

*George Whittell  
High School*



**"Home of the Warriors"**

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***STUDENT HANDBOOK  
2022-2023***

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## **GEORGE WHITTELL HIGH SCHOOL**

### **MISSION**

**We will empower students to become lifelong learners.**

### **VISION**

**We envision a community that inspires innovation and excellence.**

### **BELIEFS**

- 1. We believe all students can learn.**
- 2. We believe all students deserve a safe and supportive environment: one that encourages compassion, empathy, and respect.**
- 3. We believe effective teaching is focused, engaging and challenges all students to think critically and creatively.**
- 4. We believe parent and community involvement benefits student achievement.**
- 5. We believe our students should become lifelong learners, with a capacity to further explore their interests, abilities, and talents.**



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### **EQUAL EDUCATION OPPORTUNITIES**

The Douglas County School District Board of Trustees supports equal educational opportunity for the students free from discrimination based upon race, color, religion, sex, sexual orientation, disability, or national origin (Board Policy No. 103). This concept of equal opportunity serves as a guide for staff in making decisions relating to school facilities; and selection of educational materials, equipment, curriculum, and regulations affecting students. In support of this policy and in compliance with the requirements of federal law, no student will be required to attend mandatory meetings solely based on the student's race, color, religion, sex, sexual orientation, disability, or national origin.

### **POLICY OF NON-DISCRIMINATION**

George Whittell High School does not discriminate on the basis of sex, race, religion, handicap, sexual orientation or national origin in the educational programs and services provided for the student body.

## TEACHERS AND STAFF

In addition to the Principal and Vice Principal, there are 15 full-time classroom teachers at George Whittell High School and four part-time teachers. GWHS has one librarian, one counselor, one part-time nurse, and staff members who provide instructional and clerical support, nutrition, and custodial services. District specialists come to our school, as needed, to assist in special circumstances.

TELEPHONE DIRECTORY	
School Office	775-588-2446
Head Secretary	Ext. 2932
Counselor	Ext. 2808
Registrar	Ext. 2801
Attendance	Ext. 2801
Nurse	Ext. 2809
Athletic Secretary	Ext. 2804
Transportation	775-588-1650

### GETTING STARTED

School Hours  
7:25 a.m. – 3:14p.m.

#### George Whittell High School

##### MAIN BELL SCHEDULE

(First bell rings at 7:20 a.m.)

Period	Time
1 <sup>st</sup>	7:25 - 8:27
2 <sup>nd</sup>	8:31 - 9:33
NUTRITION	9:33 - 9:48
3 <sup>rd</sup>	9:52 - 10:54
4 <sup>th</sup>	10:58 - 12:00
M.S. LUNCH	12:00 - 12:31
H.S. ADVISORY	12:00 - 12:31
M.S. ADVISORY	12:31 - 1:02
H.S. LUNCH	12:31 - 1:02
5 <sup>th</sup>	1:06 - 2:08
6 <sup>th</sup>	2:12 - 3:14

### MINIMUM DAY BELL SCHEDULE

(First bell rings at 7:20 a.m.)

Period	Time
1 <sup>st</sup>	7:25 - 8:08
2 <sup>nd</sup>	8:11 - 8:54
3 <sup>rd</sup>	8:57 - 9:40
NUTRITION	9:40 - 9:55
4 <sup>th</sup>	9:58 - 10:41
5 <sup>th</sup>	10:44 - 11:27
6 <sup>th</sup>	11:30 - 12:13
LUNCH/DISMISSAL	12:13 - 12:34

### PLC DAY BELL SCHEDULE

(First bell rings at 7:20 a.m.)

Period	Time
1 <sup>st</sup>	7:25 - 8:17
2 <sup>nd</sup>	8:20 - 9:12
NUTRITION	9:12 - 9:32
3 <sup>rd</sup>	9:36 - 10:28
4 <sup>th</sup>	10:32 - 11:24
H.S./M.S LUNCH	11:24 - 11:54
5 <sup>th</sup>	11:58 - 12:50
6 <sup>th</sup>	12:54 - 1:44
PLC	1:44 - 3:14

## SCHOOL CALENDAR 2022-2023

### FIRST SEMESTER

## School Begins August 22, 2022

### August

22nd First Day of School  
29th PLC Day (early dismissal)

### September

5th Labor Day  
6th Picture Day  
8th **Booster Meeting**  
9th SCHOOL DAY  
12th PLC Day (early dismissal)  
22nd End of 6 week grading period  
29th PD Day (No Students)  
30th PD Day (No Students)

### October

10th PLC Day (early dismissal)  
13th **Booster Meeting**  
17th PTC (No Students)  
24th-28th FALL BREAK  
28th Nevada Day Holiday

### November

6th Daylight Savings (Back 1 hour)  
9th End of 6 week grading period  
10th **Booster Meeting**  
10th PD (No Students)  
11th Veterans Day Holiday  
14th PLC Day (early dismissal)  
23rd-25th Thanksgiving Holiday

### December

5th PLC Day (early dismissal)  
8th **Booster Meeting**  
19th-Jan 2nd WINTER BREAK

### January

3rd School Resumes  
9th PLC Day (early dismissal)  
12th **Booster Meeting**  
16th Martin Luther King Jr. Holiday  
20th SCHOOL DAY  
27th Teacher Workday (No Students)  
30th PLC Day (early dismissal)

## SECOND SEMESTER

**Semester Begins January 27, 2023**

### February

9th **Boosters Meeting**  
13th PLC Day (early dismissal)

20th President's Day Holiday  
20th-24th SCHOOL BREAK

### March

2nd End of 6 week grading period  
6th PD Day (No Students)  
7th PD Day (No Students)  
10th SCHOOL DAY  
20th PLC Day (early dismissal)

### April

3rd PLC Day (early dismissal)  
13th End of 6 week grading period  
17th-21st SPRING BREAK

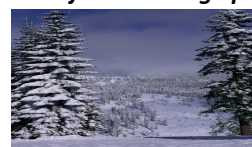
### May

1st PLC Day (early dismissal)  
13th **Booster Meeting**  
15th PLC Day (early dismissal)  
29th Memorial Day Holiday

### June

2nd SCHOOL DAY  
8th **Booster Meeting**  
16th LAST DAY OF SCHOOL  
19th-21st Potential Makeup Days  
16th **Graduation-TENTATIVE**

*Calendar subject to change pending snow days.*



*Also subject to change:*

❖ *Date of commencement exercise*

## GRADE REPORTING SCHEDULE

### 2022

Progress Report	September 22
Progress Report	November 9

### 2023

1st Semester Report Card	January 26
Progress Report	March 2
Progress Report	April 13
2nd Semester Report Card	June 15th



We encourage parents to monitor student academic progress and communicate with teachers on a continual basis by logging onto the Infinite Campus Parent Portal. Each parent/guardian will have their own access code and account. Please see the main office to obtain your GUID number to set up your account.

### **STUDENT POLITICS**

The Whittell High School student body and class officials that have applied, submitted an essay and were elected to represent you and your classmates meet with school administration and teachers to share student concerns and ideas. The student officers are responsible for all assemblies, dances, and special activities throughout the year.



### **STUDENT BODY OFFICERS**

President: Lila Humlick

Executive Vice President: Danielle Cristando

### **Junior Class**

Class President: Mia Roper

Vice President: "Izzy" Miselis

Junior Representative: Dayanara Ramos

### **Sophomore Class**

Class President: Lisa Henry

### **Freshman Class**

Class President: Sofie Hansel

### **8th Grade**

Class President: Ava Galli

### **7th Grade**

Class President: Ella Martin

### **6th Grade**

## **GUIDANCE**

### **MISSION STATEMENT**

*Douglas County School District professional school counselors ensure all students are supported by a comprehensive guidance program that focuses on developing attitudes, knowledge, and skills in the areas of academic, career, and personal social success to promote continuous achievement and productive responsible citizens.*

**The following Guidance Services are available for every student:**

- Academic scheduling
- Explanation of test scores
- Graduation requirements
- Colleges and scholarships
- Career and occupational information
- Group guidance, and social and family concerns
- Organizational skills

You may obtain help for yourself by coming to Student Services to make your needs known. Stop by before school, after school, or between classes to ask for help and/or schedule an appointment.

## CLASS CHANGE POLICY

Students are scheduled prior to the Fall semester for both semester and year-long classes. Sixth, seventh and eighth graders, freshmen, sophomores and juniors must take six classes on campus. All seniors must take six classes unless they meet certain criteria as outlined in [AR 518 \(h\)](#). Seniors are scheduled according to graduation requirements, future education plans, classes taken outside the school day, and classes available.

Students are permitted to change classes for the following circumstances:

- A student is in a class he/she has already passed.
- Student needs to retake a class previously failed that is required for graduation.
- A student appears to be misplaced in a class based on recently received information from a previous school or assessment results.

A teacher may initiate a class change within the same subject classification for a student during a semester only if the student would benefit educationally from a different placement, i.e. math to math. A teacher on a regular basis will have discussions with the parent and student regarding academic and/or behavioral problems before initiating a class change. If, after this communication, a teacher still believes a change is in the student's best interest, the teacher should schedule an appointment with the parent, student, prospective teacher, counselor, and administrator.

Class change forms are available in the Student Services Center. The form must have a parent's and the teachers' signatures **prior to coming to Student Services Center. Please note that dropping a class after the eighth week of a semester will result in an "F" grade** (except in extreme situations such as a major illness or injury).

Seniors will be given priority, then juniors, sophomores, freshmen, 8<sup>th</sup> and 7<sup>th</sup> graders. If a student has already completed a course, or any other urgent request regarding placement, please notify the counselor.

### HIGH SCHOOL CREDITS

Whittell High School, like all U.S. high schools, uses a credit system to define requirements to graduate. Each class is worth ½ credit per semester. To graduate, a student needs to take and pass 46 semester classes to accumulate 23 credits. In addition, the State of Nevada establishes requirements for student courses.

**Requirements are as follows:**

#### English/Language Arts

4 credits (8 semesters)

#### \*Mathematics

4 credits (8 semesters)

#### Science

3 credits (6 semesters)

#### Social Studies

3 credits (6 semesters)

*World History: 1 credit*  
*(2 semesters)*

*U.S. History: 1 credit*  
*(2 semesters)*

*U.S. Government: 1 credit*

*(2 semesters)*

➤ **Financial Literacy**  
**{NRS 389.074}**

#### \*\*Physical Education

2 credits (4 semesters)

#### Fine/Performing Arts

1 credit (2 semesters)

#### Health

½ credit (1 semester)

#### Computer Literacy

½ credit (1 semester)

Total Required: 19 credits

Electives: 4 credits

**TOTAL CREDITS: 23**

***\*Including 1 credit in algebra and 1 credit of geometry***

***\*\*Students who participate in a school-sponsored sport, such as interscholastic athletics, for at least 120 hours shall be exempt from a maximum of 1 credit in PE.***



Students may also obtain up to 1 credit in PE by participating in a non-district supervised athletic curriculum such as dance lessons, competitive swimming, etc. See [AR 518 \(g\)](#)

However, 1 credit of PE must be taken at the school site {BP 518}.

All students must be enrolled in six classes except seniors who meet the specified criteria as noted in [AR 518 \(h\)](#)

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### **DUAL CREDITS NEVADA ONLY**

The GWHS counselor will advise students of coursework that has been approved for dual credits, provide information and forms to access these courses, and answer other questions related to outside credits. Students earning credits outside of GWHS must provide the GWHS registrar with an official transcript after completion of the course to have credit and a grade added to the GWHS transcript.

### **GRADUATION RECOGNITION POLICY**

Final class ranking for Valedictorian and Salutatorian will be determined at the conclusion of the spring semester, immediately prior to graduation. Ties are acceptable for Valedictorian and/or Salutatorian.

**Note:** Foreign Exchange students may receive recognition during the graduation ceremony, but may not participate in the ceremony or wear the formal attire of the graduates. [AR 518 \(f\)](#)

### **MIDDLE SCHOOL COURSE REQUIREMENTS**

**All 6<sup>th</sup> 7<sup>th</sup> and 8<sup>th</sup> grade students will take:**

**Core Classes:** Two years each of grade-level English, Math, Science and Social Studies

**PE:** A total of 1 year each of P.E./Wellness

**Electives:** A total of two years of elective courses

### **GRADES 7<sup>th</sup> and 8<sup>th</sup> PROMOTION**

In order to be promoted, a student who enters grade 7 will be expected to complete one semester with a passing grade in both Mathematics and English or Reading for promotion to the 8th grade. The principal has the authority to determine the course(s) that need to be repeated in the second semester. No student may be retained more than once in the seventh grade. [AR 515](#)

Except as otherwise provided in subsection 4, before any pupil enrolled in a public school may be retained in the same grade rather than promoted to the next higher grade for the succeeding school year, the pupil's teacher and principal must make a reasonable effort to arrange a meeting and to meet with the pupil's parents or guardian to discuss the reasons and circumstances. The teacher and the principal in joint agreement have the final authority to retain a pupil in the same grade for the succeeding school year. [NRS 392.125](#)

Promotion Requirements: In order to be promoted, a student who enters grade 9 will be expected to complete three semesters, during the seventh and eighth grade years, with a passing grade in both Mathematics and English or Reading and two semesters of Social Studies and Science. [NAC 389.445](#)

A student may apply coursework, verified by an official transcript, toward promotion to ninth grade if Mathematics and English or Reading were completed with a passing grade:

- At a public or private junior high or middle school located in Nevada;
- At a public or private junior high or middle level school located outside Nevada, if the principal approves before the student enrolls in the course; or
- During summer school, offered by a public or private junior high or middle school, a passing grade must be earned in courses that are equivalent to the courses offered in the programs of the middle school in which the student is enrolled.

### **Promotion of Students to High School Academic Probation:**

If a student does not earn enough credits, a student may be promoted to high school in certain situations.

In order to be considered for promotion, the student must take summer school classes following 8th grade, when provided by the district or correspondence classes. At a minimum, the student must meet the attendance requirements for the summer school classes, and after completing the courses, the student must be no more than  $\frac{1}{2}$  credit deficient in any single subject and no more than 1 credit deficient across the four subject areas combined.

If a student is promoted to high school (9th grade) and is on academic probation, the student must enroll in remediation courses in the subject of his/her middle school credit deficiencies and these courses are to be taken at the same time as the regular ninth grade class schedule. Credits earned through middle school remediation courses do not result in credits towards a standard high school diploma. Remediation courses must be successfully completed in order for a student to be removed from academic probation. [AR 515](#)

### **HIGH SCHOOL CREDITS FOR MIDDLE SCHOOL COURSES**

Douglas County School District is committed to providing appropriate, challenging, and meaningful curricula and expects high standards of performance for all students. In a competency-based system of education, the Board commits to providing students with ongoing and varied opportunities for time and access to the core curriculum in order to attain competency.

Therefore, as students make continuous progress toward graduation, some students are prepared for high school level coursework prior to ninth grade. The District provides the following opportunities for middle school students to begin taking high school courses for graduation credit. Final grades will be figured into a student's grade point average and placed on the student's high school transcripts.

**Algebra** - Middle school students who successfully complete this course with a "C" or better for each semester will be awarded credit on their high school transcripts when they enroll in Douglas County at the ninth-grade level. (Note: The District cannot ensure that students who enroll in ninth grade in any other district will be awarded this high school credit.)

**Geometry** - Middle school students who successfully complete this course with a "C" or better for each semester will be awarded credit on their high school transcripts when they enroll in Douglas County at the ninth-grade level. (Note: The District cannot ensure that students who enroll in ninth grade in any other district will be awarded this high school credit.)

**Foreign Language** - Middle school students who successfully complete this course with a "C" or better for each semester and pass the Oral Proficiency assessment will be awarded credit on their high school transcripts when they enroll in Douglas County at the ninth-grade level. (Note: The District cannot ensure that students who enroll in ninth grade in any other district will be awarded this high school credit.)

## **GRADES**

Students will be graded for both academic achievement and citizenship. Academic grades will be expressed in letter form:

A=90-100%, superior; B=80-89%, above average; C=70-79%, average; D=60-69%, below average; F=59% or less, failure; and \*I=incomplete. [AR 513](#)

Semester grades represent a composite of work completed, test scores, and cumulative knowledge and abilities shown by the end of the semester. A progress grade will be issued at the end of six and twelve weeks each semester to inform students and parents of academic achievement and behavior to that date. Progress grades are not recorded on the student's permanent record.

## **INCOMPLETE GRADES**

"Incomplete" as a semester grade is used for extenuating circumstances, such as a prolonged illness. REQUIRED WORK MUST BE COMPLETED WITHIN TWO WEEKS after the semester ends. At that time, the incomplete grade will be changed to a letter grade. Parents and students are asked to meet with teachers and the counselor in the case of extensive absenteeism to write a Personalized Educational Plan, PEP. The plan identifies services the school will provide to support student success and responsibilities of the student and parent.

## **WEIGHTED GRADES**

As stated in Douglas County School District Administration Regulation 513, Secondary Schools (grades 9 – 12) have adopted weighted grade procedures for Advanced Placement (AP) and Honors classes.

**Beginning with the Class of 2018, the grading scales is as follows:**

<b><u>GPA Un-Weighted Scale</u></b>	<b><u>GPA-Weighted Scale (Honors)</u></b>	<b><u>Weighted Scale ( AP)</u></b>
A = 4.0	A = 4.025	A = 4.050
B = 3.0	B = 3.025	B = 3.050
C = 2.0	C = 2.025	C = 2.050
D = 1.0	D = 1.025	D = 1.050

## **CITIZENSHIP GRADES**

O – Outstanding, I – Inconsistent, M – Minimal, S – Satisfactory, N - Needs improvement, and U -Unsatisfactory

**Any student receiving a "U" on a progress report will be ineligible to play interscholastic sports, until the citizenship mark has been raised.**

## **COMPETENCIES**

Within the Douglas County School District's competency-based system, GWHS students are required to pass several competencies before graduation. Some of these measures of student success are performance assessments.

Performance assessments students are required to complete for a Douglas County diploma and the classes associated with each are included in the table below. Additional opportunities to meet each competency are provided outside the regular school day, outside the regular school year, or in additional courses on other grade levels. Meeting competency requirements at the grade level indicated affords opportunities for students to enroll in more elective courses.

<i><b>Assessment</b></i>	<i><b>Class</b></i>	<i><b>Grade Level</b></i>
Career Notetaker	Computer Science/CPS	9-12
Education Plan	Consult with counselor	8-12

### **NEVADA HIGH SCHOOL END OF COURSE EXAMS**

In order to receive a high school diploma in Nevada, students must complete their required course work, earn the credits required by their district, and participate in required state assessments.

#### ***End of Course (EOC) Assessments***

End of Course finals are produced by the Department of Education and written to assess student's mastery of the knowledge, skills and abilities required by Nevada Academic Content Standards in the required courses (standards available here: [http://www.doe.nv.gov/Standards\\_Instructional\\_Support/Nevada\\_Academic\\_Content\\_Standards/](http://www.doe.nv.gov/Standards_Instructional_Support/Nevada_Academic_Content_Standards/)). Those courses include:

- Math I–Algebra 1 or an equivalent course that has been state approved
- Math II–Geometry or an equivalent course that has been state approved
- ELA–English 10 or an equivalent course that has been state approved

#### ***Percentage of Final Grade***

Starting with the 2018–19 school year, the End of Course final will count as 10% of the student's final grade and increase 5 percentage points each year until reaching 20% of the final grade in 2020–21. Students may have additional district requirements to meet.

The State Board adopted a phased implementation of the End of Course finals:  
2019–20 School Year: 15% of course grade.  
2020–21 School Year and Beyond: 20% of course grade.

#### ***Science***

Nevada's Science assessment is given in grades 8 and high school in order to meet federal testing requirements. The high school Science assessment is based on life science standards and will be available online to accommodate district testing needs. The high school Science assessment will be administered online, scored by the vendor, and reported by the vendor.

#### ***ACT***

All Nevada juniors enrolled in a Nevada high school prior to the statewide ACT makeup day must participate in this exam.

The Nevada State Board of Education selected the ACT as Nevada's College and Career Readiness (CCR) Assessment. Since this is an actual college entrance exam, results from this assessment can be submitted for college entrance by the student to their college or university of choice. The Nevada Board of Regents adopted a policy guaranteeing that students whose results on the ACT or SAT (in high school) meet specified college-ready benchmarks will be placed directly into college-level math and English courses and are exempt from being placed into remediation.

ACT scores are not used to determine graduation eligibility. Only participating in the ACT with Writing is required.

The ACT consists of multiple choice questions in four areas and a written essay: English, Mathematics, Reading and Science. The test will be administered at the student's school during the regular school day

### **GRADES 7-8 SMARTER BALANCED ASSESSMENTS (SBAC)**

The Smarter Balanced assessments (SBAC) are a key part of measuring student progress in grades 7-8 towards success in college and career. The computer-adaptive format and online administration of the assessments provide meaningful feedback that teachers and parents can use to help students succeed. The assessments are aligned with the Nevada Academic Content Standards in ELA and mathematics. Results from SBAC are included on the Nevada Report Card. [All About SBAC](#)

### **GRADES 7-9 Measures of Academic Progress (MAP)**

Measures of Academic Progress (MAPs) are given to students in the fall and spring. The Douglas County School District has assigned different passing scores for each grade level. All 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade students are tested to measure growth. MAP Growth is a computer-adaptive test. If your child answers a question correctly, the next question is more challenging. If they answer incorrectly, the next one is easier. This assessment challenges top performers without overwhelming students whose skills are below grade level. Here is a list of the MAP exams and their corresponding minimum scores for the 9<sup>th</sup> grade:

Reading	MAP	230
Math	MAP	244
Science	MAP	222

### **REPORTING TESTING IRREGULARITIES**

In accordance with **{AB 214}** as adopted by the 2001 legislature, pupils, school officials and others including parents are encouraged to report any suspected irregularities in testing administration or security. Testing irregularities and concerns should be reported to a site administrator.

### **CAREER AND TECHNOLOGY EDUCATION/ COMMUNITY BASED INTERNSHIP**

CTE/CBI classes are similar. CTE students are paid; CBI is an unpaid internship. In order to participate, students MUST:

1. Be a junior or a senior and have their own transportation and parental approval.
2. Document the required number of hours of work experience with the program coordinator.
3. Complete the required curriculum/weekly assignments.
4. Have prior approval from a counselor for COE and from an administrator for CBI.

## **NEVADA DEPARTMENT OF EDUCATION CODE OF HONOR**

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in their own work. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

### **NATIONAL JUNIOR HONOR SOCIETY**

Eligibility for membership in the National Junior Honor Society (NJHS) is limited to members of the 8<sup>th</sup> and 9<sup>th</sup> grade students who have been enrolled at GWHS for at least one semester. Selection is an honor and is based on outstanding scholarship, character, leadership, and service. Members are responsible for maintaining high standards in all four domains. Members are also responsible for maintaining a cumulative 3.6 GPA. A faculty council works with the principal and chapter advisor in selecting or dismissing members. Critical attributes for each domain may be referenced in the national constitution, which is online at [www.nhs.us](http://www.nhs.us).

### **NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) is a nationally recognized organization dedicated to honoring students of high academic achievement who also make significant contributions to their school and community. To qualify for NHS, students must be at least sophomores, but qualifying juniors and seniors are also invited to apply. Students must have a cumulative high school grade point average of 3.8 weighted or 3.6, unweighted and have demonstrated high character. Prospective members are required to write application essays and final acceptance into NHS is determined by a faculty committee. In order to remain members of NHS, students must maintain high grades, outstanding citizenship, participate in club activities and perform community service work. Members of the NHS are recognized on the graduation program by an (\*) asterisk next to their name.

### **CHEATING POLICY**

#### **What is Cheating?**

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source
- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results, including changing grades electronically

**NOTE:** It is important that all students understand that cheating will have implications for college and scholarship recommendations, as well as membership in the National Honor Society, Key Club, Leadership, Interact Club and WEB.

**Homework:** Cheating on homework is unacceptable. Because homework points and assignments vary widely based on teacher point systems and content area requirements, consequences for cheating on homework will be at the discretion of each teacher.

Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment.

### **WHAT IS PLAGIARISM?**

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- Turning in purchased papers or papers from the Internet written by someone else
- Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawing, or paintings as your own
- Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment.

Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life. Parents and students will be asked to sign a "Code of Honor" agreement, which will be in the first day packet at the beginning of each academic school year.

***Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child's school administration and/or the school district.***

***Resources: Cheating policies from Clark and Washoe County School Districts' secondary schools; Foothill Community College***

### **GWHS POLICY FOR TESTS, PROJECTS, AND PAPERS**

***Consequences apply to both the "copier" and the "provider of information"***

<b>Offense</b> (Compiled on a yearly basis)	<b>Grade implications</b> (Offenses compiled within same class)	<b>*Extra-curricular and co-curricular activities</b> (Offenses compiled across all classes)  Students will attend class, club meetings, etc... but be excluded from any competitions, performances, etc... that are outside of the class
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1 <sup>st</sup> offense	<ul style="list-style-type: none"> <li>• Zero on work</li> <li>• No make-up opportunity</li> <li>• Impacts conduct grade on progress report</li> <li>• Teacher notifies parents/guardians</li> </ul>	<ul style="list-style-type: none"> <li>• No participation in extracurricular activities/competitions for one week</li> <li>• Not allowed to attend school events for one week</li> </ul>
2 <sup>nd</sup> offense	<ul style="list-style-type: none"> <li>• Zero on work</li> <li>• No make-up opportunity</li> <li>• Impacts conduct grade on progress report</li> <li>• Teacher calls parents/guardians</li> <li>• Final semester grade lowered 1 grade</li> </ul>	<ul style="list-style-type: none"> <li>• No participation in extracurricular activities/competitions for two weeks</li> <li>• Not allowed to attend school events for one week</li> </ul>
3 <sup>rd</sup> offense	<ul style="list-style-type: none"> <li>• Automatic "F" for semester if infraction occurs in the same class</li> <li>• Parents receive call(s)</li> <li>• Student removed from class</li> </ul>	<ul style="list-style-type: none"> <li>• No participation in extracurricular activities/competitions for three weeks</li> <li>• Not allowed to attend school events for three weeks</li> </ul>

***\*Extracurricular activities include sports teams, leadership, speech and debate, choir & band, etc. Student/s may be suspended out of school depending on the severity of the cheating offense.***

### **ATTENDANCE**

Attendance is related directly to grades. Students who attend school have better grades than students with numerous absences. We have high expectations for student attendance at Whittell High School and carefully monitor student absences. **Board Policy 504** establishes a (90%) *attendance rule*, and for a secondary school student to receive credit for a class he/she must be in attendance 68 instructional days per class the first semester and 70 instructional days per class for the second semester. Failure to meet these criteria may result in **loss of credit**. There is an appeal application process in place which allows the review of the total number of absences per semester.

Remember, **ALL absences** from school count against the 90% rule, to include but not limited to: Pre-arranged absences (PAA's), illnesses, medical appointments, family emergencies, etc. [BP 504](#)

### **EXCUSED ABSENCES**



The Douglas County School Board of Education recognizes the following reasons for valid student absence from school:

BP 504 .

- Illness (For extended absences due to health issues, homebound instruction may be provided.
- BP 209
- Emergency medical or dental care  
(Note from doctor/dentist may be required)
- Death in immediate family

**Procedures for clearing excused absences are as follows:**

1. If a student is absent, parents must call the office or write a note explaining the reason for the absence. The note should include the following: day and date of absence, reason clearly stated, date the note is being written, and a parent signature. Students are not allowed to sign their parent's name. **For an absence due to a medical appointment, the doctor's office will give 'a student excuse' to present to the school office. IF A CALL/NOTE IS NOT RECEIVED WITHIN THREE SCHOOL DAYS, THE ABSENCE WILL BE LISTED AS TRUANCY.**

**A parent/guardian call is preferred the day of absence.**

2. To leave school during the day, you must have a parent note or email to the school from a parent. **Students must sign in and out anytime they leave campus!**
3. To attend an after-school activity you must be in school for half of the instructional time, three full periods. If a student goes home due to illness, he/she is not allowed to participate in a school event even if he/she has been in school 3 periods. If the event is held on Friday, then the rule applies to Thursday.

**UNEXCUSED ABSENCES**

Truancy Program for Unexcused Absences:

- An unexcused or unverified absence from school is a truancy, also to include failure to serve assigned detention
- Letters are sent home for each truancy received.
- The third truancy letter indicates that the student has been declared a habitual truant.
- Habitual truants will receive an additional letter that will show the date and time of the Truancy Hearing. Parents and student will be asked to attend a Truancy Review Hearing. The Truancy Review Board will consist of parent/guardian, student, site administrator, juvenile probation officer, and attendance officer.

Work may be made up for unexcused absences per class policy. It is the responsibility of the student to ask teachers for missed work.

Truant defined in {NRS. 392.103}, {NRS 392.140}, {NRS 392.144}

**TARDIES**

Students are expected to arrive in class on time. Tardies disrupt the educational process for both the teacher and fellow students. *An Unexcused Tardy of any length is considered truancy.* Any student arriving twenty (20) minutes after a class has started is considered absent, not tardy. The Dean of Students will address the first (4-8) unexcused tardies which will include a lunch detention; the Dean of Students will address the students' further (subsequent) tardies. Additional tardies (9-12) may result in a one day in-school suspension; (13-17) tardies may result in a one day home suspension; (18-20) tardies may result in a two day home suspension; (21+) tardies may result in a three day home suspension.

**Truant Defined:**

"...a student shall be deemed a truant who is absent from school without the written approval of his teacher or the principal of the school, unless the student is physically or mentally unable to attend school. The teacher or principal shall

give his written approval for a student to be absent if an emergency exists or upon the request of a parent or legal guardian of the student.”

*{NRS 392.13 Section 1}*

### **MAKE-UP WORK**

Work may be made up for excused absences. Students have the number of days absent plus one to make-up the work. It is the responsibility of students to initiate and carry out make-up assignments. All work for excused absences is worth a full credit. Students missing classes for school-sponsored events must submit homework prior to leaving for the event.

### **DMV SCHOOL ATTENDANCE REQUIREMENT FOR DRIVER LICENSES**

For students under the age of 18 who intend to pursue a driver's license in Nevada, there are important requirements that should be carefully reviewed in the DMV's handbook. The handbook can be viewed online [here](#). Among those requirements is a new student attendance requirement which requires the school to complete a DMV Certification of Attendance.

#### **School Attendance Requirements:**

Beginning January 1, 2015, State Law requires that anyone under the age of 18 who applies for an instruction permit, driver's license or driver authorization card must provide the DMV with proof that he or she meets the minimum school attendance requirements.

If you are a student who meets the minimum requirement of 90% school attendance, the form will be available through the main office at your school.

If you are a student who does not meet the minimum requirement of 90% school attendance, you will need to demonstrate the necessary level of attendance for 30 days before you can request the form from your school.

The Douglas County Student Attendance Review Board (SARB) will have the authority to postpone or suspend a student's eligibility for a driver's license if truancy has reached a specific level. If you are a student who has been previously declared as a habitual truant (***pursuant to NRS 392.144***) and your license was suspended, you must provide proof that you are now meeting the minimum attendance standards for reinstatement of your driving privileges.

If you are no longer attending school but you are under the age of 18, you may still obtain the necessary form from a Douglas County High School if you can demonstrate that you have either earned a Diploma or a Certificate of the High School Equivalency Exam (HSE). Once you have obtained the form, signed by the school district's designated official, you must take it to the DMV within 60 days of the date it was signed.

### **ALTERNATIVE STUDY PROGRAM (ASP)**

Students who have extensive structured outside commitments, such as skiing, that require students to miss multiple days/weeks of school. Participating students and their parents will be required to sign a contract agreement at the beginning of each year, as well as each time prior to an absence. Participating students will be active, involved members of the Whittell Student Body. To maintain participation in the ASP, students will be obligated to meet the requirements of the ASP Contract Agreement. If the student withdraws from GWHS, the contract is automatically terminated. For additional information, contact the school principal.

### **PATRIOTIC EXERCISE**

Each school day, the Pledge of Allegiance shall be performed. Students with objections are free not to participate. After the Pledge, the school will observe thirty seconds of silence.  
(NRS 388.075)



### **STUDENT MESSAGES**

**MESSAGES** to students will be delivered during non-instructional times only, unless it is an emergency. Please call during nutrition and/or lunch time.

Flowers and/or balloon deliveries will be accepted, however, they will remain in the school office until the end of the day.

### **STUDENTS WITH DISABILITIES OR HANDICAPPED CONDITIONS**

The District will identify, evaluate and provide an appropriate public education to students who are disabled or handicapped within the meaning of Public Law 105-17, Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.

Any student who needs, or is believed to need, reasonable accommodations or services in order to receive a free appropriate public education may be referred by a parent/guardian, teacher or other licensed school employee through the site administrator or counselor to the School Intervention Team for identification and evaluation.

In order to qualify for Special Education, a multidisciplinary team must determine that the student's disability is in one of the designated 13 categories within IDEA. A student may be determined to be eligible for Section 504 accommodations if said student has a defined and qualifying handicapping condition, which substantially limits the student's ability to learn, access, or participate in the educational process. A student does not have to qualify for special education in order to qualify for accommodations under Section 504.

### **STUDENT DRESS CODE**

The dress or grooming of all students must not present potential health or safety problems or cause distractions. The requirements are in no way an attempt to silence free expression, but to create a productive, uninterrupted and safe learning environment. It is our hope that this code will help students in preparing for the real world of work, careers and post-secondary education.

Personal appearance and dress are the responsibility of parent(s)/guardian(s) and the student. Students will be required to adhere to the specified guidelines. The Administration reserves the right to determine whether a student's attire and appearance are appropriate and do not disrupt the educational environment for other students. [AR 521\(a\)](#)

1. When shorts or skirts, as opposed to pants, are worn, the length must come to within 4" above the knee. Skin above the waistband must be covered at all times. No cleavage may be exposed. No halter-tops, fishnet shirts, see-through or revealing shirts or blouses will be allowed. Tops must have straps that are at least 1 inch wide.
2. Sunglasses may be worn indoors only if there is a verified medical reason.
3. Hats or headgear may not be worn inside the school building during the school day other than for valid medical, safety, or religious reasons. Documentation must be provided to administration prior to wearing of the article.
4. Clothing and accessories that display suggestive, double meaning, hate language (symbols of racism or violence), or drug/alcohol-related words and/or symbols are inappropriate. Also prohibited are apparel, jewelry, accessories, notebooks, backpacks or any manner of grooming which because of its color, the way it is worn, its trademark, or any other characteristic, carries known gang connotations or can be used as a weapon. This includes, but is not limited to, chains, spikes, pins, or needles.
5. Commonly acceptable standards such as cleanliness and the wearing of under clothing and footwear are required at all times. Clothing that exposes underwear such as sagging pants or tops that do not cover bra straps will not be permitted.
6. The safety of students requires that when a student is working around potentially hazardous equipment, his or her hair must be short or appropriately covered. Appropriate footwear must be worn at all times.

### **STUDENT DRESS CODE CONSEQUENCES**

<b>First Offense:</b>	Immediate Compliance
<b>Second Offense:</b>	Immediate Compliance; Parent Notified
<b>Third Offense:</b>	Immediate Compliance; 1-2 Day In-School-Suspension; Parent Conference
<b>Fourth Offense:</b>	Minimal 3 Day Out-of-School Suspension; Progressive Discipline Plan & Habitual discipline statute followed

### **DISTRICT LIABILITY AND STUDENT INSURANCE**

All students are responsible for any instruments, books, equipment, automobiles, clothing, and other items that they have on campus, whether they are owned by the student or have been entrusted to the student by the school district. 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. Students are expected to keep valuables locked up at all times.

The District does NOT provide insurance coverage for student injuries in physical education or athletics. If a student is not covered by their parents' insurance, she/he should purchase school insurance available to all students in Nevada. Forms are available in the office and were included in the first day packets.

### **STUDENT PARKING**

Students are to park behind the main building in the areas that have been designated for student parking. PARKING IN FRONT OF THE SCHOOL IS FOR THE FACULTY ONLY.

Students will be assigned a designated numbered parking spot by completing a parking application form (First day packet) and purchasing a parking permit in the school office for \$40. The parking permit will be good for the entire school year. Lost and/or additional parking permits may be purchased for a charge of \$5. Students who park in non-designated areas will be subject to parking fines. Students who drive dangerously or too fast in the parking lot or who park in other than designated areas will lose on-campus parking privileges for a minimum of one month, possibly for the remainder of the semester or the year. The student parking area is “off limits” during the school day. All vehicles driven on campus are subject to search by the administration.

### **GWHS PARKING AMENDMENTS**

We at GWHS hold the belief that driving to school and parking on campus is a special privilege that is gained throughout high school. It has come to our attention that as more students begin to drive, students and staff are having difficulty finding a parking spot. Due to this circumstance, the Student Issues Committee (SIC) and Student Council have put together a solution for the parking problems and propose the following amendments to the current parking policy.

1. All parking spots will be numbered and students will be assigned a parking spot with a corresponding number.
2. The student’s right to park on that designated spot will be displayed by a parking sticker with a warrior logo and parking spot number.
3. Selection of parking spots will be determined first by staff, then seniors, juniors and sophomores.

\*STUDENTS CONGREGATING IN THE PARKING LOT IS PROHIBITED AT ALL TIMES EXCEPT AT THE START AND END OF THE SCHOOL DAY. STUDENTS WHO VIOLATE THIS POLICY WILL LOSE DRIVING PRIVILEGES.

### **STUDENT DRIVERS**

Students must follow all speed limits to and from school, including school zones coming up Warrior Way. Any student who does not obey the posted speed limit or is reported/seen driving in an unsafe manner, may have their driving privileges revoked at anytime. Students are **NOT** allowed to drive other students off campus during school hours. In ***certain instances***, with written permission from a parent/guardian of the driver and **written permission** from a parent/guardian of the student passenger, the Principal or Dean of Students may allow a student to drive another student off campus.

### **CLOSED CAMPUS**

Whittell High School is a “closed campus”. Once a student arrives at school, he/she may not leave without approval from his/her parent and the office. Any unapproved departure prior to the end of the school day will be considered unexcused. Repeated violation of this policy will result in disciplinary action. In addition, the campus is closed to non-GWHS students.

### **SENIOR OFF-CAMPUS LUNCH**

The senior class will have the opportunity to have an “off-campus” lunch day, periodically during the school year. This is a continuing privilege from years past. Seniors have been working diligently towards graduation and have earned the privilege to continue this tradition.

Seniors understand that this is a privilege that will be repeated during the year, based on adherence to the following guidelines:

- All students must return to 5<sup>th</sup> period class on time
- There is to be no speeding on Warrior Way, especially in front of ZCES
- Seniors in good standing **only** may participate (must have a minimum of 17 credits)
- If seniors go to the park or the beach, etc. they will leave the area trash-free
- Seniors who attempt to sneak out other students, will lose this privilege for a semester
- If seniors are failing a class, they will not be able to participate until the grade is raised

Parents of seniors will need to complete the Off-Campus Permission form, which will be included in the student “First Day Packet”.

### **BEHAVIOR**

Because we have high expectations for Whittell High School students, we support all healthy, positive choices students make regarding their behavior. Students demonstrating inappropriate behavior are referred to the Dean of Students. A conference with the student is held. The reason for the referral is explained and the student is given the opportunity to explain his/her perception of the problem. At this point a decision is made regarding the consequences for the referral. Parents will be informed. **A progressive discipline plan is on file in each classroom and in the Main Office.**

### **PROGRESSIVE DISCIPLINE**

GWHS utilizes progressive discipline to correct undesired behaviors. If a student continues to exhibit undesired behaviors the consequences increase in severity. A student will be considered an *Habitual Discipline Problem* if he/she receives five out of school suspensions in the same school year, and will be recommended for expulsion.

### **IN-HOUSE SUSPENSION**

In cases where student discipline issues do not warrant a suspension, students will be assigned in-house suspension. The student will be required to obtain class assignments each period from the teacher throughout the day. These assignments are to be completed by the student and turned in the following day.

### **SUSPENSION AND EXPULSION**

Based on [BP 529](#), a student may be **suspended or expelled** for the commission of, but not limited to, one or more of the following offenses committed in school facilities, on school grounds, during lunch and break periods, at any school sponsored activities, on a school bus, at a school bus stop, or on the way to and from school: malicious damage to school property; truancy, repeated absence, or tardiness; willful disobedience to administrators/teachers/school district personnel; hazing in connection with any school or social activity related to school; impairing or threatening the health/safety/welfare of teachers/ students/other persons; failure to immediately report a situation or incident that could result in impairing or threatening the health, safety, or welfare of teachers, students, or other person's; use of vulgar/profane language, possession and/or use of tobacco, verbal abuse and/or intimidation and/or harassment that is

based upon, but not limited to, race, gender, religion, disability, ethnicity, or sexual orientation; possession/use/distribution or being under the influence of alcohol or a controlled substance; gang activity; possession and/or use of a weapon; involvement in cheating or plagiarizing assessments or assignments; violation of established District regulations and Board policies.

### **DISCIPLINE PLAN**

**Minor disruptions to the learning environment:**

Teachers will handle minor disruptions according to their classroom progressive discipline plan.

**Repeated or severe disruptions to the learning environment will result in a referral to the Administration:**

BEHAVIORS		CONSEQUENCES				
(Parent contact on all referrals) First by Teacher	1-3 Days Lunch Detention or PBIS	3-5 Days Lunch Detention/ In-School Suspension	1-2 Days Suspension	3-5 Days Suspension	10 Days Suspension and/or Expulsion Police Involvement	90-Day Expulsion; (N.R.S. 392.466 and DCSD BP 529)
Repeated Minor Disruptions (improper dress, inappropriate language, horseplay, cell phones, etc.) In parking lot during school hours	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	
Profanity, Inappropriate Language, Dangerous Behaviors (pushing, bumping, slapping, tripping, etc.) Skateboarding, Hoverboarding Using "Hot Spot" with Cell Phone to Circumvent District Internet Filters	XXX	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	
Theft, Defiance of Authority, Profanity to Staff/Vaping/ Smoking	XXX	XXX	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	
Intimidation, Fighting, Sexual Harassment, Gang Behavior Bullying/Cyber Bullying, Electronic Communication	XXX	XXX	XXX	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	
<b>**Use/Possession of Alcohol/Drugs (includes prescription medication), Knife, Deadly Weapon</b>	XXX	XXX	XXX	XXX	<b>1<sup>st</sup> Offense</b>	
<b>Alcohol/Drug/Controlled Substance (including prescription medication), Sale or Distribution</b>	XXX	XXX	XXX	XXX	XXX	<b>1<sup>st</sup> Offense</b>
<b>Battery to Staff</b>	XXX	XXX	XXX	XXX	XXX	<b>1<sup>st</sup> Offense</b>

**\*\*Pursuant to NRS 392.466, a student found to have committed these violations, in the predestined manner, MUST for the first offense be expelled for a period equal to one semester, and for a second offense MUST be permanently expelled.**

### **WEAPONS**

A student bringing a gun, firearm, explosive device, or dangerous weapon to school or to school-sponsored events will receive a minimum of one-year expulsion from Douglas County Schools. [BP 529 \(a\)](#). A weapon found may be turned in to **any staff** and doesn't have to go directly to the administration.

Sale/distribution of drugs will result in a 90 day expulsion. Possession of a firearm will result in a 1-year expulsion. Sheriff's Office will be contacted for all drug/alcohol and weapons violations.

### **HELP LINE**

Students with information about other students in need, or the presence of weapons or drugs on school property can leave an anonymous message for school officials and the Douglas County Sheriff's Office by calling **783-SAFE**. This service is available 24 hours a day and is completely confidential.

### **SAFE ZONE**

For effective learning to occur, students need to feel safe and secure. GWHS is a safe zone, which provides for learning and social interactions based on respect for all. As a result, we have zero tolerance for DRUGS, KNIVES, GUNS, and OTHER WEAPONS.

### **SAFEVOICE**

Speak up for safety, stand up against bullying... Use SafeVoice. Students, parents and faculty at this school have access to SafeVoice, a tip system used to report threats to the safety or well-being of students. SafeVoice was established by the Nevada Department of Education in 2018 to protect student well-being, prevent violence, and save lives.

Students can use the SafeVoice tool to report concerns about their friends or themselves with the option of remaining ANONYMOUS. In partnership with the Department of Public Safety, all tips will be received live by communications specialists 24/7/365. Tips are sent on to a team at our school and to law enforcement when necessary. The hotline number is 1-833-216-7233 or you may open the SafeVoice App on your phone or go to [SafeVoiceNV.org](#).

### **FIGHTING/BULLYING/CYBER BULLYING/INTIMIDATION/HAZING IS PROHIBITED IN PUBLIC SCHOOLS**

Any student who fights and/or bullies or intimidates others through personal actions or electronic means at school or school-sponsored events will be suspended up to ten days for each occurrence. Repeated offenses may result in a recommendation for expulsion.

### **BULLYING/CYBER BULLYING**

**NRS 388.122 "Bullying" defined.** "Bullying" means a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:

1. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
2. Exploits an imbalance in power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
3. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
4. Places in the person in reasonable fear of harm or serious emotional distress; or
5. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

(Added to NRS by [2009, 687](#); A [2011, 2245](#); [2013, 1655, 2138](#))



**NRS 388.123 “Cyber-bullying” defined.** “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. As used in this section, “sexual image” has the meaning ascribed to it in [NRS 200.737](#).  
(Added to NRS by [2009, 687](#); A [2011, 1062](#))

### **SEXUAL HARASSMENT**

Conduct that constitutes sexual harassment that is committed by students of either sex against students or staff of the opposite or same sex is inappropriate behavior.  
[AR 112](#)

Students can expect guidance, support and/or advocacy from district staff in addressing matters related to sexual harassment or inappropriate behavior of a sexual nature.

#### **Definition:**

Sexual harassment may include any unwanted physical contact, verbal comments, or written statements that would be offensive to the victim.

### **HARASSMENT AND INTIMIDATION IS PROHIBITED IN PUBLIC SCHOOLS**

**NRS 388.125 “Harassment” defined.** “Harassment” means a willful act which is written, verbal or physical, or a course of conduct that is not otherwise authorized by law, is highly offensive to a reasonable person and:

1. Is intended to cause or actually causes another person to suffer serious emotional distress;
2. Places a person in reasonable fear of harm or serious emotional distress; or
3. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

(Added to NRS by [2001, 1928](#); A [2011, 2245](#))

**NRS 388.129 “Intimidation” defined.** “Intimidation” means a willful act which is written, verbal or physical, or a course of conduct that is not otherwise authorized by law, is highly offensive to a reasonable person and:

1. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
2. Places a person in reasonable fear of harm or serious emotional distress; or
3. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

(Added to NRS by [2001, 1928](#); A [2011, 2245](#))

**Filing a complaint:** Any Douglas County School District student who believes that she or he has been subjected to sexual harassment should report the incident promptly.

1. The report can be made verbally or in writing
2. The report can be made to any staff member who will assist the student in reporting to the principal or designee
3. Every complaint will be reported to the Equal Employment Opportunity (EEO) Officer by the principal or designee

An investigation will be conducted in accordance with Administrative Regulations on Suspension or Expulsion of a Douglas County School District Student.

### **VISITORS ON CAMPUS**

Visitors with business at GWHS must sign in and obtain a visitor's badge at the Main Office and when business is finished, they must sign out. This is done for safety purposes. Students may not have friends visit during school hours. This interrupts the educational process.

Non students wishing to “shadow” students during school time must obtain PRIOR permission from the principal. A note must be provided from the parent/guardian of the visiting student.

## **LOST AND FOUND**

If you have lost or found an item, we have a box near the cafeteria line. Please deposit found articles in this box. If you have lost an article, please look through this box for your item. We will be donating leftover items to charity the last Friday of each month.

## **HALL PASSES**

Students must have written permission from a teacher or administrator to be outside the classroom during class hours. Teachers should note the date, time, and purpose of each hall pass on the gold Hall Pass Form. Students are responsible to obtain a hall pass from their teachers.

## **SURVEILLANCE**

GWHS has an extensive video surveillance system located throughout the school campus. Students may be filmed at any time on campus and during school activities.

## **FIELD TRIPS**

Throughout the school year, teachers at times are given an opportunity to take students on field trips that are related to their curriculum. In order for a student to participate in a field trip event they must be passing all their classes and must not have excessive absences. Student's grades and attendance will be reviewed prior to field trip.

## **CHAPERONES**

Anyone wishing to chaperone/volunteer for a school sponsored event (including sports) where you will be in contact with a student you MUST complete a Douglas County School District volunteer application and be fingerprinted, this includes field trips. This must be done at least 6 weeks prior to the event, per Douglas County School District.

## **DANCES/AFTER-SCHOOL EVENTS**

Visitors of GWHS students' wishing to attend a dance must be approved by the administration no later than the **Tuesday** prior to the dance. All GWHS students and guests are subject to random *breathalyzer tests* and must have a consent letter on file with the school to attend a dance.

Middle school students are not allowed to bring off-campus guests to a school dance nor may they attend a high school dance.

## **SCHOOL SPONSORED DANCE POLICY**

GEORGE WHITTELL HIGH SCHOOL strives to provide a positive social atmosphere at scheduled dances that are held throughout the year. To promote an appropriate environment for students, the school has developed dance behavior expectations, dress standards, and conduct guidelines. When purchasing dance tickets, students are agreeing to abide by the behavior expectations, dance dress standards, and dance conduct guidelines listed below, and must have the completed agreement(s) and guest pass to purchase tickets.

### **Dance Behavior Expectations**

Students are expected to follow all expectations, policies, and procedures outlined in the Parent-Student Handbook of GEORGE WHITTELL HIGH SCHOOL.

- All students and parents must read and agree to the guidelines outlined in the Dance Agreement in order to attend a school dance. The consent form must be completed prior to the purchase of tickets.

- No students will be admitted more than 90 minutes after the start of the dance unless prior arrangements have been made with school administration.
- Students may not leave the dance any time before 60 minutes prior to the end of the dance without prior consent arranged by the parents with school administration.
- All GEORGE WHITTELL HIGH SCHOOL students and guests must present their student identification upon entrance to the dance.
- All students will be observed for use of illegal substances prior to entry to the dance. Staff may request student pat downs and purse searches to be conducted by school administration. Any student who refuses to comply will be denied entry and parents will be contacted.
- All vehicles, including limousines and buses, may be searched at any time. Student drivers and passengers will be held responsible and will be given consequences for any illegal substance in the vehicle.
- Breathalyzer tests may be administered to students randomly at each dance. In addition, any student suspected of being under the influence of drugs and/or alcohol will be subject to an evaluation, which may include use of the breathalyzer.
- Any student exhibiting disruptive behavior, suspected influence of illegal or controlled substances, positive breathalyzer test or failure to adhere to dance guidelines will be removed from the dance and parents will be called to retrieve him/her. No refunds will be given and disciplinary action will be taken.
- Student guests may be permitted to specified dances provided they complete the Off Campus Guest Form and read and submit a signed Dance Agreement at the time of purchase of tickets for the dance. The George Whittell Student assumes responsibility for their guest's behavior and dress, and will make every attempt to ensure that his/her guest adhere to our school's behavior expectations.

#### **Dance Attire Standards**

- The dance attire standards are provided to promote a sense of modesty and an appropriate environment for all students. Standards are based on the following factors: MODESTY, MESSAGE, SAFETY, and DISTRACTION. If it is not appropriate to wear to school it is not appropriate to wear at a school dance. Students who wear overly revealing or indecent clothing will not be permitted into the dance.
- Students' attire will be monitored upon entrance to the dance and throughout. If at any time a student is in violation of dance attire standards, the student will receive an "X" on their hand, and the student will be immediately required to make necessary adjustments so that he/she is in compliance with the dress code. Repeated dance attire code violations will result in loss of privilege to attend the next dance.
- Students wishing to attend the dance wearing attire that may be considered outside of the guidelines should seek prior written approval from the school administration.
- School administration reserves the right to make decisions on student attire based on appropriateness and good taste.

#### **Dance Conduct Guidelines**

- These guidelines apply on and off the dance floor.
- Sexually suggestive dancing will result in the consequences listed below.
- Any dancing, behaviors, and/or acts deemed inappropriate by school administration, faculty, or staff will not be tolerated, and individuals or couples engaging in such acts or movements will be removed from the dance and parents/guardians will be contacted.
- School officials reserve the right to make decisions on suitable dance movements.

#### **Dance Consequences**

- If at any time a student violates any of the Dance Behavior Expectations, Dress Standards, or Conduct Guidelines, an "X" will be placed on their hand and this will serve as their ONE AND ONLY WARNING.

- Further violations that evening will result in a second “X” and immediate removal from the dance to a holding area until the dance concludes or their transportation arrives for departure. Parents will be notified, and the student will be subject to consequences.
- Repeated occurrence of this warning at various dances throughout the year will result in loss of privilege to attend future dances and may result in additional disciplinary action.
- Please note that administration reserves the right to remove a student from the dance without first marking an “X” as a preliminary warning if the offense warrants it.
- NO REFUNDS WILL BE MADE FOR REMOVAL FROM THE DANCE.

### **RANDOM DRUG & ALCOHOL TESTING**

The Douglas County School Board recognizes that use of alcohol and illicit drugs by district students is a serious concern. Students who wish to participate in co-curricular or athletic activities are required to submit to random drug and alcohol testing under [AR 544](#). The random testing is done during school hours.



### **DOUGLAS COUNTY CANINE SNIFFS**

In order to maintain a safe drug-free learning environment throughout the year, a drug dog and officer from the Douglas County Sheriff's Office will walk through GWHS buildings, locker areas, parking lots, classrooms, and campus. Canine sniffs of school property and of a student's personal property will occur without notice. Prior to a canine sniff occurring on school premises, students shall be requested to vacate the area being searched. The school will do nothing to restrict the student from taking his/her belongings with him/her. [AR 529\(b\)](#)

### **ELECTRONIC DEVICES**

**NRS 388.124 “Electronic communication” defined.** “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.

*(Added to NRS by [2009, 687](#))*

### **USE OF CELLULAR TELEPHONES, AND OTHER ELECTRONIC DEVICES USED FOR COMMUNICATION**

Students may not use cellular telephones and other similar electronic devices while on school grounds, or in school buildings during the designated instructional (student) day defined as any part of the day that students are engaged in classes and other instructional activities, including assemblies, or testing during the required minimum daily period for each grade or department. Reasons for the denial of the use of such devices during the instructional day include, but are not limited to, interference with teaching and learning as well as student/school safety issues.

[AR 546](#)

In the event a student violates the provisions of this regulation, a school administrator must utilize the school's progressive discipline plan. Furthermore, an administrator may use [BP 529](#), Suspension and Expulsion, and the due process afforded for willful disobedience to administrators, teachers, or other school district personnel and impairing or threatening the health, safety, or welfare of teachers, students, or other persons when disciplining students who violate this regulation. Confiscation of the device must be made with each occurrence. The device must not be returned to the student, but may be returned to the parents and/or guardians of the student.



**The school is not responsible for theft of unauthorized items on campus or at school sponsored activities. It is the student's responsibility to ensure their personal property is secure!**

## **DOUGLAS COUNTY SCHOOL DISTRICT**

### **Student Health Services**

No over the counter (OTC) medication may be administered to any student during school hours or non-school hours at a school function without the written request of the parent using the DCSD Medication Assistance Request form. The medication must be supplied by the parent/guardian and be in the original container. **No prescription medication** may be administered to any student during school hours or non-school hours at a school function without the written order from the practicing physician. [BP 508](#) A form is included in your student packet at the beginning of the school year. Students are not allowed to carry any prescription medication or over the counter medications with them. The exception is, with written permission by the student's physician, the student may carry an **EPI pen, inhaler and/or insulin** while at school or at a school sponsored activity, but may not distribute the prescription drug to another student. This is done to prevent allergic reaction, overuse or misuse of medications. All medication prescribed or over the counter medications, may only be administered to students by Health Services personnel or properly trained designated personnel. If the nurse is not available, students must come to the Main Office and the situation will be assessed. Students going home for the day will be picked up from the nurse's office or Main Office by the parent or designated pickup person.



## **HEALTH ISSUES AND THE ATHLETE**

Some students are required by their individual health practitioner to take prescribed medications. These students will have on file permission forms signed by the doctor and/or parent. This form, *Medication Assistance Request*, will be copied for the coach and/or advisor. Appropriate doses of the prescription or over the counter medication will be given to the coach and/or advisor for his/her first aid kit for use on games/events away from his/her school. The coach and/or advisor will make the medication available for the student at the designated time. Student/athletes may not possess their own medication, with the exception of **EPI pens, inhalers and insulin**. They may carry their own **EPI pens, inhalers and insulin** with their doctor's written, and signed, consent.

If a student is injured during a game/event/meet, the coach and/or advisor must fill out a "Student Accident Report." This completed report is given to the school nurse on the next school day. The school nurse will replenish your supply of the accident report forms and medical supplies used.

[BP 508](#) [AR 508](#) [AR 523\(a\)](#)

## HEALTH GUIDELINES

The health services department has the utmost concern to provide a healthy learning environment for all students at school. Please help us in making the school environment healthy by following the guidelines listed below to keep the spread of communicable disease to a minimum in the school setting

- **Fever** - 100° or higher currently or within the last 24 hours.
- **Signs/symptoms of possible severe illness**
- **Diarrhea** – defined as having more than 6 loose stools in a 24-hour period, or 3 in a school day. The student is to remain excluded for 24 hours or until a medical exam indicates that it is not due to a communicable disease.
- **Vomiting** – defined as two or more episodes in the previous 24 hours, or 1 episode in the school day.
- **Mouth/Face Sores (Impetigo)** – The student must be seen and diagnosed and treated by a Doctor. The Doctor must then write a note that states when the student with impetigo may return to school. If the student returns to school with the mouth sores still weeping, the sores will be kept covered with a band-aid/bandage throughout the school day per the School Nurse.
- **Rash with fever or behavior change** - The student remains excluded until a medical exam indicates that these symptoms are not those of a communicable disease that requires exclusion.
- **Suspicious skin lesions** - The student remains excluded until treatment has begun
- **Conjunctivitis** – The student remains excluded until treatment has begun, when pus-like drainage has been resolved, or in non-treated cases, when symptoms have subsided.
- **Unusual color of skin, eyes, stool, or urine** - The student is to remain excluded until a medical exam indicates no evidence of hepatitis (jaundice, gray or white stool, dark urine).
- **Exclusion may also occur for the mildly ill child if the child is unable to participate in normal activities or if the child needs more care than can be provided by school staff.**

Parent/Guardians are to pick up their child from school upon notification of possible communicable disease. If the parent/guardian, emergency contact cannot be reached, the student is to remain in the health office, isolated from other students.

## NUTRITION SERVICES

The cafeteria at Whittell High School serves a variety of breakfast and snack items during a morning nutrition break. For lunch there is a minimum of 3 combo meals offered per day of hot and cold entrees, side dishes, frozen items, bakery items, and a variety of beverages. Prices vary for all items. For your convenience, parents can deposit money in your student's account through Infinite Campus or you may pay with cash or check (checks payable to WHS School Nutrition Program).

The State of Nevada is now offering free breakfast and lunch for all students. The purchase of an additional meal is still available.

All students will be provided with the application for free and reduced lunches (a combo meal) at the start of the school year. **If you filled out a reduced lunch application last year, you will need to complete another application and return to the school office no later than September 21st, or you will be cut off. There are other reduced fees and benefits to applying for this including reduced exam fees.**

**Reference** [AR 230](#) for guidelines regarding approved foods and beverages sold on campus. This list is also posted outside the school kitchen.



The Library Media Center (LMC) is the center for finding books, reading and research. The LMC is open all day and ½ hour before and after school. In our LMC you will find books that may be checked out as well as research books, magazines, computer programs and Kindles that can be used while you are in the LMC. Check outs are for two weeks and a fine of 5¢ a day will be charged for overdue books. **Students will not be allowed to check out books until book and/or fines are paid.** The librarian is there to assist students with any questions.



### INTERNET

Students at GWHS have the ability to access the Internet as a learning device. We encourage its use in this capacity. Students are given a confidential password, which is, under no circumstances, to be shared. Students sign an acceptable use agreement and violations of this agreement such as accessing of non-educational or inappropriate sites will result in the loss of computer privileges and other disciplinary consequences. Students are held responsible for any Internet activity that occurs while their log-in name and password are being used.

### CHROMEBOOKS

Each GWHS student will be issued a Chromebook at the beginning of the school year, after an Acceptable Use Policy (AUP) and Chromebook Usage form has been signed and turned in. Students are expected to use their Chromebook in accordance with the AUP and the law. Students are responsible for maintaining a working Chromebook at all times and shall use care to ensure that the Chromebook is not damaged. Douglas County School District reserves the right to charge the student or parent up to the full cost for repair or replacement when damage/loss occurs. Fees range from \$40 to \$300. We strongly advise each student to purchase a Chromebook cover from the main office for \$10.

#### **CHROMEBOOK MISUSE:**

GWHS is a one-to-one school, where every student is issued a Chromebook for the school year. ***DCSD is NOT a Bring Your Own Device (BYOD) school district***, therefore, ***students are prohibited from bringing their own computer systems to school and using their cell phones as a “hotspot” to circumvent the district’s internet filter system.*** DCSD provides students with a computer system and Google Apps for Education accounts. Google Apps for Education is provided by DCSD for ***educational use only***. Students that use Google Apps for Education for personal use are subject to restrictions and additional school rules and policies. Students may not use Apps/Chromebooks/Electronic Devices for:

- Unlawful activities, including the promotion of illegal drug use
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)
- Inappropriate sexual or other vulgar, lewd or plainly offensive content
- Threatening another person or causing a substantial disruption of or material interference with school activities (cyberbullying)
- Modify or tamper with the DCSD’s network or computing infrastructure
- **Students who violate the Acceptable Use Policy (AUP) in any manner, will be disciplined.** Student Chromebook could be revoked.

#### **Consequences for any Device Violations:**

Each device violation will be looked at on a case by case basis to determine the appropriate consequences. In an effort to be consistent school-wide/district- wide, below is a guide to possible consequences, but not limited to...

Violation	Consequence
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Sending or displaying offensive messages or pictures	Device Confiscated / Suspension
Student alters/manipulates Device configuration for access to banned website(s) (i.e., Using Hotspot w/Cell Phone)	Device Confiscated / Suspension
Using obscene language	Device Confiscated / Suspension
Harassing, threatening, insulting, intimidating, attacking, bullying or ridiculing others	Device Confiscated / Suspension
Distributing personal identification information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family	Device Confiscated / Suspension
Violating NRS 188.121 Bullying/Cyber-Bullying/on any device	Device Confiscated / Suspension
Damaging computers, computer systems, computer networks, or software	Device Confiscated / Suspension
Violation of copyright laws	Warning / Device Confiscated
Habitually leaving device at home (Three times)	Warning & Parent Notified / Detention/ In-School Suspension / Suspension
Using another person's password and trespassing into another person's folders, work, or files	Warning / Device Confiscated/ Suspension

## POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

Whittell High School is implementing Tier I of PBIS this school year. Whittell Warriors will learn and practice Respect, Responsibility, and Integrity school-wide. The broad purpose of PBIS is to improve the effectiveness, efficiency and equity of our school. PBIS improves social, emotional and academic outcomes for all students, including students with disabilities and students from underrepresented groups. Staff will continue to participate in creating each element of the framework of PBIS. **PBIS DOES NOT** replace GWHS's Progressive Discipline Policy, though it should help to clarify it and



improve the climate and culture of Whittell. Therefore, as we progress throughout the school year, this document will reflect the changes based on the PBIS framework. For more information, please visit <https://www.pbis.org/>

	Classroom	Campus	Hallways	Bathrooms	Commons	Gym	Community
<b>Respect</b>	Actively listen Follow directions Use inside voice and appropriate language Respect others	Park in your own parking spot Keep track of belongings	Observe personal space Respect learning going on in classrooms	Respect privacy of others Respect school property	Keep food in commons Follow directions Exhibit table manners	Use inside voice and appropriate language Play in designated areas	Respect property Respect community members Respect yourself
<b>Responsibility</b>	Be prepared Turn assignments in on time Keep classroom clean	Observe speed limit Be on time	Use hall pass Be on time Go straight to destination	Keep facilities clean Flush the toilet Wash your hands with soap and water Throw away trash	Keep commons clean Be safe	Be safe Be aware of others Use and return equipment correctly	Be actively involved in community Help others Observe the law
<b>Integrity</b>	Do your best Be honest Be mindful of plagiarism Be a good digital citizen Own your learning	Observe personal belongings and space Respect others' property	Respect others' property Use inside voice and appropriate language	Report vandalism Use inside voice and appropriate language	Be respectful and accepting of others Use inside voice and appropriate language	Exhibit sportsmanship Use positive cheers (root for your team)	Exhibit sportsmanship Exhibit citizenship

### **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

Whittell High School offers a wide variety of extracurricular and co-curricular activities. All students are encouraged to participate in one or more of these activities. Many college scholarships, military enlistments, trade and technical school admissions, and job opportunities are decided by a student's total involvement in school.

Classes and or co-curricular activity that may be addressing controversial material or topics shall provide reasonable and appropriate notification to parents. Parents may then make a personal choice to have their students participate in these activities.

All participants in a sport or club have rules and guidelines they must follow in order to participate. Students are required to purchase a student body card in order to participate in school activities. Parents and students must both sign the designated contract for the respective extracurricular, co-curricular, or club activity. Participation in any illegal activity or violation of any rules in the contract will result in behavioral consequences as specified in the contract. NIAA contracts are in effect for the entire high school career of the student. All athletes must be passing all of his/her classes during the sports season to remain eligible for competition during the semester. Athletes must earn a 2.0 average and pass four (4) classes, two (2) credits, the previous semester to be eligible for a sport in the current semester. [AR 216](#)

**Whittell High School requires that a student must attend ½ (half) of his/her classes on the day of any particular activity to be able to participate that day. The student must attend school ½ day, (3 classes) on Thursday for participation on Saturday, this includes dances and other activities. If an athlete goes home due to illness, he/she will not be allowed to participate in a contest that day.**

Representing Whittell High School as a role model is an expectation of all participants. Students and parents are expected to respect the decision of those adults and officials administering and officiating each contest. Specific guidelines for parents and student participants are listed in Douglas County School [BP 216](#).

**EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

Year Long	Fall	Winter
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	Cross Country (6-12)	Basketball (6-12)
Academic Team (9-12)	Cheer (9-12)	Cheer (9-12)
National Honor Society (10-12)	Basketball (6-8)	Ski (9-12)
National Jr. Honor Society (8-9)	Soccer (9-12)	Volleyball (6-8)
Yearbook (9-12)	Volleyball (9-12)	<b>Spring</b>
Student Government (6-12)		Baseball/Softball (9-12)
W.E.B. (6-10)		Boys Golf (9-12)
Interact Club (6-12)		Track (6-12)

### **STUDENT COMMITMENT**

There is a *consequence* if a student quits after 10 days, including practices:

- *Consequence*-student may not play first six weeks of next sport
- Student must attend practices of next sport, even if they're not playing for six weeks
- Principal and Vice Principal may make exception for extenuating circumstances

### **SCHOOL STUDENT EXPENSES**

***ALL PRICES ARE SUBJECT TO CHANGE***

#### **P.E.**

\$8 PE shirt

\$8 PE shorts

\$15 PE set

\$8 Shin Guards

\$10 Lock for PE locker (if purchased at school)

**ANNUAL NOTIFICATION OF RIGHTS UNDER  
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the Douglas County School District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Douglas County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a counselor, a school psychologist; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant,

or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The federal office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202-4605

In addition, the Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Douglas County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Douglas County School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Douglas County School district to include this type of information from your child's education records in certain school participations. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs, and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

#### **ANNUAL NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) – Continued**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to,

companies that manufacture class rings or publish yearbooks. In addition, two federal laws<sup>1</sup> require the DCSD to provide military recruiters and institutions of higher education upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the DCSD that they do not want their student's information disclosed without their prior written consent. If you do not want DCSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. DCSD has designed the following information as directory information:

- Student name
- Address (military & institutions of higher education only)
- Telephone listing (military recruiters \* institutions of higher education only)
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Photograph

For additional information, please contact:

Douglas County School District  
Educational Services Department  
1638 Mono Avenue  
Minden, NV 89423  
(775) 782-7179

<sup>1</sup>These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 502, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107,) the legislation that provides funding for the Nation's armed forces.

/FERPA Notice

*Revised 6/29/11*

**ANNUAL NOTIFICATION OF RIGHTS UNDER  
THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out of:**

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect**, upon request and before administration or use of:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

DCSD has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. DCSD will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. DCSD will also directly notify parents and eligible students such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure, or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any non-emergency, invasive physical examination or screening as described above

Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

For additional information, please contact the DCSD Special Services Office, at 775-782-4355, or write to:

Special Services Office  
1638 Mono Ave.  
Minden, NV 89423

## DOUGLAS COUNTY SCHOOL DISTRICT

### Notice of Non-Discrimination

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boys Scouts of America Equal Access Act. The District is an Equal Opportunity Employer.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation, may grieve such matters using the adopted grievance procedures of the Douglas County School District. Such procedure shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

The Superintendent of Douglas County School District has designated the following person to handle inquiries regarding student and employee non-discrimination policies:

**Executive Director of Human Resources**

1638 Mono Avenue  
Minden, Nevada 89423  
(775) 782-7177