

**Edward C. Reed High School**  
**Student Handbook**  
**2021-2022**



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

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**Disclaimer:** This Parent-Student Handbook contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents during the course of the school year. For the current version of any of these documents, please check the District's website at [www.washoeschools.net/Policy](http://www.washoeschools.net/Policy).

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**Declaración de No Discriminación:** El Distrito Escolar del Condado de Washoe se ha comprometido a no discriminar en base a raza, color, origen nacional o grupo étnico, estado civil, ascendencia, sexo, orientación sexual, identidad o expresión de género, información genética, religión, edad, discapacidad mental o física, militar o condición de veterano en programas o actividades educativas y de empleo como requerido por las leyes y reglamentos federales y estatales aplicables. Ningún empleado del Distrito, incluyendo, sin limitación, los administradores, profesores u otros miembros del personal, ni los estudiantes no deberán participar en los actos de intimidación, acoso o discriminación en las instalaciones de cualquier escuela pública, evento patrocinado por la escuela o autobús escolar en el Distrito. Conductas prohibidas incluyen el acoso cibernético, acoso sexual, hostigamiento, intimidación y represalias.

**Negación de responsabilidad:**

Este Manual para Padres y Estudiantes contiene Políticas del Consejo Directivo y Administrativo y otros documentos relativos a las normas y reglamentos del Distrito Escolar del Condado de Washoe. El Distrito se reserva el derecho de modificar cualquiera de estos documentos en el transcurso del año escolar. Para la versión actual de cualquiera de estos documentos, por favor revise la página web del Distrito en [www.washoeschools.net/Page/2903](http://www.washoeschools.net/Page/2903).

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## 2021-2022 Balanced Calendar

July 2021							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days =
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

January 2022							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 20
						1	January 1 - New Year's Day
2	3	4	5	6	7	8	January 3 - School Resumes
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	January 17 - Martin Luther King Jr. Day
23	24	25	26	27	28	29	
30	31						

August 2021							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 17
							August 3 - First Day for Teachers
1	2	3	4	5	6	7	August 3 - 5 - Teacher Professional Development
8	9	10	11	12	13	14	August 6 - Teacher Work Day
15	16	17	18	19	20	21	August 9 - First Day of School
22	23	24	25	26	27	28	August 9 -13 - Kindergarten Testing
29	30	31					August 16 - First Day of Kindergarten

February 2022							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 19
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	* February 14 - 18 - Spring Conference Week for some schools.
20	21	22	23	24	25	26	Please check with your school for details.
27	28						February 21 - President's Day

September 2021							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 21
			1	2	3	4	September 6 - Labor Day
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

March 2022							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 13
		1	2	3	4	5	March 1 - ACT Testing
6	7	8	9	10	11	12	March 11 - End of Grading Period
13	14	15	16	17	18	19	March 14 - 25 - Spring Break
20	21	22	23	24	25	26	
27	28	29	30	31			

October 2021							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 15
					1	2	October 4 - 8 - Fall Break
3	4	5	6	7	8	9	October - 13 *PSAT Testing
10	11	12	13	14	15	16	October 15 - End of Grading Period
17	18	19	20	21	22	23	October - 18 - 22 Conference Week
24	25	26	27	28	29	30	October 29 - Nevada Day Observed
31							* PSAT TESTING SUBJECT TO CHANGE

April 2022							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 21
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

November 2021							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 18
	1	2	3	4	5	6	
7	8	9	10	11	12	13	November 11 - Veterans Day
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	November 24 - 26 Thanksgiving Break
28	29	30					

May 2022							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 21
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	May 30 - Memorial Day
29	30	31					

December 2021							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 12
			1	2	3	4	December 16 - Last Day of Grading Period
5	6	7	8	9	10	11	December 17 - Teacher Work Day
12	13	14	15	16	17	18	December 17 - Dec 31 - Winter Break
19	20	21	22	23	24	25	
26	27	28	29	30	31		

June 2022							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 3
			1	2	3	4	June 3 - End of Grading Period
5	6	7	8	9	10	11	June 3 - Last Day of School
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

<b>Contingency Days: June 6,7,8</b>	Number of Days Per Quarter	44	39	48	49	180
	Number of Days Per Semester	83	97	180		

Teacher Work Days:	August 3,4,5,6
	December 17

Dear Students,

Welcome to the 2021-2022 school year at Reed High School. We are excited to work with you and are looking forward to a great and activity filled school year under the leadership of our Student Body Officers.

It is our hope that you find this electronic handbook useful as we move through the school year.

The policies and procedures contained in this handbook are the result of a great effort on the part of the administration, faculty, and students. This information has been carefully prepared and will be of great value in helping you adjust to our school and to become an integral part of it.

Following two years that were interrupted by the pandemic we are so grateful that we will have all our students in the building every day. We are committed to providing the necessary support and guidance for all of our students to thrive, and our goal is for everyone in the Reed community to have an amazing 2021-2022 school year!

Have a wonderful school year.

Josh Rosenbloom  
Principal

## REED HIGH SCHOOL

### Mission Statement

It is the mission of Reed High School to provide educational opportunities that encourage each student to develop personal responsibility and to empower them to be **responsible, respectful, and successful**.

### Beliefs Statement

1. We believe each student is a valued individual with unique physical, social, emotional, and intellectual needs.
2. We believe in an atmosphere that establishes acceptance, understanding, and respect.
3. We believe it is important to provide a well-balanced schedule of core (Math, Science, English, & Social Studies) and elective classes, as well as extra-curricular activities that will challenge and fulfill the needs of all students.
4. We believe in a safe, positive school environment that values hard work, celebrates success, and encourages personal growth.
5. We believe the students, staff, parents, and community share the responsibility of developing students who are prepared to enter the real world as **responsible, respectful, and successful** citizens.

#### Regular Schedule

<b>1<sup>st</sup> Period</b>	7:45	8:35
<b>2<sup>nd</sup> Period</b>	8:39	9:31
<b>3<sup>rd</sup> Period</b>	9:35	10:25
<b>4<sup>th</sup> Period</b>	10:29	11:19
<b>Lunch</b>	11:19	11:57
<b>5<sup>th</sup> Period</b>	11:57	12:47
<b>6<sup>th</sup> Period</b>	12:51	1:41
<b>7<sup>th</sup> Period</b>	1:45	2:35

#### Assembly Schedule

<b>1<sup>st</sup> Period</b>	7:45	8:27
<b>Assembly</b>	8:31	9:21
<b>2<sup>nd</sup> Period</b>	9:25	10:08
<b>3<sup>rd</sup> Period</b>	10:12	10:54
<b>4<sup>th</sup> Period</b>	10:58	11:41
<b>Lunch</b>	11:41	12:19
<b>5<sup>th</sup> Period</b>	12:19	1:02
<b>6<sup>th</sup> Period</b>	1:06	1:49
<b>7<sup>th</sup> Period</b>	1:53	2:35

#### 2-Hour Delayed Start

<b>1<sup>st</sup> Period</b>	9:45	10:18
<b>2<sup>nd</sup> Period</b>	10:22	10:56
<b>3<sup>rd</sup> Period</b>	11:00	11:33
<b>4<sup>th</sup> Period</b>	11:37	12:10
<b>Lunch</b>	12:10	12:48
<b>5<sup>th</sup> Period</b>	12:48	1:21
<b>6<sup>th</sup> Period</b>	1:25	1:58
<b>7<sup>th</sup> Period</b>	2:02	2:35

#### Wednesday Schedule

<b>1<sup>st</sup> Period</b>	7:45	8:28
<b>2<sup>nd</sup> Period</b>	8:32	9:17
<b>3<sup>rd</sup> Period</b>	9:21	10:04
<b>4<sup>th</sup> Period</b>	10:08	10:51
<b>5<sup>th</sup> Period</b>	10:55	11:38
<b>Lunch</b>	11:38	12:16
<b>6<sup>th</sup> Period</b>	12:16	12:59
<b>7<sup>th</sup> Period</b>	1:03	1:45

#### 3-Hour Delayed Start

<b>Lunch</b>	11:00	11:30
<b>1<sup>st</sup> Period</b>	11:30	11:53
<b>2<sup>nd</sup> Period</b>	11:57	12:20
<b>3<sup>rd</sup> Period</b>	12:24	12:47
<b>4<sup>th</sup> Period</b>	12:51	1:14
<b>5<sup>th</sup> Period</b>	1:18	1:41
<b>6<sup>th</sup> Period</b>	1:45	2:08
<b>7<sup>th</sup> Period</b>	2:12	2:35

## ACADEMICS AND ACTIVITIES

### **ACADEMIC INTEGRITY**

Reed High School uses [turnitin.com](https://www.turnitin.com), a plagiarism prevention program that serves as an educational tool and provides immediate documentation regarding the integrity of classroom assignments. Plagiarism occurs when a student uses another writer's work without giving credit to the source. Learning to avoid plagiarism is a skill that students should master. Plagiarism of copyrighted material is against federal laws and school district policy. Plagiarism typically occurs in school situations the following ways: 1) a student uses another's words without using quotation marks around the material, 2) a student uses another author's ideas or information without giving credit for the material (known in the academic world as citing the source), 3) a student does both use the author's words and ideas without citing the source.

Cheating is defined by but not limited to: 1) copying someone else's homework, class work, or test answers, 2) allowing someone else to copy your work or test answers; using and kind of unauthorized device, study aid, or cheat sheet 3) possessing or viewing a copy of an exam beforehand, 4) sharing test information with students who have not taken the test, 5) changing your answers or someone else's when correcting in class. Consequences for violations of the policy: 1) no credit on the assignment in which plagiarism occurred, 2) lowering of the citizenship grade by one whole grade, and 3) possible removal from membership in or consideration for membership in honorary organizations such as the National Honor Society.

### **ACCIDENTS**

Students, who are injured at school, are responsible for reporting the accident to their teacher and/or clinical aide, to get first aid treatment and obtain an accident/injury form. The clinical aide is responsible for completing the accident form and reporting the accident to the Principal or designee. The parent, guardian or other responsible adult will be notified and take responsibility for the ill or injured student leaving school.

### **ACADEMIC LETTER**

Reed High School rewards the student who maintains a 3.7 or better academic GPA. The student must be enrolled in at least the minimum academic load. The four semesters need not be consecutive. Cumulative GPA and citizenship grades are not considered. For each additional semester of a qualifying GPA, a bar and a certificate are earned. The letter will be awarded during the semester.

### **ACADEMIC WARNINGS**

When a student is not making satisfactory progress in school, the teacher shall prepare a notice that informs the student that he/she is in danger of failing. The school administration will coordinate the notification to parents/guardians. Unsatisfactory progress is defined as a level of achievement leading to a failing grade or work that would cause a grade to deteriorate two full grades below previous performance. (Example: A student who received an "A" on the grade report and now is doing "C" work would require a notification.) The teacher will prepare failure notices at the end of the fourth week of the grading period.

### **ADVANCED PLACEMENT**

Reed High School offers a wide array of Advanced Placement courses in our schedule. Students enrolled in these courses are required to take the AP exam associated with their field of study. Failure to sit for the exam will result in the removal of the AP designation from the student's transcript and the subsequent recalculation of the student's GPA to remove the AP weighting. All fees related to the AP exam are due by the end of the first semester.

### **ADVERTISING**

Students, who wish to display posters, place announcements on bulletin boards, or engage in any other form of advertising in or about the school, must secure the approval from the Student Activities Vice-Principal. No permission will be granted for the advertising of any outside activity. No announcement or notices of a commercial venture based on the motive of profit shall be placed in the school.

## **ANNOUNCEMENTS**

Announcement requests can be made by completing and submitting a request form, which can be obtained from the Leadership Advisors. All announcement requests must be dated and signed by a teacher/advisor and submitted to the Leadership Advisors not later than 12:00 noon the day prior to the announcement running. Student announcements will run daily on TV monitors throughout the school and can be found on the school website.

## **ASSEMBLIES**

Attendance at all assemblies is mandatory. Prior to leaving class for a school assembly, students must leave their personal belongings in their current locked classroom. Students may collect their belongings following the conclusion of the school assembly. Students displaying inappropriate behavior during an assembly will not attend the next scheduled assembly and/or be placed in SRO (Student Relations Office) for the duration of the assembly.

## **ATHLETIC ELIGIBILITY REQUIREMENTS**

- A first semester ninth grade pupil will be eligible for athletic competition and follow all other NIAA eligibility guidelines.
- A student must be enrolled in two units of credit and be in regular attendance at a member school for each semester the pupil participates.
- A student must pass a minimum of two units of credit the previous semester. Students failing to do this will be ineligible for one semester unless they are passing two units at the nine-week grading period, at which time they will be placed on weekly probation. If at any time during this probationary period the student receives a failing grade, he/she will become ineligible for the remainder of the semester without further recourse.
- A student must maintain a passing academic grade in all courses during the sport season; which means a cumulative GPA of 2.0 or higher. Progress will be checked a minimum of once every three weeks.
- Any student who does not meet the above requirements during the course of the season will be placed on probation and/or declared ineligible. Details regarding eligibility are available in the main office through the Athletic Secretary, Athletic Director or Athletic Administrator.
- An Athletic Code of Conduct will be enforced for all discipline concerns in the school. A copy of this is available in the office from the Athletic Secretary.

## **CAREER CENTER**

The Career Center, located in the library, is available for use by all students, parents, faculty, and community members. Options for beyond high school can be explored through the resources available including: scholarship opportunities, career interest surveys, vocational/technical training, college entrance information for two-year/four-year colleges or universities, ACT/SAT testing preparation and scheduling assistance, military options, apprenticeships, and work experience.

## **CO-CURRICULAR ACTIVITIES**

Band, chorus, drama, leadership are courses that are co-curricular in makeup. Students' grades are derived not only from class time during the regular school day, but from participation after school and on weekends. Such participation is mandatory if the "team" is to do well. Absences may lower the student's grade just as they do during the regular school day. The only exception to the rule of participation after school and on weekends is a conflict with another co-curricular or extra-curricular activity. In these cases, the student has the choice of the activity to attend without fear of consequences of any nature. Any student involved in after school co-curricular activities such as theatre, student leadership and/or clubs/organizations will be held to the same eligibility rules as student-athletes.

## **DROP DATES**

The last day to enroll in a class for the fall semester and earn credit is 09/03/2021. For the 2<sup>nd</sup> semester (Spring), the date is 01/31/2022. A student withdrawing from the class prior to the completion of the course requirements during the first eleven (11) weeks will be dropped from the class and receive no credit. After the eleventh week, a student withdrawing from a class shall receive a grade of "F." The date to withdraw by for the first grading period is 11/1/2021. For the third quarter the date is 04/01/2021.



## **GRADES**

The state mandated grading system for all classes, grades 9-12, will incorporate the letter designation: A; B; C; D; F, and INC. For the purpose of computing grade point average, the letter grades will be transposed to the standard 4.0 scale; A (100-90%)=4.0; B (89-80%)=3.0; C (79-70%)=2.0; D (69-60%)=1.0; F (below 60%) =0. Honors courses will have a 0.025 “value added” and Advanced Placement courses will have a 0.050 “value added”. The grades S and U may be used in special classes and will not be included in the computation of the grade point average. Subjects granting only ¼ credits are not computed for grade point average.

## **GRADING AND REPORT CARDS**

Reports notifying parents/guardians of their student’s progress in school are issued quarterly to each student who has been enrolled four or more weeks during the grading period. The responsibility for determining the grade rests with the classroom teacher. All grade reporting will be done on approved forms. The report will be distributed following the close of the grading period.

## **HOMEWORK**

Homework plays an important role in the learning process. Conventional purposes for homework are practice, preparation, check for understanding, and development of work habits. Homework is one of many learning activities to engage students. Homework should: extend learning and/or provide practice in applying concepts initially presented in the classroom; provide opportunities for independent work; strengthen concept and skill development; and provide opportunities for enrichment.

## **HOMEWORK REQUEST**

If it is anticipated that a student will be absent for a period of at least three days, homework requests should be processed through the Attendance Office or call 321-3110. The parent/guardian should make such a request at least 24 hours prior to the time the homework assignments are to be picked up and assignments will be held in the main office, unless alternative arrangements are requested. If you are inquiring about homework assignments that need to be picked up, please call the Attendance Office at 321-3110.

## **INCOMPLETE**

Students who do not complete the work required for completion of a course of instruction may receive an incomplete (INC). Students receiving an incomplete have **three weeks** from the date of issuance of the report card to make up the work. An incomplete in the spring semester must be made up by the end of the third week in the fall semester. It is the student’s obligation to make contact with the teacher to receive the assignment/s necessary to remove the incomplete grade. The teacher who posted the incomplete grade must provide the grade assignments that are to be completed within the prescribed three-week period. If the work is not made up, the incomplete becomes an “F” and the student receives no credit for the class.

## **MAKE-UP WORK**

Parents are reminded that students must request make-up work on the day the student returns to class. Failure to request the make-up work on the day the student returns to class may result in the loss of the opportunity to make-up the work. Within two (2) days of receiving the request, the teacher will prepare the requested make-up work. However, not all work can be made-up. Work that is participatory in nature (labs, guest speakers, class discussions) can be made up at the discretion of the teacher. The student must return the completed make-up work within the designated deadline. Generally, the student has the number of days he/she was absent plus one day, from the day the work was picked up, to return make-up assignments. Please be aware that many teachers post homework assignments on Infinite Campus, which may save both you and the teacher time.

## **STUDENTS ENTERING LATE**

During the first four (4) weeks of the semester, a high school student may enter classes with the intent of earning credit and be allowed to make-up missed work solely at the discretion of the individual teacher. For that student who has not been enrolled in or attending any educational program that desires to enter a Washoe County School District high school after the fourth week of the semester, the student will **NOT** earn credit. The student may be enrolled for audit, may be

counseled about registration for appropriate correspondence course(s), or may petition for entrance into an alternative learning center if enrollments are still possible into one of their learning centers. In the case of a student who has not been enrolled in or attending any educational program that desires to enter a WCSD high school extremely late in the semester, that student should be registered for classes at the beginning of the following semester.

### **WITHDRAWAL GRADES**

A student withdrawing from the class prior to the completion of the course requirements will receive no credit for the class. A student withdrawing from school without transferring will receive a "W" and no credit. Students transferring to another school will receive a grade showing progress to date and no credit. If a student drops a class after eleven weeks, he/she will receive a failing grade at the end of the semester.

### **ATTENDANCE**

A student shall not be absent from school 10% or more of school days in order to be promoted to the next grade or 10% or more of class periods for a student to earn credit in a class, as applicable. Students who are absent for any reason who miss 10% or more of school days will be labeled Chronically Absent. Students who receive instruction are not counted in Chronic Absenteeism. Chronic Absenteeism started being reported in 2017-2018 due to a Federal Mandate.

If students complete and return make-up work assigned by the teacher after an absence, the absence will not count toward retention/failure or chronic absenteeism no matter the reason for the absence.

Absences that do not count toward the student retention or failure are below. These absences do count toward Chronic Absenteeism absences unless the make-up work is completed and returned. Students must miss 10% or more of school days to be labeled Chronically Absent. A note or phone call must be received from the parent/guardian by the office within 3 days of the initial absence for the following codes to be used for an absence:

**APT** – Absences Prior to Triggering Failure (trigger=8)

**EMD** – Medical Professional Excused Absence; for a student to be excused for being sick, a health care professional note must be provided

**HDE** – Health Department Excluded Medical used in school wide outbreaks declared by the Health Department

**CIT** – Child in Transition Absence; Absences related to homelessness

**EFB** – Emergency Family Business limited to severe family-based emergencies such as death of a human family member RH – Religious Holiday

**FCA** – Foster Care Absence; Absence related to being in foster care

**SUS** – Out of School Suspension (Does not require a parent note)

- **Parent/Guardian's responsibility** to check Infinite Campus to make sure attendance is accurate and to make sure make-up work is completed and returned to the school.
  - **Student's responsibility** to request make-up work from the teacher on the day the student returns from an absence.
  - **Teacher's responsibility** to provide make-up work within 2 days to the student upon the student's request.
  - Students have the number of days absent plus one beginning the day that the teacher provided the make-up work to complete and return the make-up work to the teacher
- All absences will be changed to (TEP) Temporary Educational Placement except for Suspension, and the student will be considered present if make up work is completed and returned within the timeline described above.

### **CONFIRMED TRUANT POLICY**

- When a student is confirmed truant for the 1<sup>st</sup> time and receives their 1<sup>st</sup> truancy letter, truancy, counselor, and parents will be notified. The student will sign a contract and be placed on an informal 10-day attendance monitor. The student's attendance will be monitored by their counselor and attendance.

- When a student is confirmed truant a 2<sup>nd</sup> time, truancy, the student’s counselor, and parents will be notified. A 2<sup>nd</sup> truancy letter will be sent home and the student will sign a contract and be formally placed on a 20-day attendance monitor. The student’s attendance will be monitored by their counselor and attendance.
- When a student receives a 3<sup>rd</sup> confirmed truancy, if the student is a 9<sup>th</sup> or 10<sup>th</sup> grader, the paperwork will be filled out to send the student to the Student Attendance Review Board (SARB), where the parents and student will need to meet with the board to determine why the student is not attending school regularly and what, if any supports need to be put in place for the student to help them to successfully attend school. For an 11<sup>th</sup> or 12<sup>th</sup> grade student who receives a 3<sup>rd</sup> truancy letter, paperwork will be completed to have the student cited for not attending school. This citation will result in the student possibly having to go to court to determine a consequence for not going to school.

### **OFF CAMPUS PASS**

If a student needs to leave campus for an appointment, he/she must obtain a street pass before school in the Attendance Office. The student should then have his/her street pass signed with the time of departure by the professional i.e., doctor/dentist. The street pass is returned to the Attendance Office, where he/she will be issued a pass to class.

### **TARDY POLICY**

Reed High School takes a very serious approach to addressing tardies. Students and staff are held to the highest possible standard when it comes to punctuality. Students who are late to class will receive an immediate consequence. The policy is as follows:

- All students who are in the hall during class time without a pass for any reason are subject to consequence.
- At the beginning of each period, students late to class will go to the main, yellow, blue or PE hallways where a staff member will issue them a tardy pass.
- Any student entering the building late after staff members have left will go to the attendance office where they will be issued a tardy pass.
- All late students will serve a detention for the first five minutes of lunch or after school in their classroom depending if he/she received the tardy in the morning or afternoon.
- Students who accrue ten or more tardies in one semester will be subject to more progressively intense consequences including parent conferences, after school detention, in-school suspension, and/or suspension.
- We will only excuse tardies that can be verified by documentation from a professional office or person. (i.e.: Doctor’s office note, appointment card from the court, the police officer’s business card, etc.)
- Hand-written notes for tardiness are not accepted.
- A parent can escort a student into the building to meet with the appropriate Attendance personnel to excuse a tardy. However, that person must verify their identity and the student’s attendance record will be checked for excessive tardies.

### **BEHAVIOR**

The “Raider 3” of Respect, Responsibility and Success guide our work with school discipline. Discipline issues will be handled out of the Student Relations Office (SRO). All Washoe County School District rules and guidelines as stated on the school district website at [www.washoeschools.net](http://www.washoeschools.net) will be followed by Reed High School.

The discipline philosophy of Reed HS is to be positive, fair, and consistent, while still dealing with each situation as an individual entity. We implement individualized behavioral supports to achieve both social and academic success while preventing problem behavior. SRO also works closely with Washoe County School District Police and Secret Witness (775-329-6666) on tips dealing with the spectrum of discipline issues.

We have Zero Tolerance at Reed High School for Weapons, Fighting, Drugs-Alcohol, and Gang Activity. You will be suspended, cited, or arrested and transported to Jan Evans. This means challenging to fight, instigating a fight or accepting a fight.

The number one priority for the Student Relations Office/SRO is to provide a safe learning environment for both students and staff at Reed High School. We are successful in achieving this when students, parents, and staff work together. The SRO personnel seek to take a very proactive approach in solving problems in an appropriate manner. Please speak with any administrator in SRO if you are concerned about any issue related to the safe and appropriate learning environment at Reed High School. Please make sure you are aware of and understand the rules and policies of not just Reed High School but of WCSD. Please refer to the Reed High School website: <http://www.washoecountyschools.net/reed> .

#### **AFTER SCHOOL DETENTION**

Reed High School has incorporated a After School Detention/School Beautification Program as a consequence for unacceptable or inappropriate behaviors. THURSDAY SCHOOL WILL RUN FROM 2:35 P.M. THROUGH 4:00 P.M. AND WILL BE SUPERVISED BY REED HIGH SCHOOL STAFF. Students who fail to attend After School Detention/School Beautification may be subject to a one-day suspension.

#### **ALTERNATIVE LEARNING ENVIRONMENT EXPECTATIONS**

The Alternative Learning Environment will have a Reed staff member supervising. Student(s) will be assigned to the ALE by administration. This may be for a partial day or a full day. Student(s) will surrender any electronic device(s) in his/her possession for the entire time they are in ALE. Student(s) will work on classwork and/or school assignments for the entire day. Student(s) will not disrupt the study environment. Student(s) will always observe the dress code. *If above expectations are not met, students may be suspended (out of school) for the rest of the day or longer.*

#### **BULLYING/HARASSMENT/THREATS**

If you are a victim of bullying/harassment and/or threats, report it to Student Relations Office immediately. Students and parents can also report as a Secret Witness by calling **329-6666** or text **274637** enter **TIP725 + message** or going to the website [www.secretwitness.com](http://www.secretwitness.com) or at [www.wcsdbullying.com](http://www.wcsdbullying.com) Safevoice is another option. You can call Safevoice at (883) 216-7233 or submit a report online at [Safevoicenv.org](http://Safevoicenv.org). Student Relations conducts Conflict Resolutions. We initiate this proactively in lieu of fighting or verbal confrontations.

#### **CELL PHONES AND OTHER DEVICES**

Cell phones, headphones and other electronic devices can be disruptive and interfere with student learning, including the learning of those that are not in possession of such devices. Cell phones must be turned off while in the classroom. This means you do not have it on to text, check the time, or check for messages or calls. Off means off. Parents, if you have an emergency, you may call the main office and we can reach your student immediately. Consequences for violations will be issued in accordance with the Reed High School Progressive disciplinary plan and will include confiscation of the item subject to parent pick-up. Personal electronic devices may only be used in class if permitted by the teacher.

#### **COVID MITIGATION**

All persons inside of a school building including staff, students and visitors must wear a mask covering one's mouth and nose regardless of vaccination status. Mask shall not be required for outside activities. Red and blue bandanas are not permitted. All other face coverings are acceptable. Students may drink water inside but eating in the classroom is not permitted as it may increase the likelihood of viral spread. Consequences for violations will be issued in accordance with the Reed High School Progressive disciplinary plan.

#### **CROSSWALK**

Students must obey the crossing guard, being sure to pay attention and ensure safety of themselves and others. Students that do not follow the directions of the crossing guard or are disrespectful may lose off campus privileges.

#### **DANCES**

The Junior/Senior Prom is allowed to be scheduled off campus. Once a student leaves the dance, he/she will not be re-admitted. Students who wish to bring a guest to a dance must secure a guest pass from the Student Activities Assistant Principal. Your guest must be at least enrolled in grade 9, and not be 21 years or older and must have a photo ID in his/her possession to be admitted to the dance. Students will not be admitted into a dance if alcohol/drugs are detected. Students may be subject to random passive alcohol/drug screenings upon entering the event. The appropriate discipline action will be enforced if students are caught with alcohol or drugs. Due to the graphic nature of dancing observed at

school dances, students will be asked to dance in an appropriate manner. Students will be warned once, and then removed from the dance if this type of dancing is not discontinued. Chaperones and administrators ask for your support and cooperation with this policy.

**DANCE/GUEST PASS GUIDELINES:** 1) When bringing a guest, who is not a Reed student, the sponsoring Reed student must see the Student Activities Assistant Principal for a guest pass application. You may not buy tickets for your guest without an approved guest pass. These applications are available one week prior to the dance. It is a good idea to receive approval for the guest prior to making arrangements for tickets, clothing purchases, and dinner reservations; 2) the student relations office will complete a background check prior to giving approval for your guest; 3) guest pass applications must be complete, including a parent signature; and 4) all rules and regulations of Reed High will be enforced for both the student and his/her guest. The goal of these efforts is to ensure that all students have an exciting and enjoyable evening at the dance.

### **DETENTION**

The WCSD permits the use of lunch detention and after school detention as a disciplinary option at the high school level. Detention is designed to positively change behavior by socially isolating a student who has violated school rules. Instead of removing a student from school for inappropriate behavior, he/she is allowed the privilege of remaining at school, completing academic assignments, or doing maintenance work and other cleaning task in a highly structured environment.

### **DRESS CODE**

The primary responsibility for dress rests with students and their families (parent/guardian). However, the District reserves the right to establish and enforce a student dress code with expectations and limitations for students that address what clothing may be worn and how students may wear that clothing. The requirements of the dress code are not intended to silence expressive conduct, but instead, constitute an attempt to maintain a productive, safe, learning environment.

Therefore, in order to promote an appropriate academic environment and to provide for your child's safety, students must adhere to the following standards:

- Clothing shall not contain unprotected speech including, but not limited to: obscene, vulgar, or profane language or illustrations; and nothing that promotes illegal activity, including underage drinking, illegal drug use, domestic abuse, gang membership, battery, assault, or other civil or criminal conduct which would violate state or federal law.
- Clothing must cover the body from the chest/breasts to below the buttocks including the midriff.
  - Undergarments shall not be intentionally exposed (e.g., bras, boxer shorts). Nylons/panty hose/tights may be worn as an undergarment under clothing but not alone as pants/bottoms.
  - Shorts, skirts, skorts, and dresses must be an appropriate length, extending to the student's mid-thigh.
  - Pants/bottoms with rips, tears, or mesh are acceptable but shall not reveal or expose a private/intimate part of the body nor cause a safety concern (e.g., a tripping hazard because the hem of the pant leg drags on the floor).
  - Leggings, to include yoga pants, are acceptable worn as pants.
- Head coverings which are neither religious nor medical in nature are not permitted to be worn inside a school building during school hours.
- Proper footwear must be worn at all times and shall not pose a potential health or safety problem.

### **DRESS CODE CONSEQUENCES**

The consequences for uniform infractions follow our progressive disciplinary model and are outlined below.

- 1<sup>st</sup> and 2<sup>nd</sup> Offense—Student complies with dress code as directed by SRO and returns to class.
- 3<sup>rd</sup> Offense—Students assigned to After School Detention
- 4<sup>th</sup> Offense— Students assigned to After School Detention with written reflection
- 5<sup>th</sup> and 6<sup>th</sup> Offense—In-House Suspension
- 7<sup>th</sup> Offense and beyond—Individual contract with SRO. Breach of contract could result in suspension.

## **GRAFFITI**

Graffiti is unsightly, costly, and in many cases gang related. Any student caught writing graffiti or in possession of marker pens, etching tools or spray paint will be subject to suspension, prosecution and/or personal liability for damages. Parents will be liable for expenses resulting from the vandalism.

## **HALL PASSES**

During class time, any student in the hallway is required to display the appropriate hall pass. Students may not be out of class without the teacher's permission and the accompanying pass. Students who are out of class without permission or go to areas not authorized by the teacher will be placed on a No Pass list and suspended if found out of class. Additionally, students may not use vending machines during class.

## **LOITERING**

According to NRS 393.410 - Loitering is defined as any individual contributing to the damage to school property, being a nuisance, and trespassing. It is unlawful for any person to loiter on or near the school grounds. Off-campus students have ten (10) minutes to leave school. All students must be out of the building by 3:00pm unless he/she has specific business to stay longer.

## **LOST AND FOUND**

All lost and found articles including textbooks are to be turned in to the Student Relations Office. Articles are stored in the Student Relations Office. Unclaimed items will be donated at the end of each semester.

## **LUNCH TIME**

Reed High School has an Open Campus policy. Students are permitted to leave campus for lunch as long as they return before class starts. It is a privilege to leave campus for lunch and it can be taken away for violations of school rules

School Police and Student Relations staff will patrol the Baring Shopping Center at lunch. Property management has requested students not ride skateboards at the shopping center. *All rules apply during school hours when students are at the Baring Shopping Center.*

## **SCHOOL POLICE**

The Washoe County School District employs police officers who are fully empowered to act as peace officers. Safety of students and staff is the highest priority of our school police. Given reasonable cause, the school police are authorized to take statements and interview students prior to contacting parents.

## **SEARCHES OF STUDENTS**

W.C.S.D. Administrative Regulation 5144.10 The primary function of the public schools is education. In order to serve this function, the schools must maintain discipline and order and must provide students with physical safety and security. School officials and teachers act in loco parentis to the students during the time students are under their supervision. To provide an orderly and safe school environment, the school must control the behavior of students and prevent the introduction by students of harmful, damaging, unlawful or deleterious items onto the school premises. The law permits school authorities to search students, their personal possessions, their desks and lockers under appropriate circumstances. A decision to search a student, his/her possessions, or any school property or area assigned to him/her for his/her individual use shall be made in accordance with the following guidelines:

1. Student Responsibilities
  - a. Students shall not carry or conceal or bring onto any District property, to include school buses, or to any District or school-sponsored activity/event any material that:
    - i. Is prohibited by law;
    - ii. Is prohibited by published District policies, regulations, rules or procedures; or
    - iii. will detract from the maintenance of a calm, orderly and safe school environment.
2. Searches
  - a. An administrator, or school employee designated by the principal, may search the person of a student, the personal effects in the student's possession, to include a cellular telephone, or the student's automobile parked on school grounds, under any of the following circumstances:

- i. The search is made in connection with a lawful arrest;
    - ii. The search is made with the voluntary consent of the student; or
    - iii. The search is conducted on the reasonable suspicion that the student has engaged in an activity which violates a law or published District policy, regulation, rule, or procedure; or that the student is carrying, concealing, or sequestering material the possession of which is prohibited by law or by published District policy, regulation, rule, or procedure.
  - b. If the search is made with the consent of the student, there should be a witness to the obtaining of the consent and to the search.
  - c. The administrator, or other designated school employee making the search, shall be of the same sex as the student searched, when feasible, unless the need for an immediate search requires a search by an administrator or school employee of the other sex. When the search is made by someone of a different sex than the student searched, there shall be a witness to the search.
  - d. The search of a desk or locker assigned to a student may be done at any time pursuant to either of the following rules:
    - i. The search is made to maintain discipline and protect students from the introduction into the school of offensive or undesirable materials, or
    - ii. The search is made on the reasonable suspicion that the student has engaged in an activity which violates a law or a published District policy, regulation, rule, or procedure, or that the student is using the school property in the form of a locker or desk for illegal or wrongful purposes or to sequester material the possession of which is prohibited by law or by published District policy, regulation, rule, or procedure.
  - e. In all other cases, a search warrant should be obtained before a search is conducted.
- 3. Reasonable Suspicion
  - a. In cases which require reasonable suspicion as the basis for the search, the administrator, or school employee designated by the principal, authorizing the search shall have a reasonable suspicion that the "fruits" or implements of a crime or unlawful act will be found, or that a weapon or other object or material the possession of which is prohibited by law or by District policy, regulation, rule or procedure will be found.
  - b. A reasonable suspicion is a subjective, good faith belief supported by objective facts which may include, but are not limited to, the student's age, history and record in the school, the reliability of the information giving rise to the suspicion and the seriousness and prevalence of the problem in the school.
  - c. The required reasonable suspicion must be based on facts relating to a particular student whose person, belongings, to include a cellular telephone, automobile, desk or locker is to be searched and such suspicion must arise immediately prior to the proposed search.
- 4. No Expectation of Privacy: Lockers and Desks
  - a. A student does not have the exclusive right to possession of the locker or desk to which he/she is assigned and the school reserves the right to conduct searches of lockers and desks. Each student shall accept and use the assigned locker or desk on such basis.
  - b. A student shall only use his/her assigned locker and desk and may not place his/her belongings or other personal property in an unassigned locker or desk.
- 5. Canine Sniffs
  - a. The District may conduct random canine sniffs of school hallways, lockers, classrooms, buildings, parking lots, and other school property through the use of a canine unit. A canine unit consists of a qualified handler, and a dog specially trained to detect illegal or prohibited substances, weapons, or bombs.
  - b. If an administrator, other school official, faculty or staff member, or school police have a reasonable suspicion to believe that an individual may have in his/her/their possession a weapon or a controlled substance or material which is prohibited by law or District rules, procedures and policies, the District may conduct canine sniffs of such individual's vehicle(s) and/or personal effects.
  - c. The District may utilize electronic and/or phone messaging to all parent(s)/guardian(s), when appropriate, in the event of a school-wide search to prevent rumor and panic.
- 6. Role of Law Enforcement Agencies
  - a. School personnel should call for assistance from the School Police Department when there is reason to believe a situation is dangerous.

- b. If a search by school personnel results in the discovery of materials the possession of which is prohibited by law, the District's School Police Department shall be notified and the materials shall be turned over to them.
7. Legal Definitions
  1. Reasonable suspicion has been defined by the U.S. Supreme Court as "the sort of common-sense conclusion about human behavior upon which practical people ... are entitled to rely." ("U.S. Legal" Dictionary)
  2. Probable Cause is "evidence that gives someone a reason to think that a crime has been or is being committed." (Merriam Webster)

#### **SENIOR PRANK**

Any student identified as being involved in a Senior Prank may be eligible for the following consequences: suspension, restitution for any damages or cost of custodial cleanup, and/or loss of graduation activities.

#### **SEXUAL HARASSMENT AND INTIMIDATION**

Any student or parent/guardian who has a question, concern or would like a copy of the District's Administrative Regulation including information/forms for filing a complaint, please contact an administrator at the school. Students and parents can also report by going to the website at [www.wcsdbullying.com](http://www.wcsdbullying.com).

The Washoe County School District is committed to a positive, productive working and learning environment free from discrimination. The district prohibits the form of discrimination known as sexual harassment or intimidation of its employees or students whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student. Discrimination adversely affects employee morale and productivity, and interferes with the student's ability to learn. The district, therefore, prohibits harassment, as defined by this policy and regulation, of any person on the basis of that person's race, color, national origin, sex, age disability, and/or religious preference.

Such behavior is just cause for disciplinary action. The district will not tolerate harassing behavior in general, sex based or sexually harassing behavior between members of the same or opposite sex. The district will act promptly on reports, complaints, and grievance of harassment and sexual harassment or intimidation (including informal reports), which come to the attention of the district.

The district prohibits retaliation against any employee or student because he/she has made a report alleging harassment, sexual harassment, or against any employee or student, who has testified, assisted, or participated in the investigation of a report. Such retaliation is itself a violation of a federal regulation prohibiting discrimination and will lead to disciplinary or other appropriate action against the offender. This policy applies to harassment/sexual harassment by any individual and/or of any employee or student on district property, while on district business, or at any school-sponsored event regardless of location. (Admin. Reg. 4111.3)

#### **SKATEBOARDING**

Skateboards will be confiscated if students ride them on campus. Students may not carry skateboards or scooters on campus. They must be appropriately secured as soon as students arrive on campus in a locker provided by the Main Office.

#### **SMOKING AND TOBACCO**

The possession and/or use of tobacco, cigarettes, chew, e-cigarettes, etc. are prohibited on school grounds, at school sponsored activities or on W.C.S.D. transportation. If a vape, electronic cigarette, or any related vaping device is seen or found, it will be confiscated immediately, and administration is not obliged to return the device to the student. If a student is caught using the vape device, they will be subject to disciplinary consequences, which may include suspension or in school suspension. Reed High School will enforce the line-of-sight policy regarding the use of tobacco products. Line of sight is defined as visually observing at a distance while on school property any student or students using or in the act of using tobacco products.

Students may not use, possess, or display electronic cigarettes or any other smoking device on campus. This applies even if the device does not contain tobacco related products. Such devices will be confiscated for parent pick up



## SUSPENSION

Suspension is the temporary removal of a student from school or from school sponsored activities. Reed High School uses both Out-of-School Suspension and In-School Suspensions (ALE). Out-of-School Suspensions means a student is not allowed to attend school during the specified period and is subject to the conditions below. For In-School Suspension students attend Reed High School during regular school hours. During school, the suspended student stays in the Alternative Learning Environment for the entire school day. The student is supervised by school personnel and spends the entire day completing schoolwork. Both forms of suspensions are used as part of the Reed High School progressive disciplinary plan.

### SPECIAL CONDITIONS OF SUSPENSION:

- The suspension will begin upon the signing and/or verbal notification of student and parent. Students may not be on or near school property during the suspension.
- A student may not participate in extracurricular activities during the term of his/her suspension.
- Suspensions may be reflected in the student's citizenship grade.
- Parents shall be notified whenever a student is suspended. WCSD Student Attendance Procedure Manual, Appendix 6, Item 1: Students will be provided the opportunity to request and complete work missed due to absence from school/class for any reason, including missed instruction (excused or unexcused), trancies and suspensions. Not all work, especially work that is participator and contributive in nature, can be made up. At the discretion of the teacher, alternative work may be provided for these activities. If this schoolwork is not turned in, it may result in the lowering of the academic grade for the grading period. If a grade of incomplete or a loss of credit results from any suspension, the student will have the opportunity to make up the work by attending summer school, evening school correspondence school, or by taking credit by examination. Refer to Administrative Regulations 5127.1 ALTERNATIVE MEANS FOR EARNING HIGH SCHOOL CREDIT.
- Students who are on suspension are not allowed on campus and may not attend any school functions.

## FEES

All students are responsible for any instruments, books, equipment or other items that they have on campus, whether they are owned by the student or have been entrusted to the student by the district or others. Please be aware that 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.

<b>SCIENCE</b>		<b>CAREER TECH</b>	
LAVERTY/ EARTH SCIENCE	\$10.00		
BALSLEY/ BIOLOGY	\$15.00	JAMES/FOODS AND NUTRITION I II III	\$60.00
BALSLEY/ CHEMISTRY	\$10.00	SIMMS/DIGITAL COMPUTER SCI	\$5.00
CURLEY/ ENV SCIENCE	\$10.00	SIMMS/PRINCIPAL MARKETING	\$10.00
CURLEY/ BIOLOGY	\$15.00	TBA/PERSONAL FINANCE	\$5.00
SPIKER/ BIOLOGY	\$15.00	MATHERLY/GRAPHIC DESIGN II III	\$10.00
SPIKER/ PHYSICAL SCIENCE	\$10.00	MATHERLY/BUSINESS MARKETING	\$10.00
KLAPP/ ASTRONOMY	\$10.00	DOUKAKIS/DIGITAL COMP SCI	\$5.00
KLAPP/ BIOLOGY	\$15.00	TBA/FOODS AND NUTRITION	\$60.00
LOTT/ZOOLOGY	\$35.00		
LOTT/ ANATOMY	\$35.00		
LOTT/ BIOLOGY	\$15.00		
MAGULA /AP ENV SCIENCE	\$20.00	<b>ARTS AND MUSIC</b>	
MAGULA/ ENV SCIENCE	\$15.00		
KIRAKOSYAN/ BIOLOGY	\$10.00	ART FOUNDATIONS/CUDNEY-FRE	\$20.00
TBA/ HONORS CHEMISTRY	\$15.00	ART/ BOUGHNER	\$40.00
PEREOS/ AP PHYSICS	\$10.00	ART/ DONAGHY	\$40.00
PEREOS/ PHYSICAL SCIENCE	\$10.00	ART/ CUDNEY-FRECSHETTE	\$40.00

PEREOS/ CHEMISTRY	\$10.00	INDOOR WINDS	\$175.00
POWERS/ AP BIOLOGY	\$20.00	CONCERT/SYMP/WIND/JAZZ	\$30.00
POWERS/ BIOLOGY	\$15.00	CLASS PERCUSSION	\$35.00
SAWYER/ EARTH SCIENCE	\$10.00	MARCHING BAND	\$200.00
SAWYER/ CHEMISTRY	\$10.00	INDOOR PERCUSSION	\$175.00
SAWYER/ H CHEMISTRY	\$15.00	CHOIR CLASSES	\$20.00
SAWYER/AP CHEMISTRY	\$50.00	THEATRE 3-4 and DRAMA	\$30.00
AP PSYCHOLOGY LAB	\$15.00	UKULELE	\$25.00
		ORCHESTRA	\$40.00
<b>ENTERPRISE ACADEMY</b>		ADVANCED CHOIR ONLY	\$40.00
<b>ACADEMY FEE</b>	<b>\$50.00</b>		
BIO MEDICAL I/Arnold	\$20.00		
BIO MEDICAL II III/Arnold	\$40.00	<b>LEADERSHIP</b>	\$100.00
MED TERMINOLOGY I II/Arnold	\$20.00		
HUMAN DEVELOP I II III/Green	\$10.00	<b>NJROTC</b>	
ENERGY TECH I/MAGULA	\$10.00	NJROTC 10/11/12 grades	\$10.00
ENERGY TECH II III/MAGULA	\$20.00	NJROTC Freshman	\$20.00
MANUFACTURING TECH I II III	\$40.00		
WELDING/CONLEY & OGG I II III	\$40.00		
METALS/CONLEY & OGG I II III	\$40.00		
AUTO/WESTGATE I II	\$20.00	<b>PE Uniform/ each piece 5.00</b>	\$10.00

### FREE AND REDUCED LUNCH

If your financial status changes over the summer, please contact Reed's bookkeeper, registrar, counselor or cafeteria manager for a Free & Reduced Lunch eligibility form. Please remember that you need to reapply every year.

### PARKING LOT

Students will be required to register their vehicles and purchase a parking permit from the Student Relations Office for \$5.00. The parking permit is to be placed on the rear-view mirror. Students not displaying the parking permit risk having their vehicle ticketed and/or booted. Students may not park on the north end of the school building or in the Faculty Parking in front of the school. For the student's protection, vehicles should be locked. The school is not responsible for theft or damage to a vehicle parked on campus.

### GRADUATION

In order to participate in the graduation ceremony, students must fully meet the high school graduation requirements as outlined below. Such requirements must be met prior to the commencement exercise. Seniors should listen to and/or read the daily announcements for information on caps, gowns, and graduation announcements. It is the student's responsibility to take care of these matters at the announced times. The graduation ceremony is a privilege not a right. Students can and will be removed from the graduation venue for ANY inappropriate behavior.

### HONORS DIPLOMA

In order to earn an Honors Diploma from a Washoe County high school, students must have met all of the requirements of a Standard Diploma and must have met the following additional requirements:

1. a minimum of 20 required credits and 4 elective credits for a total of 24 credits;
2. eight credits must be earned from among those courses which are designated as honors;

3. one additional credit of science (total of 3 credits of science); science credits must include two credits in Biology, Chemistry (Chemistry lab is considered as part of the chemistry course and will not be counted as a separate honors course), or Physics;
4. four credits of math must include Algebra 1 or above;
5. two credits in the same world language;
6. minimum GPA requirement of 3.4 weighted or unweighted;
7. no course failures during the last two years, unless the course is repeated to remove the "F" from the transcript. U is not considered for this purpose.

*Students who earn an Honors Diploma will have both "Advanced" and "Honors" seals affixed to the diploma.*

### **ADVANCED DIPLOMA**

To earn an Advanced Diploma from a Washoe County high school, graduates must have met all of the requirements of a Standard Diploma and must have met the following additional requirements:

1. a minimum of 18 required credits and 6 elective credits for a total of 24 credits;
2. one additional credit of science (total 3 credits of science);
3. one additional credit of math (total 4 credits of math);
4. a minimum GPA of 3.25 weighted or unweighted on a 4.0 scale for all units of credit applicable toward graduation.

There will be no application process. All students who are qualified to receive an Advanced Diploma will have the Advanced Diploma seal affixed to the diploma.

### **COLLEGE AND CAREER READY DIPLOMA (CCR)**

Students must complete the 24 credit requirements for an Advanced Diploma and demonstrate the following:

1. Proficiency in speaking not less than 2 languages (Seal of Biliteracy) or have earned not less than 2 credits in any combination of the following:
  - a. Advanced Placement courses; or
  - b. International Baccalaureate courses; or
  - c. Dual credit courses or courses completed through dual enrollment; or
  - d. Career and technical education courses including HROTC; or
  - e. Work-based learning; or
  - f. A world language course
2. Earn one or both endorsements:
 

**College Ready Endorsement**

  - a. English Language Arts: 18 ACT English *or* SAT Reading 480; *and*
  - b. Math: 22 ACT Math *or* SAT Math 530

**Career Ready Endorsement**

  - a. Score of 50+ or higher on the ASVAB; or
  - b. Score of **Silver** or higher on the **NCRC**; *or*
  - c. Be a completer of a **CTE** program of study *and* earn the Nevada Skills Certificate; or
  - d. Obtain an industry recognized credential on the **OWINN** list (Nevada Industry-Recognized Credential)

### **NEVADA ASSESSMENTS REQUIRED FOR GRADUATION**

In order to graduate from a Nevada high school with a Standard, Advanced, or Honors diploma, a student must participate in the Nevada State high school assessments prescribed by law as diploma requirements for their respective graduating class.

Students who entered high school in the fall of 2012 and thereafter must participate in the College and Career Readiness assessment pursuant to Nevada Revised Statutes 390.600 and 390.610 as prescribed by the Nevada State Board of Education. Students will take this assessment during their junior/11th grade year.

Students who entered high school in fall of 2016 and thereafter must participate in a civics examination pursuant to Nevada Senate Bill 322 approved in 2017. Students will take the civics examination as part of the U.S. History or Government course.

### WCSD GRADUATION GUIDE

In order to graduate from a Washoe County high school, a student must earn a minimum of 22.5 credits (graduation cohort through 2021; graduation cohort 2022+ will need 23 credits) including certain requirements and a variety of electives. In addition, each student must have passed the state assessment prescribed as a diploma requirement for their respective graduating class. The following table outlines the options for students:

Course Title	WCSD Standard (2019-2021 cohorts)	WCSD Standard (2022-beyond)	Alternative+ (2019-2021 cohorts)	Alternative+ (2022- beyond)	State Advanced	College and Career Ready with Endorsement	WCSD Honors
English	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Math (Must include Algebra 1, Geometry & Algebra 2 or equivalent)	3.0	3.0	3.0	3.0	4.0	4.0	4.0Δ
Science	2.0	2.0	2.0	2.0	3.0	3.0	3.0†
American Government	1.0	1.0	1.0	1.0	1.0	1.0	1.0
U.S. History	1.0	1.0	1.0	1.0	1.0	1.0	1.0
World History/World Geography	1.0	1.0	0	0	1.0	1.0	1.0
PE/HSROTC	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Arts/Humanities/CTE/HSROTC 5-6/7-8	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Computer Literacy	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Health	0.5	0.5	0.5	0.5	0.5	0.5	0.5
World Language	0	0	0	0	0	0	2.0*
Electives	6.5	6.0	7.5	6.0	6.0	6.0	4.0
Flex Credit**	0	1.0	0	2.0	0	0	0
Endorsement (College and/or Career)	0	0	0	0	0	See Back	0
Assessments to qualify			NAA	NAA			
TOTALS	22.5	23.0	22.5	23.0	24.0	24.0	24.0
# of Honors Courses							8
Required Cumulative GPA					3.25 on a 4.0 scale (no rounding)	3.25 on a 4.0 scale (no rounding)	3.40 on a 4.0 scale (no rounding)

Δ Algebra 1; Geometry or Formal Geometry; Algebra 2 (or their equivalents); plus 1 or more math class beyond Algebra 2

† Two credits must be in Biology, Chemistry, or Physics

\* Two credits in the same world language

\*\* Flex credits can be: a 2<sup>nd</sup> or 3<sup>rd</sup> year CTE course in one program of study, or a 4<sup>th</sup> year of math (including Alg 2 or higher), or a 3<sup>rd</sup> year of science, or a 4<sup>th</sup> year of social studies (WCSD requires 3 in Social Studies- World History/Geography, U.S. History, and American Government- for graduation)

+ Student must have taken the NAA assessment to be eligible for the alternative diploma. This diploma counts in the cohort grad rate

## GENERAL INFORMATION AND OPERATIONS

### ATHLETICS AND SPORTSMANSHIP

The NIAA, the Washoe County School District and Reed High School promote good sportsmanship by student/athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial, sexist comments or intimidating actions directed at officials, student/athletes, coaches, and/or other spectators will not be tolerated and are grounds for removal from the playing venue. Also, for the safety of all in attendance, spectators are not allowed on the gym floor or any playing surface at any time. Your cooperation and good citizenship is expected and appreciated.

## **ELECTRONIC MAIL**

Parents and students are encouraged to contact the administrators, counselors, and teachers using e-mail. Simply use the following example: E-mail name@washoeschools.net; example: jrosenbloom@washoeschools.net

## **LOCKERS**

All hall lockers will be issued dependent upon availability and require two students to be assigned to each locker. When two students are assigned to a locker, it is essential that the combination to the hall locker not be shared with other students. Reed High School will not be held liable for loss or damage to the interior contents of a hall locker. Gym lockers are assigned through the P.E. Department. **DO NOT LEAVE VALUABLE ITEMS IN LOCKERS.** Students must empty their lockers by the last day of school. Following that day, custodians will empty all lockers and give all contents to charity.

- **ACCESS TO LOCKERS BY ADMINISTRATION:** *Reed High School and Washoe County School District are not responsible for personal items.* The student does not have the exclusive right to possession of the lockers or desk to which he/she is assigned and the school reserves the right to conduct searches of lockers and desks as outlined below. Each student understands the school's position when accepting and using an assigned locker or desk. The search of a locker may be conducted at any time pursuant to either of the following rules: (1) to maintain discipline and to protect students from the introduction into the school of offensive or undesirable materials or (2) on the reasonable suspicion that the student is engaged in an activity that violates a law, affects the safety of student, teacher, or school and/or a published school district rule (Admin. Reg. 5144.10-2).
- **SKATEBOARD LOCKERS:** Skateboard Lockers in the courtyard are available on a first come first serve basis. These lockers may be issued one student to a locker but will require a \$5.00 deposit for the combination lock. Replacement locks for skate lockers are \$5.00.

## **MESSAGES OR EMERGENCIES**

Only emergency messages from a parent or guardian will be delivered. Classrooms cannot be disrupted constantly; therefore, messages from employers and friends cannot be delivered.

## **PARENT COMPLAINT**

The Washoe County School District Board of Trustees has established a procedure for receiving and acting on complaints about any employee. The policy requires that the complainant first attempt to settle the issue with the employee in question. If a satisfactory solution not reached, you may pick up a "Public Complaint Form" in the Principal Secretary's Office. Complete instructions accompany the form. Questions about this policy may be directed to the Zone 4 Superintendent of High Schools located at the district office.

## **STUDENT PHOTO IDENTIFICATION CARDS**

Every student is required to have their student ID on their person when on campus. This is not only a policy, but a safety issue. Students are issued the first ID by the school at no charge. Students that damage or lose an ID are responsible for replacing it and may be charged a fee of \$5 to \$10, depending on the number of IDs issued to that student.

## **STUDENT RECORDS—PARENT & STUDENT RIGHTS**

The Board of Trustees recognizes the rights of students who are eighteen years of age or older to inspect their own student records. In the case of students under eighteen years of age, the Board recognizes the rights of their parents or legal guardians to inspect their children's student records. Further, the Board also recognizes that the privacy of such records shall be protected.

## **RELEASE OF INFORMATION ABOUT STUDENTS**

Most information about Washoe County School District students cannot be made public without consent of parents or guardians. Federal law prohibits schools or the district from releasing information without permission, except for what is termed "directory information." According to the Federal Family Educational Rights and Privacy Act of 1974, directory information about students may be released by the district without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information. However, schools do use

discretion when they receive requests for directory information and will not release such information if it is the principal's judgment that releasing such information would not be in the best interest of the student. Directory information is defined as the student's name, address, and phone number; student's date and place of birth; student's course of study; student's participation in recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and most recent previous school attended. Parents/guardians or students 18 years of age or older who do not want any or all categories of directory information released without their prior consent must notify the school principal in writing by no later than October 1. If no written denial to release directory information without prior consent is received by October 1, the school will assume that consent has been given.

### **TRANSCRIPTS**

Upon receipt of a request from proper authorities at another school, your high school will send an official transcript of the student's record. The student should not ask for and attempt to transfer such records personally. Any student desiring a copy of his/her transcript should contact the school's registrar in the main office. If the student needs a transcript for a college/university, the student must log on to [www.docufide.com](http://www.docufide.com). There is a \$5.00 charge for all transcripts.

### **VISITOR PASSES**

Reed High School **does not** issue student visitor passes. Adult visitors must sign in and secure a visitor's pass tag at the main office prior to visiting classes on campus.

### **NEVADA LIBRARY LICENSED DATABASES 2021-2022**

- **Grolier's Encyclopedia**
  - <http://go.grolier.com>
  - Login: washoecsd
  - Password: washoecsd
- **ABC-CLIO**
  - History, Government, Geography
  - <http://www.socialstudies.abc-clio.com>
  - Login: washoeschools
  - Password: washoeschools
- **EBSCO**
  - Magazines, Newspaper
  - <http://search.epnet.com>
  - Login: washoe
  - Password: pyramid
- **GALE**
  - Science Resource Center
  - [http://infotrac.galegroup.com/itweb/nv\\_washoesd](http://infotrac.galegroup.com/itweb/nv_washoesd)
  - Login: included in URL
  - Password: silver