Best in the West

Mission Statement

The Caughlin Ranch Elementary School community is dedicated to the pursuit of educational excellence for every student through challenging educational opportunities.

Office Phone: 775-689-2600
School Website:
https://www.washoeschools.net/caughlinranch
Office Hours: 8:30 AM-3:30 PM

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 check the District's website at https://www.wcsdpolicy.net/search.php.

Non-Discrimination Statement: The Washoe County School District is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the District. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation and retaliation.

Greetings Caughlin Ranch Families,

It's going to be a great year at Caughlin Ranch! This handbook is provided to offer guidance and answer questions about the most frequently asked questions related to our school. There are both school and district policies embedded in the pages to follow. Please don't hesitate to give our office or your child's teacher a call or send an email with any questions you may have at any time throughout the year regarding the contents of the handbook or something the handbook doesn't address. We are here for you!

Happy Learning!
Mrs. Lean, Principal



Caughlin Ranch Fun Facts

School Color: Green School Mascot: Colt School Acronym: CRES

Caughlin Ranch Promise

As a member of the Caughlin Ranch School Community, We promise to:

- Play safely
- Take care of our school
- Be polite and helpful and
- Always try to do our best.

Because we are the Caughlin Ranch Colts, the Best in the West!!!

School Spirit

Our PFA (Parent Faculty Association) offers the CRES Spirit Wear Store during the year for students and parents to have the opportunity to purchase clothing and accessories to wear any day of the week. Our favorite day of the week is Spirit Day, which is each Friday. All students and staff wear green or any item that is sold at our store.

Students are assigned a color that represents their grade level each year. On the last Wednesday of each quarter, we do something special to recognize our students, such as an assembly, extra recess together, etc. Each grade level goes all out to wear as much of their team color as possible. The PFA will be giving each student a special grade-level shirt for our annual Colts on the Run event.

Team Colors

Pre-K and Kindergarten-Purple 1st-Red 2nd-Orange 3rd-Yellow 4th-Teal5th-Blue

Kindergarten
Mrs. Drlik
Ms. McElroy
Mrs. Rossi

1st Grade
Mr. Holmes
Mr. Kovar
Ms. Miller
Ms. Scholl

2nd Grade
Mrs. Anderson
Ms. Concha
Mrs. Fierro
Ms. Kinion

3rd Grade
Mrs. Dasilva
Mrs. Dyer
Mrs. Fleischmann
Jessie Little-SWAS

4th Grade
Mrs. Evans
Ms. Knuth
Mrs. Cashell- 4/5 SWAS
Mr. Scurlock-4/5 SWAS

5th Grade
Mrs. Scherr
Ms. Trask
Mr. Carlstrom 4/5 SWAS

Office
Mrs. Lean- Principal
Mrs. Ventureira- Dean
Ms. Nordvik- Secretary
Mrs. Holmes- Clerk
Mrs. Paschal- Counselor
Mrs. Ritchie- Clinical Aide

Student Support Services
Mr. Eddy-Resource
Mrs. Hauser- K-5 Strategies
Ms. Rossi- Early Childhood Strategies
Ms. Barkman-Speech
Mrs. Record, Psychologist
Mrs. Shenoy- Teacher Assistant
Ms. Falin- Teacher Assistant
Ms.Boyer- Teacher Assistant
Mrs. Serrini (Ms. Kay) – Intervention

Special Areas
Ms. Goglio-Library
Mrs. Lowenstein-Computers
Ms. Verbeke-Music
Mr. Austin-PE

Support Staff
Mr. Banez-Site Facilities Coordinator
Mr. Lawrence-Night Custodian
Ms. Aguirre- Night Custodian

2026-2027

Daily Bell Schedule

Bell Schedule 2026-2027	
8:55 a.m.	School Begins
9:00 a.m.	Tardy Bell
10:10-10:30 a.m.	3rd & 4th Grade Recess
10:40-11:00 a.m.	5th Grade Recess
10:45-11:05 a.m.	Kindergarten Recess
11:30 – 12:10 p.m.	Lunch & recess 1st & 2nd
12:00 - 12:40 p.m.	Lunch & recess 3rd & 4th
12:30 – 1:10 p.m.	Lunch & recess Kinder & 5th
1:45-2:05 p.m.	1st & 2nd Grade Recess
3:00 p.m.	School Dismissed

Early Release - Wednesday's 2026-2027	
8:55 a.m.	School Begins
9:00 a.m.	Tardy Bell
11:30 – 12:10 p.m.	Lunch & recess 1st & 2nd
12:00 - 12:40 p.m.	Lunch & recess 3rd & 4th
12:30 – 1:10 p.m.	Lunch & recess Kinder & 5th
3:00 p.m.	School Dismissed

Two – Hour Delay Bell Schedule 2026-2027	
10:55 a.m.	School Begins
11:00 a.m.	Tardy Bell
11:30 – 12:10 p.m.	Lunch & recess 1st & 2nd
12:00 - 12:40 p.m.	Lunch & recess 3rd & 4th
12:30 – 1:10 p.m.	Lunch & recess Kinder & 5th
3:00 p.m.	School Dismissed

Early Release @ 12:50 Bell Schedule 2026-2027	
8:55 a.m.	School Begins
9:00 a.m.	Tardy Bell
11:00 – 11:40 p.m.	Lunch & recess 1st & 2nd
11:30 - 12:10 p.m.	Lunch & recess 3rd & 4th
12:00 – 12:40 p.m.	Lunch & recess Kinder & 5th
12:50 p.m.	School Dismissed

2026-2027 Balanced Calendar

July 2026							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 0
			1	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		

August 2026							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 16
						1	
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							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 21
		1	2	3	4	5	
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							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 16
				1	2	3	October 5 - 9 - Fall Break
4	5	6	7	8	9	10	October 12 - Teacher Professional Dev. Day
11	12*	13	14	15	16	17	October 16 - End of Grading Period
18	19	20	21	22	23	24	October 23, 26-29 - Conference Week
25	26	27	28	29	30	31	October 30 - Nevada Day

November 2026							No School on Shaded Days
S	M	T	W	TH	F	S	# 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							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 13
		1	2	3	4	5	
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							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 19
					1	2	December 21 - January 1 - Winter Break
3	4*	5	6	7	8	9	January 4 - Teacher Professional Dev. Day
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	January 18 - Martin Luther King, Jr. Day
24	25	26	27	28	29	30	
31							

February 2027							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 19
	1	2	3	4	5	6	
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							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 15
	1	2	3	4	5	6	
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							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 20
				1	2	3	March 22 April 2 - Spring Break
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		

May 2027							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 20
						1	
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							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 4
		1	2	3	4	5	June 2 - 4 Contingency Days in Session
6	7	8	9	10	11	12	June 4 - End of Grading Period
13	14	15	16	17	18	19	June 4 - Last Day of School
20	21	22	23	24	25	26	^June 7 - 9 - Teacher Work Days if school is canceled
27	28	29	30				June 19 - Juneteenth

	Number of Days per Quarter	44	39	48	49	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	Number of Days per Semester	83		97		180

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

Policies and Procedures

Arrival

- Playground supervision begins at 8:40 AM. For your child's safety, please do not drop off your children before this time because there are no adults on duty.
- 8:55 AM-First bell rings to alert student to line up with their class.
- 9:00 AM-Second bell rings - instruction begins. All outside wing doors are locked.
- Students who arrive after 9:00 AM are considered tardy and should report to the office to receive a late pass. This is important to ensure our records reflect every student present on campus.
- Gates are locked at 9 am

Dismissal

- All students are dismissed at 3:00 pm (2:15 on Wednesdays). Please have a plan ready with your child for how and where they will be picked up each day.
- After 3:10 pm (2:25 on Wednesday), any child not picked up will be expected to wait for an adult in the school office.
- Sierra Kids Program is available for childcare before and after school. Inquire with the office for more information.
- Gates open at 3 pm

<u>Drop-Off Zone</u>

The drop-off and pick-up zone is the lower area; the upper area is for buses only.

For a smooth, safe experience, we ask the following:

- Pull forward as far as possible.
- Drive and wait only on the right side.
- Have your child exit quickly and safely.
- Continue forward in a single-file line.
- Please stay in your car in the drop-off zone.
- If you prefer to park and walk your child onto campus, please use residential side streets.

<u>Pick-Up Zone</u>

For a smooth, safe experience we ask the following:

- Have a plan with your child or their teacher for where to meet you after school.
- If using the driveway, please pull forward as far as possible and stay in your car.
- Drive and wait only on the right side.
- If you prefer to park and meet your child on campus, please use residential side streets.

Attendance

Attendance is taken at 9:00 AM and again in the afternoon at 1:15 PM on each school day.

Please notify the school by phone or through Infinite Campus of all absences. If you are leaving a voice message, we will need your name, your child's name, their teacher, and the reason for absence. For more information on how to use Infinite Campus, contact the front office.

For complete WCSD Attendance information, please visit: Student Attendance Policy-5400

Leaving School Early

Please make every effort to schedule appointments for your child before or after school. When students miss instruction for even a short time period, it is challenging to make up the work.

1. If a child must leave during any part of the school day, a written note should be presented to the teacher that morning advising:
    a. the full name of the person who will be picking up your student.
    b. Time they will be leaving
    c. approximate return time if applicable
2. Authorized adults must check in at the office and bring their ID to maintain student safety. Students leaving early will be called down to the office by a staff member and signed out as they leave.
3. If students return to school, please walk them to the front office to sign in.
    a. WCSD Release of Students During School Hours:

- WASHOE COUNTY SCHOOL DISTRICT

Lunch Procedures

1. Lunch from home:
    a. Students may bring a sack or lunchbox from home.
    b. Please send only single-serving portions.
    c. Sharing food is not permitted due to student allergy concerns.
2. Hot Lunch
3. Hot lunch is served in the cafeteria every day for $3.25. MySchoolBucks allows you to pay for school meals online. To enroll, visit https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home.
4. For more information about free or reduced lunch programs, please check in with the office.

Visitors and Volunteers

1. All visitors must check in at the office before entering the building.
2. Our office is open from 7:30 am to 3:30 pm during the school year.
3. Follow this link to complete the application to volunteer: Volunteer Services
4. Please remember to check in through the office and take a volunteer sticker/name tag to

wear EVERY TIME you are in the school to ensure alignment with safety and Emergency Operation Policies.

5. Volunteer applicants will need to attend an orientation with the administration before volunteering in our school.

Field Trip Chaperones

1. Must have an approved Volunteer Form
2. Out-of-state trips will require fingerprinting and copies of your ID.
3. Chaperones must stay in contact with the teacher and follow all procedures, plans, and rules that the classroom teacher has planned for the trip**.** Please DO NOT give the students under your supervision any unplanned food or snacks or take them anywhere that is not discussed and approved by the classroom teacher ahead of time.

School to Home Communication

1. **Friday Folders:** To provide consistent communication between home and school, your student will bring home a white/green CRES folder every Friday. It will have important information regarding school activities, fundraisers, flyers, graded papers, and school forms that may need your signature. Please make sure to review the folder, provide a signature, and return the folder on Mondays.
2. **Class Dojo**: Please join our school Dojo.
3. **District Website:** The WCSD website address is: www.washoeschools.net
4. **School Website:** Please check the school website for updated information about our school: **https://www.washoeschools.net/caughlinranch**
5. **"ConnectEd" Phone calls and Emails**: These phone calls will be made by school or district administration to remind you of school or district events or update you on emergencies. Please make sure that your primary phone number in Infinite Campus is up to date, as this is the number that Connect Ed calls and texts will come to. Also, make sure your email address is up to date for weekly Connect Ed emails.
6. **School staff email:** Everyone on our staff has an email address. These are available to you on our school website under Staff Directory. For emergencies, please call the school office.
7. **School Phone:** Our school phone number is 775-689-2600. Classroom teachers and aides may be reached by phone before 8:55 am and after 3:05 pm. You may call the main office to leave a message for any staff member during instructional time, and he/she will get back to you.
8. **Infinite Campus Parent Portal:** Parents will be able to log on to the internet and sign into a family account that will include all K-12th student's information in one place. Families will be able to see the student's schedule, attendance, and grades as well as district and school announcements, etc.. For more info about Infinite Campus log onto the WCSD website.

Parent Conferences

WCSD has scheduled conference week this year on October 23, 26-29

1. Students will be dismissed early each day (12:50 PM) that week, providing teachers with time to meet with each parent/guardian.
2. Please make every effort to attend your children's conference. Having an open line of communication between home and school is so important to your child's success.
3. Parent/guardians(s) are also encouraged to conference with teachers at any time during the year.
4. **REPORT CARDS:** Report cards are issued quarterly. They are designed to give you a written report on the educational progress of your child as it compares to the Nevada Academic Content Standards.

Complaint or Resolution Policy

1. Please address complaints or individual needs with teachers first. Teachers should be contacted via email or phone before 8:55 or after 3:05 to preserve instructional time.
2. If an in-person conference is preferred, contact the teacher to schedule ahead. This ensures your child's teacher will be available to speak with you.
3. When coming on campus, all guests are required to enter and check in through the front office and get a visitor badge.
4. If remediation or complaints are not addressed through teachers, parents should contact the principal directly or speak with the front office to schedule a meeting.

School Phones/ Cell phones

1. School telephones are limited to school business and emergencies. The phones and fax machine are NOT available for student use without explicit permission.
2. Student cell phones and smart watches may not be used during school hours. Cell phones/watches should be off and stored in the student's school bag during school hours.
3. Any cell phone/watch that causes a disruption during school hours will be confiscated and returned to the student's parent/guardian. Continued offenses may result in student discipline and/or loss of privileges.
4. The school is not responsible for any lost, stolen or damaged phones/watches.

Personal Belongings/Toys

1. The WCSD is not responsible for any loss, theft, or damage to any items when in the student's possession or stored/left on campus.
2. Personal items and toys should not be brought to school to prevent loss, damage, or distraction to the learning environment. This includes:
    a. Phones/Technology
    b. Toys
    c. Trading cards such as character trading cards (Pokémon, baseball, etc.)
    d. Stuffed or Bean Bag animals
    e. Dolls or Action Figures
3. If a teacher needs students to bring an item on the above list 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 or playground before or after school.

4. All students are responsible for WCSD books, equipment, or other items entrusted to them by the district.

Lost and Found

1. Lost and Found is located outside the lunchroom. Parents, please check the lost and found shelves at any time.
2. Please consider marking your children's names on belongings to support easy identification and help prevent loss.
3. We will donate all lost & found items to a local charity at the end of each quarter.

Scooters/ Bicycles/ Roller Blades/ Skateboards/ Shoes with Wheels

1. Scooters and Skateboards are not allowed on school grounds at any time.
2. Wheelie shoes should not be worn to school.
3. Students who ride bicycles to school should walk them on campus and lock them up at the bike racks up during the instructional day.
4. The school is not responsible for any loss, damage, or theft.

Health

Should your child become ill or get hurt at school, a clinical aide or nurse will attend to the child's immediate needs. The school will make every attempt to contact you to pick them up. Please do not send your child if he/she has the following symptoms:

- Vomited or had diarrhea in the last 24 hours.
- Has a fever of 100.4 or higher.
- Obvious severe cold symptoms (severe congestion, cough, or sore throat).
- Eyes that itch, burn, are bloodshot, or draining (these can be symptoms of conjunctivitis or pink eye, which is very contagious).
- If a child has been diagnosed with an illness that requires antibiotics, the child may return to school after being treated for **24** hours.
- Please make sure all emergency phone numbers and information are up to date.

Medication

- If it becomes necessary for a student to take any form of medication at school, a Consent and Request form (HS75-320A) signed by the parent/guardian and physician must be presented to the clinic. The request may be written on a physician's prescription pad and must be accompanied by a written request from the parent/guardian. All medication must be sent in prescription bottles, which are clearly labeled with the appropriate directions for administering

the drug. All medications will be kept in and dispensed through the clinic. No medication of any kind is to be in the student's possession without consent from the school nurse.

- Medications at School

Immunization Policy

All Students entering the Washoe County School District from another school district must be in compliance with Nevada State Law NRS 392.435. It states that the students be immunized for Diphtheria, Pertussis, Measles, Mumps, Rubella, Polio, Varicella, Hepatitis A & B. Beginning July 1, 2018, parental history of chickenpox disease will not be accepted as proof of immunity.

Parent/ Guardian or student must present to the school, upon enrollment, an immunization record stamped or signed by their physician or health care provider.
Copies of records are acceptable**.**
THERE IS NO GRACE PERIOD. Immunizations

Religious/Medical/Medial Exemptions:

Any parent desiring an exemption from the immunization policy for religious or medical reasons must submit a letter to the WCSD Board of Trustees at the time of enrollment. The students may be enrolled immediately pending the Board's decision. The school will be notified of the decision. Children in Transition CIT students will not be excluded for lack of immunizations.

Guidelines for Student Behavior

Our staff established the following guidelines to help students in their daily activities while at school and to establish standards for appropriate school behavior. Our ultimate goal is to develop independent, responsible citizens who are functioning members of society. The cooperation and support of the home is crucial in developing a consistent, fair program for our students. We hope that parents and students will discuss these guidelines.

WCSD Student Behavior Policy:

- **Student Behavior Manual**

Bullying is a serious offense and will be dealt with accordingly. The WCSD website has information: Bullying Information for Families

If this is an emergency outside of school working hours and you need immediate support, please call 911 or call one of the following agencies:

- Crisis Center: 1-800-273-8255 or 775-784-8090
- Local law enforcement:
  - Reno Police Department: (775) 334-2175
  - Sparks Police Department: (775) 353-2231

- Washoe County Sheriff Department: (775) 328-3001
- Secret Witness: (775) 329-6666 or text to 274637 Enter TIP725 + message
- WCSD Counseling Administration: (775) 721-5284

CAUGHLIN RANCH

The Best in the West!

	CAFETERIA	HALLWAY	PLAYGROUND	RESTROOM
RESPECTFUL	• Use a kind, polite voice. • Be a good listener and follow adult directions. • Touch & eat only your food. • Sit forward & on your pockets… stay seated. • Look for quiet signal.	• Walk in a quiet, single file line. • Yield to oncoming classes. • Walk on the right-hand side. • Hold all playground equipment until outside.	• Agree on rules of game before playing. • Use appropriate language. • Include everyone. • Share equipment. • Take turns & be a "good sport".	• Allow for the privacy of others. • Please be quiet… learning is happening! • NO SCHOOL SUPPLIES IN RESTROOMS.
RESPONSIBLE	• Clean up your class table AND floor area. • Raise your hand if you need anything. • Keep your lunch items in front of you.	• Stay together in line… no holes or gaps. • Walk with your hands to the side and away from bulletin boards. • Keep hands, feet, and objects to yourself.	• Put equipment away & keep fields clean. • Home toys stay at home. • Put equipment away in the correct place. • Line up QUIETLY when the bell rings. • Tell the duty teacher if there is a problem.	• Only toilet tissue in the toilet. • Use appropriate amount of toilet tissue. • Dispose of trash in the trash can.
SAFE	• Keep hands, feet, and objects to yourself. • Always walk. • Do not share food.	• Always walk. • Face forward as you walk.	• Keep hands and feet to yourself. • Play on equipment the correct way. • WALK to line up when the bell rings. • You must have a pass to be in the hallway.	• Flush. • Wash your hands. • Inform staff/teacher if there's a mess (or toilet clog) in the restroom.

Parent Communication Regarding Behavior

The classroom teacher or principal will communicate with you verbally or in writing via email or letter home to inform you of inappropriate behaviors that warrant parent intervention. Our staff is trained to prevent, teach, and reinforce before contacting parents. If students do not respond to appropriate interventions, the teacher will make contact.

Classroom Rules

Each teacher will have a set of classroom rules on a matrix similar to the one above and consequences unique to his/her learning environment to ensure the safety and education of

the children. These rules will be communicated to the parents/guardians and students.

Dress Code

CRES follows the WCSD Dress Code Policy to maintain a safe and healthy environment for students. Specific information for dress code regulations can be accessed here: Admin Reg 5102

Outside Food and Drink

Lunch and Snack Times

- Students are never to share lunch items with peers due to allergies and family policies on what is acceptable for each child.
- Each teacher will designate a snack time during the school day for his or her classroom. We ask that you adhere to each teacher's classroom policy on snacks due to allergies.

Classroom Events and Celebrations

- The second and fourth Fridays or holidays will be free of the Safe and Healthy Schools Policy on acceptable food items. If a teacher chooses to have a celebration in the classroom, all food items with the nutritional information and ingredients must be provided to our Clinic at least 5 days in advance. The Clinical Aide or Nurse will approve before the suggested foods are permitted in the classroom. No homemade foods are allowed to be shared between students

Birthdays

- Please refrain from sending food to school on your child's birthday. WCSD Safe and Healthy School mandates, food allergies, and attention to instructional time impact the ability to share food in the classroom.

Riding the Bus

Students are to:

1. Remain in seats at all times.
2. Follow the directions of the bus driver.
3. Use quiet voices.
4. Keep hands and feet to themselves and out of aisles.
5. Treat each other with respect at the bus stop and during the ride to and from school. Students who do not comply with transportation guidelines will receive a written notice that is given to the principal. If multiple written documentations are made, a student may lose transportation services.

Bus Info: Parents must register students online to ride the bus. For information on bus routes, go to **Transportation / Department Homepage**

Delayed Start or School Cancellation Procedures

In the event of a weather emergency, WCSD will announce cancellations or delays. This information is sent using Connect Ed, through news stations, and can be found on the Washoe County School District website.

- Two Hour Delayed Start-10:55 AM-First Bell
- Buses will run and arrive two hours later, depending on the announced delay. Check for Winter Bus Stop information.

Emergency/Crisis Procedures

We have developed a plan at CRES that enables us to provide the best protection for our students and staff. We have monthly practice drills to make our actions automatic in an actual emergency. In order to keep our students safe and secure, it is imperative that families strictly adhere to the following:

- In case of a school emergency, DO NOT call the school phone number. It is imperative that we have our lines open for outbound communication.
- If there is a major crisis, you will be notified by the school, T. V. /radio, or Connect-Ed.
- It is very important that we have your current phone number so that we can reach you in case of an emergency.
- In the case of a major emergency, where it is necessary to evacuate students from the school, NO ONE will be allowed to take students from the school. It is mandatory that we account for all students. Students may be evacuated to a safe location by school district buses.
- Only PARENTS or INDIVIDUALS who are listed on a student's emergency contact information would be able to pick students up from our new evacuation location.
- Do not come to school if you hear of an emergency until you hear from the school that it is safe. Private vehicles and extra people may block the passage of emergency vehicles or impede the safety of the students.

Emergency data

It is the responsibility of the parent to furnish emergency information, including home, work, and third contact numbers, as well as the current home address. This information is vital should we need to contact you due to illness or an accident at the school. Please inform the office in writing immediately should any change occur.

Links to District Policies

WCSD Safe and Respectful Learning Environment Policy:

- Board Policy 5700

WCSD Student Bullying and Harassment Policy:

- Admin Reg 5701

WCSD Gender Identity Policy:

- Admin Reg 5161

WCSD Student Records & Information Policy:

- Board Policy 5000

WCSD Homework Policy:

- Admin Reg 6154

WCSD Plagiarism & Cheating Prohibited Policy:

- Admin Reg 6642

WCSD Use of Personal Electronic Devices by Students Policy:

- Admin Reg 5810

WCSD Responsible Use and Internet Safety Policy:

- Admin Reg 7211

WCSD Student E-Mail Policy:

- Admin Reg 5007

WCSD Service Animals Policy:

- Admin Reg 7521

WCSD Transportation of Students Policy:

- Admin Reg 7501

WCSD Volunteer Screening & Background Checks Policy:

- Admin Reg 1501

WCSD Protocols for Visitors to District Property Policy:

- Admin Reg 1506

WCSD Student Dress Code Policy:

- Admin Reg 5102

WCSD Student Behavior Policy:

- Board Policy 5100
- Student Behavior Manual

WCSD Student Attendance:

- Board Policy 5400

WCSD Release of Students During School Hours:

- Admin Reg 5146