

Miguel Sepulveda Elementary School

Washoe County School District

Family and Student Handbook 2026 - 2027



20 years of excellence!

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Phone: (775) 626-5257 **Fax:** (775) 626-5202

Website: www.washoeschools.net/sepulveda

Updated: 8/17/2026

Welcome from the Principal

Welcome to the 2026–2027 school year! We have reached an incredible milestone, Sepulveda Elementary School's 20th year! I could not be more excited to join this amazing community as your principal. For 20 years, Sepulveda has been a place where students have learned, grown, built relationships, and created memories. This year, we have the opportunity to honor that history while blasting off into our next 20 years together.

I believe school should be a place where kids want to be. We are going to work hard, have fun, ask great questions, celebrate successes, learn from our mistakes, and take care of one another. Most importantly, every decision we make will come back to one simple question: Is this good for kids?

To our families, thank you for trusting us with your children. Education is a team effort, and I look forward to meeting you, listening to you, shaking your hands at the gate, and working alongside you throughout the year.

To our Skyrockets: Be curious. Be kind. Work hard. Have fun. Take chances. Dream big. Your teachers and our entire team believe in you, and we are going to pour our hearts into helping you succeed.

Twenty years of Sepulveda have brought us to this moment. Now it's our turn to make the next chapter something special.

Let's blast off! Go Skyrockets! 🚀

With appreciation,
David Prell, Principal

Mission: The Skyrocket community will **LAUNCH** mindful life-long learners.

Miguel Sepulveda was the founder of *AHORA*, northern Nevada's first Spanish-English newspaper. He was considered by many to be the founding father of Nevada Hispanic Services and the Hispanic Chamber of Commerce. Mr. Sepulveda was instrumental in the establishment of the Washoe County School District's English as a Second Language Program, and he was an original member of the Washoe At-Risk Task Force. Sepulveda was opened in 2006. We currently serve students starting at the age of 3 in our Integrated Childhood Program through 5th grade and serve about 500 students and their families.

School Colors: Blue and Silver

School Mascot: Skyrocket

School Motto: Inspiring every Skyrocket to learn, grow, belong, and reach their full potential.

Monthly Character Traits:

SEPULVEDA SKYROCKETS



Safety

I keep my hands, feet, and body safe.

Knowledge

I try my best and keep learning new things.

You Matter

I remember that everyone is important, including me!

Respect

I use kind words and listen to others.

Organization

I keep my space and materials neat.

Control

I stay in control of my body and feelings.

Kindness

I choose to be kind to everyone.

Empathy

I try to understand how others feel.

Tolerance

I accept and celebrate differences.

Scholarly

I come ready to learn every day!



Arrival and Dismissal

Arrival

The gates to the playground open at 8:40 a.m. The first bell rings at 8:55 a.m. and students and teachers will move into the building and then gates are locked. Students arriving after 8:55 a.m. will come through the front doors of the school and report straight to class. Students not in class by the 9 a.m. bell will be considered tardy and are required to collect a tardy slip at the front office before entering. If students arrive at school late, guardians are required to sign them in at the office.

Breakfast

Sepulveda offers free breakfast for the 2025-26 school year. Students may arrive at 8:40 a.m. through the cafeteria doors in the front of the school. Students who ride the bus to school will also enter through the front cafeteria doors. Students will have 15 minutes to eat before being dismissed to line up at 8:55 a.m.

Arrival During Inclement Weather/Poor Air Quality

In the event of severe temperatures, heavy precipitation, and/or poor air quality, all students will be welcomed through the main front doors of the school at 8:40 a.m. All teachers will welcome students into their classrooms.

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

- [Healthy Students Healthy Schools / Cold Weather Guidelines](#)
- [Healthy Students Healthy Schools / Hot Weather Guidelines](#)
- [Student Health Services / Air Quality](#)

Dismissal

The dismissal bell rings at 3 p.m. on Monday, Tuesday, Thursday, and Friday and at 2:15 p.m. on Wednesday. During conference weeks and the last day of school, the dismissal bell will ring at 12:50 p.m.

Parents picking up early must go to the front office in person with a photo ID and sign out their students. **Given the length of time it takes to check-out a student, we do not check students out from class less than fifteen minutes before the end of the school day.**

Just like breakfast, lunch is free this year to all students.

Kindergarten lunch:	11:10 - 11:35 a.m.
1st grade lunch:	11:20 - 11:45 a.m.
2nd grade lunch:	12:25 - 12:45 p.m.
3rd grade lunch:	11:50 a.m. - 12:10 p.m.
4th grade lunch:	12:20 - 12:40 p.m.
5th grade lunch:	11:55 a.m. - 12:15 p.m.

2-Hour Delay Schedule

Arrival: 10:40 a.m. First bell: 10:55 a.m. Start bell: 11 a.m. End of school: 3 p.m.

When a 2-hour delay is called by the district due to weather, school begins at 11 a.m. Playground gates open at 10:40 a.m. The lunch schedule is normal, if the weather allows.

In the event of a delayed start or a school cancellation, the District will make the announcement through different modes of communication, such as phone calls, local TV and radio stations, and the WCSO website (www.washoeschools.net). Sepulveda will also post on the “school story page” of Class Dojo.

School Calendar

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

Visit this link for our school calendar: [Sepulveda School Calendar](#)

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 assignment completion, grades and absences.

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.

School/Home Communication

Maintaining clear and timely communication with our families is a priority for all of us at Sepulveda. 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

- There are two types of Class Dojo. All families have access to Class Dojo by downloading the app and preferably turning on the notification alerts for both versions.
- The school-wide Class Dojo is considered our primary way of communicating events and activities to families. The school has a *School Story* page that will be used to post information and set calendar invitations for important events and reminders.
- Each classroom teacher has a Classroom Dojo page to post information and photos as well as send messages through their messenger system. Families can message classroom teachers through the Class Dojo messenger which works similarly to sending a text message. Classroom teachers send 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:
[Sepulveda School Website](#)

Connect ED

Connect ED phone calls are made a few times each month. These phone calls will give important reminders and updates as needed throughout the school year. You can choose to receive these messages as text messages or emails as well. If you need help with this, please call the school.

Paper Communication

Please look for Classroom Newsletters, fliers, returned assignments/assessments, notes, and other paper communication in your student's Sepulveda Homework folder each week.

Conference Week

Our school will hold parent/guardian-teacher conferences in the fall. During these dates, students will be dismissed at 12:50 p.m.

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.
- Home Visits 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) 626-5257.

Lost and Found

A lost and found bin is located in the main lobby of the school. Parents are welcome to check the lost and found at any time. Unclaimed items will be donated to charities in December and June. Please label all lunchboxes, sweaters, coats, and any personal belongings with your child's first name and last initial.

Homework Policy

At Sepulveda, teachers will assign homework that is:

- age appropriate
- does not require parental support (may require a parent's signature)
- reinforces skills and concepts previously taught

Below are the pros and cons of homework:

Benefits

- Improves student achievement.
- Reinforces classroom learning.
- Develops good study habits and life skills.
- Promotes parent involvement.

Challenges

- May interfere with playtime.
- May interfere with extracurricular activities.
- May cause stress and anxiety.

Attendance

Absences

- If your child will be absent for any reason, please call the absence line at (775) 626-5257 (option 1) before 9:15 a.m. to report the absence. You may also report absences through the *Infinite Campus Parent Portal*. Use the following link for more information and a tutorial video. ([Absence Request Form and App](#))
- When possible, please send a medical note to the front office. Having this documentation makes the absence exempt from consideration when calculating chronic absenteeism. Please communicate and work with your child's teacher to make up missed work due to absences.
- Please do not schedule family vacations when school is in session. They are considered absences and count toward chronic absenteeism.
- Don't permit missing school unless your child is truly sick. Use a thermometer to check for a fever. If your student is anxious to come to school, please reach out to teachers or the counselor. Please click here for the [WCSD Illness screening tool](#).

Tardies/Leaving School Early

- If your child is late for school, 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. Students will only be released to a parent/legal guardian. If someone other than the parent/legal guardian registered on *Infinite Campus* will be picking up your child, the parent/legal guardian must notify the office.

- Given the length of time it takes to check-out a student, we do not check students out from class less than fifteen minutes before the end of the school day.

Registration/Withdrawal

- All students returning to Sepulveda or any school in WCSD must have their online registration completed through the *Infinite Campus Parent Portal*. Please contact our office at (775) 626-5257 if you need help accessing your *Infinite Campus Parent Portal*, registering, or withdrawing your child.

The Importance of Attendance

- There is a strong connection between student attendance and student achievement, even one to two missed days each month can negatively affect classroom performance. Please talk about the importance of regular attendance with your child and contact your child's teacher if you need support.
- Students who miss more than 10% (18 days) of the school year will be required to have a meeting with the teacher and administrator to put supports in place to help with student success.
- Attendance is a factor in determining a school's STAR Rating.

For a detailed WCSD Attendance Policy, please click here: [Family Attendance Section](#)

Getting To and From School

Bus 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. To access bus schedules, please use this link:

<https://www.washoeschools.net/transportation>

School Drop-Off and Pick-Up

Sepulveda works closely with and follows guidelines coming from the *Transportation Department*, as well as *School Police* 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.

- During drop-off and pick-up times, the front staff parking lot is reserved for bus unloading/loading and staff parking only. This parking lot is also for families with a driver who has a legal handicapped sign designated to them.
- Pull up as far as possible when dropping your student off in the drop zone on Ion Drive and do not jay walk. Remember, you are an example for your child.
- In the morning, if you drive into the south parking lot, please pull into a parking space. Do not drop off students as you drive through this lot.
- If you walk your kinder student to and from their playground, please stay on the sidewalk and do not walk between the buses.
- Plan to have a meeting area with your student(s) after school.
- If you are dropping off/picking up your child from the after-school program, park in the parking lot and walk in through the cafeteria double doors.
- Please obey traffic laws/patterns and avoid all distractions while driving.
- Please do not stand or park in any red or blue zones. It is illegal.
- Stop and yield to pedestrians and maintain a speed of 15 MPH in the school zone at all times.
- If you are dropping off late or picking up early, you will need to park and enter the front office to check in/out.

Walking/Biking/Skating/etc.

- Please walk all bikes, scooters, skateboards, etc. on school grounds. Bikes and scooters can be locked up at the racks. 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.

School Library FAQ's

Library Hours ~ 9 a.m. - 3 p.m.

Students primarily check-out books during their weekly library time, please contact our librarian Mrs. Mahlin (smahlin@washoeschools.net) for any further questions.

How many books are available for my child to check out? We have over 12,000 books in our collection, and it is always growing.

How many books can my child check-out at one time and for how long?

- All books are checked out for two weeks at a time.
- Kindergarten students check-out one book weekly starting in September. They don't take books home.
- First and second grade students check-out one book weekly starting in August and increase to two books weekly in early November. First grade students do not take their books home.
- Third through fifth grade students check-out up to two books weekly.

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 will be 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 they become 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.

School Volunteers and Visitors

At Sepulveda we value families and believe that their involvement is beneficial to our students' social and academic development. Parent/guardian presence in the school and at school events strengthens the bonds between school and home and leads to positive attitudes toward school and learning. A great way to get involved is to join our PTO and volunteer with them to support their events. To become a school volunteer or participate in the planning and support of any school event please follow the steps below.

- Fill out an online volunteer application as soon as possible. Applications are valid for five years. This does include staff members who have children attending Sepulveda.
- The link for the online application can be found here or you can use the computer kiosk in the front office: [Online Volunteer Application](#)
- Please be aware, the application can take 4-6 weeks for approval. You will receive an email from Raptor once your application has been approved.

All visitors must sign in and out at the front office and must present a photo ID. Once checked in, visitors will receive a badge that they must prominently display on their person while on school premises.

Field Trips

Sepulveda staff 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 we call home! Parents are invited and welcome to participate. Make sure you fill out an online 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.
- Chaperones must never offer students under their supervision any unplanned food or snacks.

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. No jewelry and accessories that distract, interfere with the learning, or risk injury to the wearer or another.
- Clothing must never contain unprotected speech or any language that promotes illegal activities.
- Tops must cover the body from the chest to below the buttocks and 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 shall 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.

For a detailed dress code District policy, click here: [Student Dress Code](#)

Lunch, Snacks and Birthday Celebrations

All students have the option of having a free breakfast and hot lunch and menus can be accessed at: [Nutrition Services / School Menus](#)

- Students may *never* share food due to allergies and family preferences.
- There are two exempt days each month from the *Safe and Healthy Schools* policy. See our school calendar for those dates.
- No birthday invitations shall be distributed at school by either teacher or students. **Birthday treats must NOT be food related.** Due to students with food allergies and our policy on student wellness, please bring non-food items for classroom celebrations such as *friendship bracelets, polished stones, funky erasers, bookmarks, beads, bubbles, highlighters, decals, stickers, etc.*
- Teachers may designate a time for snacks during the school day. We kindly ask that you send healthy snacks that do not contain high amounts of sugar. All snacks will be consumed inside the building as students work.

Uber Eats/Door Dash/Grub Hub Food Orders

As you can imagine, this can be difficult to manage for a school of over 500. Many times, the food is delivered late, and students miss their lunch and recess time waiting for it to be delivered and then miss class time to eat it in the office by themselves. We ask that you keep this option to your child's birthday only and will only be accepted in the front office by a parent/legal guardian. If your child needs lunch, they will be provided one free of cost this year.

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 must stay at home. This may include but is not limited to:
 - Any electronic device
 - Personal video game players
 - Trading cards such as character trading cards (Pokémon, baseball, etc.)
 - Stuffed or Bean Bag animals
 - Character dolls or action figures such as Pet Pals, Barbie dolls, superheroes etc.
- Students may bring sports/playground equipment (i.e. kickballs, footballs, soccer balls, etc.) for recess. All equipment is to be used only at recess and staff are not responsible for loss, theft, or damage. Equipment should be clearly labeled with the student's name. The expectation is they will share equipment and take responsibility for using it correctly and safely. If students do not follow the expectations, the privilege will be lost.
- If toys or belongings are seen in the classroom, a teacher or staff member will ask the student to put it in his/her backpack. If it becomes a repeated issue, the staff member will confiscate the item and it will only be returned to a parent/guardian. Continued offenses may result in student discipline and/or loss of privileges
- Teachers may request or allow items for classroom purposes. The teacher will communicate this with families when necessary. The requested item should not be seen or used on the bus, playground, before, or after school.

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.

The best thing that can be done in an emergency is to have a plan and 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. During practice drills, we will put signs on the front doors of the school asking you to please remain outside until the drill is complete.

- Secured Campus: During a *Secured Campus* (previously called Code Yellow), everyone in the school building will stay inside. No one will be allowed in or out of the school building for any reason. *Secured Campus* is when something occurs in response to an event outside of the school building which requires security actions to take place. All students/staff/volunteers/visitors inside or on the playground immediately enter the nearest classroom/room. Instruction continues as usual.
- Lockdown Procedure: This occurs in response to a life-threatening emergency within the building, on school grounds, or immediate surroundings. Everyone inside immediately enters the nearest classroom/room. Everyone outside the building immediately follows directions to move away from the building to the closest playground exit.
- Fire Evacuation: This occurs when the fire alarm rings, and all students/staff/volunteers/visitors must evacuate the building silently and in an orderly fashion toward their designated spot by the chain-link fences.

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

Cell Phones and Smartwatches

Electronic devices can be disruptive and interfere with student learning, including disrupting the learning of others. To maintain a reliable learning environment:

- All cell phones must be **turned off** and stored in student backpacks during school hours.
- 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 these expectations, the progressive discipline plan will be followed.

1st Offense: The student turns the electronic device in to the office and is retaught expectations. The Parents will be informed of the incident. It is entered under the minor behavior tab in Infinite Campus and the student claims the electronic device after school.

2nd Offense: The student turns the electronic device in to the office and is retaught expectations. The parents are informed, and it is entered under the minor behavior tab in IC. The parents claim the electronic device after school.

3rd Offense: The student turns the electronic device in to the office. The incident is entered under the minor behavior tab in IC and parents are informed of the incident. Only parents may claim the electronic device after school and the student may not have the electronic device at school for 90 days.

For a detailed electronic device District policy, click here: [Use of Personal Electronic Devices by Students](#)

Technology Policy and Procedures

Purpose: Our goal is to create a safe, respectful, and productive digital environment for all students. This policy outlines expectations for technology use in school, addresses misuse, and provides a framework for corrective actions when students do not follow the policy.

Supporting Responsible Technology Use: Teachers will actively review technology expectations with students, reinforce positive use, and support them in building digital responsibility skills.

Guidelines for Technology Use

1. **Educational Purpose**: Technology at school is intended for educational purposes only. Students are expected to stay on approved and assigned websites or applications including i-Ready and Clever, use technology as instructed by their teacher, and avoid visiting non-academic websites.
2. **Respectful Behavior**: Students should use technology responsibly and respectfully, including not accessing, creating, engaging, or sharing inappropriate or offensive material.
3. **Gaming, Music, and Videos**: Personal gaming, music listening, and video watching are not allowed unless authorized by the teacher as part of a lesson or activity.
4. **Security and Privacy**: Students must not share their passwords with others or attempt to access accounts that are not theirs. Personal information should never be shared online without permission.

Examples of Technology Misuse

- Visiting websites not assigned by the teacher (**Minor incident**)
- Playing games, watching videos, or listening to music without permission (**Minor incident**)
- Searching for inappropriate material or language (**Major incident**)
- Attempting to bypass school internet filters (**Major incident**)
- Tampering with hardware or software settings (**Major incident**)

Special Considerations

- **Intentional Misuse:** Severe or intentional misuse (e.g., attempting to disable school filters, engaging in inappropriate use, or viewing harmful content) may result in skipping progressive steps and implementing stricter consequences immediately.

Consequences for Technology Misuse

Consequences are progressive, ensuring that students have opportunities to learn from mistakes.

1. First Offense

- **Teacher Warning:** The teacher will remind the student of the school's technology policy and explain why their behavior was inappropriate.
- **Redirection:** The student will be redirected to the correct task or website.
- **Parent Notification:** A note or email may be sent to inform parents of the incident.

2. Second Offense – Minor Write Up

- **Loss of Independent use:** The student will only have access to technology with the supervision of the teacher. The teacher can choose a safety procedure they would like to implement with the student, whether it is them sharing their screen with the teacher or a check in/check out method.
- **Reflective Activity:** The student will complete a reflection activity to consider the importance of using technology appropriately.
- **Parent Meeting:** Parents will be contacted and invited to discuss ways to support responsible technology use.

3. Third Offense – Major Write Up

- **Extended Loss of Technology Privileges** (up to 1 week): The student may lose technology privileges for up to one week or an extended period except for iReady. This includes their computer special. The student will complete their iReady minutes with teacher supervision.
- **Restorative Assignment:** The student may be assigned to create a presentation or write an essay about responsible technology use to share with peers. They will be asked to do this during their computer special.
- **Behavior Plan:** A meeting may be held with the student, parents, teacher, and administrator to establish a technology behavior plan for the student.

4. Fourth and Subsequent Offenses - Major Write Up

- **Long-Term Restriction of Technology Use:** The student's technology access may be restricted to supervised use only, as determined by the administration.
- **School-Level Consequences:** Additional consequences may be assigned, including a focused detention or other school disciplinary measures, depending on the nature and frequency of the behavior.
- **Review Meeting:** Meetings with parents, teachers, and administration to monitor progress and determine when full access can be reinstated.

Parent Teacher Organization (PTO)

We are so grateful for our PTO and the work they do to support our students. Our PTO is always looking to grow its membership and welcomes everyone. Meetings are held the second Tuesday of every month. Please check our Sepulveda website calendar or School Dojo with up-to-date meeting information. The PTO will lead several fundraisers this year. The funds they raise are spent on a PE teacher and causes that support our students and the school climate. The following table illustrates the fundraising goals and needs.

Fundraising Goals and Needs

Goals:	Needs:
• Raise \$27,000 for PE substitute teacher • Plan more family engagement activities	• Volunteers • Chairpersons for major events • Supplies • External Donations

For further information regarding the PTO, please visit the Sepulveda website: [Parent Teacher Organization](#)

PBIS and (3) B's of Skyrocket Pride

Below you will find Sepulveda's 3 B's of Skyrocket Pride, which details expected behaviors around the school. We suggest you familiarize yourself with these behavior expectations and we encourage you to adopt and use the same language at home when/if applicable.

	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
Everywhere	Hands, feet to yourself. Think before you act.	Report problems immediately. Pick up after yourself.	Choose your words carefully. Respect property. Dress for success.
Classroom	Pay attention. Use supplies properly.	Be on time. Be prepared. Do your best.	Raise your hand. Listen carefully. Treat others kindly.
Hallway	<u>WALK</u> directly to your destination. Always have a hall pass.	Walk in a line. Walk on the right. Hands off walls.	Use soft voices. Respect personal space.
Playground	Follow the rules of the game. Stay in your area. Watch out for others.	After the bell, line up immediately. Use equipment properly.	Include everyone. Share equipment. Be friendly.
Skyrocket Café: Lunch/Assemblies	Eat your own food. Stay in seat until excused by an adult. <u>WALK</u> at all times.	Use time wisely. Pick up after yourself. Raise hand for help.	Use inside voices. Follow directions. Use good manners.
Restroom	Use equipment properly. Report problems immediately to an adult.	Go, flush, wash, leave.	Keep it clean, quick, and quiet.
Arrival and Dismissal	Stay in assigned area. <u>WALK</u> directly to your destination.	Walk to your playground. After the bell, line up at the assigned area. Go directly to bus line.	Listen carefully to adults. Use kind words.
Office	Always have a hall pass.	Tend to your business. Leave quietly.	Wait your turn. Soft voices.
Bus	Once seated, stay seated. Keep belongings, hands, and feet to self. Keep aisle clear.	Follow the driver's directions. Take all belongings with you. Keep the bus clean.	Use inside voices. Listen to your driver at all times.

Discipline Plan

See the table below for a contrast between major and minor behaviors.

Behavior	Minor	Major
Disrespect/Defiance	- Not participating or refusing to do work - Making faces/rolling eyes - Huffing, sighing, etc. - Arguing/defiance -Inappropriate response to teacher's request - 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 changing - 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 and students cannot learn - Extreme out of control behavior (running, destroying property) - Throwing objects with intent to harm
Inappropriate Language	- Negative talk - Name calling, teasing, swearing - Impolite discourse, talking back - Dishonesty/lying - Mean comments that hurt feelings	- Blatant or excessive swearing - Derogatory comments - 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 - Technology violations 1-2	- 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 (screaming/throwing objects/destroying property) - 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

Links to District Policies

Policy/Regulation	Link
Safe and Respectful Learning Environment	Board Policy 5700
Student Behavior	Board Policy 5100
Student Bullying, Harassment	Admin Reg 5701
Gender Identity	Admin Reg 5161
Student Dress Code	Admin Reg 5102
Homework	Admin Reg 6154
Plagiarism and Cheating Prohibited	Admin Reg 6642
Use of Personal Electronic Device by Students	Admin Reg 5810
Responsible Use and Internet Safety	Admin Reg 7211
Student E-mail	Admin Reg 5007
Student Attendance	Board Policy 5400
Service Animals	Admin Reg 7521
Transportation of Students	Admin Reg 7501
Release of Students during School Hours	Admin Reg 5146
Student Records and Information	Board Policy 5000
Volunteer Screen and Background Checks	Admin Reg 1501
Protocols for Visitors to District Property	Admin Reg 1506
Student Behavior Manual	Student Behavior Manual (new link coming soon)

Family and Student Acknowledgement Form

After reading the Family and Student Handbook, please discuss the information that is appropriate for your student(s). Please sign the acknowledgement below (both parents/legal guardian and student(s) and return this page to your teacher.

Parent/Legal Guardian Acknowledgement:

- As a parent/legal guardian of a Sepulveda Elementary School student, I acknowledge the Handbook and the policies contained within, and know it is available via the Sepulveda and/or Washoe County School District websites.
- I have reviewed the Handbook with my student to promote a better understanding of Sepulveda Elementary's rules and expectations.
- I acknowledge receiving electronic access or paper copy to the Handbook and School policies.
- I have read these materials and understand all the rules, responsibilities, and expectations.
- I understand that the Handbook and School policies may be amended during the year and that such changes are available on the school website.
- I understand that my failure to return this acknowledgment will not relieve myself or my student from being responsible for knowing and complying with the school rules, policies, and procedures.

Signature of Parent/Guardian _____ Date _____

Student Acknowledgement

- As a Sepulveda Elementary School student, I acknowledge the Handbook and the policies contained within.
- I have read these materials and understand all the rules, responsibilities, and expectations.
- I understand that the Handbook and School policies may be amended during the year and that such changes are available on the school website.
- I understand that my failure to return this acknowledgment and pledge will not relieve me from being responsible for knowing or complying with school rules, policies, and procedures.

Student Name: _____ Date _____