

***George Whittell***



***High School***

**"Home of the Warriors"**

240 Warrior Way  
P.O. Box 677  
Zephyr Cove, Nevada  
89448

**Telephone: (775) 588-2446**

**FAX: (775) 588-2443**

**Web Address:**

[whittell.com](http://whittell.com)

***STUDENT HANDBOOK***

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# **GEORGE WHITTELL HIGH SCHOOL**

## **VISION**

At George Whittell High School, we envision a school that provides, a safe, supportive, and respectful environment in which expectations for academic excellence and integrity are evident.

## **MISSION**

The Whittell community will challenge students to become independent, life-long learners who are productive, respectful, and responsible citizens.

## **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.
5. We believe our students should become life-long learners, with a capacity to further explore their interests, abilities, and talents.



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## **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.

## **INTRODUCTION**

### **2015-16 GWHS School Year**

*Welcome to George Whittell High School for the 2015-16 school year. We are extremely proud of the programs we offer our students, and we encourage you to take advantage of your time with us.*

*This handbook is designed to help you and your parents learn as much as possible about school policies, procedures, and services. It is a quick reference tool and we anticipate that you will find it useful throughout the school year. The policies referenced throughout the handbook may be accessed in their full text on the Douglas County School District website: [dcsd.k12.nv.us](http://dcsd.k12.nv.us) click on the administration link.*

*Whether you are a new or a returning student to GWHS, we encourage you to become an active member of our school community. In addition to an excellent academic program, we offer many activities, clubs, and sports to encourage our students to become well-rounded, mature citizens. GWHS educators are committed to excellence in student achievement and we hold high expectations for every student, for both academics and citizenship.*

*We look forward to a great year and hope all of you have a rewarding, successful year.*

### **TEACHERS AND STAFF**

In addition to the Principal and Athletic Director/Dean of Students, there are 14 fulltime classroom teachers at George Whittell High School and 5 part-time teachers. GWHS has 1 librarian, 1 counselor, 1 part-time nurse, and staff members who provide instructional and clerical support, food, and custodial services. District specialists come to our school, as needed, to assist in special circumstances.

<b>TELEPHONE DIRECTORY</b>	
<b>School Office</b>	<b>588-2446</b>
<b>Administration</b>	<b>Ext. 2801</b>
<b>Counselor</b>	<b>Ext. 2808</b>
<b>Registrar</b>	<b>Ext. 2802</b>
<b>Attendance</b>	<b>Ext. 2802</b>
<b>Secretary</b>	<b>Ext. 2804</b>
<b>Nurse</b>	<b>Ext. 2809</b>
<b>Athletic Secretary</b>	<b>Ext. 2807</b>
<b>Transportation</b>	<b>588-1650</b>

**GETTING STARTED**  
**August 17, 2015**

**Hours**  
**7:34 a.m. – 3:00 p.m.**

**George Whittell High School**  
**MAIN BELL SCHEDULE**  
**(First bell rings at 7:30 a.m.)**

*All students on the same bell schedule*

Period	Time
1 <sup>st</sup>	7:34 - 8:34
2 <sup>nd</sup>	8:37 - 9:39
<b>NUTRITION</b>	<b>9:39 – 9:54</b>
3 <sup>rd</sup>	9:57 – 10:56
4 <sup>th</sup>	10:59 – 11:58
<b>M.S. LUNCH</b>	<b>11:58 – 12:28</b>
<b>H.S. WARRIOR TIME</b>	<b>11:58 – 12:28</b>
<b>M.S. WARRIOR TIME</b>	<b>12:28 – 12:58</b>
<b>H.S. LUNCH</b>	<b>12:28 – 12:58</b>
5 <sup>th</sup>	1:01 – 1:59
6 <sup>th</sup>	2:02 – 3:00

**MINIMUM DAY BELL SCHEDULE**  
**(First bell rings at 7:30 a.m.)**

*All students on the same bell schedule*

Period	Time
1 <sup>st</sup>	7:34 - 8:17
2 <sup>nd</sup>	8:20 – 9:05
3 <sup>rd</sup>	9:08 – 9:51
4 <sup>th</sup>	9:54 – 10:37
5 <sup>th</sup>	10:40 – 11:23
6 <sup>th</sup>	11:26 – 12:08
<b>LUNCH</b>	<b>12:08 – 12:28</b>



**SCHOOL CALENDAR-2015-16**

**FIRST SEMESTER**

**School Begins**  
**August 17, 2015**

**August**

17<sup>th</sup> First Day of School  
26<sup>th</sup> Back to School Night

**September**

1<sup>st</sup> Picture Day  
7<sup>th</sup> Labor Day  
18<sup>th</sup> Teacher Work Day (No students)  
23<sup>th</sup> Senior Parent Night

**October**

5<sup>th</sup> Parent/Teacher Conference  
7<sup>th</sup> Makeup Picture Day  
30<sup>th</sup> Nevada Day

**November**

1<sup>st</sup> Daylight Savings Time  
11<sup>th</sup> Veteran’s Day  
18<sup>th</sup> Sports Awards Night  
25<sup>th</sup> Minimum Day  
26<sup>th</sup> – 27<sup>th</sup> Thanksgiving Holiday

**December**

15<sup>th</sup> – 17<sup>th</sup> Minimum Days (Finals)  
17<sup>th</sup> End of First Semester  
21<sup>st</sup> – Jan. 1st Winter Break

**SECOND SEMESTER**

**Semester Begins**

**January 5, 2016**

**January**

4<sup>th</sup> Teacher Workday (No students)  
5<sup>th</sup> First Day of 2<sup>nd</sup> Semester  
18<sup>th</sup> Martin Luther King Holiday

**February**

15<sup>th</sup> Presidents’ Day  
26<sup>th</sup> Teacher Workday (No students)

**March**

28<sup>th</sup> – 4/1 Spring Break

**April**

**May**

23<sup>rd</sup> – 25<sup>th</sup> Minimum days (Finals)  
25<sup>th</sup> Last Day of School  
26<sup>th</sup> Teacher Workday (No Students)

***Calendar subject to change pending snow days.***



**Also subject to change:**

- **Date of commencement exercise**
- **Dates of final exams**

**GRADE REPORTING SCHEDULE**

**2015**

Progress Report    September 24<sup>th</sup>  
 Progress Report    November 5<sup>th</sup>  
 Report Card        December 17<sup>th</sup>

**2016**

Progress Report    February 11<sup>th</sup>  
 Progress Report    March 24<sup>th</sup>  
 Report Card        May 25<sup>th</sup>



**We encourage parents to monitor student academic progress and communicate with teachers on a continual basis by logging onto:**

- **[dcsd.k12.nv.us](http://dcsd.k12.nv.us)**
- **Parents**
- **PowerSchool Parent Portal**

**STUDENT POLITICS**

The Whittell High School student body and class officials that you have elected to represent you and your classmates meet with school administration and teachers to share student concerns and ideas. The student officers are responsible for all assemblies, dances, and special activities throughout the year.



**STUDENT BODY OFFICERS**

President: Quinn Kixmiller  
 Vice President: Daria Sharon  
 Secretary: Trinity Dickinson  
 Social Commissioners:  
 Matt Davis & Chris Evans

**Senior Class**

President: Kate Krolicki  
 Vice President: Mary Sanchez  
 Class Representative:  
 Palmer Chaplin

**Junior Class**

President: Scott Harrison  
 Vice President: Samantha Forvilly  
 Class Representative:  
 Cameron Ceglia

**Sophomore Class**

President: Dylan Kixmiller  
 Vice President: Gabriel Trachsel  
 Class Representative:  
 Madison Evans

**Freshman Class**

President: Trent Dingman  
 Vice President: Anna White  
 Class Representative:  
 Isaiah Womack

**8<sup>th</sup> Grade**

President: Ben Harrison  
 Vice President: Tiller Van Doren

**7<sup>th</sup> Grade**

TBA

## 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. Seventh and eighth graders, freshmen, sophomores and juniors must take six classes on campus, and seniors must take at least five classes. 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.
- 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 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, 8<sup>th</sup> and 7<sup>th</sup> 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)  
Classes of 2011 and beyond  
and for Millennium Scholarship.

#### Science

3 credits (6 semesters)  
Classes of 2011 and beyond  
and for Millennium Scholarship.

#### 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)

#### Speech

½ credit (1 semester)

#### Computer Literacy

½ credit (1 semester)

Total Required: 19½ credits

Beginning w/class of 2011

Electives: 3 ½ credits

Beginning w/class of 2011

**TOTAL CREDITS: 23**

***\*Including 1 credit in algebra***

**\*\*Students who participate in a school-sponsored sport, such as interscholastic athletics, for at least 120 hours shall be exempt from a maximum of 1 credit in PE.**

**Students may also obtain up to 1 credit in PE by participating in a non-district supervised athletic curriculum such as dance lessons, competitive swimming, etc.**

*{See AR 518 (g)}*

**However, 1 credit of PE must be taken at the school site {BP 518}.**

**All students must be enrolled in six classes except seniors, who must be enrolled in a minimum of five.**

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### DUAL CREDITS NEVADA ONLY

The WHS 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 WHS must provide the WHS registrar with an official transcript after completion of the course to have credit and a grade added to the WHS transcript.

## **MIDDLE SCHOOL COURSE REQUIREMENTS**

### **All 7<sup>th</sup> and 8<sup>th</sup> grade students will take:**

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

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

**Electives:** A total of two years of elective courses

## **GRADES 7<sup>th</sup> and 8<sup>th</sup> 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 eighth 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.

**{AR 515}**

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.

**{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.

**{NAC 389.445} (SB184).**

A student may apply course work, 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.

**{AR 515}**

## **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.

{AR 515}

## **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.)

**Computer Literacy** - Middle school students who successfully complete this course with a passing grade and demonstrate competency in business letter writing, keyboarding, spreadsheet, and database may waive the graduation requirement for Computer Literacy at the high school level. (No credit is given for credit waivers.)

{AR 518(e)}

## GRADES

Students will be graded for both academic achievement and citizenship. 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; and \*I=incomplete.

{AR 513}

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 SIX WEEKS after 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 Administration Regulation 513, Secondary Schools (grades 9 – 12) have adopted weighted grade procedures for Advanced Placement (AP) and Honors classes. For the **Classes of 2016 & 2017**, the grading scale is as follows:

### GPA Un-Weighted Scale

A = 4.0  
B = 3.0  
C = 2.0  
D = 1.0  
F = 0.0

### Weighted Scale (Honors & AP Courses)

A = 5.0  
B = 4.0  
C = 3.0  
D = 2.0  
F = 0.0

**Beginning with the Class of 2018, the grading scales is as follows:**

### GPA Un-Weighted Scale

A = 4.0  
B = 3.0  
C = 2.0  
D = 1.0

### GPA-Weighted Scale (Honors)

A = 4.025  
B = 3.025  
C = 2.025  
D = 1.025

### Weighted Scale ( AP)

A = 4.050  
B = 3.050  
C = 2.050  
D = 1.050

## COMPETENCIES

Within the Douglas County School District’s competency-based system, GWHS students are required to pass several competencies each year. Some of these measures of student success are tests; others are performance assessments. Students and parents often have questions about which competencies they have completed and which they have not. A “Competency Report Card” is mailed to high school parents twice annually. This document notes which competencies have been “met” and which a student still needs to complete. Reference the Strategic Plan link on the district’s website.

Some of the competencies are called Achievement Level Tests (or ALTs) or Measures of Academic Progress (MAPs). The Douglas County School District has assigned a different passing score for each of these tests, and once the passing score is met the GWHS student will not have to test again in that area. All 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> graders are tested to measure growth. Here is a list of the ALTs/MAPs and their corresponding minimum passing scores for the 9<sup>th</sup> grade:

Reading	MAP	223
Language	MAP	222
Science	MAP	214

Performance assessments are taken within a particular class. A number of performance assessments may be met in grades 7 or 8, e.g. the Technology Competencies.

Other performance assessments students are required to complete for a Douglas County diploma and the classes associated with each are included in the table that follows. 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.

<b><i>Assessment</i></b>	<b><i>Class</i></b>	<b><i>Grade Level</i></b>
Business Letter	Computer Literacy	7-12
Keyboarding	Computer Literacy	7-12
Database	Computer Literacy	7-12
Spreadsheet	Computer Literacy	7-12
Foreign Language	Spanish	8-12
Science Literacy	Science	9-12
Career Notetaker	Speech	9
Oral Proficiency	Speech	9
World History	World History	10
Career Plan	Consult with counselor	11-12
US History	US History	11
US Government	US Government	12

### NEVADA HIGH SCHOOL PROFICIENCY EXAMS (HSPEs)

The State of Nevada Department of Education has scheduled several dates this year for the Class of 2016 students to take the High School Proficiency Exams (HSPEs). Students must pass these tests in reading, writing, math, and science to graduate.

## NEVADA HIGH SCHOOL END OF COURSE EXAMS

TBA

### REPORTING TESTING IRREGULARITIES

In accordance with *{AB 214}* as adopted by the 2001 legislature, 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.

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### 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. 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.

### CITIZENSHIP

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.

### GRADUATION RECOGNITION POLICY

**Final class ranking for Valedictorian and Salutatorian will be determined at the conclusion of the spring semester, immediately prior to graduation. Ties are acceptable for Valedictorian and/or Salutatorian.**

**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. *{AR 518F}*



## **NATIONAL JUNIOR HONOR SOCIETY**

Eligibility for membership in the National Junior Honor Society (NJHS) is limited to members of the 8<sup>th</sup> and 9<sup>th</sup> 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, which is online at [www.nhs.us](http://www.nhs.us).

## **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 by an (\*) asterisk next to their name.

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## 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 the National Honor Society, Key Club, Leadership, Interact Club and WEB.

**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.***

***Resources: Cheating policies from Clark and Washoe County School Districts' secondary schools; Foothill Community College***



**GWHS POLICY FOR TESTS, PROJECTS, AND PAPERS**

*Consequences apply to both the “copier” and the “provider of information”*

<b>Offense</b> (compiled on a yearly basis)	<b>Grade implications</b> (offenses compiled within same class)	<b>*Extra-curricular and co-curricular activities</b> (offenses compiled across all classes)  Students will attend class, club meetings, etc. but be excluded from any competitions, performances, etc. that are outside of the class
1 <sup>st</sup> offense	<ul style="list-style-type: none"> <li>• Zero on work</li> <li>• No make-up opportunity</li> <li>• Impacts conduct grade on progress report</li> <li>• Teacher calls parents/guardians</li> </ul>	<ul style="list-style-type: none"> <li>• No participation in extracurricular activities/competitions for one week</li> <li>• Not allowed to attend school events for one week</li> </ul>
2 <sup>nd</sup> offense	<ul style="list-style-type: none"> <li>• Zero on work</li> <li>• No make-up opportunity</li> <li>• Impacts conduct grade on progress report</li> <li>• Teacher calls parents/guardians</li> <li>• Final semester grade lowered 1 grade</li> </ul>	<ul style="list-style-type: none"> <li>• No participation in extracurricular activities/competitions for two weeks</li> <li>• Not allowed to attend school events for one week</li> </ul>
3 <sup>rd</sup> offense	<ul style="list-style-type: none"> <li>• Automatic “F” for semester if infraction occurs in the same class</li> <li>• Parents receive call(s)</li> <li>• Student removed from class</li> </ul>	<ul style="list-style-type: none"> <li>• No participation in extracurricular activities/competitions for three weeks</li> <li>• Not allowed to attend school events for three weeks</li> </ul>

*\*Extracurricular activities include sports teams, leadership, speech and debate, choir & band, etc. Student/s may be suspended out of school depending on the severity of the cheating offense.*

## 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*, and for a secondary school student to receive credit for a class he/she must be in attendance 64 instructional days per class the first semester and 73 instructional days per class for the second semester. Failure to meet these criteria may result in **loss of credit**. There is an appeal process in place which allows the review of the total number of absences.

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. **{BP 504}**

## EXCUSED ABSENCES

The Douglas County School Board of Education recognizes the following reasons for valid student absence from school: **{BP 504}**.

- Illness (For extended absences due to health issues, homebound instruction may be provided.
- **(Board Policy No. 209)**
- Emergency medical or dental care  
**(Note from doctor/dentist may be required)**
- Death in immediate family

### **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.**

### **A parent/guardian call is preferred the day of absence.**

2. To leave school during the day, you must have a parent note or call to the school. **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 3 periods. If the event is held on Friday, then the rule applies to Thursday.

## UNEXCUSED ABSENCES

Truancy Program for Unexcused Absences:

- An unexcused or unverified absence from school is a truancy, also to include failure to serve assigned detention
- 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 student 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.

Work may be made up for unexcused absences. It is the responsibility of the student to ask teachers for missed work.

Truant defined in **{NRS. 392.103}, {NRS 392.140}, {NRS 392.144}**

## TARDIES

Students are expected to arrive in class on time. Tardies disrupt the educational process for both the teacher and fellow students. *An Unexcused Tardy of any length is considered truancy.* Any student arriving twenty (20) minutes after the class has started is considered absent, not tardy. The Dean of Students will address the first (3-8) unexcused tardies for his/her class which will include a lunch detention, plus a work sheet that must be complete by the student and signed by a parent; the Dean of Students will address the students' further (subsequent) tardies. Additional tardies (9-12) will result in a one day in-school suspension; (13-17) tardies will result in a one day home suspension; (18-20) tardies will result in a two day home suspension; (21+) tardies will result in a three day home suspension..

### **Truant Defined:**

"...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."

*{NRS 392.13 Section 1}*

## 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.

## NEW SCHOOL ATTENDANCE REQUIREMENT FOR DRIVERS 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. The handbook can be viewed online [here](#). Among those requirements is a new student attendance requirement.

### 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 meet the minimum requirement of 90% school attendance, the new form will be available through the principal's office at your school.

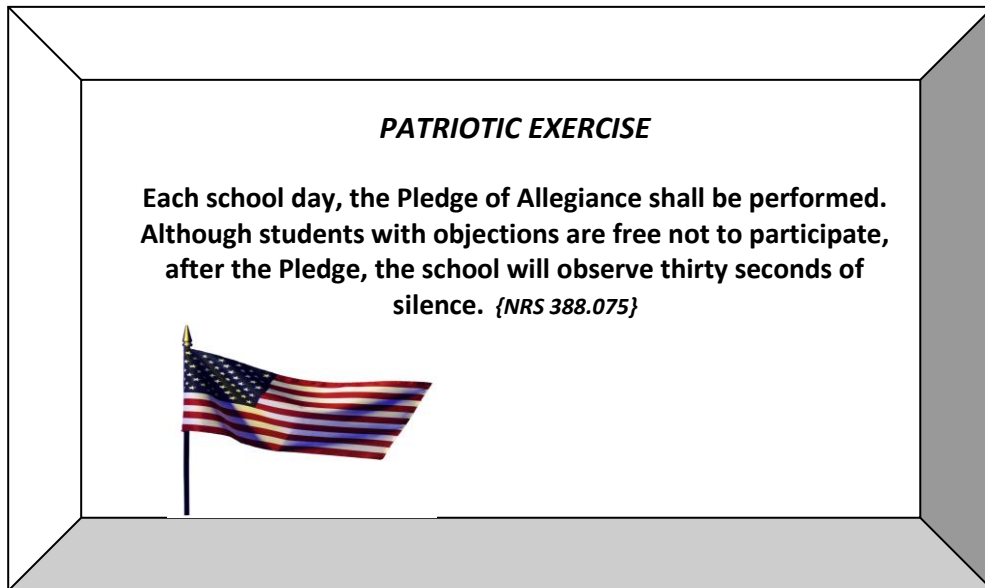
If you are a student who does not meet the minimum requirement of 90% school attendance, you will need to demonstrate the necessary level of attendance for 30 days before you can request the form from your school.

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.

## **INDEPENDENT STUDY**

The Whittell Independent Study (IS) Program is a privilege offered to students who have extensive structured outside commitments, such as skiing, that require students to miss multiple days/weeks of school. 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 IS Program, students will be obligated to meet the requirements of the IS Contract Agreement. If the student withdraws from GWHS, the contract is automatically terminated. For additional information, contact the school principal.



## **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 OR HANDICAPPED CONDITIONS**

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

The dress or grooming of all students must not present potential health or safety problems or cause distractions. The requirements are in no way an attempt to silence free expression, but to create a productive, uninterrupted and safe learning environment. It is our hope that this code will help students in preparing for the real world of work, careers and post-secondary education.

Personal appearance and dress are the responsibility of parent(s)/guardian(s) and the student. Students will be required to adhere to the specified guidelines. 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. *{AR 521(a)}*

1. When shorts or skirts, as opposed to pants, are worn, the length must come to within 4" above the knee. Skin above the waistband must be covered at all times. No cleavage may be exposed. No halter-tops, fishnet shirts, see-through or revealing shirts or blouses will be allowed. Tops must have straps that are at least 1 inch wide.
2. Sunglasses may be worn indoors only if there is a verified medical reason.
3. Hats or headwear may not be worn inside the school building during the school day other than for a valid medical, safety, or religious reason. Documentation must be provided to administration prior to wearing of the article.
4. Clothing and accessories that display suggestive, double meaning, hate language (symbols of racism or violence), or drug/alcohol-related words and/or symbols are inappropriate. Also prohibited are apparel, jewelry, accessories, notebooks, backpacks or any manner of grooming 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.
5. Commonly acceptable standards such as cleanliness and the wearing of underclothing and footwear are required at all times. Clothing that exposes underwear such as sagging pants or tops that do not cover bra straps will not be permitted.
6. 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. Appropriate footwear must be worn at all times.

## STUDENT DRESS CODE CONSEQUENCES

<b>First Offense:</b>	T-shirt/sweats provided; parental contact made
<b>Second Offense:</b>	Parent required to bring proper attire; In-school suspension until proper attire is delivered
<b>Third Offense:</b>	Out-of-School Suspension 1 day; parent conference for readmit
<b>Fourth Offense:</b>	Minimal 3-day Out-of-School suspension; Progressive Discipline Plan & habitual discipline statute followed

## **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 time insurance available to all students in Nevada. Forms are available in the office.

## **STUDENT PARKING**

Students are to park behind the main building in the areas that have been designated for student parking. THERE IS NO STUDENT PARKING IN FRONT OF THE SCHOOL OR IN THE FACULTY PARKING AREA.

Students will be assigned a designated numbered parking spot by completing a parking application form (First day packet) and purchasing a parking permit in the school office for \$30. The parking permit will be good for the entire school year. Lost and/or additional parking permits may be purchased for a charge of \$5. Students who park in non-designated areas will be subject to parking fines. 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.

## **GWHS PARKING AMENDMENTS**

We at GWHS hold the belief that driving to school and parking on campus is a special privilege that is gained throughout high school. It has come to our attention that as more students begin to drive, students and staff are having difficulty finding a parking spot. Due to this circumstance, the Student Issues Committee (SIC) and Student Council have put together a solution for the parking problems and propose the following amendments to the current parking policy.

1. All parking spots will be numbered and students will be assigned a parking spot with a corresponding number.
2. The student's right to park on that designated spot will be displayed by a parking sticker with a warrior logo and parking spot number.
3. Selection of parking spots will be determined first by, staff, seniors, juniors and sophomores.

## **STUDENT DRIVERS**

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, the Principal or Dean of Students 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.

## SENIOR OFF-CAMPUS LUNCH

The senior class will have the opportunity to have an “off-campus” lunch day periodically during the school year. This is a continuing privilege from years past. Seniors have been working diligently towards graduation and have earned the privilege to continue this tradition.

Seniors 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 5<sup>th</sup> period class on time
- There is to be no speeding on Warrior Way, especially in front of ZCES
- Seniors in good standing **only** may participate (must have a minimum of 17 credits)
- If seniors go to the park or the beach, etc. they will leave the area trash-free
- Seniors who attempt to sneak out other students, will lose this privilege for a semester
- If seniors are failing a class, they will not be able to participate until grade is raised

Parents of seniors 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 the Dean of Students. 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. Parents will be informed. **A progressive discipline plan is on file in each classroom and in the Main Office.**

## **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-HOUSE SUSPENSION**

In cases where student discipline issues do not warrant a suspension, students will be assigned in-house 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 persons; 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

Minor disruptions to the learning environment: 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				
	1-3 days Lunch Detention	3-5 days Lunch Detention/ In-House suspension	1-3 days Suspension	3-5 days Suspension	10 days Suspension
Parent contact on all referrals first by teacher					
Repeated Minor Disruptions Inappropriate language, horseplay, Electronic devices, etc.)	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Profanity, Dangerous Behavior (pushing, bumping, slapping, tripping, etc.) Skateboarding	XXX	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Theft, Defiance of Authority, Profanity to Staff	XXX	XXX	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Intimidation, Fighting, Sexual Harassment, Gang Behavior Bullying/ Cyber Bullying, electronic communication	XXX	XXX	XXX	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
*Use/ Possession of Alcohol/ Drugs, knife, Deadly weapon	XXX	XXX	XXX	XXX	1 <sup>st</sup> Offense

***\*Pursuant to NRS 392.466, a student found to have committed one or more of the above violations, in the predestinated 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. *{BP 529 (a)}*. A weapon found may be turned in to **any staff** and doesn't have to go directly to the administration. Sale/distribution of drugs will result in a 90 day expulsion. Possession of a firearm will result in a 1-year expulsion. Sheriff's Office will be contacted for all drug/alcohol and weapons violations.

## HELP LINE

Students with information about other students in need, or the presence of weapons or drugs on school property can leave an anonymous message for school officials and the Douglas County Sheriff's Office by calling **783-SAFE**. This service is available 24 hours a day and is completely confidential.

## 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.

## 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.

*{BP 524, BP 529(a)}*

## BULLYING/CYBER BULLING

**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.

*(Added to NRS by [2009, 687](#); A [2011, 2245](#); [2013, 1655, 2138](#))*

**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](#).

*(Added to NRS by [2009, 687](#); A [2011, 1062](#))*

## SEXUAL HARASSMENT

Conduct that constitutes sexual harassment that is committed by students of either sex against students or staff of the opposite or same sex is inappropriate behavior.

{AR 541}

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.

(Added to NRS by [2001, 1928](#); A [2011, 2245](#))

**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.

(Added to NRS by [2001, 1928](#); A [2011, 2245](#))

**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 visitors badge at the Main Office and when business is finished, 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 passport near the back of the agenda/handbook. Students are responsible to obtain a hall pass from their teachers.

## **SURVEILLANCE**

GWHS has an extensive video surveillance system located through-out 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 participant 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 finger-printed 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**

Visitors of GWHS students' wishing to attend a dance must be approved by the administration by 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.

Middle school students are not allowed to bring off-campus guests to a school dance nor may they attend a high school dance.

## **SCHOOL SPONSORED DANCE POLICY**

Whittell is constantly striving to be a school of excellence in all areas; including academics and extracurricular activities. After hearing from several other schools, students, teachers, and parents, GWHS has implemented new rules and guidelines for school sponsored dances that will continue the culture of excellence.

Students have the right to know what is expected of them when they attend GWHS dances. They also have the right to accept, or not accept, the school administration's expectations of them. Above all, everyone at GWHS has the right to be secure in his or her mind, body, and property. Students' conduct at all GWHS activities is a reflection of the school. We expect students to be worthy of the respect of others at all times. We want them to be proud of their school and their fellow classmates, and we want others to be proud of them. Each student has the responsibility for maintaining the school's positive reputation.

In order to continue the culture of excellence, GWHS has created a list of guidelines governing what is and is not allowed at school sponsored dances which include but are not limited to the following.

### **\*Enforcement of policy rules is up to the discretion of the school administration.**

- **Bumping and grinding in a sexually suggestive manner will not be tolerated.**
- **Girls' dresses and skirts must come to within 4" above the knee.**
- **No cleavage showing at any time.**
- **Boys are not allowed to take off their shirts at any time.**
- **Hands on the floor to dance in a sexually suggestive manner will not be tolerated.**

If a student is witnessed violating any of these rules, the student will be warned and have his/her wristband cut off. If a student is warned the second time for any of the violations, he/she will be asked to leave the dance. There will be no refunds and the student will not be allowed to attend the next school sponsored dance, which includes Homecoming, Winter Formal and Prom. If you are an underclassman attending Prom and are asked to leave due to a violation of the dance policy, you will not attend the following year's Homecoming dance. The consequence of this insubordination will include a one to three day out of school suspension and parents will be notified. These rules apply to all dance guests. If you are a guest and are asked to leave the dance due to a violation of the policy, you will be banned from all George Whittell High School sponsored dances.

We anticipate full cooperation with the guidelines at all dances. Thank you for doing your part to maintain the culture of excellence at GWHS.

## **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 ***DCSD Administrative Regulation 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.

{AR 599(a)}

### **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.

(Added to NRS by [2009, 687](#))

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

Students may not use cellular telephones, pagers, 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.

{AR 529(a)}

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 **Board Policy No. 529**, Suspension and Expulsion, and the due process afforded for willful disobedience to administrators, teachers, or other school district personnel (#3) and impairing or threatening the health, safety, or welfare of teachers, students, or other persons (#5) when disciplining students who violate this regulation. Confiscation of the device must be made with each occurrence. The device must not be returned to the student but may be returned to the parents and/or guardians of the student.

{AR 52 9(a)}



**The school is not responsible for theft of unauthorized items on campus or at a school sponsored activity.**

## NURSE'S OFFICE

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. (BP 508) 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.



## DOUGLAS COUNTY SCHOOL DISTRICT Student Health Services

### 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.

{BP & AR 508} {AR 523A}

## 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° 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 clinic, 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 or 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 online @ [www.myschoolbucks.com](http://www.myschoolbucks.com) 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 no later than September 24<sup>th</sup>, or you will be cut off.**

**Reference Administrative Regulation 230** on the district website 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 2 weeks and a fine of 5¢ a day will be charged for overdue books. **Students will not be allowed to check out books until book and/or fines are paid.** The librarian is there to assist students with any questions.



## 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 of 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.

## 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 student 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.

**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 Douglas County School **Board Policy No. 216**.

**EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

<b>Year Long</b>	<b>Fall</b>	<b>Winter</b>
Band/Choir (7-12)	Cross Country (7-12)	Basketball (7-12)
Academic Team (9-12)	Cheer (9-12)	Cheer (9-12)
National Honor Society (10-12)	Football (9-12)	Ski (9-12)
National Jr. Honor Society (8-9)	Basketball (7-8)	Volleyball (7-8)
Yearbook (9-12)	Soccer (9-12)	<b>Spring</b>
Student Government (7-12)	Volleyball (7-12)	Baseball/Softball (9-12)
W.E.B. (7-10)		Boys Golf (9-12)
Interact Club (7-12)		Track (7-12)

**STUDENT COMMITMENT**

There is a *consequence* if a student quits after 10 days, including practices:

- *Consequence*-student may not play first six weeks of next sport
- Student must attend practices of next sport, even if they're not playing for six weeks
- Principal and A.D. may make exception for extenuating circumstances

## STUDENT EXPENSES

### Supplies/Fees you may need to purchase:

- P.E.
  - \$8 PE shirt
  - \$8 PE shorts
  - \$15 PE set
  - \$8 Shin Guards
  - \$10 Lock for PE locker (if purchased at school)
  
- Student Body Card
  - \$10 All students required to purchase
  - \$35 Additional - required for sport and/or co-curricular activities
- Art
  - \$15 7<sup>th</sup> – 12<sup>th</sup> Art/Ceramic – per semester
  
- Leadership
  - \$30 Spirit Pack
  
- Computer Graphics
  - \$15 Per semester
  
- Culinary 1-3
  - \$15 Per semester
  
- Science
  - \$20 Chemistry Per year
  - \$20 Biology Per year
  
- Nutrition and Lunch
  - \$ 1.50 Optional Breakfast
  - \$ 3.60 Lunch Money Daily (High School)
  - \$2.85 Lunch Money Daily (Middle School)
  - (Possibility of slight increase)
  
- Yearbook
  - \$50 Month of September
  - Price to increase monthly after deadline
  
- Student Parking
  - \$30 Parking Permits
  - \$5 Lost and/or additional permits

*All prices are subject to change*

## **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 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 laws<sup>1</sup> 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

<sup>1</sup>These 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.

## 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 Special Services Office, at 775-782-4355, or write to:

Special Services Office  
1638 Mono Ave.  
Minden, NV 89423