

Spanish Springs High School Parent/Student Handbook



2023-2024

Principal: Sean Hall
Assistant Principal: Wendy Hawkins
Assistant Principal: Eddie (Ray) Hirschman
Assistant Principal: Silvia Marin
Dean of Students: Levi Stafford
Athletic Director: Art Anderson

1065 Eagle Canyon Drive
Sparks, NV 89441
Phone: (775) 425-7733 Fax: (775) 425-7735
<http://spanishspringshs.com>

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

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Disclaimer:

This document contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents during the course of the school year. For the current version of any of these documents, please check the District's website at www.washoeschools.net/Policy.

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.

Gender Identity

[HTTPS://WWW.WCSDPOLICY.NET/PDF_FILES/ADMINISTRATIVE_REGULATIONS/5161_REG-GENDER_IDENTIFY-V2.PDF](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5161_reg-gender_identify-v2.pdf)

Access to Spanish Springs High School

We want our community to have ease of access to our campus. Here are a few tips to help those wishing to visit our campus during school hours.

- All visitors to Spanish Springs High School must report to the Main Office.
- Only the parents, guardians, or other designees, listed for a student on the Infinite Campus may check out students to leave campus. Please be prepared to demonstrate photo identification.
- Entrance to the school is available in the Main driveway leading to the "Round-About" on the east side of the school.
- Parking for visitors is available on the East side of the school in the designated spaces.
- Please take special note that both the Northwest and Southwest entrances are locked from 8:15 – 2:45 daily.
- The front "Round-About" is designated as "**Emergency Vehicles Only**" and is posted as "NO STOPPING, STANDING, and OR PARKING." Please make arrangements to pick up your student at the designated "parent drop-off" area on the north side of the school, in visitor parking, on Alena Drive, or on Eagle Canyon Drive. Parents who wait for their students in front round-about area may be cited by Washoe County School Police.

Principal and Assistant Principal Secretaries

- Mr. Hall's Secretary, (775) 321-3947
- Mrs. Hawkins's Secretary, (775) 321-3943
- Mr. Hirschman's Secretary, (775) 321-3944
- Ms. Marin's Secretary, (775) 321-3945
- Interim-Assistant Principal's Secretary, (775) 321-3938

Closed Campus

Spanish Springs High School continues to be a **Closed Campus**. The term **Closed Campus** refers to the fact that students at Spanish Springs High School are required to remain on campus for all nutrition and lunch breaks and are not permitted to leave school to drive or walk to off campus sites (including private homes and public restaurants) for lunch, nutrition breaks or class time, even if a parent note is written.

All students must obtain prior approval for professional appointments through the main office by written note or phone call from a parent.

BELIEFS, MISSION STATEMENT, & MOTTO

WE BELIEVE

Students need to: collaborate, use technology for learning, solve real world problems, think innovatively, and construct new knowledge for the 21st century.

Teachers, administrators, counselors, support staff and guardians are essential partners in a student's overall success.

Instruction needs to be differentiated to engage and meet the needs of every student.

Students need skills in self-management, self-awareness, social awareness, tolerance and responsibility.

Learning stems from students being, present, prepared and actively involved in the school community.

MISSION STATEMENT

Through academic rigor and support, all students will have opportunities to optimize their potential for growth and to be college and career ready upon graduation.

MOTTO

"Success through Scholarship, Honor, and Spirit"

2023-2024 Spanish Springs Bell Schedule

Monday, Tuesday, Thursday, and Friday (Alt

Wednesday – No Early Release)

7:00 - 7:55 a.m. - 0 Period
8:00 - 9:32 a.m. – 1st/4th Periods
9:32 - 9:37 a.m. – Passing
9:37 - 11:09 a.m. – 2nd/5th Periods
11:09-11:14 a.m. - Passing
11:14 – 12:23 p.m. – 7th period
12:23 – 12:53 p.m. – Lunch
12:53 – 12:58 p.m. - Passing
12:58 - 2:30 p.m. – 3rd/6th Periods

Wednesday

7:00 - 7:55 a.m. - 0 Period
8:00 - 9:22 a.m. – 1st/4th Periods
9:22 - 9:27 a.m. – Passing
9:27 - 10:49 a.m. – 2nd/5th Periods
10:49 – 10:54 a.m. – Passing
10:54 – 11:48 a.m. - Enrichment
11:48 – 12:18 p.m. – Lunch
12:18 – 12:23 p.m. - Passing
12:23 - 1:45 p.m. – 3rd/6th Periods

Assembly Bell Schedule

7:00 – 7:55 am – Zero Period
8:00 – 9:15 am – 1st/4th Periods
9:15 – 9:20 am – Passing to 2nd
9:20 – 10:25 am - Assembly
10:25 – 11:40 am – 2nd/5th periods
11:40 – 12:10 pm - Lunch
12:10 – 12:15 pm - Passing
12:15 – 1:10 pm – 7th period
1:10 – 1:15 pm - Passing
1:15 – 2:30 pm – 3rd/6th Periods

Final Exams Bell Schedule

7:00 – 7:55am – Zero Period
8:00 – 9:45am – 1st Exam
9:45 – 9:55am – Break
9:55 – 10:00am – Passing
10:00 – 11:45am – 2nd Exam

EOC Final Exams Bell Schedule

7:00-7:55 – Zero Period
8:00-10:00am – 1st exam
10:00-10:10am – Break
10:10-10:15 – Passing
10:15-12:15pm – 2nd Exam

2 Hour Delayed Schedule

No Zero Period
10:00 – 11:07 am – 1st/4th Periods
11:07 – 11:12 am – Passing
11:12 – 12:19 pm – 2nd/5th Periods
12:19 – 12:24 pm – Passing
12:24 – 12:48 pm – 7th Period
12:48 – 1:18 pm – Lunch
1:18 – 1:23 pm - Passing
1:23 – 2:30 pm – 3rd/6th Periods

2 Hour Delayed Schedule-Wednesday

No Zero Period/No Enrichment
10:00-11:17 am – 1st/4th Periods
11:17-11:22 am - Passing
11:22-12:39 pm – 2nd/5th Periods
12:39-1:09 pm – Lunch
1:09-1:14 pm – Passing
1:14-2:30 – 3rd/6th Periods

“C” Day Schedule

7:00 – 7:55am – Zero Period
8:00 – 8:47am – 1st Period
8:47 – 8:52am – Passing
8:52 – 9:39am – 2nd Period
9:39 – 9:44am – Passing
9:44 – 10:31am – 3rd Period
10:31 – 10:36am – Passing
10:36 – 11:23am – 4th Period
11:23 - 11:28 - am Passing
11:28 – 12:15pm – 5th Period
12:15 – 12:45pm – Lunch
12:45 – 12:50pm - Passing
12:50 – 1:37pm – 6th Period
1:37 – 1:42pm - Passing
1:42 – 2:30pm – 7th Period

Delayed Start Assembly Bell Schedule

10:00-10:51 am – 1st/4th Periods
10:45-10:56 am – Passing
10:56-11:37 am – Assembly
11:37-12:28 pm – 2nd/5th Periods
12:28-12:58 pm – Lunch
12:58-1:03 – Passing
1:03-1:34 pm – 7th Period
1:34-1:39 – Passing
1:39-2:30 – 3rd/6th Periods

7th Period Fall Final Schedule

7:00-7:55 am – 0 Period
8:00-9:19 am – 1st/4th Periods
9:19-9:25 am – Passing
9:25-10:44 am – 2nd/5th Periods
10:44- 10:50 am – Passing
10:50-12:35 pm – 7th Period Final (1 hr. 45 minutes)
12:35-1:05 pm – Lunch
1:05-1:11pm – Passing
1:11-2:30pm – 3rd/6th Periods

7th Period EOC Final Schedule

7:00-7:55 – 0 Period
8:00-9:14 am – 1st/4th Periods
9:14-9:20 am – Passing
9:20-10:34 am – 2nd/5th Periods
10:34-10:40 – Passing
10:40-12:40 – 7th Period Final (2 hours)
12:40- 1:10 pm – Lunch
1:10-1:16 pm – Passing
1:16-2:30 pm – 3rd/6th Periods

**Remember, being on time to class is the first step
to academic success!**

2023-24 Balanced Calendar

Legend

- Non-instructional day
- Non school day

Period Schedules

- A
- B
- WED A
- WED B
- ALL

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		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		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					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

October						
Su	Mo	Tu	We	Th	Fr	Sa
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				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			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		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					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						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				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		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	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				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

Default number of instructional minutes per day: 360
 Total number of instructional days this year: 179
 Total number of instructional minutes this year: 0

ACADEMICS

HOMEWORK

Homework is a regularly assigned student activity which is primarily completed outside of regular classroom time and which has a definite relationship to the student's instructional program. The purpose of homework is to reinforce and/or enrich activities performed in the classroom. A positive attitude toward working on viable assignments outside of the class period should be fostered.

Each teacher will communicate to parents in some manner what his/her homework and make-up policies are. The student is responsible for the completion and turning in of the homework. The parent is responsible for the support of this part of the educational program by encouraging and assisting (where possible) the student in doing homework.

https://www.wcsdpolicy.net/pdf_files/board_policy/5300-Policy-Activities-v2_Final.pdf

TRANSCRIPTS

All transcripts for admission to colleges and universities will be provided through the Washoe County School District website. This is a convenient, secure, online service. Fees are explained on the website. Transcripts for scholarship purposes will still be hand-processed by the registrar at no cost to the student. For more information, go to

<https://washoeschoolsnv.scriborder.com>.

Student Records and Information

https://www.wcsdpolicy.net/pdf_files/board_policy/5000_Policy-Student_Records-v3_Final.pdf

REPORT CARDS

Report cards are issued on a nine-week basis. The 1st and 3rd are progress report cards, and the 2nd and 4th are semester report cards and go on the transcript. They are issued to the student for grading periods one, two, and three, but are mailed home following the fourth grading period. Failure notices will be prepared and mailed during the semester. Report cards will be issued within two weeks of the end of each nine-week grading period.

TESTING AND USE OF TECHNOLOGY

Students are required to take exams throughout the year, including course assessments, final exams, district testing, and state testing. During testing, if any unapproved technology is in a student's possession, is visible, and/or disrupts the testing environment the device will be confiscated for parent/guardian pick-up, the student's test score will be invalidated, and the student will receive an automatic two-day suspension.

Use of Personal Electronic Device by Students

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5810%20Reg%20-%20Cell%20Phones%20v1.1.pdf

Responsible Use and Internet Safety

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7211-Reg-RUA_Internet_Safety-v4.pdf

ACTIVITIES	
<p>SSHS SCHOOL SONG "FIGHT ON SPANISH SPRINGS"</p> <p>Fight On! Spanish Springs. Cougar team raise your mighty roar! Loyal to you and all for one Never stopping till' we've won and we will...</p> <p>Fight! On! With Cougar pride Skill and courage are on your side.</p> <p>Spanish Springs do your best And we'll do the rest And Fight On to victory! (shout) C O U G (clap, stomp 1 beat) A R FIGHT! FIGHT! FIGHT!</p>	<p>ALMA MATER</p> <p>Forever loyal to Spanish Springs With pride and honor our hearts sing. As friends and strangers mingle here Share joys and triumphs through the years. Our banner caressed by the sun we embrace Our colors forever untouched by disgrace. Our hopes entwine and our goals unite To keep our dreams within our sight. And thru the years beyond our last goodbye We are Spanish Springs... We are Spanish Springs High.</p>

STUDENT ACTIVITY CALENDAR

All activities must be planned, scheduled, and approved by the Assistant Principal in charge of activities and/or athletics. **Activity Schedules for**

all school functions are available at www.nnd1.org. Click on Spanish Springs High School on the right side of the page.

FUNDRAISING ACTIVITIES

Fund raising activities must be scheduled and approved by advisors and the activities administrator. Only authorized sales will be allowed on campus. No sales benefit private enterprise will be allowed.

ASSEMBLIES

All assemblies at Spanish Springs High School are scheduled during the school day. All students are required to attend assemblies, unless otherwise excused or directed by the administration. Students who fail to attend an assembly, without a valid excuse from the office, or whose behavior at an assembly is inappropriate, are subject to disciplinary action and may lose the privilege of attending future assemblies and will be placed in a study hall during assembly times. Students are expected to leave personal belongings (backpacks, purses, etc.) in their classroom during assemblies (classrooms will be secured/locked).

CLUBS

Be Involved! When it comes to activities at Spanish Springs High School, you can choose from a variety of ways to become involved. Any student interested in designing a club is directed to speak with the Assistant Principal in charge of Student Activities. It will be necessary for the interested group to find a faculty advisor and to submit a constitution to the Student Activities Office for review.

DANCES

All rules pertaining to student behavior must be observed at all student functions. Dances are open only to Spanish Springs High School students in good standing. Any student who has been suspended may be classified as not in good standing will be previously notified.

Students wishing to attend a dance must present his or her student ID to gain admission. **NO ID, NO ENTRY!** For the safety of students and staff, breathalyzers will be used upon entry to the dance. Reentry is declined to all students.

GUESS PASS CRITERIA

The ONLY dance to which guests are invited is the Prom. An application/contract for a guest pass can be obtained in the Student Relations Office. Students failing to submit the guest pass prior to the deadline will be denied acceptance of the guest. The guest and sponsor must arrive together with the guest pass and each individual's photo I.D. They must also leave the dance together. The Spanish Springs High School administration reserves the right to deny any guest pass application.

Note: Students and/or guests with previous behavior concerns will be denied the opportunity to attend any dance. Caution should be given to students who are planning to bring a guest to the Prom. Students should receive approval prior to incurring any expenses which may not be refunded should the guest pass not be approved (i.e. new dress, tuxedo rental, airline tickets, limo rental, etc.)

FIELD TRIPS AND OVERNIGHT TRIPS

Any student involved with misbehavior during the course of a field trip, or overnight activity, as part of a school-sponsored event will be disciplined according to school policies.

Student Activities (secondary)

https://www.wcsdpolicy.net/pdf_files/board_policy/5300-Policy-Activities-v2.1_Final.pdf

ATHLETICS

Spanish Springs High School boasts a championship caliber athletics program. We strongly encourage students to consider participating in athletics! **For more information and to register for High School Sports go to <https://www.registermyathlete.com>.**

Athletic Schedules for all sports are available at www.nnd1.org. Click on Spanish Springs High School on the right side of the page.

District Recognized Athletes

https://www.wcsdpolicy.net/pdf_files/board_policy/5325-Policy-Rec_Athletics-v2_FINAL.pdf

ACADEMIC ELIGIBILITY

The Nevada Interscholastic Activities Association is Nevada's governing body for athletics and activities. The following are the most critical aspects in regards to academic eligibility. **The regulation in its entirety can be viewed at www.niaa.com or in the WCSD Athletic Packet.** Questions on policy should be directed to the WCSD's Student Activities Office.

- Athletes must have a 2.0 GPA and passed 2.0 credits to be eligible to try out.
- Athletes who take extension classes are responsible for maintaining academic work and it must be verified by the Athletic Department on three (3) week checks.

- Once an athlete makes an athletic team, their grades are checked every three (3) weeks.
- Athletes who are deemed ineligible on the three (3) week, the warning week, are given the following Monday thru Friday to bring their grade to passing or will be declared ineligible the **following** Monday thru Saturday.
- A student must be currently enrolled in at least four classes, earning a minimum of two units of credit.
- **Ineligible players may not be released from class; they may not travel with the team under any circumstances and may not be in uniform or on the bench or sidelines with the team.**

ADDITIONAL INFORMATION

Additional information concerning registration, eligibility, fees, transfers, physicals, or questions about athletics should be directed to our Athletics Secretary in the main office or our SSHS Athletic Director.

SPORTS AVAILABLE

Fall Season: Cross Country (B&G), Football (B), Golf (G), Soccer (B&G), Tennis (B&G), Volleyball (G)

Winter Season: Basketball (B&G), Skiing (B&G), Wrestling (B),

Spring Season: Baseball (B), Golf (B), Softball (G), Swimming/Diving (B&G) Track (B&G), Lacrosse (B&G)

ATTENDANCE

GUIDELINES

Spanish Springs HS follows all WCSD attendance expectations and guidelines. Refer to the "Attendance" section of the "Intervention" department on the WCSD website (www.washoeschools.net) for manuals and complete details, including resources in Spanish.

Student Attendance

https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf

It should be noted that parents/guardians must send a note or call the school regarding **any absence**. Please call 425-7733 to verify student absences.

Students who miss 10% or more of the total number of class periods **for any reason** during a semester (high school) for each course will be chronically absent. Chronic absenteeism rules are set by State and Federal guidelines.

If the student must miss an entire class period for any reason, it is the student's/parent's responsibility to see that a written/verbal verification is provided to the school by the student's parent or guardian, prior to, during, or within three days of an absence. Failure to do so within three days of the student's return to school will result in the absence being coded as Unverified (AUK).

The Health Department Excluded Distance Learning OR Contact Tracing (HDED or HDCT) code is used when a school has been notified by Washoe County Health Department or Washoe County School District that a student is excluded from school but is able to work on Temporary Distance Learning for the length of the exclusion. Students are to attend Temporary Distance Learning daily and complete work assigned. Students will check-in daily on MS Teams through the Daily Agenda. If a student is unable to work due to health reasons or the student chooses not to work or communicate with the teacher daily, the student will be marked HDE. The HDED and HDCT codes do not count toward chronic absenteeism. HDE does count toward chronic absenteeism.

MAKE-UP WORK

Make-up work must be provided for any absence, but it is the student's responsibility to request the make-up work in advance or on the first day s/he returns to class. Because it is impossible to make-up some in-class assignments, coursework of a similar nature may be given. It is the student's responsibility to turn in all make-up class work at the designated deadline. Failure to complete the make-up work within the designated deadline will result in no credit received for the make-up work.

Students will have the number of days absent plus one to complete missed make up work or concepts missed beginning on the day the teacher provides the missed assignments to the student. Teachers must provide missed make-up work or concepts missed within two days of the student's return to class.

STREET PASSES

- The office will need a note from a parent/guardian requesting a street pass for their child.
- The note must state the reason and time the student needs to leave school.
- If a parent walks in or calls without prior notification, please be prepared to wait 10 to 15 minutes or longer for the student to be retrieved from his or her class.

TARDY POLICY

1. SSHS uses *Swipe* to monitor all tardies.

2. Tardy students will be directed to nearby *Swipe* stations to collect a late pass for entry into classroom.
3. Teachers are encouraged to utilize a **Classroom Progressive Discipline Plan** to enforce their own tardy expectations.
4. Students who are tardy before lunch, will be held for five minutes in their class period prior to lunch. Students who are tardy after lunch, will serve their five-minute lunch detention the following day in their class period prior to lunch. If a student refuses to serve lunch detention, teachers will email the Attendance Clerk and SRO will dispense a more severe consequence.
5. Excused tardies should be marked as EMI in Infinite Campus.

OFF-CAMPUS GUIDELINES

- Any student scheduled to have an Off-Campus class **MUST** have an Off-Campus sticker on the back of their Spanish Springs High School Identification Card.
- The Off-Campus stickers are available in the Counseling Office and Career Center. Students must get an Off-Campus sticker each semester.
- Students are required to leave school as soon as their class is over. They may not stay for lunch break.
- Students should not return to school. If you have an activity after school, you must remain off school grounds until the final bell has rung.
- The expectation is that students leave campus for their off-campus period and do not return during school hours. If there is a reason a student must stay on campus during their off-campus period, then the student must sign in at the Library or the Career Center. All campus expectations apply including cumulative tardies, the use of hall passes, and not lingering in the hallways during class time.
- If you have morning off-campus, you should not come to school until the end of the period. If for some reason you have to arrive early, you must check into the Student Relations Office and sign in. You will then remain in the Library or Career Center until passing time.
- Having an Off-Campus is a privilege and failure to comply with the rules will result in a class being added to your schedule, and the Off-Campus privileges taken away.

DMV CERTIFICATE OF ATTENDANCE

- DMV Certificates of Attendance are processed at the district level by the Student Records Department.
- Visit the WCSD web page: www.washoeschools.net and select:
SCHOOLS>STUDENT RECORDS> CLICK ON BACKPACK
CURRENT STUDENT, FILL OUT INFORMATION, AND AT
THE BOTTOM OF THE PAGE CHECK THE DMV BOX.

- Please allow one week of processing time.
- Please note: Students who miss 10% or more of the total number of class periods for any reason during a semester (high school) for each course will be chronically absent and do not meet the DMV Certificate of Attendance requirements. Chronic absenteeism rules are set by State and Federal guidelines.

COUNSELING & GUIDANCE

PHILOSOPHY

The members of the counseling department at Spanish Springs High School are committed to being student advocates who work cooperatively with the educational community to promote the academic and social development of all students. Our goal is to be proactive in promoting academic success for all students through assessment of progress, post-secondary planning, developing interventions and options, and personal and social skill development. Anyone wishing to contact a counselor by phone is asked to call 321-3949 and the counseling secretary will direct the call to the appropriate counselor.

SSHS has 5-6 counselors who each serve 9th -12th grade students. The alphabetical breakdown is as follows:

- A – Chi: Mrs. Dana Hamilton, 321-3950
dhamilton@washoeschools.net
- Chr – Ger: Mrs. Angie Goss, 321-3951
agoss@washoeschools.net
- Ghi – Kno: Mrs. Lara Dreelan, 321-3952
ldreelan@washoeschools.net
- Kob – Mun: Mrs. Niki Harris, 321-3953
niki.harris@washoeschools.net
- Mur – Sei: Ms. Jill Anderson, 321-3954
jill.anderson@washoeschools.net
- Sel – Z: Mrs. Tarin Myers, 321-3955
tarin.myers@washoeschools.net

Note: The alphabet assignments for counselors is subject to change. Not solidified. Still need to know about a 6th counselor.

MAKING AN APPOINTMENT

Any student may make an appointment to meet with their counselor by stopping by the Counseling Office across from the College and Career Center. That student's counselor will meet with the student as soon as

possible. *Any* student may also drop-in before and after school, during lunch to meet with the first available counselor.

COUNSELING DEPARTMENT SERVICES

Through the implementation of a comprehensive guidance program utilizing individual and group counseling, group guidance, consultation, and coordination, the counseling department provides the following services:

Academic placement, interventions, and planning
College and career information, planning, and assessment
Confidential individual personal/crisis counseling and referrals
Personal and social skills development
Collection of homework (see request for homework procedure below)

REQUEST FOR HOMEWORK PROCEDURE

The SSHS Counseling Office coordinates requests from parents and students for homework for students who will be unexpectedly out of school due to illness or an emergency. The following procedure will be implemented:

Makeup work will only be collected for students in the Counseling Office if they are going to miss **three or more consecutive school days**. If absent for only two consecutive days or fewer, it will be the student's responsibility, upon his/her return to school, to find out from his/her teachers what work needs to be made up.

Any telephone calls or e-mails to the school requesting makeup work for students who will be absent unexpectedly for three or more consecutive school days should be forwarded to the counseling secretary.

The counseling secretary will then e-mail all teachers of a student requesting homework. A makeup work folder will be created, and work collected for that student will be placed inside the folder. It is then the parent or student's responsibility to pick up the folder. Additionally, it is the student or parents' responsibility to get all completed makeup works back to his/her teacher(s).

A parent, sibling, or friend may pick up the makeup work from the counseling office the day following the request after 2:00 p.m.

The Counseling Office closes daily at 3:00 p.m.; therefore, it is encouraged that work be picked up before this time. If after 3:00 p.m. a parent may go to the Main Administration Office and ask a secretary or administrator to retrieve a student's homework from the counseling office.

If a parent contacts a teacher directly for student make-up work, the teacher is asked to coordinate with the parent regarding make-up work arrangements. A teacher may inform the parent that the make-up work will be available in the counseling office for pickup by 2:00 p.m. the next day. Teachers who directly plan with a parent for student make-up work are asked to alert the counseling secretary if they will be sending work down to the counseling office, so a student make-up work folder can be prepared.

Homework

https://www.wcsdpolicy.net/pdf_files/board_policy/5300-Policy-Activities-v2_Final.pdf

CONFLICT RESOLUTION INITIATIVE

Spanish Springs High School promotes a progressive conflict resolution policy to ensure the safety and accessibility of the learning environment. Issues such as peer conflict, spreading rumors, and altercations, or any other related behaviors that cause tension between students are not tolerated. To effectively deal with the situations that arise between students, the following protocol shall be followed:

- Students will report incidences of peer conflict, to school officials: Teachers, Counselors, Deans, or Administrators.
- Notified adult will report concern to counselor for conflict resolution session. Students are required by SSHS policy to attend conflict resolution sessions and come to a mutual resolution agreement. If a student refuses to attend a conflict resolution session, the situation will be sent to Student Relations Office. Student Relations will investigate and administer discipline or resolution expectations, according to the Progressive Discipline Policy. Parents will be notified of the expectations.
- If, after the initial conflict resolution, the problem or incidents persist, or the components of the contract are broken, the Student Relations Office will investigate and administer discipline according to the Progressive Discipline Policy.

DISCIPLINE

STUDENT CONDUCT AND DISCIPLINE

It is expected that all students of the Washoe County School District will conduct themselves in a proper and exemplary manner. All Spanish Springs HS students are expected to respect the law and respect the rights of others. **Spanish Springs High school follows the behavior and progressive discipline guidelines that can be found in the Behavior Manual posted on the WCSD Behavior Hearings and Placement website: <https://www.washoeschools.net/Domain/247>.**

Student Behavior Manual

[Student Behavior Manual](#) (new link coming soon)

Spanish Spring High School and WCSD behavior expectations apply not only on the SSHA campus, but also on any school district property and at any school sanctioned event regardless of the time or location of such an event. These expectations also apply while traveling to and from campus. Any violation of behavior expectations could result in loss of participation in extra-curricular activities.

STUDENT RELATIONS OFFICE (SRO) POLICIES

- When a student is referred to the SRO, he/she will come quickly and quietly to the office.
- Upon entering the office, students will sign in.
- Only students directed to go to the SRO will be allowed in the office.
- Students must remain quiet, patient, and respectful until the SRO staff is able to assist them. No cell phone use permitted.

SSHS Student Expectations Include but Are Not Limited to:

- Be respectful.
- Obey the instructions of all school personnel.
- Carry their SSHA ID with them at all times.
- Use appropriate language – No abusive or obscene language or gestures.
- Leave skateboards, scooters, motorized scooters, roller-skates, and roller-blades at home.
- Use electronic devices in accordance with the WCSD technology policy.
- Adhere to the WCSD dress code policy.
- Refrain from engaging in excessive displays of affection.
- Refrain from gum chewing and eating food at inappropriate times or in inappropriate places as determined by the administration and staff.
- Refrain from disruptive conduct which interferes with the educational process including: loud conversation, shouting, running indoors, and horseplay.
- Refrain from littering and/or leaving trash on the ground anywhere on campus.
- Leave all paint pens, permanent markers or “Sharpies” at home.

Safe and Respectful Learning Environment:

https://www.wcsdpolicy.net/pdf_files/board_policy/5700_Policy-SRLE-v6_FINAL.pdf

Infractions That May Result in More Severe Consequences (Suspension and/or Referral to School Police):

- Repetitive disregard for behavior expectations

- False Bomb threat: Willfully conveying by mail, email, written notes, telephone, radio, social media or any other means of communication, any threat knowing it to be false
- Burglary: Illegal entry with the intent to commit a crime
- Disturbing the Peace: Maliciously and willfully disturbing the peace of any person; maliciously and willfully interfering with or disturbing persons in the school
- Explosive Devices: The possession of explosive or incendiary devices
- False Fire Alarms: False reporting of or transmission of signal knowing it to be false
- Fireworks: The possession of, sales, furnishing, use or discharge
- Indecent Exposure: An open indecent or obscene exposure of self or person another
- Larceny: Stealing, taking, carrying away property of another
- Libel: A malicious defamation expressed to impeach a person's honesty, integrity, virtue or reputation
- Robbery
- Rout/Riot
- Stolen Property
- Tampering with Motor Vehicles
- Defacing, destroying, or tampering with either school property or the property of others
- Committing acts of forgery, plagiarism, cheating, or theft
- Throwing or forcefully propelling any object or substance that could create a possible hazard to the safety of others (snowballs, water balloons, shaving cream, stink bombs, silly string, etc.)
- Smoking, using, or possessing tobacco products or lighters, on or within line of sight of campus
- Fighting, hazing, or harassing anyone on or near campus
- Possession of any type of weapon
- Possess or be under the influence of any type of drug, alcohol, any illegal substance, or have any type of paraphernalia
- Any type of sexual harassment
- Spreading false or unsubstantiated information in writing or verbally about a person and harming his/her reputation
- Traffic violations on school grounds
- Truancy
- Trespassing
- Any type of Gang Activity

Infractions That May Result in A District Behavior Hearing, Long-Term Suspension, And/or Placement at Another School:

- Habitual misbehavior
- Possession of weapons, including pocketknives, brass knuckles, firearms, and any type of explosive device

- Arson
- Possession or use of alcohol
- Possession or use of a controlled substance
- Distribution or sales of a controlled substance
- Fighting
- Battery
- Threats to students
- Threats to staff

Note: Other regulations can and do apply. If necessary, an attempt to contact the parents of a student involved in minor offenses will be made. Parent contact will be made to notify parents in the case of serious infractions.

Student Behavior

https://www.wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v7_Final.pdf

SCHOOL POLICE OFFICERS

Spanish Springs High School has one Campus Police Officer and one Patrol Officer. These officers help protect students, school personnel, and the property of the school district. These officers are sworn Peace Officers of the State of Nevada in and for Washoe County. They have the same police powers as a city policeman or a county deputy. Everyone on campus, including non-students, students, visitors, parents, and staff members must cooperate fully with the Campus Police. Failure to do so could result in disciplinary action from Spanish Springs High School, and could be subject to arrest by the officer for interfering or delaying the officer from his or her proper duty. School police office will assist with investigations related to any illegal activity, including the severe infractions listed above.

FIGHTING

Students who participate in a fight will be suspended from school and may be required to attend conflict resolution classes as well as attend the School District's Violence Intervention classes (must attend with an adult). Promoting and aiding in the orchestration of a fight is a violation of school policies. ***Anyone who encourages, induces, counsels or otherwise assists in the promotion of a fight will be subject to consequences, which may include suspension from school. Gathering to watch a fight and/or recording and distributing recordings of a conflict or fight is considered promoting violence and may result in suspension.***

TOBACCO PRODUCTS

The possession or use of tobacco, cigarettes, e-cigarettes, chew, lighters, etc., are prohibited on school grounds, within the line of sight of the campus or at school sponsored activities to include time spent on any form of WCSD transportation. The objective of this policy is to encourage students to stop the use of the products. The first offense may result in the student being assigned to a District Tobacco Class. Any further incidents could lead to suspension.

BULLYING, HARSSMENT, AND DISCRIMINATION

Spanish Springs High School and the Washoe County School District are committed to a discrimination- and harassment-free, working and learning environment. Discrimination and harassment adversely affect morale and productivity and interfere with students' ability to learn.

Any student or parent/guardian who has a question or concern or would like a copy of the District's Administrative Regulation and information forms for filing a complaint based on discrimination, harassment or retaliation should contact an administrator at SSHS, the WCSD Administration Building, on the WCSD website at www.washoe.k12.nv.us, or in the in the District's Parent Student Handbook at: <https://www.washoeschools.net/Domain/1358>.

SSHS uses the WCSD 3 Point Bullying, Harassment and Discrimination Criteria when conducting investigations:

1. Harm or Fear of Harm Occurs / Target is in a Protected Class
2. Act or Expression is Unwelcome
3. Severe, Persistent, or Pervasive

Offenders of bullying, harassment, and discrimination are subject to significant consequences, including suspension from school.

Note on social media: The SSHS and WCSD expectations include refraining from all forms of cyber-bullying, harassment, or discrimination. It is exceptionally easy for inappropriate comments/posts on social media to become widespread and thus meet the *pervasive* criterion for bullying, harassment, and discrimination. **Be kind and responsible when using social media.**

Student Bullying, Harassment

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5701-Reg-Student_Bullying-v4.2_FINAL.pdf

AUTHORIZED AREA FOR STUDENTS OUTSIDE

There are (3) areas students are allowed to be during the breaks outside:

- In the cafeteria courtyard.

- Outside either of the West Scholar's Entrances, up to the sidewalks between the gym and the mobiles.
- Basketball courts in the west lot.

Students caught in unauthorized areas will be subject to consequences. Students are not permitted in the parking lot or in their cars during lunch. They are allowed on the grass of the student parking lot.

CAFETERIA CONDUCT

The school cafeteria provides meals for students at a nominal cost. Students may bring their own lunch to school and eat in the cafeteria. All students while in the cafeteria will observe the common rules of courtesy and good manners. Students are asked to help keep the cafeteria as clean as possible and the following rules have been established to help achieve this end:

- Students will put used paper containers and recyclable cans in the proper place
- Students will not to misuse any cafeteria facilities or equipment
- Students will not to sit or stand on the tables
- Students who spill food and/or drink are expected to clean up
- All trash should be placed in garbage cans
- All students who are purchasing food must be in line before the bell for passing rings. This includes lines for the food carts outside of the cafeteria. Students will not be served after the 2-minute warning bell rings.

IDENTIFICATION CARDS

All students are issued I.D. cards through SRO. This card is to be in the student's possession at all times while they are on school grounds or at a school function. See SRO for assistance if you have lost your I.D. card. **All students are required to show their I.D. card when requested to do so by any staff member, School Police Officer, or other Law Enforcement Officer.** If a student refuses to show their I.D. card, or does not possess it when asked by school personnel, consequences will follow.

CLASSROOM REFERRALS

Classroom teachers should utilize a **Classroom Progressive Discipline Plan** and/or **Minor Behavior Referral** to document minor classroom misbehaviors. Repetitive minor behaviors should be logged into Infinite Campus. A disciplinary referral to the Student Relations Office (SRO) should be entered into Infinite Campus for major misbehaviors or as part of the progressive discipline process. The SRO determines the appropriate disciplinary action and will communicate with the teacher, counselor, and the student's family as necessary.

Disciplinary action will be taken for misconduct whenever it takes place in a classroom, on campus, at a school related activity or while in transit

on any form of WCSD transportation, as well as to and from school. The action taken will be determined by the administrator and/or dean of students and will depend on a number of factors including, but not limited to, state law and school district regulations, the nature of the offense, and the student's disciplinary record.

Discipline is normally a progressive process, unless certain situations warrant a stronger consequence. The following are examples of progressive discipline consequences:

- Warning and parent phone call/email
- Teacher consequence
- Behavior contract and parent phone call
- Lunchtime School Beautification
- Lunchtime detention
- Parent/Teacher/Administrator/Counselor conference
- Referral to counselor or another agency
- Conflict resolution
- After school work crew
- After school detention
- In-School suspension/Instructional Recovery
- Attendance in an intervention program (e.g. Violence Intervention, Substance Abuse, Anti-Tobacco)
- Out of school suspension
- Law-enforcement consequences
- Students may be required to pay for damages attributed to theft, vandalism, graffiti, or other willful destruction of school property

ELECTRONIC DEVICES

WCSD is proud to be a 21st Century District, and to promote responsible and thoughtful use of personal electronic devices to support student achievement. Electronic devices can be disruptive and interfere with student learning, including the learning of those who are not in possession of such devices. Electronic devices should not interfere with the instructional process. Students may possess or use electronic devices, provided that the use of such devices does not interfere with the instructional process. Electronic devices may not be allowed into classrooms during assessments, semester exams, or other testing situations. The first time a student's personal electronic device appears to be a disturbance to the educational environment, a referral to SRO may be submitted and a meeting with the Dean of Students will be required. Subsequent infractions may result in more severe consequences.

Note: Electronic devices will be confiscated from all students serving Instructional Recovery/In-School Suspension (ISS) and returned to student at the end of the school day.

**** If any technology is visible and/or disrupts any state mandated testing environment, the device will be confiscated for parent/guardian pick-up, the student will automatically be suspended for 2 days from school, and his/her test will be invalidated. ****

DRESS CODE

You can view the entire dress code in the District's Parent Student Handbook at: <https://www.washoeschools.net/Domain/1358>

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:

- The dress or grooming of students must not present potential health or safety problems. Clothing should fit so that it does not create a health or safety issue
- 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.
 - 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.

- Sunglasses may not be worn inside the building during school hours except for medical reasons, to include prescription transition lenses.

Student Dress Code

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf

- Unless an exception has been provided by the school administrator (i.e. for spirit days, etc.), wearing pajamas, lounge wear, bath robes, or blankets is prohibited.
- Gang attire and accessories. In accordance with state law, items that have been identified as gang-related are prohibited. WCSD school police, in conjunction with local law enforcement and other agencies, shall determine current prohibitions related to gang appearance, dress, accessories, and activities and shall inform school administrators as needed. Prohibited items may include but are not limited to: altered insignias or graffiti; jewelry or belt buckles symbolizing any gangs; and Graffiti in or on personal belongings symbolizing any identified gang activity

Consequences for Dress Code Violations

Students who are found to be in violation of the WCSD dress code will be asked to correct the violation and/or will be sent to the SRO. The student must correct the dress code violation prior to returning to his/her class schedule. Refusal to correct the violation will constitute insubordination. Students who violate the dress code may face progressive discipline consequences based on the District Behavior Matrix.

SEARCHES OF STUDENTS

In order to fulfill its primary educational function, schools must maintain discipline and order. To provide students with physical safety and security, Spanish Springs High School may implement student searches to prevent harmful, damaging, unlawful, or deleterious items from entering the school premises.

School officials and teachers act in loco parentis to students during the time students are under their supervision. The law, therefore, 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 guidelines outlines in the District's Parent Student Handbook at: <https://www.washoeschools.net/Domain/1358>.

The guidelines include student responsibilities, searches, reasonable suspicion, no expectation of privacy: locker and desks, canine sniffs, and the role of law enforcement agencies.

PLAGIARISM & CHEATING

WHAT IS PLAGIARISM?

Plagiarism occurs when a student uses another writer's work without giving credit for the source. In fact, plagiarism of copyrighted material is against federal law and school district policy.

Plagiarism typically occurs in school situations in the following ways:

- A student uses the author's words without using quote marks around the material.
- A student uses the author's ideas or information without giving credit for the material
- A student does both-uses the author's words and ideas without citing the source.
- Copying someone else's homework (even with modifications).
- Doing homework with a friend, each turning in a separate paper having the exact same answers. Written answers should be collaborative, not identical.
- Handing in the same assignments from a previous course and/or handing in someone else's assignment (even with modifications).
- Copying material from the Internet or any other source without citing that source in full. "Copying" includes paraphrasing ideas, copying passages, sentences or parts of sentences.
- Handing in work, which a tutor, parent, or other student has edited, rewritten, or completed.
- The basic principle, which underlies these prohibitions, is that learning depends on students developing their own ideas and expressing them in their own words. There are no legitimate shortcuts in this process.

WHAT IS CHEATING?

Cheating can take many forms but always involves taking information from another student or individual. Examples of cheating can include but are not limited to:

- Taking answers on a test, homework, or quiz from another student or other source, with or without his/her own knowledge;

- Collaboration on assignments such as taking or sharing answers without teacher permission.
- Obtaining test answers and/or questions from other students in advance of an exam;
- Stealing test materials from a teacher's belongings;
- Falsifying grade reports or changing a grade book.
- Cheating can be accomplished by several means, including but not limited to: deception, theft, talking, signs, gestures, copying, use of unpermitted study such as "cheat sheets" and threats to other students.

Plagiarism and Cheating Prohibited

https://www.wcsdpolicy.net/pdf_files/6642%20AP%20-%20Plagiarism%20and%20Cheating%20v3.pdf

CONSEQUENCES OF PLAGIARISM AND CHEATING

Disciplinary measures for plagiarism or cheating are initially at the discretion of the classroom teacher after consultation with school administration. Decisions will be based on individual teacher policy and the severity of the incident of plagiarism or cheating. The school administration may impose additional consequences if conditions so warrant.

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

- No credit for the assignment or test in which plagiarism or cheating occurred;
- Possible removal from membership in or consideration for membership in honorary organizations such as National Honor Society;
- Lowering of citizenship grade;
- Removal from the course;
- Completion of alternative assignment with partial or no credit;
- Referral to the Student Relations Office for In-house Suspension or Out-of-School Suspension

EMERGENCY PROCEDURES

Fire drills along with many other Emergency Procedures, "codes", will be conducted on a periodic monthly basis. Maps of Emergency Exits and guides for what to do in case of various emergencies are posted in each classroom throughout the building. It is of the utmost importance that students follow the lead of their teachers when in an emergency situation. **Students who do not follow procedures during drills may be suspended from school.**

Release of Students during School Hours

https://www.wcsdpolicy.net/pdf_files/5146%20Reg%20-%20Release%20of%20Students.pdf

STUDENT HEALTH

Students feeling ill during the school day should report to the clinic. If the student's illness requires them to leave campus, a parent/guardian will be contacted and a street pass issued.

SEEING THE NURSE

If you need to see the nurse or the clinical aide and it is not an emergency, you must obtain a blue Clinic Referral Slip from your teacher. You must obtain this slip from a teacher even if you plan to go to the clinic between class periods. When you are ready to return to class, the nurse, or clinical aide, will give you a return pass to class.

LEAVING CAMPUS BECAUSE OF ILLNESS

If you become ill, injured, have a doctor's appointment, you must notify the office (usually the nurse, clinical aide, or the front desk) before leaving campus or student may be marked truant.

PE EXCUSES FOR MEDICAL

Any student having to be excused from PE by a parent or a physician must submit the excuse to the clinical aide before the school day begins.

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

All medication (over the counter, prescription, etc.) must be turned into the clinic. Students may never carry medication on their persons, unless all proper paperwork has been filed and approved by the school nurse.

PERSONAL PROPERTY

LIABILITY

All students are responsible for any instruments, books, equipment or other items that they have on campus, whether they are owned by the students or have been entrusted to the students by the Washoe County School District or others. Please be aware that the Washoe County School District and Spanish Springs High School are not an agent for any

student and are 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.

LOCKERS

Academic lockers are assigned through the Student Relations Office (SRO). Students are responsible for all contents in their locker. The SRO requires students to report the names of shared lockers.

Gym lockers are issued through the physical education department. Students are responsible for purchasing a lock from the PE Department. All personal items must be placed in a secured locker. The school is not responsible for lost or stolen items, but the student may inform SRO.

LOST AND FOUND

Lost items found on campus should be turned in to the Student Relations Office. The owner may claim the item(s) by properly identifying them. Any item not claimed within three weeks will be donated to charity.

PERSONAL BELONGINGS

We encourage students to leave expensive items at home. Such items can be stolen and are difficult to trace. Spanish Springs High School is not responsible for items lost or stolen.

VANDALISM AND PROPERTY DAMAGE

Students who destroy or vandalize school property will be required to pay for losses or damages. If a student willfully destroys school property (to include lockers) consequences will result to include possible suspension and/or expulsion.

If a student should happen to damage something by accident, he or she should report it to a teacher or the office immediately in order to avoid the above consequences.

TRANSPORTATION

ACCESS TO SCHOOL

Perimeter gates on the Northwest and Southwest entrances to the school will be unlocked at 6:30 a.m. and be locked at 8:00 a.m. until 2:30 p.m. Any student, or parent, arriving or departing during instructional hours, must enter from the East side of the campus at the main entrance. **Unsupervised students must remain in the Main Hall and exit the building by 3:15 p.m.**

STUDENT DROP-OFF AND PICK-UP

Parents may drop off, or pick up, their students on Alena Way or on Eagle Canyon Drive. The main entrance to the school, particularly the front round-a-bout, is a posted "NO STOPPING, STANDING, OR PARKING ZONE." WCSD School Police may issue citations if people or vehicles block the access to the school. All red zones are restricted for emergency vehicles only. Designated bus areas, located on the west and south sides of the building, are also restricted. Please drop off and pick up students in the marked area on the north side of the building near the cafeteria courtyard. If you need other parking alternatives, please contact the Student Relations Office.

STUDENT PARKING

Cars parked on campus must be properly registered in the Student Relations Office (SRO). There is a \$5.00 charge to obtain a parking permit to register each vehicle. Specific senior parking spaces are available for purchase through leadership and will either be painted or numbered. These are private, designated spots. Violators will be cited and may be towed or have a boot placed on the vehicle at the owner's expense. Students are required to park in designated areas, within the lines, one vehicle to a space. Student and general parking lots are located on the West side of the school, adjacent to the athletic fields. The front parking lot is designated as faculty parking only. Visitor parking is clearly marked and is reserved only for visitors.

As a matter of safety and security, students are not allowed in or around the parking lot during the school day. Please keep your car locked and valuables hidden from view.

We encourage all student drivers to obtain a parking permit and park on campus. Students who choose to park off campus are expected to be courteous to our neighbors, to park legally, to not litter, and to not trespass on private property.

WCSD SCHOOL BUS PROCEDURES

Bus transportation is provided by Washoe County School District for students living in the Spanish Springs High School attendance areas. Use of this transportation is a privilege. Because of the large number of students riding each bus, safety precautions are of vital importance. The bus driver is responsible for student safety and welfare while students travel to and from school. It is, therefore, necessary for all students to follow the rules established and announced by their school bus driver. Failure on the part of the student to do so can result in temporary or permanent suspension of bus privileges. In such cases, the transportation to and from school becomes the responsibility of the student's parent. It is suggested that questions or comments regarding school bus transportation be directed to that department at 353-5900.

Suspension from the privilege of riding the school bus does not excuse the student from school attendance as required by the Compulsory Education Laws of the State of Nevada.

Transportation of Students

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7501_Reg-Transport_of_Students-v9.1_Final.pdf

MISCELLANEOUS

COMPUTER USAGE

Students must carry their Student Body ID card at all times. It is required for using a network computer and must show AUP marked, which verifies that a parental approval form was received. Computers are a privilege, not a right, and are for curriculum use only (no personal use: e-mail, chat rooms, games, etc.).

FOOD DELIVERY

Spanish Springs High School is committed to following the WCS D Nutrition Policy. Food from external providers (Door Dash, Uber Eats, etc.) is not authorized to be delivered to campus. This creates a safety risk and violates the WCS D rule.

SENIOR PRANKS

Please note that Senior Pranks are not sanctioned by the Washoe County School District or Spanish Springs High School. If students choose to participate in a Senior Prank, they may be held liable for any damages done to school property or infringement on students' and staff's personal safety, which could include financial restitution, out-of-school suspension, revocation of the privilege of participating graduation ceremonies and/or criminal citation.

SERVICE ANIMALS

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7521-Reg-Service_Animals-v5.pdf

GUESTS OR VISITORS ON CAMPUS

Student guests and non-student visitors are **not** allowed on campus during regular school hours at any time, including nutrition breaks, and lunchtime. This rule is in place to ensure and maintain the safety and security of our campus.

Parents are invited to visit our school campus at any time but are required to check in at the school's Main Office when arriving on campus. Parent(s)/guardian(s) who would like to visit a class must notify

the counseling office (24-hour notice is required), so proper arrangements can be made.

All authorized guests on campus must check in at the school's main office. Unauthorized persons will be asked to leave the school premises by school staff and/or School Police and may be trespassed.

Protocols for Visitors to District Property

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1506-Reg-Visitors-v3.pdf

Volunteer Screen and Background Checks

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1501_Reg-Volunteers-v1.pdf

LIBRARY

The Spanish Springs High School Library is open Monday through Friday from 7:30 a.m. until 3:00 p.m. A student ID card is required for computer usage and to check out books. Computers are a privilege, not a right, and are for curriculum related, academic use only. Their use may be revoked at any time if used for non-school related business (i.e. personal e-mail, chat-rooms, inappropriate web sites).

Student E-mail

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5007-Reg-Student_Email-v3_FINAL.pdf

Students need to present their ID card to check out materials from the library. Two books may be checked out at one time for a period of two weeks. A ten-cent fine is levied for each school day a book is overdue. Students must return overdue materials and pay the fines before they can borrow additional materials.

MESSAGES

Emergency messages from Parents/Guardians will be delivered to the student from the front office. Please do not call or text the student on their cell phone, during School Instructional Hours (8:00 a.m.-2:30p.m.), instead inform the office. Reminder: Cell phones may not be used in the classrooms during instructional time.

PASSES

Each teacher sets limits for the number of passes for each semester. Unless there is an emergency, passes may not be used during the first and last 10 minutes of class. Students may only use a pass with the teacher's permission. Students must scan the QR Code to obtain a bathroom pass and must scan upon return to the classroom.

Students must carry the class pass when in the halls. In case of technical difficulties or emergencies, students can complete the sign-out sheet prior to leaving the classroom and not scan the QR Code. If a student requires a street pass, he or she must apply for one in the office. Students may not apply for street passes during class time. Every student must have a street pass to leave the building at irregular times.

SafeVoice Anonymous Tip Reporting Now Available

● SafeVoice is an anonymous place where students can report threats to their safety or their fellow students' safety.

● Report concerns about your friends, or yourself, anytime any day.

● SafeVoice app

● Call 833-216-7233(SAFE)

● www.safevoicenv.org



When to Use SafeVoice

To support your friends when they are facing

● Bullying at school or online

● Suicidal thoughts or self-harm

● Sexual harassment

● Substance abuse

OR, if you are aware of violence or weapons at your school