



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

www.washoeschools.net/hug

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2022 – 2023 Parent/Guardian Handbook

Revised 10/13/2022

Students start classes on Monday, August 15, 2022	
Bell Schedule	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Everyone will be expected to stay on campus for lunch. We are a closed campus which means no one will have off campus privileges. • No food deliveries are allowed, such as Door Dash, Uber Eats, Grub Hub etc.
Cafeteria/Breakfast/Lunch	<ul style="list-style-type: none"> • 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 • Please always pick up your trash. • During lunch exit the building through the Commons doors leading out to the patio.
Passing /Transition to and from classrooms	<ul style="list-style-type: none"> • Do not leave class early, wait until dismissed by the teacher

	<ul style="list-style-type: none"> • Students must ALWAYS have a pass when traveling around campus during class time(s)
Digital Student Identification Cards	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 7:15 am – 3:00 pm (M, T, TH, F) • 7:15 am – 2:15 pm (W) • Students will be expected to be out of the building by 2:45 pm on M, T, TH, F unless involved in an after-school activity approved by school • Students who are in the library after school are not allowed to come and go unless they are using the restroom. The library closes at 4:00 pm and all students must exit at 3:50 pm. • 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	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ 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:

	<p>5th Tardy</p> <ul style="list-style-type: none"> ○ Meet with Dean ○ Check-In/Check-Out (CICO) for 5 days ○ Call home ○ Documented in Infinite Campus (IC) <p>10th Tardy</p> <ul style="list-style-type: none"> ○ Meet with Dean ○ Check-In/Check Out (CICO) for 10 days ○ Call home ○ Documented in IC <p>15th Tardy</p> <ul style="list-style-type: none"> ○ 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 <p>20th Tardy</p> <ul style="list-style-type: none"> ○ 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 <p>**Loss of Privileges and after school events such as athletics, field trips, special events, etc. can occur at any time.</p> <ul style="list-style-type: none"> ● Students who arrive at school at the end of 5th period or during 6th or 7th period must wait to speak with an administrator. ● 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
<p>School/Classroom Expectations</p>	<ul style="list-style-type: none"> ● 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 ● Eating during class is only allowed to finish breakfast during 1st period.
<p>Cell Phone Policy</p>	<p style="text-align: center;"><i>No cell phones will be allowed in classrooms</i></p> <p>Consequences for violating principles of electronic device expectations:</p> <ul style="list-style-type: none"> ● <i>First Offense:</i> Student receives a verbal warning and the teacher/staff reteaches expectations.

	<ul style="list-style-type: none"> • Second Offense: Electronic device is confiscated by teacher/staff and returned to the student at the end of the period. <ul style="list-style-type: none"> ✓ 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. <ul style="list-style-type: none"> ✓ 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. <ul style="list-style-type: none"> ✓ 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. <ul style="list-style-type: none"> ✓ 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. <p>**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.</p>
Athletics and Activities	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • All visitors to campus must check-in at the main office

	<ul style="list-style-type: none"> • 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. • Students who are late in the morning or after lunch must enter through the main entrance and show student ID through MINGA or infinite campus. • Main office is not an exit for students during lunch or after school.
Safety/Health	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
S	M	T	W	TH	F	S	# of School Days = 0
						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 2023							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 16
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	January 9 - School Resumes
15	16	17	18	19	20	21	January 16 - Martin Luther King, Jr. Day
22	23	24	25	26	27	28	
29	30	31					

August 2022							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 13
							August 9 - First Day for Teachers
	1	2	3	4	5	6	August 9 - 11 - Teacher Professional Dev. Day
7	8	9	10	11	12	13	August 12 - Teacher Work Day
14	15	16	17	18	19	20	August 15 - First Day of School for Students
21	22	23	24	25	26	27	August 15 - 19 - Kindergarten Testing Week
28	29	30	31				August 22 - First Day for Kindergarten Students

February 2023							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 19
						3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	* February 13 - 17 - Spring Conference Week for some schools. Please check with your school for details.
19	20	21	22	23	24	25	February 20 - President's Day
26	27	28					February 28 - College and Career Readiness Assessment for high schools only. Date subject to change awaiting announcement from NDE.

September 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	September 5 - Labor Day
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

March 2023							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 13
				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	March 17 - End of Grading Period
19	20	21	22	23	24	25	
26	27	28	29	30	31		March 20 - March 31 - Spring Break

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

April 2023							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 20
						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 2022							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 18
		1	2	3	4	5	November 8 - Election Day (See * below)
6	7	8*	9	10	11	12	November 11 - Veterans Day
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	November 23 - 25 - Thanksgiving Break
27	28	29	30				

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

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

June 2023							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 7
					1	2	3
4	5	6	7	8	9	10	June 9 - End of Grading Period
11	12	13	14	15	16	17	June 9 - Last Day of School
18	19	20	21	22	23	24	June 12, 13, 14 - Contingency Days
25	26	27	28	29	30		June 19 - Juneteenth

*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)	