. 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
	3. Are acts or conduct described in paragraph (a) or (b) 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; and
	4. The term “bullying” includes, without limitation:  repeated or pervasive taunting, name-calling, belittling, mocking or use of putdowns 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.
	5. The term “bullying” does not include expressions, acts or gestures which are engaged in as part of a mutual disagreement or conflict.
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.
	1. “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;
	2. “Image of bullying” means any visual depiction, including, without limitation, any photograph or video, or a minor bullying another minor;
	3. “Electronic communication” means the communication of any written, verbal, or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication; and
	4. “Sexual image” means any visual depiction, including, without limitation, any photograph or video, of a minor simulating or engaging in sexual conduct or of a minor as the subject of a sexual portrayal.
3. Discrimination based on race means any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general to any demographic including race, color, culture, religion, language, ethnicity, or national origin of a person that causes harm or creates a hostile work or learning environment, which may include without limitation jokes, threats, physical altercation, or intimidation.
4. Harassment is unwelcome conduct that is based on 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.
5. Discrimination is the distinguishing treatment of an individual based on their actual or perceived membership in a certain group or category, in a way that is worse than the way people are usually treated.
	1. Protected Classes: 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.
		1. “Disability” means, with respect to a person: a physical or mental impairment that substantially limits one or more of the major life activities of the person, including, without limitation, the human immunodeficiency virus; a record of such an impairment; or being regarded as having such an impairment.
		2. “Gender identity or expression” means a gender-related identity, appearance, expression, or behavior of a person, regardless of the person’s assigned sex at birth.
		3. “Sexual orientation” means having or being perceived as having an orientation for heterosexuality, homosexuality, or bisexuality.

**Alternative Learning Environment (ALE)**

* ALE is an Admin administered behavior intervention. Students are placed in a classroom under the supervision of a Pine Administrator where they are expected to complete a behavior reflection and all class assignments.

**Progressive Behavior Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Infraction**  | **1st Offense**  | **2nd Offense**  | **3rd Offense**  |
| **Academic Dishonesty** **(Teacher Managed)**  | "Zero" Grade on assignment/test  | "Zero" Grade on assignment/test  | "Zero" Grade on assignment/test  |
|   | Parent Notification  | Parent Notification  | Parent Notification  |
|   |   |   |   |
| **Alcohol/Drugs/**  | 3 days suspension  | 5 days suspension  | 5-10 days suspension  |
| **Illegal Substance**  | Notify SPD for citation  | Notify SPD for citation  | Notify SPD for citation  |
|   | Parent Notification  | Parent Notification  | Parent Notification  |
|   |   |   |   |
|   |   |   |   |
| **Bullying/Harassment**  | 1-3 days Suspension  | 1-3 days Suspension  | 3-5 days Suspension  |
|   | Parent Conference  | Parent Conference  | Parent Conference  |
|   | Behavior Contract  | Behavior Contract  | Behavior Contract  |
|   |   |   |   |
| **Destruction of**  | 1-3 days suspension  | 1-3 days suspension  | 1-3 days suspension  |
| **Property/Vandalism/**  | Student pays or fixes  | Student pays or fixes  | Student pays or fixes  |
| **Graffiti**  | Parent Conference  | Parent Conference  | Parent Conference  |
|   | School Police Notified  | School Police Notified  | School Police Notified  |
|   |   |   |   |
| **Disruptive Behavior/Insubordination**  | 1-3 days lunch detention and/or suspension   | 1-3 days suspension  | 3-5 days suspension  |
|   | Parent notification  | Parent Conference  | Parent Conference  |
|   |   |   |   |
| **Dress Code Violations**  | Warning    | 1-3 days lunch detention  | 1-3 days suspension  |
|   | Violation corrected   | Violation corrected  | Violation corrected  |
|   |   | Parent notification  | Parent Conference  |
|   |   |   |   |
| **Electronic Devices in hallway/bathroom**  | Item confiscated  | Item confiscated and locked in the office for 3 days  | Item confiscated and locked in the office for 5 days.   |
|   | Student may pick up end of day  | Student may pick up end of day  | Parent notification  |
|   |   | Parent notification  | Parent required to pick up electronic item  |
|   |   |   |    |
| **Fighting/Inciting/**  | 1-3 days suspension  | 3-5 days suspension  | 5-10 days suspension  |
| **Threatening Student or Employee**  | Parent Conference  | Parent Conference  | Parent Conference  |
|   | School Police Notified   | School Police Notified  | School Police Notified  |
|   |   |   |   |
| **Play Fighting**  | Behavior Retaught  | 1 day suspension  | 1-3 days suspension  |
| Parent Notification  | Parent Notification  | Parent Conference  |
|   |   |   |
| **In Hallway Without a Pass (Daily)**  | Escorted back to class  | Put on adjusted pass for the rest of the day.  | Parent called to pick up student, or out for next day. Adjusted pass list for quarter.  |
|   |   | Parent Notification  | Parent Notification  |
|   |   |   |   |
| **Tobacco/Vaping**  | Confiscation  | Confiscation  | Confiscation  |
| 1 day suspension  | 3 days suspension  | 5 days suspension  |
| Parent Notification  | Parent Notification  | Parent Notification  |
|   |   |   |   |
| **Internet: Misuses/Pornography**  | 1-5 days lunch detention or suspension depending on severity and internet privileges denied  | 1-5 days lunch detention or suspension depending on severity and internet privileges denied  | 1-5 days lunch detention or suspension depending on severity and internet privileges denied  |
|   |   |   |   |
| **Theft/Weapons**  | 1-3 Days Suspension   | 3-5 Days Suspension  | 5-10 Days Suspension  |
| School Police Notified   | School Police Notified   | School Police Notified  |
| Parent Notified  | Parent Notified  | Parent Conference  |
|   |   |   |   |
| **Tardies (Weekly)**  | 10 Tardies  | 15 Tardies  | 20 Tardies  |
| Parent Notification  | 3-5 Days Lunch Detention (ALE)  | 1 day suspension  |
|   |   | Parent Notification  | Parent Notification  |
|   |   |   |   |
| **Lunch Detention Accumulation**  | 8 Occurrences  | 12 Subsequent Occurrences  | 20 Subsequent Occurrences  |
| 1 day suspension  | 2 days suspension  | 3 days suspension  |
| Parent Notification  | Parent Conference  | Parent Conference  |

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