

George Whittell High School



"Home of the Warriors"

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Student Handbook

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GEORGE WHITTELL HIGH SCHOOL

MISSION

Our mission is to ensure that all students achieve excellence in education, character and citizenship, in partnership with parents and community.

VISION

We teach at the lake schools to help all students love learning, feel successful, and become strong members of their community.

BELIEFS

- 1. We believe all students can learn.**
- 2. We believe all students deserve a safe and supportive environment: one that encourages compassion, empathy, and respect.**
- 3. We believe effective teaching is focused, engaging and challenges all students to think critically and creatively.**
- 4. We believe parent and community involvement benefits student achievement.**



LIVING DOCUMENT AND CONTROLLING AUTHORITY

This handbook summarizes George Whittell High School procedures and expectations. It is a living document and may be revised when federal or Nevada law, the Nevada Administrative Code, Douglas County School District Board Policies or Administrative Regulations, safety guidance, or school operations change. This handbook does not replace or supersede controlling law, District policy, applicable negotiated agreements, individualized education programs, Section 504 plans, or other legally protected rights. If a conflict exists, the controlling law, regulation, Board policy or administrative regulation, negotiated agreement, or individualized plan governs. Material revisions will be communicated through official District channels and posted at the George Whittell High School website.

EQUAL EDUCATION OPPORTUNITIES

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

POLICY OF NON-DISCRIMINATION

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

TEACHERS AND STAFF

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

TELEPHONE DIRECTORY	
School Office	775-588-2446
Transportation	775-588-1650

BELL SCHEDULES

7 period Regular Day + Advisory				
Period	Start	End	Minutes	IM
0	7:25 AM	8:15 AM	50	-
Breakfast	8:22 AM	8:37 AM	15	-
Passing	8:37 AM	8:40 AM	3	-
1st (Homeroom)	8:40 AM	9:34 AM	54	57
2nd	9:37 AM	10:29 AM	52	55
3rd	10:32 AM	11:24 AM	52	55
MS Lunch	11:24 AM	11:54 AM	30	-
HS Advisory	11:24 AM	12:00 PM	36	36
MS Advisory	11:54 AM	12:30 PM	36	-
HS Lunch	12:00 PM	12:30 PM	30	-
Passing	12:30 PM	12:33 PM	3	-
4th	12:33 PM	1:25 PM	52	52
Recess	1:25 PM	1:35 PM	10	10
5th	1:35 PM	2:25 PM	50	53
6th	2:28 PM	3:18 PM	50	53
Daily Distance 7th	3:20 PM	4:20 PM	60	60
Optional 8th Period Additional Distance	4:30 PM	5:20 PM	50	

PLC				
Period	Start	End	Minutes	IM
0	7:25 AM	8:15 AM	50	-
Breakfast	8:22 AM	8:37 AM	15	-
Passing	8:37 AM	8:40 AM	3	-
1st (Homeroom)	8:40 AM	9:24 AM	44	47
2nd	9:27 AM	10:11 AM	44	47
3rd	10:14 AM	10:58 AM	44	55
MS Lunch	10:58 AM	11:28 AM	30	-
HS Advisory	10:58 AM	11:18 AM	20	36
MS Advisory	11:28 AM	11:48 AM	20	-
HS Lunch	11:18 AM	11:48 AM	30	-
Passing	11:48 AM	11:51 AM	3	-
4th	11:51 AM	12:35 PM	44	44
5th	12:38 PM	1:19 PM	41	44
6th	1:25 PM	2:03 PM	38	41
Daily Distance 7th	3:20 PM	4:20 PM	60	60
Optional 8th Period Additional Distance	4:30 PM	5:20 PM	50	

2 HOUR DELAY				
Period	Start	End	Minutes	IM
0	9:25 AM	10:15 AM	50	-
Breakfast	10:22 AM	10:37 AM	15	-
Passing	10:37 AM	10:40 AM	3	-
1st (Homeroom)	10:40 AM	11:18 AM	38	
2nd	11:21 AM	11:59 AM	38	
3rd	12:04 PM	12:42 PM	38	
MS Lunch	12:42 PM	1:14 PM	32	-
HS Lunch	12:42 PM	1:14 PM	32	-
Passing	1:14 PM	1:18 PM	4	-
4th	1:18 PM	1:56 PM	38	44
5th	1:59 PM	2:37 PM	38	44
6th	2:40 PM	3:18 PM	38	44
Daily Distance 7th	3:20 PM	4:20 PM	60	60
Optional 8th Period Additional Distance	4:30 PM	5:20 PM	50	

Minimum Day				
Period	Start	End	Minutes	IM
0	7:25 AM	8:15 AM	50	-
Breakfast	8:22 AM	8:37 AM	15	-
Passing	8:37 AM	8:40 AM	3	-
1st (Homeroom)	8:40 AM	9:13 AM	33	33
2nd	9:16 AM	9:46 AM	30	33
3rd	9:52 AM	10:22 AM	30	33
MS Lunch	10:22 AM	10:52 AM	30	-
HS Advisory	10:22 AM	10:42 AM	20	20
MS Advisory	10:52 AM	11:12 AM	20	-
HS Lunch	10:42 AM	11:12 AM	30	-
Passing	11:12 AM	11:15 AM	3	-
4th	11:15 AM	11:45 AM	30	33
5th	11:48 AM	12:18 PM	30	33
6th	12:21 PM	12:53 PM	32	35
Daily Distance 7th	12:55 PM	1:55 PM	60	60

GUIDANCE

MISSION STATEMENT

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

The following Guidance Services are available for every student:

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

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

CLASS CHANGE POLICY

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

Students are permitted to change classes for the following circumstances:

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

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

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

Seniors will be given priority, then juniors, sophomores, freshmen, 8th, 7th, and 6th graders. If a student has already completed a course, or any other urgent request regarding placement, please notify the counselor.

HIGH SCHOOL CREDITS

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

Requirements are as follows:

English/Language Arts

4 credits (8 semesters)

*Mathematics

4 credits (8 semesters)

Science

3 credits (6 semesters)

Social Studies

3 credits (6 semesters)

World History: 1 credit (2 semesters)

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

U.S. Government: 1 credit (2 semesters)

➤ Financial Literacy {NRS 389.074}

**Physical Education

2 credits (4 semesters)

Fine/Performing Arts

1 credit (2 semesters)

Health

½ credit (1 semester)

Computer Literacy

½ credit (1 semester)

Total Required: 19 credits

Electives: 4 credits

TOTAL CREDITS: 23

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

****Students who participate in sports and/or athletic activities, such as interscholastic athletics, for at least 120 hours may be exempt from credit in PE. Students may also obtain credit in PE by participating in a non-district supervised athletic curriculum such as dance lessons, competitive swimming, etc. Please see AR 518 (g) for more information.**

All students must be enrolled in six classes except seniors who meet the specified criteria, as noted in AR 518 (h).

DUAL CREDITS - NEVADA ONLY

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

GRADUATION RECOGNITION POLICY

Final class ranking will be determined at the conclusion of the spring semester of a student's final year. DCSD uses the Cum Laude system in which students will be recognized based upon the following overall weighted GPA, and if a student has successfully completed a minimum of four (4) honors, advanced placement and/or dual credit courses:

4.0-4.49	Cum Laude ("with honor") status
4.5-4.99	Magna Cum Laude ("with great honor") status
5.0 and higher	Summa Cum Laude ("with highest honor") status

Note: Foreign Exchange students may receive recognition during the graduation ceremony, but may not participate in the ceremony or wear the formal attire of the graduates. See AR 518 (f) for more information.

MIDDLE SCHOOL COURSE REQUIREMENTS

All 6th, 7th, and 8th grade students will take:

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

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

Electives: A total of two credits of elective courses

GRADES 7th and 8th PROMOTION

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

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

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

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

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

PROMOTION OF STUDENTS TO HIGH SCHOOL ACADEMIC PROBATION

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

In order to be considered for promotion, the student must take summer school classes following 8th grade, when provided by the district or correspondence classes. At a minimum, the student must meet the attendance requirements for the summer school classes, and after completing the courses, the student must be no more than ½ credit deficient in any single subject and no more than 1 credit deficient across the four subject areas combined.

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

HIGH SCHOOL CREDITS FOR MIDDLE SCHOOL COURSES

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

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

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

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

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

GRADES

Students will be graded for both academic achievement and citizenship. According to AR 513, academic grades will be expressed in letter form:

- A = 90-100%, superior
- B = 80-89%, above average
- C = 70-79%, average
- D = 60-69%, below average
- F = 59% or less, failure
- I = incomplete

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

INCOMPLETE GRADES

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

WEIGHTED GRADES

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

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

CITIZENSHIP GRADES

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

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

COMPETENCIES

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

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

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

ACT

All Nevada juniors enrolled in a Nevada high school prior to the statewide ACT makeup day must participate in this exam. The Nevada State Board of Education selected the ACT as Nevada’s College and Career Readiness (CCR) Assessment. Since this is an actual college entrance exam, results from this assessment can be submitted for college entrance by the student to their college or university of choice. The Nevada Board of Regents adopted a policy guaranteeing that students whose results on the ACT or SAT (in high school) meet specified college-ready benchmarks will be placed directly into college-level math and English courses and are exempt from being placed into remediation. ACT scores are not used to determine graduation eligibility. Only participating in the ACT with Writing is required. The ACT consists of multiple choice questions in four areas and a written essay: English, Mathematics, Reading and Science. The test will be administered at the student’s school during the regular school day

GRADES 6-8 SMARTER BALANCED ASSESSMENTS (SBAC)

The Smarter Balanced assessments (SBAC) are a key part of measuring student progress in grades 6-8 towards success in college and career. The computer-adaptive format and online administration of the assessments provide meaningful feedback that teachers and parents can use to help students succeed. The assessments are aligned with the Nevada Academic Content Standards in ELA and mathematics. Results from SBAC are included on the Nevada Report Card.

GRADES 6-9 MEASURES OF ACADEMIC PROGRESS (MAP)

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

Reading	MAP	230
Math	MAP	244
Science	MAP	222

REPORTING TESTING IRREGULARITIES

In accordance with state and local policies, pupils, school officials and others including parents are encouraged to report any suspected irregularities in testing administration or security. Testing irregularities and concerns should be reported to a site administrator.

CAREER AND TECHNOLOGY EDUCATION/COMMUNITY BASED INTERNSHIP

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

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

NEVADA DEPARTMENT OF EDUCATION CODE OF HONOR

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

NATIONAL JUNIOR HONOR SOCIETY

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

NATIONAL HONOR SOCIETY

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

CHEATING POLICY

What is Cheating?

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

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

NOTE: It is important that all students understand that cheating will have implications for college and scholarship recommendations, as well as membership in clubs and co-curricular activities.

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

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

WHAT IS PLAGIARISM?

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

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

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

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

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

CONSEQUENCES OF PLAGIARISM OR CHEATING

Students who engage in plagiarism or cheating are subject to punishment, which can include but are not limited to:

- No credit for the assignment or test in which plagiarism or cheating occurred;
- Reduction of citizenship grade;
- Completion of alternative assignment with partial or no credit;
- Disciplinary measures for plagiarism or cheating are initially at the discretion of the classroom teacher after consultation with school administration. Decisions will be based on individual teacher policy and the severity of the incident of plagiarism or cheating. The school administration may impose additional consequences if conditions so warrant.

ATTENDANCE

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

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

EXCUSED ABSENCES

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

- Illness (For extended absences due to health issues, homebound instruction may be provided.)
- Emergency medical or dental care (**Note from doctor/dentist may be required**)
- Death in immediate family
- See BP 504 for more information

Procedures for clearing excused absences are as follows:

1. If a student is absent, parents must call the office or write a note explaining the reason for the absence. The note should include the following: day and date of absence, reason clearly stated, date the note is being written, and a parent signature. Students are not allowed to sign their parent's name. **For an absence due to a medical appointment, the doctor's office will give 'a student excuse' to present to the school office. IF A CALL/NOTE IS NOT RECEIVED WITHIN THREE SCHOOL DAYS, THE ABSENCE WILL BE LISTED AS TRUANCY.**
2. To leave school during the day, you must have a parent note or email to the school from a parent. **Students must sign in and out anytime they leave campus!**
3. To attend an after-school activity you must be in school for half of the instructional time, three full periods. If a student goes home due to illness, he/she is not allowed to participate in a school event even if he/she has been in school for 3 periods. If the event is held on Friday, then the rule applies to Thursday.

UNEXCUSED ABSENCES

An unexcused or unverified absence from school is a truancy. It is up to the instructor to determine if work may be made up for unexcused absences per class policy. It is the responsibility of the student to ask teachers for missed work.

Truant Defined, per NRS 392.130:

"...a student shall be deemed a truant who is absent from school without the written approval of his teacher or the principal of the school, unless the student is physically or mentally unable to attend school. The teacher or principal shall give his written approval for a student to be absent if an emergency exists or upon the request of a parent or legal guardian of the student."

Truancy Program for Unexcused Absences:

- Letters are sent home for each truancy received.
- The third truancy letter indicates that the student has been declared a habitual truant.
- Habitual truants will receive an additional letter that will show the date and time of the Truancy Hearing. Parents and students will be asked to attend a Truancy Review Hearing. The Truancy Review Board will consist of parent/guardian, student, site administrator, juvenile probation officer, and attendance officer.

TARDIES

Students are expected to arrive at school and enter each classroom before the bell rings. Unexcused tardies disrupt instruction and will result in the following progressive interventions and consequences:

Level 1 (5-9 tardies): The school will contact the parent/guardian, and the student will serve one lunch detention for each tardy received while at Level 1.

Level 2 (10-15 tardies): The student will participate in a conference with administration. The student will serve two lunch detentions for each unexcused tardy received while at Level 2 and will receive a lunch restriction, such as loss of off-campus lunch privileges or assignment to a designated lunch seat. The school will contact the parent or guardian.

Level 3 (16 or more tardies): The student and their parent or guardian will participate in a conference with administration. The student will continue to receive the Level 2 restrictions and will serve two days of in-school suspension upon reaching Level 3. Administration will also develop an attendance improvement plan with the student and family. Continued unexcused tardies may result in additional consequences consistent with school and district policy.

Only unexcused tardies count toward these levels. Documented medical needs, transportation problems, and other circumstances approved by administration will be considered when determining whether a tardy is excused. Tardy totals and consequences reset at the beginning of each semester.

MAKE-UP WORK

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

DMV SCHOOL ATTENDANCE REQUIREMENT FOR DRIVER LICENSES

For students under the age of 18 who intend to pursue a driver's license in Nevada, there are important requirements that should be carefully reviewed in the DMV's handbook. Among those requirements is a student attendance requirement which requires the school to complete a DMV Certification of Attendance.

School Attendance Requirements:

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

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

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

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

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

ALTERNATIVE STUDY PROGRAM (ASP)

Participating students and their parents will be required to sign a contract agreement at the beginning of each year, as well as each time prior to an absence. Participating students will be active, involved members of the Whittell Student Body. To maintain participation in the ASP, students will be obligated to meet the requirements of the ASP Contract Agreement. If the student withdraws from GWHS, the contract is automatically terminated. For additional information, contact the school principal.

PATRIOTIC EXERCISE

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

STUDENT MESSAGES

Messages to students will be delivered during non-instructional times only, unless it is an emergency. Please call during nutrition and/or lunch time. Flowers and/or balloon deliveries will be accepted, however, they will remain in the school office until the end of the day.

STUDENTS WITH DISABILITIES

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

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

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

STUDENT DRESS CODE

Douglas County School District is an educational institution with the mission of preparing students for the world of work. Personal appearance and dress are the responsibility of parent(s)/guardian(s) and the student. Within the instructional setting students will be required to adhere to the specified guidelines outlined in the school handbook. The Administration reserves the right to determine whether a student's attire and appearance are appropriate and do not disrupt the educational environment for other students.

In the interest of the health, safety and welfare of all students in Douglas County schools, and in an attempt to provide guidance to staff members who need to enforce appropriate dress and appearance that meets these guidelines and is not a distraction to the learning environment, the following standards have been developed:

1. Student clothing and fit must not present potential health or safety problems.
2. Clothing that exposes the abdomen, chest, breasts, buttocks, private parts and/or undergarments will not be allowed. This includes revealing and/or transparent clothing. All shirts must have a strap or sleeve.
3. Shorts, skirts and dresses must be appropriate length, covering the buttocks including when moving or bending over.
4. All jeans, pants, trousers, shorts, skirts, etc., must be secured at waist level and not have rips or tears that expose undergarments or other areas of the body as described in item 2 above.
5. Sunglasses may be worn indoors if there is a medical reason for indoor use.
6. Hats, hoodies, or other headwear may not be worn inside school buildings during the school day other than for a valid medical, safety or religious reason.
7. Clothing shall not display unprotected speech including but not limited to: obscene, vulgar, depiction of violence, profane language or illustrations; and nothing that promotes an illegal activity, including underage drinking, illegal drug use or underage use of marijuana, domestic abuse, gang membership, battery, assault, or any other civil or criminal conduct which would violate state or federal law. Also prohibited are apparel, jewelry, accessories, notebooks, or any manner of appearance which because of its color, the way it is worn, its trademark, or any other characteristic, carries known gang connotations or can be used as a weapon. This includes, but is not limited to, chains, spikes, pins, or needles.
8. Commonly acceptable standards of health and safety and the wearing of underclothing and footwear are required at all times. Shoes that are safe and appropriate for school activities must be worn at all times. No slippers are allowed.
9. The safety of students requires that when a student is working around potentially hazardous equipment, his or her hair must be short or appropriately covered.

Each school shall develop positive reinforcement measures to encourage full compliance with student attire. Each school should strive to achieve full compliance through use of positive reinforcement measures, and should resort to disciplinary action only when positive measures fail to ensure compliance. In addition, schools shall communicate with parents/guardians so that the expectations, rationale and benefits are fully understood by the student and the family. During designated spirit days, administration may approve temporary dress code modifications at their discretion. If students repeatedly fail to comply with student dress and appearance expectations, violations of this regulation could result in progressive discipline as determined by the district Progressive Discipline Plan.

STUDENT DRESS CODE CONSEQUENCES

First Offense:	Immediate Compliance with wardrobe fix or alternative wardrobe worn
Second Offense:	Immediate Compliance with wardrobe fix or alternative wardrobe worn, Detention, and Parent Notified
Third Offense:	Immediate Compliance with wardrobe fix or alternative wardrobe worn, In-School-Suspension, and Parent Conference
Habitual Violations:	In or Out-of-School Suspension, Progressive Discipline Plan

DISTRICT LIABILITY AND STUDENT INSURANCE

All students are responsible for any instruments, books, equipment, automobiles, clothing, and other items that they have on campus, whether they are owned by the student or have been entrusted to the student by the school district. The district is not an agent for any student and is not responsible for any loss, theft, or damage to any such items whether in the student's possession or stored/left on campus or other school property. Students are expected to keep valuables locked up at all times.

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

STUDENT PARKING

Students are to park behind the main building in the areas that have been designated for student parking. **PARKING IN FRONT OF THE SCHOOL IS FOR THE FACULTY AND VISITORS ONLY.** Students who drive dangerously or too fast in the parking lot or who park in other than designated areas will lose on-campus parking privileges for a minimum of one month, possibly for the remainder of the semester or the year. The student parking area is "off limits" during the school day. All vehicles driven on campus are subject to search by the administration. Students congregating in the parking lot is prohibited at all times except at the start and end of the school day. Students who violate this policy will lose driving privileges.

STUDENT DRIVERS

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

CLOSED CAMPUS

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

OFF-CAMPUS LUNCH

Eligible students will have the opportunity to have off-campus lunch, periodically during the school year. This is conditional on board policy.

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

- All students must return to class on time after lunch.
- There is to be no speeding on Warrior Way.
- Students in good standing **only** may participate (must be passing all courses)
- Students who attempt to sneak out other students, will lose this privilege for a semester

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

BEHAVIOR

Because we have high expectations for Whittell High School students, we support all healthy, positive choices students make regarding their behavior. Students demonstrating inappropriate behavior are referred to administration. A conference with the student is held. The reason for the referral is explained and the student is given the opportunity to explain his/her perception of the problem. At this point a decision is made regarding the consequences for the referral.

PROGRESSIVE DISCIPLINE

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

IN-SCHOOL SUSPENSION

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

SUSPENSION AND EXPULSION

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

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

DISCIPLINE PLAN

Teachers will handle minor disruptions according to their classroom progressive discipline plan. Repeated or severe disruptions to the learning environment will result in a referral to the Administration

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

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

WEAPONS

A student bringing a gun, firearm, explosive device, or dangerous weapon to school or to school-sponsored events will receive a minimum of one-year expulsion from Douglas County Schools. Do not touch or handle a suspected weapon. Move to safety and immediately notify a staff member. Call 911 when there is an immediate danger. See BP 529 (a) for more information.

DRUGS

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

SAFE ZONE

For effective learning to occur, students need to feel safe and secure. GWHS is a safe zone, which provides for learning and social interactions based on respect for all. As a result, we have zero tolerance for drugs, knives, guns, and other weapons.

SAFEVOICE

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

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

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

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

BULLYING/CYBER BULLYING

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

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

NRS 388.123 “Cyber-bullying” defined. “Cyber-bullying” means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, “sexual image” has the meaning ascribed to it in **NRS 200.737**.

SEXUAL HARASSMENT

Conduct that constitutes sexual harassment that is committed by students against students or staff is inappropriate behavior. See AR 112 for more information.

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

Definition:

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

HARASSMENT AND INTIMIDATION IS PROHIBITED IN PUBLIC SCHOOLS

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

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

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

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

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

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

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

VISITORS ON CAMPUS

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

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

LOST AND FOUND

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

HALL PASSES

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

SURVEILLANCE

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

FIELD TRIPS

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

CHAPERONES

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

DANCES/AFTER-SCHOOL EVENTS

Students are reminded that it is a privilege to attend school activities. Student behavior that is inappropriate or violates school rules, district policies, or state laws may result in restriction from future participation.

Throughout the year, students will have opportunities to attend school dances both at the school and in the community. It is important to remember that all the policies of the school and the district apply to these functions. The following are guidelines that apply to student and guest participation at GWHS dances:

1. If a student is suspended during the time when the dance occurs, then that student may not attend.
2. Students must bring and show school identification in order to enter a dance.
3. Visitors of GWHS students wishing to attend a dance must be approved by the administration no later than the Tuesday prior to the dance. All GWHS students and guests are subject to random *breathalyzer tests* and must have a consent letter on file with the school to attend a dance.
4. Students should demonstrate proper respect for each other by avoiding excessive and/or offensive displays on school property or at school-sponsored activities.
5. School administration reserves the right to make decisions on student attire, behavior, and actions based on appropriateness and good taste. When possible, students will be given warnings to correct inappropriate choices; however, repeated warnings will result in dismissal from the dance without refund and potential disciplinary action.

RANDOM DRUG & ALCOHOL TESTING

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

DOUGLAS COUNTY CANINE SNIFFS

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

ELECTRONIC DEVICES

NRS 388.124 “Electronic communication” defined. “Electronic communication” means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

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

Students may not use cellular telephones and other similar electronic devices while on school grounds, or in school buildings during the designated instructional (student) day defined as any part of the day that students are engaged in classes and other instructional activities, including assemblies, or testing during the required minimum daily period for each grade or department. Reasons for the denial of the use of such devices during the instructional day include, but are not limited to, interference with teaching and learning as well as student/school safety issues. See AR 546 for more information.

In the event a student violates the provisions of this regulation, a school administrator must utilize the school's progressive discipline plan. Furthermore, an administrator may use BP 529, Suspension and Expulsion, and the due process afforded for willful disobedience to administrators, teachers, or other school district personnel and impairing or threatening the health, safety, or welfare of teachers, students, or other persons when disciplining students who violate this regulation. Confiscation of the device must be made with each occurrence.

First Offense:	Device brought to office, student pickup of device at end of the day
Second Offense:	In-School suspension, device brought to office, parent pickup of device at end of the day
Third Offense:	Turn phone in at office at the beginning of the day for 1 month
Habitual Violations:	In or Out-of-School Suspension, Progressive Discipline Plan

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

DOUGLAS COUNTY SCHOOL DISTRICT
STUDENT HEALTH SERVICES

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

HEALTH ISSUES AND THE ATHLETE

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

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

HEALTH GUIDELINES

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

- **Fever** - 100.4° or higher currently or within the last 24 hours.
- **Signs/symptoms of possible severe illness**
- **Diarrhea** – defined as having more than 6 loose stools in a 24-hour period, or 3 in a school day. The student is to remain excluded for 24 hours or until a medical exam indicates that it is not due to a communicable disease.
- **Vomiting** – defined as two or more episodes in the previous 24 hours, or 1 episode in the school day.
- **Mouth/Face Sores (Impetigo)** – The student must be seen and diagnosed and treated by a Doctor. The Doctor must then write a note that states when the student with impetigo may return to school. If the student returns to school with the mouth sores still weeping, the sores will be kept covered with a band-aid/bandage throughout the school day per the School Nurse.
- **Rash with fever or behavior change** - The student remains excluded until a medical exam indicates that these symptoms are not those of a communicable disease that requires exclusion.
- **Suspicious skin lesions** - The student remains excluded until treatment has begun
- **Conjunctivitis** – The student remains excluded until treatment has begun, when pus-like drainage has been resolved, or in non-treated cases, when symptoms have subsided.

- **Unusual color of skin, eyes, stool, or urine** - The student is to remain excluded until a medical exam indicates no evidence of hepatitis (jaundice, gray or white stool, dark urine).
- **Exclusion may also occur for the mildly ill child if the child is unable to participate in normal activities or if the child needs more care than can be provided by school staff.**

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

NUTRITION SERVICES

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

All students will be provided with the application for free and reduced lunches (a combo meal) at the start of the school year. **If you filled out a reduced lunch application last year, you will need to complete another application and return to the school office immediately.**

Reference AR 230 for guidelines regarding approved foods and beverages sold on campus. This list is also posted outside the school kitchen.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) is the center for finding books, reading and research. The LMC is open all day and ½ hour before and after school. In our LMC you will find books that may be checked out as well as research books, magazines, computer programs and Kindles that can be used while you are in the LMC. Check outs are for two weeks.

INTERNET

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

CHROMEBOOKS

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

CHROMEBOOK MISUSE:

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

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

Consequences for any Device Violations:

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

Violation	Consequence
Sending or displaying offensive messages or pictures	Device Confiscated / Suspension
Student alters/manipulates Device configuration for access to banned website(s) (i.e., Using Hotspot w/Cell Phone)	Device Confiscated / Suspension
Using obscene language	Device Confiscated / Suspension
Harassing, threatening, insulting, intimidating, attacking, bullying or ridiculing others	Device Confiscated / Suspension
Distributing personal identification information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family.	Device Confiscated / Suspension
Violating NRS 388.121 Bullying/Cyber-Bullying/on any device	Device Confiscated / Suspension
Damaging computers, computer systems, computer networks, or software	Device Confiscated / Suspension
Violation of copyright laws	Warning / Device Confiscated
Habitually leaving device at home (Three times)	Warning & Parent Notified / Detention/ In-School Suspension / Suspension
Using another person's password and trespassing into another person's folders, work, or files	Warning / Device Confiscated/ Suspension

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

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

It's the Warrior WAY

	Welcome Responsibility	Act Responsibly	Say YES to Safety
Common Areas	Exhibit Positivity Keep common areas clean Keep food in commons	Be kind Be polite Use appropriate language	Walk Respect personal space & property Be aware of your surroundings
Classrooms	Be prepared & punctual Be diligent Keep classroom clean	Actively listen Demonstrate Integrity Own your learning	Manifest patience Use materials appropriately Follow school emergency procedures
Bathrooms & Locker Rooms	Wash hands with soap & water Avoid lingering Keep facilities clean	Respect the privacy of others Show generosity to visitors	Use facilities as intended Report unsanitary conditions or vandalism to office
Transportation	Swiftly follow instructions of driver Use headphones Disembark before eating or drinking	Practice gratitude Use appropriate language Keep hands to self	Remain seated Keep windows and aisle clear No videos or laser pointers

"Warriors welcome responsibility, act respectfully, and say YES to safety!"

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

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

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

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

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

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

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Year Long	Fall	Winter	Spring
Student Government (6-12)	Cross Country (6-12)	Basketball (6-12)	Track (6-12)
National (Junior) Honor Society (7-12)	Girls Basketball (6-8)	Cheer (9-12)	Boys Golf (9-12)
	Soccer (9-12)	Ski (9-12)	
	Girls Golf (9-12)	Volleyball (6-8)	

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws¹ require the DCSD to provide military recruiters and institutions of higher education upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the DCSD that they do not want their student's information disclosed without their prior written consent. If you do not want DCSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. DCSD has designed the following information as directory information:

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

For additional information, please contact:

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

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

FERPA Notice

Revised 6/29/11

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

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

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

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

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

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

Inspect, upon request and before administration or use of:

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

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

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

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

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

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

Office of Inclusive Services
1638 Mono Ave.
Minden, NV 89423

DOUGLAS COUNTY SCHOOL DISTRICT

Notice of Non-Discrimination

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

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

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

Executive Director of Human Resources

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