

Lloyd Diedrichsen Elementary School

Washoe County School District

Family and Student HandBook

2025-2026



1735 Del Rosa Way Sparks, NV 89434

Phone: (775) 353-5730

Website: www.washoeschools.net/diedrichsen

General Information

Diedrichsen Elementary School

1735 Del Rosa Way Sparks, NV 89434

Phone: (775)353-5730

Website [\(washoeschools.net/diedrichsen\)](http://washoeschools.net/diedrichsen)



Office Hours: 7:30a-3:30p

School Hours: 8:45a-2:45p

Wed: 8:45a-2:00p

Administrative Office at Diedrichsen

- Courtney Sego, Principal
- Misty Davis, Dean of Students
- Andrea Ferraez, Administrative Secretary

Welcome to Diedrichsen Elementary School

Welcome to the New School Year!

We are so excited for you to be attending Diedrichsen Elementary for the 2026-2027 school year. Our school prides itself on partnering with families, providing inclusive, safe, learning environments where all students can learn, and helping students become lifelong learners.

This handbook is a way of communicating important information about our school. It has been compiled to serve as a convenient reference and to assist you in answering questions about school policies and expectations.

As a staff, we believe that schools are for children; that our purpose as educators is to create an environment necessary for every child's academic and social growth. Your questions, concerns, and suggestions are always welcome. We look forward to working in partnership with you this year!

Mission: Communicate, connect, collaborate, care, and celebrate.

Lloyd Diedrichsen Elementary School in Sparks, Nevada, honors a man who dedicated his life to community service and public education. Opened in 1981, the school is named after Dr. Lloyd Diedrichsen, a local dentist, World War II naval intelligence officer, and tireless advocate for Washoe County families. He was a passionate local leader, serving as the first chairman of the Sparks Parks & Recreation Commission and a dedicated Sparks Rotary Club president. Today, the school carries forward his spirit of civic pride and leadership by fostering a collaborative, supportive environment where young learners are encouraged to "swim strong" every day.

2026-2027 School Moto:

Stand Tall.. Swim Strong!



School Colors:

Blue and Gray

School Mascot:

Dolphin

Daily Swim Values:

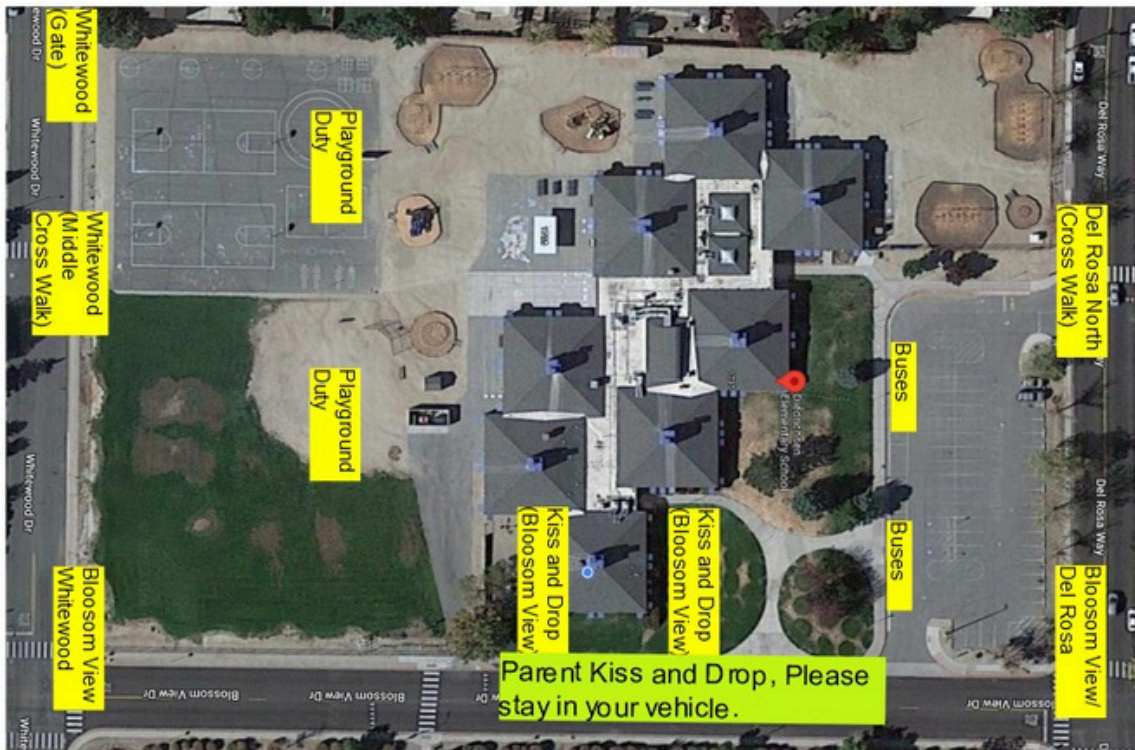
Show Respect

Work to Succeed

Inspire Others

Make Good Choices

Arrival and Dismissal



School Arrival

Students may arrive at school between 8:30-8:45 (the school day starts at 8:45 a.m.) Parents dropping their child off should use the Kiss & Drop on Blossom View Dr. or Whitewood Dr. gate entrance.

The school parking lot is for buses, staff, and handicap parking only and will be blocked off before and after school.

For the safety of your children, please follow the directions given by the staff members and volunteers. The school has staff supervision at gate entrances and throughout the campus while parents drop off their children at the Kiss & Drop or walk them to the main entrance gate.

Arrival and Dismissal

Crosswalk Supervision

Due to a reduction in staffing for the 2026-2027 school year, we will be adjusting how we supervise crosswalks before and after school. After working closely with the Safe Routes to School team, we have identified the two busiest and safest locations for staffing. Moving forward, staff will be assigned to the following crosswalks: Blossom View / Del Rosa and Blossom View / Whitewood. Additional safety measures will include placing large orange traffic cones and signage at all crosswalks to remind drivers that they are entering a school zone and should proceed with caution. We encourage all families, especially those whose children walk to school or are dropped off nearby, to review the safe crossing locations with their students. Please take some time prior to the school year to walk the route with your child and show them how to cross safely at the staffed locations. Classroom teachers will also be reviewing these locations and walking students through the locations at the start of the school year, while teaching school and classroom policies and procedures. If any parents or guardians are interested in volunteering to help supervise one of the other four crosswalks before or after school, we would greatly appreciate your support. Please contact our office or message Mrs. Sego through Class Dojo if you are able and willing to volunteer your time.

Arrival and Dismissal

School Dismissal

Definitions of Dismissal Options: Please make sure you inform your child's teacher of the regularly scheduled dismissal plan for your child. (**NOTE: if you change plans from your regular dismissal, PLEASE notify the teacher before that, last-minute messages cannot be delivered to students in the classroom)

- **“Car Riders”**- Students whose parents will use the Kiss & Drop, parking lot, or another area to pick up their child by car.
- **“Walk-Up Parent”**- Students whose parents will park their car, walk to the classroom line to meet their child, and then walk back to the parked car with their child.

Dismissal Reminders

- When parking in the Kiss & Drop on Blossom View Dr, please move forward as far as possible so that we can fit as many cars as possible in that area.
- Please do not leave your car unattended when parking in the Kiss & Drop.
- If making any changes to your child's pick-up routine, please ensure the classroom teacher is aware of the changes. For example: If your child is usually picked up by a sibling but wants to pick them up, please make sure the classroom teacher knows well before picking them up.

WCSD TRANSPORTATION OF STUDENTS

Arrival and Dismissal

Pets on Campus

To ensure the safety and comfort of all students, staff, and families, pets are not permitted on school campus during student drop-off, pick-up, or at any other time during the school day. This district policy applies to all pets, regardless of size or breed, including those that are leashed or being carried. Only trained service animals that are assisting an individual with a disability are permitted on campus.

SERVICE ANIMALS

Office Pick - Up

- During school hours, only the parent, guardian, or approved release is allowed to pick up the student from school.
- Please see the office if you need to fill out a pick-up form. This needs to be filled out annually.
- For your child's safety, please bring identification when picking up your student.
- We cannot release a student unless we can verify the identity of the person picking them up.
- We cannot release any student to anyone, not on the approved pick-up.
- If you cannot pick up your child and are sending someone else to pick them up, please notify the school with as much advanced notice as possible.
- Anyone picking up students from Diedrichsen will be required to show I.D.

Attendance

Attendance Policy

Attendance is extremely important and is a focus at Diedrichsen Elementary. The state of Nevada tracks student attendance, and Diedrichsen is held accountable for students attending school. Aside from state reporting, students need to learn the life skill of arriving on time to school every day.

If your child is absent from school, the school must receive notification within three school days after their return, or the absence will be deemed unexcused.

Please be aware that ten (10) consecutive days absent without any contact with the school will cause automatic withdrawal from Diedrichsen ES. Twenty (20) consecutive days absent, with or without contact with the school, will cause automatic withdrawal from Diedrichsen ES.

WCSD STUDENT ATTENDANCE

RELEASE OF STUDENTS DURING SCHOOL HOURS

Before and After Care



- We are proud to partner with Right at School to provide before and after-school care for families.
- For enrollment and additional information about Right at School, please visit

www.rightatschool.com/district/washoe-nv/

Program Details:

- The program operates Monday through Friday.
- Before School Program starts at 7:00am.
- After School Program hours are 2:45pm to 6:00pm.
- Program hours include early release Wednesdays 2:00pm to 6:00pm.

Home/School Communication

We at Diedrichsen Elementary believe effective home/school communication is essential for a successful school experience. We value parents' vital role in supporting children's academic success at school. Our teachers and staff strive to maintain a positive school climate where all students can learn and feel safe at school.

When working with children, parents may have questions, or concerns, and students may encounter conflict. We want to work together to solve issues that may arise in a positive and timely manner. Therefore, we have developed the following guidelines to ensure effective communication between home and school, and we appreciate your cooperation.

The administration will communicate in various ways to ensure the Diedrichsen community is up- to-date with all important information.

- **[Diedrichsen Elementary Website](#)**
 - The website is updated regularly with important information. The website will reflect that information when there is a 2-hour delay or cancellation.
- **[ClassDojo](#)**
 - ClassDojo is an online app that helps us communicate with families. All of our teachers communicate through Dojo.

Home/School Communication

Be Proactive

If you have a question or concern, be proactive and ask the teacher for an appropriate conference time or email your question.

Start With The Teacher

If you have a concern, please bring it to the attention of the teacher right away so it can be addressed.

Schedule A Time For A Conference

Face-to-face scheduled conferences are preferred at a time that has been pre-arranged with the teacher and is mutually convenient for parents and the teacher.

Keep Class Dojo Positive

At Diedrichsen, we use Class Dojo to share learning experiences, provide information, update parents about events, and share exciting things happening. Please remember that messages on Class Dojo need to stay positive and focus on creating a positive culture. Misuse in Dojo will result in being removed from the school account.

Allow School Staff To Investigate Thoroughly

Please keep in mind that when your child reports something to you that may be of concern, more than often, there is more information about the situation than your child may be aware of or know. Parents should never address another parent or another child regarding a concern. Once you bring the concern to school staff, allow staff to speak to those involved and other witnesses to gather all the information related to the matter.

Home/School Communication

Time Sensitive Messages for Teachers

If you have an urgent or time-sensitive matter that needs to be communicated to the teacher during the instructional day, please call the school office and leave a message with the office staff. Please note that to avoid interrupting instruction, only messages deemed extremely urgent by the administration will be delivered during instructional time.

Contacting Administration

Diedrichsen administrators are committed to creating a positive school climate where all students can learn and grow academically. We believe that all parents have dreams for their children and want the best for them. The administration will ask that you first attempt to resolve the concern with the classroom teacher. However, the administration is happy to meet with parents to discuss any questions or concerns.

Emergency Contact Info

It is extremely important for the school to have a current home and emergency telephone numbers listed in Infinite Campus, as well as your current address, so that you may be notified in case of an accident, illness, or emergency. If this information changes throughout the year, please inform the office as soon as possible.

To make an appointment with Mrs. Sego, please call 775-353-5730

Home Learning (Homework)

At Diedrichsen Elementary, we value a healthy balance between school and home life. For that reason, we do not assign routine nightly homework. Instead, homework is thoughtfully assigned only when it supports student learning and has a meaningful purpose. Students may be expected to complete unfinished classwork, make up missed assignments due to absences, or complete occasional projects that extend classroom learning. In some cases, teachers may assign additional practice, enrichment activities, or special projects to reinforce classroom learning. Reading at home remains an important part of every student's learning. Students are expected to read for an average of 15 minutes each night in the primary grades and at least 20 minutes each night in the intermediate grades, weekly. Regular reading helps build vocabulary, strengthen comprehension, develop fluency, and foster a lifelong love of reading.

WCSD HOMEWORK POLICY

Lost & Found

Children are sometimes inclined to lose personal belongings at school. Please mark all items clearly with your child's first initial and last name. Clearly labeling your child's belongings will help us to return items quickly. Students can claim lost items by checking the Lost and Found located by the main hallway. Small items such as money, purses, jewelry, glasses, keys, and cell phones can be claimed in the school office. The accumulated unclaimed clothing and other items will be donated to local charities throughout the year.

Medication

Parents must contact the school and sign a legal release form if a child is well enough to be in school but requires medication during the school day. Medications must be in the original prescribed container and must be kept in the health office. Please do not send over-the-counter medications with your child. Under no circumstances is the school allowed to administer medication to a student without a prescription.

Parties & Celebrations

School-wide celebrations - for students in grades K – 5 may be held to recognize special holidays/events related appropriately to instruction. Details of school-wide celebrations will be announced during the year. Parents may be asked to assist teachers with special preparations.

Birthday Celebrations - Prior to celebrating your child's birthday at school, please contact the classroom teacher. Classroom instructional time is not to be used for birthday celebrations. If the classroom teacher agrees, it is required that all food items be prepackaged (not homemade), and it is recommended that items be individually wrapped. The classroom teacher will also check for student allergies prior to handing out any treats.

Plagiarism & Cheating Prohibited

This administrative procedure shall describe and define protocols related to plagiarism and cheating.

WCSD PLAGIARISM & CHEATING PROHIBITED POLICY

Safe & Respectful Learning Environment

The Washoe County School District seeks to create a safe and respectful learning environment free from race discrimination, bullying, and cyber bullying in order for students to achieve success.

SAFE & RESPECTFUL LEARNING ENVIRONMENT POLICY

Family Guide to Student Behaviors

At Diedrichsen Elementary, we are committed to creating a safe, respectful, and inclusive learning environment where every student can thrive. Part of this commitment involves teaching students how to make positive choices and helping them learn from mistakes in a supportive way.

This guide outlines common minor behavior concerns, real-world examples, and the specific strategies our staff use to respond. Our goal is to partner with families through complete transparency. We believe behavior is a skill that can be taught and strengthened with consistency, compassion, and collaboration between school and home.

What's the Difference Between a Minor and a Major Behavior?

Minor Behaviors are everyday issues that can typically be managed within the classroom by the teacher. These include disruptions, refusal to follow directions, or minor misuse of materials. They are usually addressed through redirection, reteaching, reflection, and other classroom-level strategies, often without needing administrative involvement.

Major Behaviors are more serious or unsafe actions that require immediate administrator response and follow-up with increased level of support and accountability. These may include physical aggression, threats, harassment, significant property damage, or repeated minor behaviors that have not improved despite support. Major behaviors typically result in a formal referral, parent contact, elevated consequence, and a more structured plan to ensure student safety and accountability.

<u>Teacher Managed</u> Minor Behaviors	<u>Principal/Dean Managed</u> Major Behaviors
Academic Integrity Damage to school Property (small) Defiance/Disrespect/Insubordination Dress code violation Inappropriate Language Invasion of personal space Technology Violation Disruption Disregard of school rules Property misuse	Drugs/Alcohol/Tobacco Gang Related Behavior Harassment Physical Violence Theft Threats/Verbal Aggression Directed at Others Weapons Vandalism/property damage Bullying Discriminatory or Racially Based Behavior Habitual Behavior

Student Expectations & Behaviors

Behavior Type	What it Might Look Like	How We Help
Defiance or Disrespect	● Refusing to follow directions after being asked. ● taking back or using an unkind tone-walking away or ignoring the adult	● One-on-one conversation with the teacher ● Loss of the classroom privilege ● Reflection activity to think about choices and impacts
Inappropriate Language	● Saying mild swear words not directed at anyone ● Repeating words they heard but don't fully understand	● Private reminder about respectful language ● Practice using kind and appropriate words ● Write or draw a better way to say something
Personal Space Issues	● Poking, Pushing, or crowding others in line ● Touching someone's belongings without permission	● Teach and model what personal space looks like. ● Move seat or spot in line. ● Make a plan with the student to show safe behavior.
Disrupting Learning	● Making noises or blurting out ● Getting out of seat without permission ● Distracting others during instruction	● Change seating arrangement ● Use a reflection space or blank area ● Practice how to participate respectfully
Not Following School Expectations	● Running indoors or in hallways ● Being in an area without permission ● Playing rough during recess or in line (no injury)	● Practice the correct behavior (walk quietly, line up safely) ● Talk about the reason behind the rule ● Loss of a small privilege to help remember expectations
Dress Code	● Wear a hat or hood indoors ● Wearing clothing not appropriate for school.	● Private reminder or ask to remove item ● Call home if change of clothes is needed
Technology Misuse	● Using laptop for game or YouTube during work time ● Not following tech rules	● temporary loss of tech privilege ● Reteach how to use device responsibly ● Create a simple tech agreement with the student

Misusing Property	● Writing on desks or furniture ● Using supplies in silly or unsafe ways	● Student helps clean or fix what was used incorrectly Reteach how to care for school property ● Loss of supply privilege for short time
Small Damage to Property	● Tearing a worksheet or paper in frustration ● Purposely breaking a pencil ● Writing/drawing on school property	● Student helps repair or replace the item ● Private conversation about frustration and teach coping strategy

Student Expectations & Behaviors

PBIS Matrix

	<u>S</u>how Respect	<u>W</u>ork to Succeed	<u>I</u>nspire Others	<u>M</u>ake Good Choices
Arrival/Dismissal	● Make everyone feel welcome and comfortable ● Follow the expectations ● Keep hands, feet, and objects to yourself	● Arrival: Go to the designated playground ● Exit designated hallway doors ● Walk scooters and bikes on campus ● Dress weather and school appropriate	● Come on time and come prepared ● Lock bikes and scooters in the bike rack ● Leave other people's properties alone ● Help others	● Be safe – use crosswalks, watch for cars, and wear helmets ● Quickly pick up siblings and go home ● Report any major problems or issues to an adult
Assemblies	● Enter and sit quietly ● Attention on the presenter by listening with both eyes and ears ● Use a noise level 0, Dolphin Silence, when the speaker is talking ● Thank the speaker after the assembly	● When in line, keep your arms at your side, move quietly and stay in your place in line ● Stay seated on your pockets while facing forward ● Transition quietly ● Have a calm body	● Be positive and enjoy the presentation ● Watch teachers for directions ● Be an active participant by being a good listener and responding appropriately when asked	● Applaud with hands not voice ● Model expected behaviors and set a good example ● Wait quietly ● Use "Quiet Coyote" signal to help neighbors stay focused
Bathrooms	● Use time wisely – Go, Flush, Wash, Toss ● Use a noise level 1, Dolphin Whisper ● Respect privacy ● Wait patiently for your turn ● Use the bathroom at an appropriate time	● Keep yourself and the bathroom clean and germ-free ● Use toilets, urinals, sinks and mirrors as designed ● Use a hall pass outside the classroom	● Use the appropriate bathroom ● Quickly and quietly take care of business ● Transition back to class quickly	● Be safe ● Report any major problems or issues to an adult ● Model expected behaviors and set a good example
Bus/Field Trips	● Use a noise level 2, Dolphin Dining ● Follow the bus driver's directions and all bus rules ● Follow instructions from the teacher and community leader ● Respect your neighborhood and communities' belongings ● Practice good manners	● Ask appropriate questions ● Be patient ● Be a responsible citizen ● Keep hands, feet, and objects to yourself ● Keep track of your belongings in line and on the bus	● Follow directions ● Have a positive attitude ● Be a role model for others ● Stay with your group	● Model expected behaviors and set a good example ● Represent our school in a positive way ● Be an active participant ● Encourage and help others make good choices ● Report any major problems or issues to an adult
Cafeteria	● Use a noise level 2, Dolphin Dining ● Say "please," "excuse me," "may I," and "thank you" ● Follow directions ● Keep hands, feet, and objects to yourself ● Pick up and throw away trash even if it's not yours	● Be responsible for your trash and tray ● Raise your hand for help ● Walk in the cafeteria for the safety of yourself and others ● Keep food in the cafeteria	● Try to open packets/containers on your own before asking an adult ● Enjoy your own lunch ● Pick up and throw away trash even if it's not yours	● Use time wisely to completely eat your lunch while talking quietly to your shoulder neighbors ● When in line, keep your arms at your side, move quietly, and stay in your spot ● Stay seated in your spot while facing forward

Classroom	● Use a noise level identified by the teacher ● Attention on the speaker by listening with both eyes and ears ● Keep hands, feet, and objects to yourself ● Respect other's comments, opinions, ideas, reasonings, and differences	● Participate in learning - ask questions ● Keep your area clean and organized ● Be prepared to learn ● Stay on task and complete your work ● Treat school materials with kindness	● Have a growth mindset ● Learn from our mistakes - they are expected, respected, and inspected ● Be positive and try your best ● Transition quickly ● Follow directions	● Use kind words and constructive feedback ● Encourage, listen, and work with others ● Inspire others to improve ● Engage in random acts of kindness ● Report any major problems or issues to an adult
Emergency Procedures	● Use a noise level 0, Dolphin Silence ● Model expected behaviors	● Follow emergency procedures	● Ask for help if needed ● Be a good listener	● Stay calm and move safely
Hallways	● Walk in a straight line ● Follow directions ● Use a noise level 0, Dolphin Silence ● Admire hallway decor with eyes only	● Walk only ● Always have a hall pass ● Keep hands, feet, and objects to yourself	● Transition to your destination quickly ● Calmly and quietly take care of business	● Keep walls, halls, and windows clean ● Be a leader ● Model expected behaviors and set a good example
Office/Clinic	● Use a noise level 0, Dolphin Silence ● Wait for acknowledgment ● Be patient ● Keep hands, feet, and objects to yourself	● Clearly communicate needs ● Go directly back to class ● Use kind words	● Accept responses ● Listen to the speaker ● Be a responsible citizen	● Always have a hall pass ● Wait quietly ● Report any major problems or issues to an adult ● Model expected behaviors and set a good example ●
Playground	● Take turns and share ● Use kind words ● Be a good sport and play by the rules ● Pick up and throw away trash even if it's not yours ● Listen and follow directions from adults	● Keep hands, feet, and objects to yourself ● Freeze at the first whistle and line up at the second whistle ● Bring in your own belongings and school equipment	● Be positive and include others ● Line up quickly and quietly for your teacher ● Use the equipment safely	● Model expected behaviors and set a good example ● Help others understand the playground expectations ● Be a problem solver ● Report any major problems or issues to an adult

Student Dress Code

Our dress code promotes safety, respect, and a focused environment that is conducive to learning. We ask that families and students adhere to the following guidelines:

- **Safety & Fit:** Clothing must fit safely. Jewelry and accessories must not distract from learning, interfere with school activities, or risk injury to anyone.
- **Appropriate Graphics:** Clothing must never contain language or images that promote illegal activities, use offensive speech, or disrupt the school environment.
- **Coverage Guidelines:** Tops must fully cover the body from the chest to below the waist. Bottoms and dresses must extend to the student's mid-thigh. Undergarments must not be visible.
- **Rips & Tears:** Clothes with rips or sheer mesh fabric are acceptable only if they do not expose private areas of the body. Tights, nylons, and pantyhose cannot be worn alone as pants.
- **Hats & Sunglasses:** Head coverings (except for religious or medical reasons) and sunglasses must be removed before entering the school building.

Shoes with wheels: are prohibited.

WCSD STUDENT DRESS CODE

STUDENT UNIFORMS

Student Records

All requests for student records must go through ScribOrder. This includes Subpoenas. Student Accounting/Student Records fulfills all Subpoena/Attorney requests. Schools are not to fulfill Subpoena/Attorney requests. When your school receives a phone call, fax, email, requests from an attorney, or a parent/guardian walk-in requesting student records, including special education records and DMV-Certificate of Attendance requests, please refer them to:

[HTTPS://WASHOESCHOOLSNV.SCRIBORDER.COM](https://washoeschoolsnv.scriborder.com)

They can also access the link by going to the WCSD homepage, hovering over the school's tab, and clicking on Student Records.

Students and Parents can also access the request page under the Student and Parents tab, then click on Student Records.

Parents who need help with access can call (775) 861-4428 for support.

STUDENT RECORDS & INFORMATION

Technology

Student Laptops/iPads

We are committed to building a safe, respectful, and focused digital world for our students. This policy sets clear expectations for using school technology, helps us address any misuse, and guides our steps for correcting behavior when rules are broken. Teachers will regularly review these guidelines in class.

- **Academic Focus:** Use laptops strictly for learning by staying on teacher-assigned websites and apps like i-Ready and Clever.
- **No Personal Entertainment:** Personal gaming, music streaming, and video watching are prohibited unless explicitly approved by a teacher.
- **Careful Handling:** Treat laptops with respect by carrying them with two hands, keeping food and drinks away, and closing them gently.
- **Privacy Protection:** Keep your login passwords private, never use another student's account, and never share personal information online.
- **Kind Digital Citizenship:** Be respectful online by avoiding the creation, search, or sharing of any inappropriate or offensive material.

Technology

Email & Internet

The WashoeCounty SchoolDistrict establishes protocols related to the issuing and use of e-mail and e-mail accounts by students in the Washoe County School District.

STUDENT EMAIL POLICY

RESPONSIBLE USE AND INTERNET SAFETY

Cell Phones and Smartwatches

Personal electronic devices can distract from classroom learning. To maintain an environment where every student can focus:

- Students may not use cell phones or smart watches to call or text during the school day.
- Cell phones must be turned off and left in the child's backpack while on the school campus.
- Cell phones/electronic devices are not to be used during instructional hours unless directed by the teacher.
- Texting is considered the same as cell phone use. Cell phones/electronic devices must be kept in the off position and stored in the child's backpack.

Students using cell phones/electronic devices outside these guidelines will be given a warning. However, after that, they will have the device confiscated, and it will only be returned to a parent or guardian.

USE OF PERSONAL ELECTRONIC DEVICE BY STUDENT

Visitors & Volunteers

Visitors

Ensuring Student and Staff Safety

At Diedrichsen Elementary School, the safety of our students and staff is our top priority. To maintain a secure learning environment, we strictly adhere to Washoe County School District (WCSD) [Board Policy 1505](#): Visitors in the School.

Restricted Access to the Building:

1. For the safety and security of all, parents and other visitors are not permitted to enter the school building during school hours unless specifically authorized by the administration.

Student Meetings:

1. If a parent needs to see their child during the school day, the student will be brought to the office by school staff. Parents should check in at the front office, where staff will assist with coordinating any necessary interactions.

Clearance Procedures:

1. Any authorized visitor must follow all check-in procedures at the front office, including providing identification and wearing a visitor badge while on campus.

We kindly ask for your cooperation in following this policy to help us provide a safe and secure environment for everyone at our school.

Visitors & Volunteers

Volunteers

All visitors and volunteers to Diedrichsen must check-in and sign-in at the front office.

Any person who wishes to enter the building beyond the single point of entry, submit a volunteer application on an annual basis.

Volunteer applications can take up to 10 to process. Applications handed to the office the day of events will not be approved. However, approval of the volunteer application does not guarantee the volunteer opportunity. Final approval and/or assignment of a volunteer opportunity shall lie with the school principal or, as appropriate, the Volunteer Services Department.

VOLUNTEER SCREEN & BACKGROUND CHECKS

PROTOCOLS FOR VISITORS TO DISTRICT PROPERTY

Links to District Policies

Policy/Regulation	Link
Safe and Respectful Learning Environment:	https://www.wcsdpolicy.net/pdf_files/board_policy/5700_Policy-SRLE-v6_FINAL.pdf
Student Behavior	https://www.wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v7_Final.pdf
Student Bullying, Harassment	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5701-Reg-Student_Bullying-v4.2_FINAL.pdf
Gender Identity	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5161_Reg-Gender_Identify-v2.pdf
Student Dress Code	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf
Student Uniforms (for Uniform Schools)	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5106%20Reg%20-%20Student%20Uniforms-Adoption%20Guidelines_School%20Site%20Policy_v5_FINAL.pdf
Homework	https://www.wcsdpolicy.net/pdf_files/board_policy/5300-Policy-Activities-v2_Final.pdf
Plagiarism and Cheating Prohibited	https://www.wcsdpolicy.net/pdf_files/6642%20AP%20-%20Plagiarism%20and%20Cheating%20v3.pdf
Use of Personal Electronic Device by Students	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5810%20Reg%20-%20Cell%20Phones%20v1.1.pdf

Responsible Use and Internet Safety	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7211-Reg-RUA_Internet_Safety-v4.pdf
Student E-mail	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5007-Reg-Student_Email-v3_FINAL.pdf
Student Attendance	https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf
Service Animals	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7521-Reg-Service_Animals-v5.pdf
Transportation of Students	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7501-Reg-Transport_of_Students-v9.1_Final.pdf
Release of Students during School Hours	https://www.wcsdpolicy.net/pdf_files/5146%20Reg%20-%20Release%20of%20Students.pdf
Student Records and Information	https://www.wcsdpolicy.net/pdf_files/board_policy/5000_Policy-Student_Records-v3_Final.pdf
Student Activities (secondary)	https://www.wcsdpolicy.net/pdf_files/board_policy/5300-Policy-Activities-v2.1_Final.pdf
District Recognized Athletics (secondary)	https://www.wcsdpolicy.net/pdf_files/board_policy/5325-Policy-Rec_Athletics-v2_FINAL.pdf
Volunteer Screen and Background Checks	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1501-Reg-Volunteers-v1.pdf

Protocols for Visitors to District Property	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1506-Reg-Visitors-v3.pdf
Student Behavior Manual	Student Behavior Manual (new link coming soon)