JERRY WHITEHEAD ELEMENTARY SCHOOL

WASHOE COUNTY SCHOOL DISTRICT

Student and Parent Handbook



2026 – 2027

3570 Waterfall Dr. Sparks, NV 89434
Phone# 775-626-5200 Fax#775-626-5202
Whitehead / Home (washoeschools.net)

Disclaimer: This document contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents during the course of the school year. For the current version of any of these documents, please utilize the link below.

Board Policy and Regulations for Public Review / Administrative Regulations - Public Review and Comm (washoeschools.net)

Notice of Non-Discrimination

The Washoe County School District is committed to providing a safe and respectful learning environment for all students and is committed to nondiscrimination on the basis of race, color, national origin or ethnic identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations.

The Washoe County School District prohibits all harassment that makes an individual feel uncomfortable, scared, or confused, and when it interferes with a student's schoolwork or ability to participate in school activities or attend class or a staff member's ability to do his/her job.

No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or District-operated school bus. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation, and retaliation.

Table of Contents

1. Welcome Note 1
2. Staff List 2
3. Arrival and Dismissal 3
4. Delayed Start/School Cancelation 4
5. Lunch and Recess Schedule 4
6. School/District Calendars 5
7. Infinite Campus 6
8. Report Cards 6
9. School/Home Communication 7
10. Conferences 7
11. Parent Teacher Home Visit Program(Whale Watching) 8
12. Homework Policy 8
13. Attendance 9
14. Getting to and From School 11
15. School Library FAQs 13
16. School Volunteers 15
17. Field Trips 16
18. Visitors 16
19. Emergency Procedures 17
20. Dress Code 20
21. Breakfast/Lunch/Snacks and Birthday Celebrations 20
22. Electronic Devices 21
23. Personal Belongings 22
24. Lost and Found 22
25. Positive Schoolwide Behavior Plan 23
26. Discipline Plan 24
27. PFA 26
28. Important Phone Numbers and Websites 28

Dear Whitehead Families,

Welcome to the 2026–2027 school year! We are excited to begin another wonderful year of

learning and growth together.

Last year brought many successes. Our students showed strong academic growth in Math, English Language Arts, and Science. We also surpassed our attendance goal, reducing chronic absenteeism to 8.33%. Thank you for making attendance a priority and supporting your child's success.

We are also proud of our Whale Watching Initiative, which included 98 home visits last year. These visits helped strengthen the relationships that make our school community so special.

Thank you for your continued support of Whitehead. Your partnership helps us create the best possible learning environment for our students.

This year brings several exciting additions:

- Central air conditioning has been installed throughout the school.
- We are launching a new preschool program for our youngest learners.
- We are excited to welcome Mrs. Penny West as our new Dean of Students.

We are grateful for your trust and look forward to another great year together.

Remember, at Whitehead, we don't wait for opportunities—we make them happen.

#NoOpportunitiesWasted

With gratitude,

Principal Timmons

	ASSIGNMENT	FIRST	LAST	EMAIL
1	Principal	Sara	Timmons	Stimmons@washoeschools.net
2	Dean of Students	Penny	West	Pwest@washoeschools.net
3	Counselor	Susie	Elliott	SElliot@washoeschools.net
4	Secretary	Brandie	Larsen	BMLarsen@washoeschools.net
5	Clinical Aide	Joy	Harmon	Cynthia.Harmon@washoeschools.net
6	Nurse	Sarah	Gentolizo	Sarah.Gentolizo@washoeschools.net
7	Kindergarten	Kristy	Grow	KGrow@washoeschools.net
8	Kindergarten	Rose	Avila	ROAvila@washoeschools.net
9	1st Grade	Caitlin	Martin	Caitlin.Martin@washoeschools.net
10	1st Grade	Daisy	Frye	DFrye@washoeschools.net
11	2nd Grade	Mandy	Sage	Mandy.Sage@washoeschools.net
12	2nd Grade	Julie	Rogers	JURogers@washoeschools.net
13	3rd Grade	Nicole	Hering	NHering@washoeschools.net
14	3rd Grade	Amber	Newman	ANewman@washoeschools.net
15	4th Grade	Lorabelle	Hardisty	LHardisty@washoeschools.net
16	4th Grade	Olivia	Moses	Olivia.Moses@washoeschools.net
17	5th Grade	Kelly	Hiatt	KHiatt@washoeschools.net
18	5th Grade	Pam	Sevilla	Pamela.Sevilla@washoeschools.net
19	EC Strategies	Shelley	Waskiewicz	Shelley.Waskiewicz@washoeschools.net
20	Strategies	Dawn	McMahon	Dawn.McMahon@washoeschools.net
21	Strategies	Christine	Silva	Christine.Silva@washoeschools.net
22	Teacher Assistant (EC)	Leta	Medina	LMedina@washoeschools.net
23	Teacher Assistant	Luz	Weaver	Luz.Weaver@washoeschools.net
24	Teacher Assistant	Amanda	Reid	Amanda.Reid@washoeschools.net
25	Teacher Aide 1:1	Heather	Edwards	Heather.Edwards@washoeschools.net
28	Psychologist	Robert	Peinemann	RPeinemann@washoeschools.net
29	Sped Administrator	Katey	Bender	KBender@washoeschools.net
30	Sped Facilitator	Anne-Marie	Squatrito	ASquatrito@washoeschools.net
31	Resource	Cindy	Mullaney	Cindy.Mullaney@washoeschools.net
32	Resource	Jeffery	Slover	Jeffery.Slover@washoeschools.net
33	Preschool Teacher	Robin	Murray	Robin.Murray@washoeschools.net
34	Pre-school Assistant	Lorena	Raygoza	
35	Speech	Wendy	Linnenbrink	GLinnenbrink@washoeschools.net
36	Adaptive P.E.	Laura	Ferrera	LFerrera@washoeschools.net
37	Assistive Technology	Alisa	Adamson	AAdamson@washoeschools.net
38	Reengagement Specialist	Gina	Gandolfo	Gina.Gandolfo@washoeschools.net
39	Attendance Officer	Natalie	Ramirez	Natalie.Ramirez@washoeschools.net
40	EL Coordinator	Laura	Murphy	Laura.Murphy@washoeschools.net
41	EL Facilitator	Londy	Hidalgo	LHidalgo@washoeschools.net
42	Early Learning Assistant	Sandy	Parks	SLParks@washoeschools.net
43	Librarian	Amber	Sorensen	ASorensen@washoeschools.net
44	Music (3 Days)	David	Thaxton	DThaxton@washoeschools.net
45	ETS	Ezekiel	Jacinto	Anna.Spiropoulos@WashoeSchools.net
46	SFC	Greg	Hall	Gregory.Hall@washoeschools.net
47	Night Custodian	Cliff	Needham	Michael.Needham@washoeschools.net
48	Night Custodian	Brett	McMaster	Brett.Mcmaster@washoeschools.net
48	Nutrition Manager	Nicole	Burch	Whitehead.Kitchen@washoeschools.net
49	Nutrition Assistant	Erin	Truex	Erin.Truex@washoeschools.net

Arrival and Dismissal

BELL SCHEDULE

Arrival

- Gates will open at 8:45 AM. Students must go straight to their classroom lines.
- Students in the Self-Contained Program and preschool will be welcomed by our program's team at 8:45 AM on the Northwest lawn.
- Bus Students will use the gate nearest to the main doors of the school and will go to their line/grass area.
- The first bell will ring at 8:55 AM and the tardy bell will ring at 9:00 AM.
- Parents are welcome on the playground during arrival time; however, parents must exit prior to 9:00 AM because all gates will get locked at 9:00 AM.
- For the safety of our students and staff, all parents ***must*** enter the building through the main front doors and ***only*** after checking in with the office staff.

Inclement Weather/Poor Air Quality Arrival

- In the event of severe temperatures, heavy precipitation, and/or poor air quality, all students will go straight to their classroom doors when they arrive at 8:45 AM. This will be communicated as soon as possible.
- All classroom teachers will welcome students into their classrooms and all staff not assigned to students will facilitate the process and direct students by being present at their assigned spots in the hallways or in front of the school.

Please use the links below to access District guidelines regarding inclement weather and air quality.

Healthy Students Healthy Schools / Cold Weather Guidelines (washoeschools.net)
Healthy Students Healthy Schools / Hot Weather Guidelines (washoeschools.net)
Student Health Services / Air Quality (washoeschools.net)

Dismissal

- The dismissal bell will ring at 3:00 PM on Monday, Tuesday, Thursday, and Friday and at 2:15 PM on Wednesday.
- During conference weeks and the last day of school, the dismissal bell will ring at 12:50 PM.
- Every classroom will have a designated path to exit the building. This path will be determined and communicated by the classroom teacher.
- Students will not be dismissed by themselves and without proper supervision from the classroom.
- Classes/students may not be dismissed prior to the end-of-the-day bell. Parents picking up early must go to the front office in person and sign out their students.

Delayed Start/School Cancelation

- In the event of a delayed start or a school cancelation, the District will make the announcement through different modes of communication, such as phone calls, local TV and radio stations, and the WCSD website (www.washoeschools.net). Jerry Whitehead Elementary School will also post on the School Story Page of Class Dojo.

- In the event of a delayed start, the gates will open at 10:45 AM and instruction will begin at 11:00 AM and end at 3:00 PM. If the delay is called on a Wednesday, early release will be canceled, and dismissal will be 3:00 PM.

Lunch and Recess Schedules

LUNCH

Intermediate Lunch

- 11:30 AM – 12:00 PM

Primary Lunch

- 12:15 – 12:45 PM

Self-Contained Programs Lunch

- 12:15-12:45

RECESS

Intermediate Recess

- Lunch Recess 12:00 – 12:15 PM
- PM Recess 1:30 – 1:45 PM

Primary Recess

- AM Recess 10:15 – 10:45 AM
- Lunch Recess 12:45 – 1:00 PM

Self-Contained Programs Lunch

- May vary based on students. The classroom teacher will determine the times.

School Calendar

Always visit our school website to access our school calendar and obtain information on upcoming events.

[Whitehead / Home (washoeschools.net)]

2026-2027 Balanced Calendar

July 2026

S	M	T	W	TH	F	S	No School on Shaded Days
			1	2	3	4	# of School Days = 0
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

August 2026

S	M	T	W	TH	F	S	No School on Shaded Days
						1	# of School Days = 16
2	3	4	5	6	7	8	August 4 - 6 - Teacher Professional Dev. Day
9	10	11	12	13	14	15	August 7 - Teacher Work Day
16	17	18	19	20	21	22	August 10 - First Day of School for Students
23	24	25	26	27	28	29	
30	31						

September 2026

S	M	T	W	TH	F	S	No School on Shaded Days
		1	2	3	4	5	# of School Days = 21
6	7	8	9	10	11	12	September 7 - Labor Day
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

October 2026

S	M	T	W	TH	F	S	No School on Shaded Days
				1	2	3	# of School Days = 16
4	5	6	7	8	9	10	October 5 - 9 - Fall Break
11	12*	13	14	15	16	17	October 12 - Teacher Professional Dev. Day
18	19	20	21	22	23	24	October 16 - End of Grading Period
25	26	27	28	29	30	31	October 23, 26-29 - Conference Week
							October 30 - Nevada Day

November 2026

S	M	T	W	TH	F	S	No School on Shaded Days
							# of School Days = 17
1	2	3*	4	5	6	7	November 3 - Teacher Professional Dev. Day
8	9	10	11	12	13	14	November 11 - Veterans Day
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	November 25 - 27 - Thanksgiving Break
29	30						

December 2026

S	M	T	W	TH	F	S	No School on Shaded Days
		1	2	3	4	5	# of School Days = 13
6	7	8	9	10	11	12	December 17 - End of Grading Period
13	14	15	16	17	18	19	December 18 - Teacher Work Day
20	21	22	23	24	25	26	December 21 - January 1 - Winter Break
27	28	29	30	31			

January 2027

S	M	T	W	TH	F	S	No School on Shaded Days
					1	2	# of School Days = 19
3	4*	5	6	7	8	9	December 21 - January 1 - Winter Break
10	11	12	13	14	15	16	January 4 - Teacher Professional Dev. Day
17	18	19	20	21	22	23	January 18 - Martin Luther King, Jr. Day
24	25	26	27	28	29	30	
31							

February 2027

S	M	T	W	TH	F	S	No School on Shaded Days
	1	2	3	4	5	6	# of School Days = 19
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	February 15 - President's Day
21	22	23	24	25	26	27	February 23 - College and Career Readiness Assessment for high schools only.
28							

March 2027

S	M	T	W	TH	F	S	No School on Shaded Days
	1	2	3	4	5	6	# of School Days = 15
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	March 12 - End of Grading Period
21	22	23	24	25	26	27	March 22 April 2 - Spring Break
28	29	30	31				

April 2027

S	M	T	W	TH	F	S	No School on Shaded Days
				1	2	3	# of School Days = 20
4	5	6	7	8	9	10	March 22 April 2 - Spring Break
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

May 2027

S	M	T	W	TH	F	S	No School on Shaded Days
						1	# of School Days = 20
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						May 31 - Memorial Day

June 2027

S	M	T	W	TH	F	S	No School on Shaded Days
		1	2	3	4	5	# of School Days = 4
6	7	8	9	10	11	12	June 2 - 4 Contingency Days in Session
13	14	15	16	17	18	19	June 4 - End of Grading Period
20	21	22	23	24	25	26	June 4 - Last Day of School
27	28	29	30				^June 7 - 9 - Teacher Work Days if school is canceled
							June 19 - Juneteenth

	1st Quarter	2nd Quarter	1st Semester	3rd Quarter	4th Quarter	2nd Semester
Number of Days per Quarter	44	39		48	49	180
Number of Days per Semester	83			97		180

*October 12, 2026, November 3, 2026 and January 4, 2027 are non-student days used for professional development but counted as school days in session per NAC 387.140

Teacher Work Days: August 4 - 7, 2026 & December 18, 2026. ^Addional possible teacher work days if school is canceled June 7-9, 2027.

Teacher Professional Dev. Days: October 12, 2026, November 3, 2026 and January 4, 2027

Infinite Campus

- *Infinite Campus* is the *Washoe County School District Student Information System*. (https://washoenv.infinitecampus.org/campus/portal/washoe.jsp)
- *Infinite Campus is* accessible to staff and parents/guardians from any computer that has internet access as well as on any smartphone when you download the app.
- A kiosk is available at our school for parent/guardian use.
- The *Infinite Campus Parent Portal* allows you to follow your child's growth and progress throughout the school year. When you log in, you can see *Progress* and *Product Scores* for academics, check for missing assignments, and see *Process Scores* for *Student Learning Behavior* (SLB).
- *Infinite Campus* is also used for registration each school year as well as student and family contact information. Please inform the front office of any changes or updates that need to be made, especially for contact/emergency phone numbers.
- Please contact our school's front office for help accessing *Infinite Campus* and the *Parent Portal*.

Report Cards

Report Cards (Progress Reports for Kindergarten) are issued at the end of each quarter (Four times per year). If your student has an IEP (Individualized Education Plan), an IEP *Progress Report* will be included.

The following dates will be used for the nine-week grading periods: Note **- These dates are subject to change.**

End of Grading Period	Teachers – Have grades in by 5:00 p.m.	Report Cards Issued
October 16, 2026	October 20, 2026	October 27, 2026
December 17, 2026	January 5, 2027	January 12, 2027
March 12, 2027	March 16, 2027	April 6, 2027
June 2, 2027	June 2, 2027	June 4, 2027

School/Home Communication

Maintaining clear and timely communication with our families is a priority for all of us at Jerry Whitehead Elementary School. We acknowledge and understand that families' communication preferences are varied. Therefore, we make a concerted effort to utilize several modes of communication when delivering and/or receiving information. Below is a list of the different modes.

- **Class Dojo**
  - Class Dojo is used school-wide and is considered our primary way of communicating events and activities to all students and families. All families must have access to Class Dojo by downloading the app and preferably turning on the notification alerts.
  - Each classroom teacher has a Classroom Dojo page to post information and photos as well as send messages through their messenger system.
  - The school has a *School Story* page that will be used to post information and set calendar invitations for important events and reminders.
  - Families can message classroom teachers as well as administrators through the Class Dojo messenger which works similarly to sending a text message.
  - Classroom teachers will be sending home information for connecting to the classroom page. Contact your child's classroom teacher if you need help getting started.

- **School Website**
  - School-related information and event announcements will be highlighted on our school website. Whitehead / Home (washoeschools.net)

- **Paper Communication**
  - Please look for Classroom Newsletters, fliers, returned assignments/assessments, notes, and other paper communication in backpacks each week.

Conferences

- Our school will hold parent/guardian-teacher conferences in the fall (October 23 & 26-29)
- During these dates, students will be dismissed at 12:50 PM.

Parent Teacher Home Visit Program

- The WCSD *Parent Teacher Home Visit Program* is based on the nationally recognized and **research-based program modeled from Sacramento** and supported in WCSD through Title IV funding.

- The success of *Parent Teacher Home Visits* relies on training teachers and staff to develop meaningful relationships with the families of their students. These relational home visits have been shown to improve attendance, graduation rates and student success through multiple evaluation studies. Teachers and families make stronger connections to support student success and create an opportunity for better home-school communication.

- *Parent Teacher Home Visit* can be scheduled at any time throughout the school year and can be done in a variety of ways.

- For more information on our *Parent Teacher Home Visit Program*, please reach out to the school at 775-626-5200.

Homework Policy

At JWES, teachers will assign homework that is:

- age appropriate
- does not require parental support (may require a parent's signature)
- reinforces skills and concepts taught
- never graded

Homework is a great opportunity for practice and refinement of skills. It is always encouraged to read at home or be read to by a sibling or parent. Students can always access resources on Clever such as iReady and other educational supports.

Admin Reg 6154

Admin Reg 6642

Attendance

It's important for students to be present at school and avoid missing days for several key reasons:

1. **Academic Success:** Regular attendance is directly linked to academic achievement. When students are present, they have more opportunities to engage with the curriculum, participate in classroom activities, and receive instruction from teachers. Missing days can lead to gaps in learning, making it harder for students to keep up with their peers.
2. **Consistency in Learning**: Education builds on concepts over time. When students miss school, they may miss out on foundational lessons that are crucial for understanding more complex topics later on. Consistent attendance ensures that students receive continuous and cohesive learning experience.
3. **Social Development**: School is not just about academics; it's also where students develop social skills, build relationships with peers, and learn how to work in a team. Regular attendance helps students feel more connected to their school community and fosters a sense of belonging.
4. **Building Responsibility**: Attending school regularly teaches students responsibility and the importance of commitment. These are valuable life skills that will benefit them in future education, careers, and personal endeavors.
5. **Support Systems**: Schools provide important support services, such as counseling, special education, and health services. Regular attendance ensures that students have access to these resources and can receive the help they need to thrive.
6. **Reducing the Risk of Falling Behind**: Students who miss school frequently are more likely to fall behind academically, which can lead to frustration and decreased motivation. In the long term, this can increase the risk of dropping out of school altogether.
7. **Legal and Policy Requirements**: Regular school attendance is a requirement. Chronic absenteeism can lead to interventions from the school or district.

Encouraging regular attendance helps set students up for success both inside and outside the classroom.

Absences

- If your child will be absent for any reason, please call our office at 775.626.5200 before 9:15 AM to report the absence for documentation in *Infinite Campus*. You may also report absences through the *Infinite Campus Parent Portal*. Use the following link for more information and a tutorial video.

  Family-School Partnerships / Homepage (washoeschools.net)

- When possible, please send a doctor's note to the front office or give it to your child to give to the classroom teacher. Having this documentation makes absence exempt from consideration when calculating chronic absenteeism.

- Please communicate and work with your child's teacher to make up for missed work due to absences.

Tardies/Leaving School Early

- If your child is late for school, always check in with the front office to obtain a tardy slip and bring in a doctor's note anytime possible.

- When possible, please notify the classroom teacher if you will be picking up your child early and the office will call the student out of class when you arrive at school.

- You must always present a Photo ID to pick up your child from school. Students will only be released to authorized persons listed in *Infinite Campus*.

- If someone other than the parent/legal guardian registered on *Infinite Campus* will be picking up your child, the parent/legal guardian must complete a signed approved release form from the office.

Registration/Withdrawal

- All students returning to Jerry Whitehead Elementary School or any school in WCSD must have an updated and complete registration. Registration is to be completed online through the *Infinite Campus Parent Portal.*

- Please contact our office at 1-775-626-5200 if you need help accessing your *Infinite Campus Parent Portal*, registering, or withdrawing your child.

For a detailed WCSD Attendance Policy, please use this link https://www.washoeschools.net/Page/17303.

Board Policy 5400

Getting to and From School

Bus Transportation

- To register your child for bus transportation and access bus schedules, please use the link below. https://www.washoeschools.net/transportation

- Students must always display respectful, responsible, and safe behavior when riding the bus. Failing to comply with bus expectations may trigger an investigation and possible bus suspension.

Drop-Off/Pick-Up

- Jerry Whitehead Elementary School works closely with and follows guidelines coming from the *Transportation Department*, as well as the *School Police and Sparks Police Departments* to ensure the safety of all students. Our parking lot and drop off/pick up locations have been created based on the guidelines from all departments.

- Crosswalks on Shadow Lane and the Green Belt, Shadow Lane and Waterfall Drive, and Waterfall Drive and Candelaria Drive will only be manned if parents volunteer. The school will provide stop signs, yield signs, no U-turn signs, and vests.

- During drop-off and pick-up times, the parking lot is reserved for bus unloading/loading and staff parking only.

- The safest way to drop off/pick up students would be to pull up to the yellow zones on *Shadow Lane* or *Waterfall Drive*. Students may quickly exit the vehicle, ensuring they stay near the fence line and do not cross in front of vehicles. You may then cautiously exit the drop-off/pick-up lane and proceed down *Shadow Lane* or *Waterfall Drive*. Please do not wait in your vehicle for a lengthy amount of time or park and leave your vehicle in the yellow zone. This impedes the flow of traffic and may result in unsafe practices, such as dropping off students in the middle of the street. Also, please do not attempt any U-turns anywhere in school zones. U-turns in school zones are illegal and can result in a traffic ticket. As you can see on the map below *Waterfall Drive* intersects with *Candelaria Drive*, which then connects with *Shadow Lane*. Please choose these legal routes and put the safety of our students first.



- If you are dropping off/picking up your child from the after-school program, park in the parking lot, walk through the gates, proceed to the double doors, and ring the doorbell.

- Please obey traffic laws/patterns and avoid all distractions while driving.

- Please do not stand or park in red zones.

- Please stop and yield to pedestrians and maintain a speed of 15 MPH in the school zone both before and after school.

- If you must do business in the building and need to park in handicapped parking, you may request to enter the parking lot. Otherwise, please adhere to the drop-off/pick-up routine.

- If you are dropping off late or picking up early, you must park and enter the front office to check in/out. Please remember to bring your ID if you are picking up early.

Walking/Biking/Skating/Etc.

- Please walk all bikes, scooters, skateboards, etc. on school grounds.

- Bikes and scooters can be locked up at the racks that can be accessed through the gate closest to the main doors of the school.

- Locks are not provided by the school. Students must bring their own.

- Skateboards can be carried into class and placed in a designated spot in the classroom.

- Wheelie shoes are not permitted on campus.

- The school is not responsible for any loss, damage, or theft.

Admin Reg 7501
Admin Reg 5146
Board Policy 5000

School Library FAQs

How many books are available for my child to check out?

- We have a little over 10, 000 books in our collection, and it is always growing.

How many books can my child check out at one time?

- Kindergarten students will check out one book weekly starting in September. Kindergarten students do not take their books home.
- First and Second-grade students will check out one book weekly starting in August and increase to two books weekly in late October/early November. First-grade students do not take their books home.
- Third, Fourth, and Fifth-grade students will check out up to two books weekly starting in August. If they demonstrate the responsibility to return their books in good condition on time, they may be allowed to check out up to four books.

How long is the checkout period?

- Two weeks

What if my child does not finish a book before it is due?

- Books may be renewed if there is not a hold on them, but they must be brought to the library and scanned for renewal. Fourth and fifth-grade students are allowed to renew their books until they finish them.

What if a book my student wants is checked out?

- Books may be put on hold if they are not available, and your student will be notified when it becomes available. Holds may be placed on available items, they will be pulled for the student and placed on the holds cart. Holds will not be placed if your student has an overdue or lost book.

Library Hours: 8:30-3:30 Monday through Friday. Students will primarily check out books during their weekly library time. The library will occasionally be open for checkouts at lunch recess, before school 8:30 – 8:45 AM, and after school 3:15 – 3:30 PM. If open for checkouts, the library door will be open.

FINE COLLECTION POLICY

Terms to know:

Overdue book: A book that was not returned by the due date. After four weeks the book is considered lost.

Lost book: A book the student cannot find or that is overdue by more than four weeks.

Damaged book: A book with spills, tears, writing, or other damage that makes the book unsuitable for use.

How are overdue, lost, or damaged books handled?

- Students with overdue, lost, or damaged books may not check additional books until the school receives some type of explanation from the parent/guardian
- Students will be reminded of overdue, lost, or damaged books if needed weekly during their library time
- Written notices/bills will be sent/emailed home on Fridays

How much are the fines for lost or damaged books?

- The cost of the book

What if my student finds the book after paying the fine?

- If the book is returned, money paid will be refunded. Refunds are issued by the office in the form of a check. No cash refunds.

BOOK FAIRS

We have two book fairs scheduled for this school year. We will have a fundraiser event.

1. Follett e-fair **November 1st- December 1st**
2. Reading for Education begins **February 1st**
3. Paper pie Book Fair **February 22nd – 26th**

If you have any questions or concerns, please contact our librarian Mrs. Sorensen
Asorensen@washoeschools.net

School Volunteers

A great way to get involved is to join our PFA and volunteer with them to support their events. ***Please note this process has changed this school year.**

We're excited to share that Washoe County School District (WCSD) is transitioning to a new, secure Volunteer Management System powered by Raptor Technologies.

This updated system streamlines the application process, enhances school safety, and makes it easier for you to stay engaged in our schools.

Here's what's new:

- **Longer Approval Period:** We are moving from an annual application to a **five-year renewal** cycle, in alignment with Nevada state law.
- **Improved Safety:** The system allows WCSD to run regular checks to help ensure the continued safety of our school communities.
- **Volunteer Portal Access for Previously Approved Volunteers:** You will receive an email from Raptor inviting you to log-in to the Portal. On the Portal, you'll be able to:
    - Confirm or update your contact information
    - View the status and expiration date of your volunteer approval
    - See which roles you're approved for—whether as a supervised volunteer (in classrooms, on field days, or with parent organizations), a non-paid coach for athletics, or as an unsupervised volunteer for overnight/out-of-state trips

Already Approved?
If you're currently an approved volunteer, there's nothing you need to do for the upcoming school year. If you have questions or would like to opt out of the new system, you're welcome to contact your school site or Volunteer Services directly at volunteerservices@washoeschools.net or 775-348-0346.

Below is the link to complete the application:

https://apps.raptortech.com/Apply/NTcyMjplbi1VUw==

Field Trips

Teachers and staff at JWES believe that students learn better by experiencing. They also value the importance of providing opportunities for students to build strong connections to the community and discover the many benefits of living in such a beautiful place that we call home! Therefore, field trips are always encouraged and supported. Additionally, parents are always invited and welcome to participate. To guarantee participation, make sure you fill out a volunteer application right away. Also, be aware of the following guidelines.

- Chaperones on field trips must have an approved volunteer application on file.
- Chaperones must ride the bus to and from the destination and help support the teacher.
- Chaperones must always adhere to the trip's plans, procedures, and expectations as outlined by the teacher.
- Chaperones must never offer students under their supervision any unplanned food or snacks.

Visitors

- Admin Reg 1501
- Admin Reg 1506
- All visitors must sign in and sign out at the front office and must provide a driver's license or other government-issued identification, which includes a photograph.
- Once checked in, visitors will receive a badge that they must prominently display on their person while on school premises.

Emergency Procedures

Emergency Information

- It is imperative that the school have your current telephone numbers for work and home so you may be contacted in the event of an emergency involving your child. **Please contact the school immediately should a change occur**.

- District policy states that people listed as emergency contacts cannot initiate the pickup of students unless parents/guardians have notified the office.

- Presenting a valid ID is required every time a student is picked up during school hours.

- In an emergency where students are evacuated to an off-campus site, District policy states that students may only be released to their legal parent/legal guardian with a valid ID.

Emergency Evacuation/Shelter-in-Place Procedures

- The best thing that can be done in an emergency is to have a plan and to have the knowledge that comes from regularly practicing the plan. Therefore, the District has emergency procedures, which are practiced by staff and students schoolwide on a regular basis. Please see the schedule below.

  August – Fire (First 10 Days of School)
  September – Evacuation and Lockdown (two separate drills)
  October – Earthquake (Great Shakeout)
  November – Fire and Secured Campus (two separate drills)
  December – Evacuation
  January – Fire and Secured Campus (two separate drills)
  February – Fire and Secured Campus – Lockdown
  March – Earthquake
  April – Evacuation and Secured Campus (two separate drills)
  May – Fire

- In the event of a real emergency, decisions will be made by the administration with the collaboration of the WCSD emergency support team and the Superintendent's office.

- In the event there is the need to board buses to transport the students to another site away from JWES, buses would transport them all to a safe location and notifications would be sent out to all families by the District. This type of evacuation would be done with the support of the WCSD School Police and the Superintendent's office. Communication will come from the Connected ED phone call system and the local media will be making announcements as to the specifics of where you should come to pick up your child/children. Please be assured that the staff will stay with your child until a parent/guardian can come.

- In the event of an emergency, you must present a valid ID to be reunited with your child.

- Once the WCSD and JWES administration have put into play the plan for an evacuation, whether it is to the playground or to an off-site location (another school, etc.), parents/guardians will need to go directly to the meeting spot to sign out their child. That may be the school office once the evacuation is over, or to an off-site location where students have been transported in the school community.

- Patience, cooperation, and support during emergency situations will help ensure plans can be put into place effectively. Please follow all school procedures and administration/staff's directions. These steps are part of the school safety plan that works within a system of emergency support from the WCSD School Police, the Sparks Police Department, and the Superintendent's office.

- During a *Shelter In Place Plan*, everyone in the school building will stay inside. No one will be allowed in or out of the school building for any reason. During a practice drill of this nature, we will put signs on the front doors of the school asking you to please remain outside until the drill is complete.

- Secured campus
  - ✓ Occurs in response to an outside event, threat near the building, or an on-campus incident that requires security actions to take place
  - ✓ All students/staff/volunteers/visitors inside or on the playground must immediately enter the nearest classroom/room
  - ✓ Doors and windows must be immediately locked/covered
  - ✓ Instruction must continue as usual
  - ✓ The bell schedule must be ignored until all have been cleared by an administrator through an all-clear announcement

- Secured campus
  - ✓ occurs in response to a life-threatening emergency within the building, on school grounds, or immediate surroundings of the school
  - ✓ All students/staff/volunteers/visitors inside or on the playground must immediately enter the nearest classroom/room
  - ✓ Doors and windows must be immediately locked/covered
  - ✓ Instruction must immediately stop
  - ✓ Everyone must calmly but swiftly move away from windows and doors and sit quietly on the floor of the safest side of the room
  - ✓ The bell schedule must be ignored
  - ✓ All intercom announcements must be ignored
  - ✓ All door knocks and requests to open doors must be (both administrators and school police have keys and will never willingly knock or ask to be let in)
  - ✓ All students/staff/volunteers/visitors will shelter in place until an administrator or school police officer unlocks the doors and makes the all-clear announcement face to face

- Code Blue
  - ✓ Occurs when a student/adult has been injured or needs immediate medical attention
  - ✓ All paths surrounding the injured must be cleared
  - ✓ All students/staff/volunteers/visitors must stay in the building or return to the building if outside
  - ✓ Instruction must continue as usual
  - ✓ The bell schedule must be ignored until all have been cleared by an administrator through an all-clear announcement

- Fire Evacuation
  - ✓ Occurs when the fire alarm rings
  - ✓ All students/staff/volunteers/visitors must drop everything and line up
  - ✓ The adult in charge of every group of students must increase their situational awareness by stopping, assessing, and then responding appropriately at every doorway and hall intersection to provide for the safety of students
  - ✓ Students silently and in an orderly fashion power walk towards their designated spots by the chain-link fence adjacent to Pah Rah Park
  - ✓ In the event that the danger is on the east side of the field, we would move to the designated spots on the south side of the field
  - ✓ When classes reach their spots, teachers account for all students and report the names of any missing students
  - ✓ The administration team/administrative secretary accounts for all staff members
  - ✓ If students and staff must be bused away from the danger and transported to a safe location, the adults in charge will lead the students to exit the gates on Shadow Lane and Waterfall Drive in a calm and orderly fashion and proceed east on Shadow Lane and toward Sparks Boulevard/Reed High School

In the event there is a need to transport students to another site and away from JWES, all students will board buses and will be transported to a safe location. The district will notify families via ConnectEd and local mediately and all students will remain in the care of staff until a parent or legal guardian picks them up. Students will not be released to anyone without proper identification.

In the event of a serious emergency, we can only anticipate that emotions will be high, and understandably so. As JWES staff, we will always do everything we can to keep students safe and when it comes to parent/student reunification, we kindly ask you to adhere to the procedures and directions put out by the WCSD Police, Reno Police, and the office of the superintendent. This will ensure a safe and prompt process.

Dress Code

Our dress code policy aims to promote a sense of unity, respect, and professionalism and to provide an environment that is conducive to learning. Therefore, we ask that you please adhere to the bulleted guidelines below.

- Clothing should fit so that it does not create a health or safety issue.
- Clothing must never contain unprotected speech or any language that promotes illegal activities.
- Tops must cover the body from the chest to below the waist.
- All bottoms and dresses must extend to the student's mid-thigh.
- Undergarments shall not be intentionally exposed.
- Clothing with rips, tears, or mesh is acceptable but should not reveal or expose private/intimate parts of the body.
- Nylons/pantyhose may be worn as an undergarment but never alone as pants/bottoms.
- Head coverings that are neither religious nor medical shall not be worn inside the building.
- Sunglasses may not be worn inside the building during school hours.
- For safety reasons, students are encouraged to wear closed-toe shoes and must always wear sneakers during P.E. classes.
- Shoes with wheels are prohibited.
- No jewelry and accessories that distract, interfere with the learning, or risk injury to the wearer or another.

Admin Reg 5161
Admin Reg 5102

Breakfast/Lunch/Snacks/ Birthday

- Students may not share food due to allergies and family preferences.
- All students have the option to receive a free breakfast and hot lunch. Menus can be accessed by clicking this link: Nutrition Services / School Menus (washoeschools.net).
- The third Friday of each month, and/or holidays, are exempt from the *Safe and Healthy Schools* policy. Your classroom teacher will inform you which Friday is designated for celebrating that month's birthdays.
- Teachers will designate a time for snacks during the school day. We kindly ask that you always send healthy snacks that do not contain high amounts of sugar.

Electronic Devices

We do understand and respect the need for parents to know that they can connect with their children throughout the school day. Therefore, we always honor students' requests to call home and we encourage parents to call the school's office anytime they need to speak with their child during school hours.

To maintain a reliable learning environment:

- All cell phones must be turned off and stored in student backpacks during school hours.
- All cell phones will be removed from the classroom during formal testing and stored in a locked cabinet in the office.
- Smartwatches can be worn only if they do not distract from learning.
- Smartwatches may never be used to place calls or send text messages during school hours.

Failure to adhere to the above expectations, the below progressive discipline plan will be followed.

1st Offense:

- Student will be asked to turn in the phone to the office.
- The student will be retaught expectations.
- Parents will be informed of the incident.
- The incident will be entered under the minor behavior tab in Infinite Campus.
- Student may claim the phone after school.

2nd Offense:

- Student will be asked to turn in the phone to the office.
- The student will be retaught expectations.
- Parents will be informed of the incident.
- The incident will be entered under the minor behavior tab in Infinite Campus.
- Only parents may claim the phone after school.

3rd Offense:

- Student will be asked to turn in the phone to the office.
- The incident will be entered under the minor behavior tab in Infinite Campus.
- Parents are informed of the incident.
- Only parents may claim the phone after school.
- Student may no longer bring their phone to school

Admin Reg 5810

Personal Belongings and Toys

- The WCSD is not responsible for any loss, theft, or damage to any items in the student's possession or stored/left on campus.

- Any toys or personal belongings of any value must stay at home. This may include but is not limited to:
  a) Any digital device
  b) Personal video game players
  c) Trading cards such as character trading cards (Pokémon, baseball, etc.)
  d) Stuffed or Bean Bag animals
  e) Character dolls or action figures such as Pet Pals, Barbie dolls, superheroes etc.

- Any personal belonging or toy brought on the bus or to school will be confiscated by a teacher/staff member and will only be returned to a parent/guardian.

- If a teacher needs students to bring an item for academic purposes, he/she will send home a written request with the specific date and purpose for when your child may bring that item in for classroom use only. The requested item should not be seen or used on the bus, playground, before, or after school.

- Continued offenses may result in student discipline and/or loss of privileges.

Lost and Found

- A lost and found hanging rack and container is right outside the lunchroom doors next to the students' bathrooms.

- Parents are welcome to check the lost and found at any time.

- Unclaimed items will be donated to charities in December and June. * We will let families know before that happens so they can check the items prior to donation time.

- Please mark all lunchboxes, sweaters, coats, and any personal belongings with your child's name.

Positive Schoolwide Behavior Plan

To ensure safety and promote positive behavior, the staff at JWES uses the *Positive Behavior Interventions and Supports* approach. The focus of PBIS is prevention, not punishment. With PBIS, we teach positive behavior expectations and strategies to identify and regulate emotions.

We are WHALES!

	Welcoming	**H**onest	**A**chievers	**L**earners	**E**xplorers	**S**afe
Classrooms	• Use kind words and actions • Include others • Encourage Classmates	• Tell the truth • Admit mistakes • Own your actions	• Work toward goals • Try your best • Stay on task	• Are prepared • Collaborate to grow • Listen to others' ideas • Learn by making mistakes	• Ask curious questions • Try new ideas	• Keep hands & feet to self • Follow classroom expectations and directions • Have a pass to leave class
Hallways	• Walk safely and courteously	• Walk with purpose • Use passes appropriately	• Go directly to destination	• Use walking feet	• Observe hallway displays • Respect hallway displays • Stay with your class	• Always walk • Stay with class • Keep right, keep distance
Playground	• Invite others to play • Take turns • Share equipment	• Solve problems fairly • Report big problems to adults (check w/Elliott) • Follow agreed upon rules	• Practice good sportsmanship • Agree to rules before starting	• Keep hands to self • Resolve small problems together	• Try new activities • Play respectfully • Are creative	• Watch surroundings • Stay in boundaries
MPR/ Cafeteria	• Use kind words • Use polite manners • Leave area clean	• Eat lunch • Clean up messes • Only eat your food	• Stay focused eating • Follow assigned roles	• Use indoor voices • Read lunch menu before school • Follow adult directions	• Try new foods • Model good manners (Show food respect)	• Sit properly • Keep spaces clean
Restrooms	• Respect others' privacy • Wait your turn	• Report problems to adults • Use restrooms appropriately	• Use time wisely • Respect school property	• Leave restroom clean	• Notice & report what's needed	• Wash hands well • Give others privacy
Bus	• Include seatmates • Greet & thank the bus driver	• Follow directions • Follow bus driver's rules • Report problems to adults	• Use appropriate voices • Respect the driver	• Listen to bus driver Listen to staff direction	• Aware of bus safety zones • Notice scenery	• Keep aisle clear • Stay in seats • Technology away • Listen to adults

We have revamped our PBIS matrix at Whithead. This will be an adjustment for our students, staff and families, however we are proud of the concise language and simple to remember words for each letter. You will hear us saying Whales are…

We appreciate your support with our roll out. We will still have students of the month, whale bucks, Way to Go Whales for classes and incentives for classes for attendance. We love celebrating our WHALES and will continue to grow our positive climate!

Board Policy 5700

Board Policy 5100

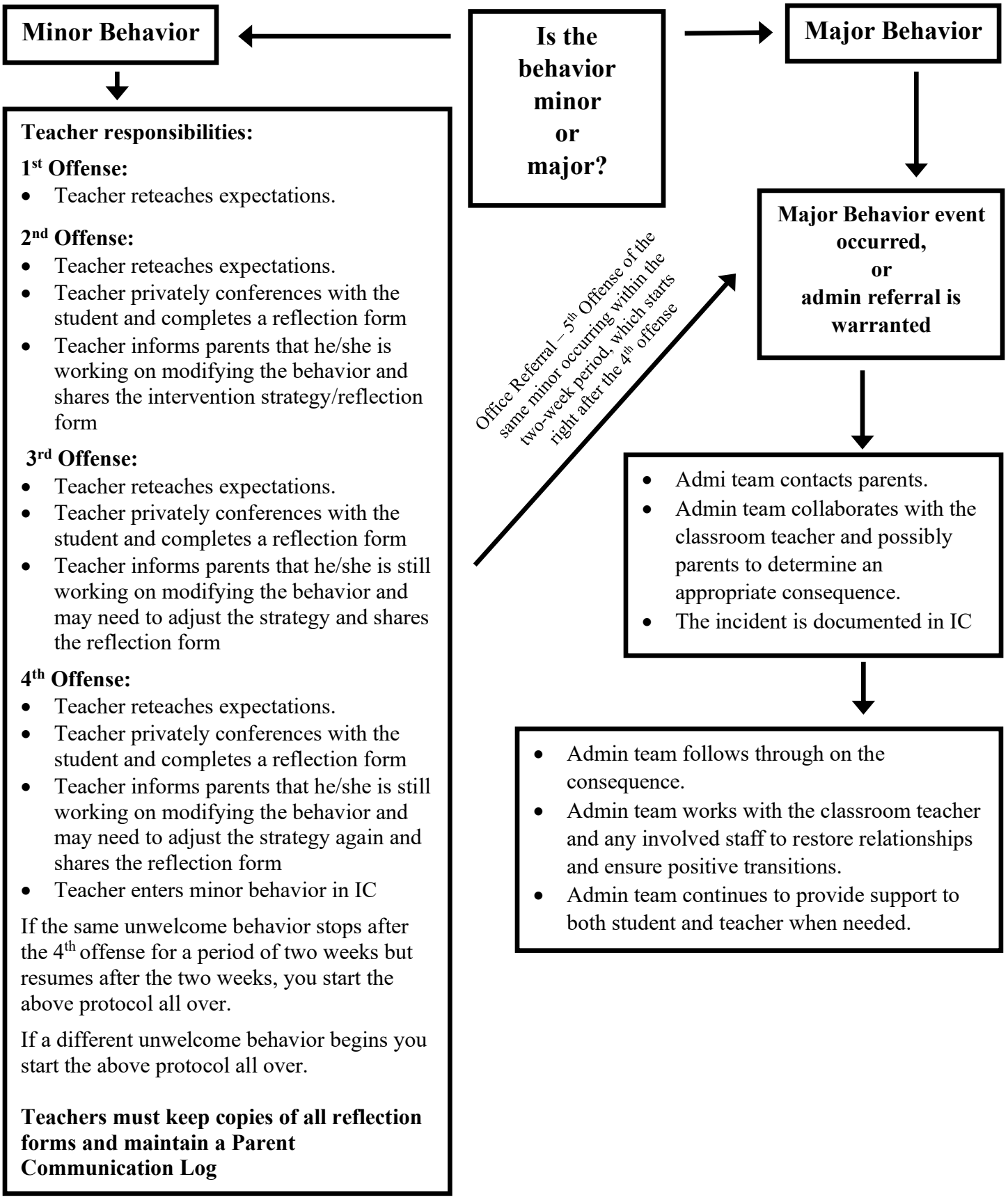
Discipline Plan

Major Vs. Minor Behaviors

BEHAVIOR	MINOR	MAJOR
Disrespect	• Not participating • Making faces/rolling eyes • Huffing, sighing, etc. • Arguing/defiance -Inappropriate response to teacher's request • Refusing to do work • Cheating/lying • Leaving the assigned area • Throwing food	• Blatant/excessive non-compliance or defiance • Swearing, indecent gestures, etc. • Repetitive minor incidences that normal classroom consequences are not addressing • Leaving campus/hiding from staff
Disruption	• Making noises, out of the seat • Constant talking during instruction, blurting • Making annoying noises (whistling, tapping the pencil on the desk, etc.) • Throwing objects • Not following directions	• Screaming/yelling excessively • Teacher cannot teach • Students cannot learn • Out of control behavior to the extreme • Throwing objects with intent to harm
Inappropriate Language	• Negative talk • Name calling, teasing, swearing • Verbal argument/disagreement • Impolite discourse, talking back • Dishonesty/lying • Mean comments that hurt feelings	• Blatant or excessive swearing • Severe verbal threats or intimidation • Harassment (racial, sexual, religious, gender, ability)
Property Damage/Misuse	• Defacing books, pencils, pens, crayons, classroom supplies, and P.E. equipment • Minor vandalism (writing on a desk or other's property) • Stealing minor items • Cutting own clothing/hair	• Excessive defacing of property • Vandalism/actions causing permanent damage • Use of combustibles • Setting fires or attempting to set fires • Stealing major items • Cutting others clothing/hair
Physical Contact	• Minor shoving/pushing in line • Play hitting/horseplay • Aggravating/tapping/nudging • Pushing/shoving, poking, tripping • Reckless physical behavior	• Fighting • Loss of control and anger • Hitting/punching with intent to harm • Physical intimidation • Spitting/Scratching/ Biting
Safety	• Leaving the classroom without permission • Climbing bathroom stalls • Misusing playground equipment • Swinging in a chair • Running inside the building • Play fighting with sticks	• Smoking/Vaping • Possessing or using any controlled substance • Eloping outside the building • Bringing any type of weapon to school

Admin Reg 5701

Student Behavior Management Process


Minor Behavior
Is the behavior minor or major?
Major Behavior
Teacher responsibilities:
1st Offense:
• Teacher reteaches expectations.
2nd Offense:
• Teacher reteaches expectations.
• Teacher privately conferences with the student and completes a reflection form
• Teacher informs parents that he/she is working on modifying the behavior and shares the intervention strategy/reflection form
3rd Offense:
• Teacher reteaches expectations.
• Teacher privately conferences with the student and completes a reflection form
• Teacher informs parents that he/she is still working on modifying the behavior and may need to adjust the strategy and shares the reflection form
4th Offense:
• Teacher reteaches expectations.
• Teacher privately conferences with the student and completes a reflection form
• Teacher informs parents that he/she is still working on modifying the behavior and may need to adjust the strategy again and shares the reflection form
• Teacher enters minor behavior in IC
If the same unwelcome behavior stops after the 4th offense for a period of two weeks but resumes after the two weeks, you start the above protocol all over.
If a different unwelcome behavior begins you start the above protocol all over.
Teachers must keep copies of all reflection forms and maintain a Parent Communication Log
Office Referral – 5th Offense of the same minor occurring within the two-week period, which starts right after the 4th offense
Major Behavior event occurred, or admin referral is warranted
• Admi team contacts parents.
• Admin team collaborates with the classroom teacher and possibly parents to determine an appropriate consequence.
• The incident is documented in IC
• Admin team follows through on the consequence.
• Admin team works with the classroom teacher and any involved staff to restore relationships and ensure positive transitions.
• Admin team continues to provide support to both student and teacher when needed.

PFA

We are so grateful for our PFA and the work they do to support our students. Below is a list of the PFA board members by name and title. Our PFA is always looking to increase its memberships and welcomes everyone who can please join.

President: Michelle Turner

Vice President: Heather Edwards

Secretary: Kelly Hiatt

Treasurer: Deandra Sapigao

Communications/Marketing: Amber Sorensen

Most PFA meetings will be held on the First Thursday of each month. We will alternate the times to see if we can get a better turn out. We will host the meeting in the library and also have the meetings on Zoom so those who cannot attend in person can still participate. The Zoom link will be shared on ClassDojo the night before or the morning of the scheduled meeting.

Meeting Dates:

August 13, 2026 @ 3:30pm

September 3, 2026 @ 5:30pm

October 1, 2026 @ 3:30pm

November 5, 2026 @ 5:30pm

December 3, 2026 @ 3:30pm

January 7, 2027 @ 5:30 pm

February 4, 2027 @ 3:30pm

March 4, 2027 @ 5:30pm

April 8, 2027 @ 3:30pm

May 6, 2027 @ 5:30 pm

The PFA will be leading several fundraisers this year. The funds they raise will always be spent on causes that support our students and our school climate. Following are tables illustrating the events anticipated for this school year and another stating fundraising goals and needs.

Fundraising and Events Schedule

August 2026 • Meet and Greet-6th • First Day of school -10th • Picture Day- 26th • Spirit Wear Sale • PFA Membership and Volunteer Sign Up	**September 2026** • Labor Day- 7th • Parent Teacher Home Visit Week 14th -19th • PFA Membership Drive • Spirit Week 28th-2nd	**October 2026** • Fall Break – 5th-9th • Conference Week – 23rd & 26th-29th • Fall Carnival – 27th • Make up Picture Day-29th • Nevada Day 30th
November 2026 • Online book fair all month • Veteran Day Celebration-10th • Art Night-17th	**December 2026** • Spirit Week- 14th-17th • Winter Break- 18th-4th	**January 2027** • Students return from winter break-5th
February 2027 • Book Fair- 22nd-23rd • Literacy Night- 23rd	**March 2027** • Career Day-15th • Spring Pictures/Kinder graduation pictures • Spirit Week 15th-19th • Spring Break –22nd- April 2nd	**April 2027** • Open House- 20th
May 2027 • Teacher Appreciation Week-3th-7th • Spirit Week- 3rd-7th • Fun Run – 24th • Whale of the Year Assembly – 28th	**June 2027** • Kindergarten Graduation –1st • Senior Walk- 2nd • 5th grade promotion -3rd • Field Day-4th • Last Day of School- 4th	

Events are subject to change based on the availability of volunteers and the level of community support. We appreciate your understanding and encourage everyone to get involved to help ensure the success of our events.

Fundraising/Events Goals and Needs

Goals	Needs
• Raise $10, 000 • Continued family engagement activities	• Additional Volunteers • Additional Members • Supplies • External Donations

Important Phone Numbers and

Jerry Whitehead Elementary School	**1-775-626-5200**
Early Childhood Office	**1-775-333-3731**
Boys and Girls Club	**1-775-353-7783**
School Police Dispatch Non-Emergency	**1-775-348-0285**
Nutrition Services	**1-775-353-5930**
Spanish Springs Washoe County Library	**1-775-360-4160**
Washoe County Social Services	**1-775-784-7301**
Washoe County Health Department	**1-775-328-2400**
Child Find	**1-775-689-2854**
Crisis Call Center	**1-775-784-8090**

WCSD Website	Washoe County School District / Homepage (washoeschools.net)
JWES Website	Whitehead / Home (washoeschools.net)

Links to regulations and Board Policy

Internet Safety- Admin Reg 7211

Student Email- Admin Reg 5007

Service Animals- Admin Reg 7521

Student Behavior Manual- Student Behavior Manual