PROCTER R. HUG HIGH SCHOOL
PRIDE, HONOR, INTEGRITY, LOYALTY

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2022 – 2023 Parent/Guardian Handbook

August 15, 2022

Hello Hug Community,

We want to start by thanking all students, families, faculty, staff, and community members for your support and engagement during our 2021-2022 school year. Please know that the safety and well-being of all students, families, faculty, and staff is a priority and we are working diligently to have plans in place to support all students' learning this coming school year.

In this packet you will find important information for the upcoming 2022-2023 school year.

Please take time to review this document and familiarize yourself with our current plans and expectations. If you have any questions, comments, or concerns you can call the Hug main office at 775-321-3200.

Sincerely,

Hug High School Administration

Revised: 7/19/22

Students start classes on Monday, August 15, 2022	
Bell Schedule	• 7 periods daily, see attached • Seniors can have two open periods with an approved waiver; communicate with counselor for the waiver form • 5-minute passing period • 30-minute lunch, after 4th period, daily
Lunch	• Everyone will be expected to stay on campus for lunch. We are a closed campus which means no one will have off campus privileges.
Cafeteria/Breakfast/Lunch	• All students receive free breakfast and lunch • Students will be required to use an ID number to receive breakfast and lunch • Breakfast: 7:30 –7:45 am in the cafeteria. All students who arrive after the bell between 7:45 and 8:00 am will receive a Grab-n-Go breakfast. • Lunches: 2 lines in cafeteria, 2nd and 3rd floor one nutrition station
Passing /Transition to and from classrooms	• Do not leave class early, wait until dismissed by the teacher • Students must have a pass AT ALL TIMES when traveling around campus during class time(s)
Digital Student Identification Cards	• Expectation to have school issued identification card available daily and shown upon request • Identification cards will be scanned for meals and aid in campus security • Students must get their IDs printed if they are without a phone/device that they can have easy and daily access to while in school
Building Hours for Students	• 7:15 am – 3:00 pm (M, T, TH, F) • 7:15 am – 2:15 pm (W) • Students will be expected to be off campus by 3:00 pm on M, T, TH, F unless involved in an after-school activity approved by school • Once on campus, the expectation is that, due to our closed campus, students are not allowed to leave until dismissal time, unless they are signed out from the main office by a parent or guardian
Daily Attendance / Tardiness to Class	• Consistent and meaningful student attendance is crucial to academic success • Students will not be retained, or fail a course, strictly for attendance • Students who do not attend any classes on the first day of school will be considered a "no-show" and unenrolled until they are present on campus. • A student is deemed truant when they are absent from school without parental permission unless the student is unable to attend school due to illness or other parent approved reasons. o If a student is physically or mentally unable to attend school, the parent and/or guardian of the student can notify the school of the student's absence and reason by phone and provide a written note upon return.

| | When a parent/guardian notifies the school of a student's absence, the student will be marked absent, and the code will be changed upon the student's return with a note. 10 days of consecutive absences from school may result in a student being unenrolled/withdrawn. Please call the main office for student absences. Students coming to school tardy are required to obtain a late pass from the main office. After the start of the school day, all students must enter through the main office. Students seen leaving campus, or class, without permission, found off campus, wandering campus repeatedly during the day, or seen returning to campus during the school day, will be considered truant and may be suspended for the remainder of the day. We are implementing the following progressive discipline plan for tardies on our campus this school year: 5th Tardy Meet with Dean Check-In/Check-Out (CICO) for 5 days Call home Documented in Infinite Campus (IC) 10th Tardy Meet with Dean Check-In/Check Out (CICO) for 10 days Call home Documented in IC 15th Tardy Student ½ day ISS/SUS Check-In/Check Out (CICO) for 15 days Call Home Mandatory family meeting with a Dean, Chavez, Parents, and Student. Documented in IC 20th Tardy Student full day ISS/SUS out of school Check-In/Check Out (CICO) for 20 days Call Home Mandatory family meeting with a Dean, Chavez, Parents, and Student. Documented in IC **Loss of Privileges and after school events such as athletics, field trips, special events, etc. can occur at any time. During the last week of each month rewards for positive attendance and punctuality will be given to students |

	- Criteria will change monthly for these rewards (Most improved, best attendance overall, best attendance by class, etc.) - Rewards will be presented to students during class
School/Classroom Expectations	- No cell phones at all times - Specific classroom rules/expectations will be provided by teachers to students and families at the start of the year/semester
Cell Phone Policy	*No cell phones will be allowed in classrooms* **Consequences for violating principles of electronic device expectations:** - ***First Offense:*** Student receives a verbal warning and the teacher/staff reteaches expectations. - ***Second Offense****:* Electronic device is confiscated by teacher/staff and returned to the student at the end of the period. ✓ Teacher/Staff reteaches expectations. ✓ Teacher inputs minor behavior with resolution and makes contact with family via phone call, email, google voice, etc. - ***Third Offense****:* Electronic device is confiscated by teacher/staff and turned in to the Dean's office. ✓ Teacher/Staff reteaches expectations. ✓ Teacher makes contact with Dean's via email/phone and electronic device is picked up and turned in to the main office. ✓ Teacher inputs minor behavior with resolution and makes contact with family via phone call, email, google voice, etc. ✓ Student may pick up phone in main office at the end of the day. - ***Fourth Offense:*** Electronic device is confiscated by teacher/staff and turned in to the Dean's office. ✓ Teacher/Staff reteaches expectations. ✓ Teacher makes contact with Dean's via email/phone and electronic device is picked up and turned in to the main office. ✓ Teacher inputs minor behavior with resolution and makes contact with family via phone call, email, google voice, etc. ✓ Parent/Guardian, or approved pick up person per Parent/Guardian, must pick up electronic device in main office. The electronic device will not be given to the student. - ***Fifth and Subsequent Offense****:* Electronic device is confiscated by teacher/staff and turned in to the Dean's office. ✓ Teacher/Staff reteaches expectations. ✓ Teacher makes contact with Dean's via email/phone and electronic device is picked up and turned in to the main office. ✓ Dean inputs major behavior and makes contact with family via phone call, email, google voice, etc. Further discipline will be issued based on the WCSD behavior matrix. ✓ Parent/Guardian, or approved pick up person per Parent/Guardian, must pick up electronic device in main office. The electronic device will not be given to the student. **If at any time in this process a student refuses to relinquish their electronic device, follow instructions, or becomes defiant, student will immediately be referred to the deans for further appropriate consequences.

Athletics and Activities	- All athletes must be cleared through Register My Athlete before competing in athletic practices and games - Athletic fees are $100.00 for the year and may be paid online at www.registermyathlete.com during the sports registration process or through the Hug bookkeeper in the main office - Athletic game schedules can be found at: - https://nnvd1a.org/public/genie/630/school/1444/ - Information about campus clubs and organizations will be provided to students and families in the first month of school
Main Office	- All visitors to campus must check-in at the main office - Parents and Guardians are required to come to the main office, to sign out their child when a student needs to leave campus during school hours for appointments, emergencies, et. The student is required to check out at the main office before leaving campus.
Safety/Health	- Students in possession of a digital copy or printed ID card - We will follow all Washoe County School District guidelines - Zero Tolerance for students who are repeatedly out of class wandering campus during the day - All exterior doors must remain closed and locked; doors will not be propped open
PBIS	- Hug High School has adopted a new Hug Value Matrix for the upcoming 22-23 school year. This matrix outlines expected behavior in various locations in order for students to Be Responsible, Be Respectful and Be Safe. The matrix will be posted on the Hug webpage and in the student handbook. - Hug High School will be using an electronic points system for PBIS in the 22-23 school year. Students will earn points based on demonstrating positive behavior and will be able to redeem those points for a variety of things such as items at the student store, entry to school events, etc. - Hug High School will bring back a student store for the 22-23 school year. Students will be able to purchase swag, food, etc. using Hawk Points and/or cash. There will be a schedule for when the store accepts points and when they accept cash.

2022-2023 Balanced Calendar

July 2022 — No School on Shaded Days
of School Days = 0

S	M	T	W	TH	F	S
					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 2022 — No School on Shaded Days
of School Days = 13

August 9 - First Day for Teachers
August 9 - 11 - Teacher Professional Dev. Day

S	M	T	W	TH	F	S
	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 12 - Teacher Work Day
August 15 - First Day of School for Students

August 15 - 19 - Kindergarten Testing Week

August 22 - First Day for Kindergarten Students

September 2022 — No School on Shaded Days
of School Days = 21

S	M	T	W	TH	F	S
				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	

September 5 - Labor Day

October 2022 — No School on Shaded Days
of School Days = 15

S	M	T	W	TH	F	S
						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					

October 3 - 7 - Fall Break

October 21 - End of Grading period
October 21, 24 - 27 - Conference Week

October 28 - Nevada Day

November 2022 — No School on Shaded Days
of School Days = 18

November 8 - Election Day (See * below)
November 11 - Veterans Day

S	M	T	W	TH	F	S
		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 23 - 25 - Thanksgiving Break

December 2022 — No School on Shaded Days
of School Days = 16

S	M	T	W	TH	F	S
				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

December 22 - End of Grading Period
December 23 - Teacher Work Day
December 26 - January 6 - Winter Break

January 2023 — No School on Shaded Days
of School Days = 16

S	M	T	W	TH	F	S
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 9 - School Resumes
January 16 - Martin Luther King, Jr. Day

February 2023 — No School on Shaded Days
of School Days = 19

S	M	T	W	TH	F	S
			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				

* February 13 - 17 - Spring Conference Week for some schools. Please check with your school for details.
February 20 - President's Day

February 28 - College and Career Readiness Assessment for high schools only. Date subject to change awaiting announcement from NDE.

March 2023 — No School on Shaded Days
of School Days = 13

S	M	T	W	TH	F	S
			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	

March 17 - End of Grading Period

March 20 - March 31 - Spring Break

April 2023 — No School on Shaded Days
of School Days = 20

S	M	T	W	TH	F	S
						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 2023 — No School on Shaded Days
of School Days = 22

S	M	T	W	TH	F	S
	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			

May 29 - Memorial Day

June 2023 — No School on Shaded Days
of School Days = 7

S	M	T	W	TH	F	S
				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	

June 9 - End of Grading Period
June 9 - Last Day of School
June 12, 13, 14 - Contingency Days
June 19 - Juneteenth

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*November 8 is a non-student day used for professional development but counted as a day in session per NAC 387.140 (2a).

Number of Days Per Quarter	44	39	48	49	180
Number of Days Per Semester	83		97		180
Contingency Days: June 12,13,14					

Teacher Work Days: August 9-12, December 23

Teacher Professional Dev. November 8

Procter R. Hug High School
2022-2023 Bell Schedules

M - T - TH - F			
Period	From	To	Minutes
1st	7:45 AM	8:35 AM	50
Passing	8:35 AM	8:40 AM	5
2nd	8:40 AM	9:30 AM	50
Passing	9:30 AM	9:35 AM	5
3rd	9:35 AM	10:25 AM	50
Passing	10:25 AM	10:30 AM	5
4th	10:30 AM	11:20 AM	50
Lunch	11:20 AM	11:50 AM	30
Passing	11:50 AM	11:55 AM	5
5th	11:55 AM	12:45 PM	50
Passing	12:45 PM	12:50 PM	5
6th	12:50 PM	1:40 PM	50
Passing	1:40 PM	1:45 PM	5
7th	1:45 PM	2:35 PM	50

Buses leave at 2:42 PM

WEDNESDAY			
Period	From	To	Minutes
1st	7:45 AM	8:32 AM	47
Passing	8:32 AM	8:37 AM	5
2nd	8:37 AM	9:20 AM	43
Passing	9:20 AM	9:25 AM	5
3rd	9:25 AM	10:08 AM	43
Passing	10:08 AM	10:13 AM	5
4th	10:13 AM	10:56 AM	43
Lunch	10:56 AM	11:26 AM	30
Passing	11:26 AM	11:31 AM	5
5th	11:31 AM	12:14 PM	43
Passing	12:14 PM	12:19 PM	5
6th	12:19 PM	1:02 PM	43
Passing	1:02 PM	1:07 PM	5
7th	1:07 PM	1:50 PM	43

Buses leave at 1:57 PM

2-HR DELAY			
Period	From	To	Minutes
1st	9:45 AM	10:17 AM	32
Passing	10:17 AM	10:22 AM	5
2nd	10:22 AM	10:55 AM	33
Passing	10:55 AM	11:00 AM	5
3rd	11:00 AM	11:33 AM	33
Passing	11:33 AM	11:38 AM	5
4th	11:38 AM	12:11 PM	33
Lunch	12:11 PM	12:41 PM	30
Passing	12:41 PM	12:46 PM	5
5th	12:46 PM	1:19 PM	33
Passing	1:19 PM	1:24 PM	5
6th	1:24 PM	1:57 PM	33
Passing	1:57 PM	2:02 PM	5
7th	2:02 PM	2:35 PM	33

Buses leave at 2:42 PM

ASSEMBLY			
Period	From	To	Minutes
1st	7:45 AM	8:28 AM	43
Passing	8:28 AM	8:33 AM	5
2nd	8:33 AM	9:16 AM	43
Passing	9:16 AM	9:21 AM	5
3rd	9:21 AM	10:04 AM	43
Passing	10:04 AM	10:09 AM	5
4th	10:09 AM	10:52 AM	43
Lunch	10:52 AM	11:22 AM	30
Passing	11:22 AM	11:27 AM	5
5th	11:27 AM	12:10 PM	43
Passing	12:10 PM	12:15 PM	5
6th	12:15 PM	12:58 PM	43
Passing	12:58 PM	1:03 PM	5
7th	1:03 PM	1:46 PM	43
CALL TO ASSEMBLY	1:46 PM	1:51 PM	5
ASSEMBLY	1:51 PM	2:35 PM	44

Buses leave at 2:42 PM

Policy/Regulation	Link	Review
Safe and Respectful Learning Environment	https://www.wcsdpolicy.net/pdf_files/board_policy/5700_Policy-SRLE-v6_FINAL.pdf	
Student Behavior	https://www.wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v7_Final.pdf	
Student Bullying, Harassment	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5701-Reg-Student_Bullying-v3.1.pdf	
Gender Identity	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5161_Reg-Gender_Identify-v2.pdf	
Student Dress Code	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf	
Student Uniforms (for Uniform Schools)	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5106-Reg-Uniforms-v4.pdf	
Homework	https://www.wcsdpolicy.net/pdf_files/board_policy/6154_Policy-Homework-v3.pdf	
Plagiarism and Cheating Prohibited	https://www.wcsdpolicy.net/pdf_files/6642%20AP%20-%20Plagiarism%20and%20Cheating%20v3.pdf	
Use of Personal Electronic Device by Students	https://www.wcsdpolicy.net/pdf_files/5810%20Reg%20-%20Cell%20Phones%20v1.pdf	
Responsible Use and Internet Safety	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7211-Reg-RUA_Internet_Safety-v4.pdf	
Student E-mail	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5007-Reg-Student_Email-v2.pdf	
Student Attendance	https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf	
Service Animals	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7521-Reg-Service_Animals-v5.pdf	
Transportation of Students	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7501_Reg-Transport_of_Students-v9.1_Final.pdf	
Release of Students during School Hours	https://www.wcsdpolicy.net/pdf_files/5146%20Reg%20-%20Release%20of%20Students.pdf	
Student Records and Information	https://www.wcsdpolicy.net/pdf_files/board_policy/5000_Policy-Student_Records-v3_Final.pdf	
Student Activities (secondary)	https://www.wcsdpolicy.net/pdf_files/board_policy/5300-Policy-Activities-v2_Final.pdf	
District Recognized Athletics (secondary)	https://www.wcsdpolicy.net/pdf_files/board_policy/5325-Policy-Rec_Athletics-v2_FINAL.pdf	
Volunteer Screen and Background Checks	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1501_Reg-Volunteers-v1.pdf	
Protocols for Visitors to District Property	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1506-Reg-Visitors-v3.pdf	
Student Behavior Manual	Student Behavior Manual (New link coming soon)	