



STUDENT HANDBOOK

2024-2025

Procter R. Hug High School



Student Handbook 2024-2025

THANK YOU TO OUR PARTNERS IN EDUCATION

Northern Nevada Women's Lawyer Association

Reno Cigar Lions Club

Renovation Community Church

Procter R. Hug High School
3530 Sullivan Ln.
Sparks, Nevada 89431
Telephone: (775) 321-3200

FOLLOW US

Website: <https://www.washoeschools.net/HUG>

Instagram: @hughighschool

Facebook: Procter Hug High School

Twitter: @NVHug

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Descargo de Responsabilidad: este documento contiene referencias a las políticas de la Junta y otros documentos relacionados con las reglas y reglamentos del distrito escolar del Condado de Washoe. El distrito se reserva el derecho de revisar cualquiera de estos documentos durante el curso del año escolar. Para la versión actual de cualquiera de estos documentos, por favor visite el sitio web del distrito en www.washoeschools.net/Policy.

Non-Discrimination Statement: The Washoe County School District is committed to nondiscrimination based on 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.

Declaración de no Discriminación: el distrito escolar del Condado de Washoe está comprometido con la no discriminación por motivos de raza, color, origen nacional o identificación de grupos étnicos, estado civil, ascendencia, sexo, orientación sexual, identidad o expresión de género, información genética, religión, edad, incapacidad mental o física, estatus militar o de veterano en programas o actividades educativas, y empleo según lo requerido por las leyes y reglamentos federales y estatales aplicables. Ningún empleado del distrito, incluyendo, sin limitación, administradores, facultad u otros miembros del personal, ni los estudiantes deberán participar en actos de intimidación, acoso o discriminación en los locales de cualquier escuela pública, evento patrocinado por la escuela o autobús escolar en el Distrito. Los comportamientos prohibidos incluyen ciber-bullying, acoso sexual, novatadas, intimidación y represalias.

PRINCIPAL

Tristan McElhaney

ADMINISTRATION TEAM

Jason Aytes Melisa Chavez Karen Perisho David Sayer Susan Schraeder

Deans

Crys Jackson Jeff Pierce

COUNSELORS

A-CA : Ms. Martinez

CE-E : Mrs. Miller

F-HE : Mrs. DeMichieli

HI-MARS : Ms. Block

MART-PAL : Ms. Diaz

PAM-SAL : Ms. Shimabuku

SAM-Z : Mrs. Watland

Mental Health Professional: Mery Mares

School Psychologist: Chidie Okonkwo

Speech Pathologist: Susan Mayberry

OFFICE & SUPPORT STAFF

Principal's Administrative Assistant	Donna McGuire
Athletic Director	Chris Magrum
Athletic Secretary	Sara Moreno
Bookkeeper/Fees	Alina Rodriguez
Discipline Secretary	Esther Valdez
Registrar	Sandy Giuliano
School Police	Marlayna Baca-Holley
Deans	Crys Jackson and Jeff Pierce
Campus Monitors	Charles Berger and Tammy Hires
Clinic Aide	Raquel Pineda
School Nurse	Kelsey Heuer
EL Facilitator	Ann Warran
ELL Newcomer Support	Kim Gerlach
Family Graduation Advocate	Ivonne Sanchez
FACE Liaison	Sal Herrera
Attendance Officer	Christine Liquidano
Re-engagement	Angie Cisneros
Bi-Lingual Attendance	Lolita Judy
Attendance/Truancy Secretary	Elizabeth De La Luz
Facility Secretary/Subs/AESOP	Karen Tatro
Career Center	DJ Pasao
Site Facilities Coordinator	Daniel Albrecht & Clinton Camper
Testing Facilitator	Sandra Feyersinger
Office Clerk	Maribel Moran
EL Assistant	Luis Barragan
EL Assistant	Brittany Duenas
EL Assistant	Natalie Mehta
EL Assistant	Mylka Murillo
EL Assistant	Claudia Pollard

Student Body President

Ileana Ramirez

Student Body Vice President

Kylee Majerczyk

Treasurer

Zulema Perez Negrete

Secretary

Giovanni Chavez

Historian

Natalia Montano Navarro

Senior Class President

Elizabeth Hernandez Reyes

Junior Class President

Maya Martinez Alcasio

Sophomore Class President

Analía Cruz-Arellano

Hawks Fight Song

WHEN THE HAWKS COME FLYING IN FIGHT SONG

Oh, when the Hawks go flying in

Oh, when the Hawks go flying in

We'll be there to cheer on the victors,

When the Hawks go flying in

WCSD 2024-2025 Balanced Calendar



2024-2025 Balanced Calendar

July 2024							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 2025							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 19
			1	2	3	4	January 1 - 3 - Winter Break
5	6*	7	8	9	10	11	January 6 - Teacher Professional Dev. Day
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	January 20 - Martin Luther King, Jr. Day
26	27	28	29	30	31		

August 2024							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 15
				1	2	3	August 6 - 8 - Teacher Professional Dev. Days
4	5	6	7	8	9	10	August 9 - Teacher Work Day
11	12	13	14	15	16	17	August 12 - First Day of School for Students
18	19	20	21	22	23	24	August 12 - 16 - Kindergarten Testing Week
25	26	27	28	29	30	31	August 19 - First Day of Kindergarten

February 2025							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 19
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	February 17 - President's Day
16	17	18	19	20	21	22	February 24 - 28 - Spring Conference Week for Elementary Schools only.
23	24	25	26	27	28		February 25 - College and Career Readiness Assessment for high schools only.

September 2024							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 20
1	2	3	4	5	6	7	September 2 - Labor Day
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

March 2025							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 11
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	March 14 - End of Grading Period
16	17	18	19	20	21	22	March 17 - 28 - Spring Break
23	24	25	26	27	28	29	
30	31						

October 2024							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 17
		1	2	3	4	5	
6	7	8	9	10	11	12	October 7 - 11 - Fall Break
13	14*	15	16	17	18	19	October 14 - Teacher Professional Dev. Day
20	21	22	23	24	25	26	October 18 - End of Grading Period
27	28	29	30	31			October 18, 21 - 24 - Conference Week
							October 25 - Nevada Day Observance

April 2025							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				

November 2024							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 17
					1	2	
3	4	5*	6	7	8	9	November 5 - Election Day (See * below)
10	11	12	13	14	15	16	November 11 - Veterans Day
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	November 27 - 29 - Thanksgiving Break

May 2025							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 21
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	May 26 - Memorial Day

December 2024							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 14
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	December 19 - End of Grading Period
15	16	17	18	19	20	21	December 20 - Teacher Work Day
22	23	24	25	26	27	28	December 23 - January 3 - Winter Break
29	30	31					

June 2025							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 5
1	2	3	4	5	6	7	June 6 - End of Grading Period
8	9	10	11	12	13	14	June 6 - Last Day of School
15	16	17	18	19	20	21	June 9, 10, 11 - Contingency Days
22	23	24	25	26	27	28	June 19 - Juneteenth
29	30						

*October 14, November 5, 2024 & January 6, 2025 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 9, 10, 11					

Teacher Work Days: August 6 - 9, December 20
Teacher Professional Dev Day: October 14, November 5, 2024 & January 6, 2025

*Dates are subject to change

PROCTER HUG HIGH SCHOOL 2024-2025 A/B DAY CALENDAR



Hug High School 2024-2025 Balanced Calendar

A Days

B Days

Finals



July 2024						
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 2024						
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

September 2024						
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					

October 2024						
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		

November 2024						
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

December 2024						
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 2025						
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	

February 2025						
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	

March 2025						
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					

April 2025						
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 2025						
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

June 2025						
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					

Student No School Dates to Remember

1st Semester

September 2 - Labor Day
October 7 - 11 - Fall Break
October 14 - Teacher Professional Dev. Day
October 25 - Nevada Day Observance
November 5 - Election Day
November 11 - Veterans Day
November 27 - 29 - Thanksgiving Break
December 20 - January 3 - Winter Break

2nd Semester

January 6 - Teacher Professional Development Day
January 20 - Martin Luther King, Jr. Day
February 17 - President's Day
March 17 - 28 - Spring Break
May 26 - Memorial Day
June 6 - Last Day of School
June 9, 10, 11 - Contingency Days (if needed)

PROCTER HUG HIGH SCHOOL 2024-2025 BELL SCHEDULE

Procter R. Hug High School 2024-2025 Bell Schedules

REGULAR DAY Block Schedule			
Period	From	To	Minutes
1st/5th	7:45 AM	9:16 AM	91
Passing	9:16 AM	9:21 AM	5
2nd/6th	9:21 AM	10:52 AM	91
Lunch	10:52 AM	11:22 AM	30
Passing	11:22 AM	11:27 AM	5
3rd/7th	11:27 AM	12:58 PM	91
Passing	12:58 PM	1:03 PM	5
4th/8th	1:03 PM	2:34 PM	91

Buses leave at 2:41 PM



WEDNESDAY Early Release			
Period	From	To	Minutes
1st/5th	7:45 AM	9:04 AM	79
Passing	9:04 AM	9:09 AM	5
2nd/6th	9:09 AM	10:28 AM	79
Lunch	10:28 AM	10:58 AM	30
Passing	10:58 AM	11:03 AM	5
3rd/7th	11:03 AM	12:22 PM	79
Passing	12:22 PM	12:27 PM	5
4th/8th	12:27 PM	1:46 PM	79

Buses leave at 1:53 PM



ASSEMBLY			
Period	From	To	Minutes
1st/5th	7:45 AM	9:16 AM	91
Passing	9:16 AM	9:21 AM	5
2nd/6th	ASSEMBLY 1		
	9:21 AM	10:01 AM	40
	Transition 10:01 AM - 10:12 AM 11 mins		
	ASSEMBLY 2		
	10:12 AM	10:52 AM	40
Lunch	10:52 AM	11:22 AM	30
Passing	11:22 AM	11:27 AM	5
3rd/7th	11:27 AM	12:58 PM	91
Passing	12:58 PM	1:03 PM	5
4th/8th	1:03 PM	2:34 PM	91

Buses leave at 2:41 PM

2-HOUR DELAY			
Period	From	To	Minutes
1st/5th	9:45 AM	10:46 AM	61
Passing	10:46 AM	10:51 AM	5
2nd/6th	10:51 AM	11:52 AM	61
Lunch	11:52 AM	12:22 PM	30
Passing	12:22 PM	12:27 PM	5
3rd/7th	12:27 PM	1:28 PM	61
Passing	1:28 PM	1:33 PM	5
4th/8th	1:33 PM	2:34 PM	61

Buses leave at 2:41 PM

MAIN OFFICE and EXTERIOR DOORS

All visitors to campus must check-in at the main office. Parents and Guardians are required to come to the main office, sign their student out when the student needs to leave campus during school hours for appointments, emergencies, etc. The student is required to check out at the main office before leaving campus. Students who are late coming to campus must enter through the main entrance and show their Student ID through Minga or Infinite Campus. The main office is not an exit for students during lunch or after school. For safety reasons, all exterior doors will remain closed and locked during school hours and will not be propped open or opened for anyone. Students found in violation may be subject to consequences.

OFFICE HOURS

Office hours for Hug High School are from 7:15 a.m. to 3:00 p.m. Monday-Friday. The office is closed on Saturdays, Sundays, and holidays. Parents may leave a message at any time through our automated phone system.

VISITOR PASSES

Adult visitors must report to the office with a valid I.D. to be approved by the Administration and obtain a visitor pass. Student visitors are not permitted unless cleared through the office in advance.

VOLUNTEERS

Hug High School values our community members and partners. We welcome parents and other community members to volunteer within our school building. To be a volunteer at our school, interested parties must fill out a volunteer application, subject to a background check, and be cleared by the district. More information on volunteering can be found on the following link: [1501_Reg-Volunteers-v1.pdf \(wcsdpolicy.net\)](#) and [1506-Reg-Visitors-v3.pdf \(wcsdpolicy.net\)](#)

BUILDING & CAMPUS PASSES

Students must have a signed pass to leave a class during class time. Students must obtain an off-campus pass from the main office if they will be leaving campus during the day for any reason.

BUILDING HOURS FOR STUDENTS

- 7:15 am – 3:00 pm (M, T, TH, F) and 7:15 am – 2:15 pm (W)
- Students will be expected to be off campus by 3:00 pm on M, T, TH, F (2:15 on W) unless involved in an 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 or after their last scheduled class of the school day, unless they are signed out from the main office by a parent or guardian or if they meet the requirements for off campus lunch access (juniors and seniors only).
- Students who need to leave campus for appointments must be signed out by a parent or guardian listed on the IC (Infinite Campus) panel through the main office. Please bring valid identification.

ASSEMBLIES:

Assemblies are held in the large gym unless otherwise noted. Students report to their class for attendance, then go to the assembly with their teacher or are dismissed to attend by grade level. Once in the gym, they will sit with their grade level in the corresponding section of the bleachers. Backpacks and all personal items must be left in the classroom. We expect Hug students to show respect and follow the directions of staff members. At the end of the assembly, staff will dismiss the students to return to class or for lunch.

STUDENT IDS

Hug utilizes a digital student ID that will be loaded into an app called Minga. Students are expected to download the app to their cell phone, so they have easy access to their ID while at school. Students without a cell phone or the ability to download the app will need to have their ID printed by the main office. Student IDs will be required for entry to the building, games, dances, etc. Students are expected to show their I.D. card if/when:

- Requested to do so by any school staff member or school's police officer.
- They have off campus privileges.
- When they are in a testing environment.
- They will be admitted to any school dances and/or activities.
- Checking out books in the library and when using the internet.

SCHOOL OF CHOICE – (VARIANCES)

School of Choice is a system where Washoe County School District (WCSD) families can choose which school they want their children to attend. This process was formerly known as the variance process. WCSD has streamlined this process for our families, making it more accessible. The District will offer one window when families can apply to a school other than their student's zoned school. We believe students will be the most successful in the school where they feel connected and seen and with an academic program that best suits their needs. Online Registration must be completed to be considered for a School of Choice placement. Please see below for a list of frequently asked questions.

- The general window for School of Choice is closed for the 2024-2025 is presently closed.
- The dates for the application window for the 2025-2026 school year are coming in late fall. Please check the School of Choice website periodically.

If you are new to Washoe County School District or have an incoming kindergarten student and are seeking a school of choice placement for the 2024-2025 school year, the window will close on August 30th, 2024. Please contact the School of Choice office at 775-333-6099 or schoolofchoice@washoeschools.net.

BE PREPARED FOR SCHOOL

- **Bring a Water Bottle:** There are several **Hydration Station** located throughout the school and can be used to fill up personal water bottles.
- **Decide on Lunch:** Pack a lunch or eat lunch for free on our campus. The campus will be closed during lunch, meaning students are to remain on campus and may not leave to get food from an outside establishment. Additionally, NO outside food can be delivered to the campus by food services such as UberEats, DoorDash, etc. Food that is brought on campus from an outside establishment may be confiscated and held by the main office and can be picked up at the end of the day.
- **Bring a backpack:** Wear a backpack to carry your items. We will not be issuing lockers. Students will also not have access to their cars during the school day. A P.E. locker will be issued for students in P.E. or sports.

ARRIVING TO SCHOOL

- **Riding the Bus:** WCSD Transportation will continue to be provided to students that live in areas where transportation had previously been provided. The routes with times and locations for stops will be published on WCSD website in the days just before school starts. Please call transportation at (775) 337-7769 if your child is not registered for a bus. Without this, they will not be transported to and from school. Once students arrive at school, they must stay on campus unless signed out in the main office by parent/guardian.
- **Students Driving to School:** All student drivers must show their valid driver's license, insurance, and registration to be allowed to park on campus to receive a parking permit. The cost for parking permits is \$5. Permits are available in the main office. Permits must be displayed in the front window of the vehicle

while parked on campus. Students who do not have the proper parking pass displayed on their windshield can be towed at the owner's expense. You may not return to your car for any reason during the day, so take your books, backpack, and lunch with you. Do not leave items in your car.

- **Student Drop off:** There will be 2 student drop off areas; one in the front of the school and one near the football field. Please refer to the traffic flow map available at the main office. Once students arrive at school, they must stay on campus unless signed out in the main office by parent/guardian. STUDENTS WILL REPORT DIRECTLY TO THEIR FIRST PERIOD CLASS, ON TIME, EACH MORNING, WHEN THEY ARRIVE ON CAMPUS.

- Families are asked to not drop off items for students to the office during the school day. We must reduce traffic in and out of our school. Food service deliveries are NOT permitted on campus. The driver will be sent away.

More information about transportation of students can be found at the following link: [7501_Reg-Transport of Students-v9.1_Final.pdf \(wcsdpolicy.net\)](#)

DAILY ATTENDANCE AND TARDINESS TO CLASS

Parent/guardians must send a note AND call the school regarding any absence within three days of the student returning to school. Calls or notes *in advance* are encouraged. Nevada Revised Statute 392.122 is the basis for the WCSD Attendance Policy. The policy in its entirety is on the WCSD website: [5400_Policy-Student Attendance_v5_Final.pdf \(wcsdpolicy.net\)](#)

The emphasis of the attendance policy is on the importance of keeping students in school and providing access to the curriculum.

- 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
- If a student is physically or mentally unable to attend school, the parent and/or guardian of the student must notify the school of the student's absence and reason by phone and provide a written note upon return
- Parents and guardians have 3 days after the student is absent to notify the school of the reason or the absence will be unexcused
- 10 days of consecutive absences from school may result in a student being unenrolled/withdrawn. Please call the main office for ALL student absences
- Students coming to school tardy are required to check in at the main office and scan their ID. After the start of the school day, all students must enter through the main office. Students are expected to head directly to their classes.
- Students seen leaving campus, or class, without permission, found off campus, wandering campus repeatedly during the day, or seen returning to campus without an off-campus pass, during the school day, will be considered truant and may be suspended for the remainder of the day
- If a student must leave during school hours, they must check out through the main office. Students will only be released to parents or guardians with whom the student lives as shown on the Infinite Campus panel. More information can be found at the following link: [WASHOE COUNTY SCHOOL DISTRICT \(wcsdpolicy.net\)](#)
- Students who have habitual tardies will meet with an administrator and their families to build support around the student's needs.
- 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.

****Loss of Privileges** and after school events such as athletics, field trips, special events, etc. can occur at any time.

INTERMITTENT ABSENCE POLICY (Formerly OCOC)

Update: OCOC code eliminated 6/03/2024

- **Definitions:** Intermittent Absence- Students that miss between one and three classes in a given school day.
- **Justification:** Hug High School has seen a connection between students congregating in under supervised areas and campus safety issues. In looking at the top locations, by school year, we can see that many of our issues are from students in under supervised areas.

Three-tier policy that follows an MTSS structure -

- **Tier 1-** All students are reminded by all staff that they need to be in class on time and remain in class for the entire period.
- **Tier 2-** Students that have intermittent absences (1-3 in a day) will be scheduled for a class they must attend with their parent/ guardian. Families have the opportunity to attend two classes before the intervention becomes a one-on-one conversation with the family and an administrator. The cycle for scheduling classes will run from Friday the week prior, through Thursday of the current week. Families will be invited each Friday to attend the class on the next Wednesday. During this class we will discuss the student's goals, the family's goals for that student, identify privileges the student must work for, and work in collaboration with the family to provide added accountability and support between the school and family. This plan will then be monitored and supported by both the family and the school. Part of this plan will include a 20-day attendance monitor using a CICO template.
 - Students attending the tier 2 class will have the interventions discussed in the class documented in the MTSS tab. The purpose of the intervention is to see an overall gain in a student's Average Daily Attendance.
 - Calls home related to the interventions discussed in the class will be noted in attendance notes.
- **Tier 3-** Students that miss their 2 classes, or do not improve after the class, will be scheduled for individual meetings with their parent/s. During these individual meetings, we will discuss the tier 2 support and look to see what other supports may be appropriate to help the student engage in class. These meetings will be highly individualized and look to positively support the family and the student. As a further accountability standard, students will be subject to the Behavior Manual recommendations for Disregard for School Rules. A District Intervention and Assistance Referral will also be submitted.

Event: Intermittent Absence: Missing between 1-3 classes on a given day		
1 st Incident 1-5 Days	2 nd Incident 5-10 Days	3 rd Incident- 10+ days
Parent Notified	Class Scheduled	Individual Meeting scheduled With Administrator/ Truancy officer/ counselor
<i>Intervention/Support</i>		
Reminder of the schedule emailed and distributed to students.	20 Day attendance Monitor CICO	20 Day attendance Monitor CICO Grad Plan Conversation

PRE-ARRANGED ABSENCES

Pre-arranged absences must be requested at least two (2) school days in advance of the absence and should be requested earlier than two (2) days in advance if the absence is for an extended period. It is the student's responsibility to communicate with their teachers regarding make up work.

MAKE-UP WORK

Students will be provided with the opportunity to request and complete assignments, exams and quizzes that are missed due to a student's absence or for periods of missed instruction for any reason. Activities that are participatory and contributive in nature may be difficult to make up and alternative tasks may be provided for such work. Failure to request or return completed make-up work and missing work that cannot be made up will result in a 0% entry into the gradebook for the missed work and the absence will remain unexcused.

Student's responsibility is to attend class all day, every day. A student must request make-up work from the teacher on the day the student returns from an absence. Students have the number of days absent plus one beginning the day that the teacher provided the make-up work to complete and return the make-up work to the teacher.

Parent/Guardian's Responsibility is to assure the student attends school every day. Parents must communicate in a written or verbal manner each day the student is absent to acknowledge the student's whereabouts and ensure their safety. Monitor Infinite Campus to make sure attendance is accurate and to make sure make-up work is completed and returned to the school. Communicating regularly with the school and attending conferences related to student well-being and success is important in ensuring student success.

The teacher's responsibility is to take daily attendance, record student assignments to include the date assignment was made /returned. To provide make-up work within two (2) days of the student's return to class, regardless of the reason for the absence/missed instruction to the student upon the student's request.

ATTENDANCE—EARNING A DRIVER'S PERMIT OR LICENSE:

All requests for student records must go through ScribOrder. This includes requests for the DMV – Certificate of Attendance Form. Schools do not fulfill any type of records request for a student. This record can be obtained at <https://washoeschoolsnv.scriborder.com/applicationCurrent#>. Students can also access the link by going to the WCSD homepage, hover over the school's tab, and click on Student Records. Students and Parents can also access the request page under the Student and Parents tab, then click on Student Records. All requests for records must be made through our district online ordering system, so the district follows FERPA (Family Educational Rights and Privacy Act) law. There is no charge for the DMV Certificate of Attendance.

ACADEMICS

Hug's Course Offering Book is available on-line at our website. Visit <https://www.washoeschools.net/HUG> under the Course Catalog tab. Topics covered in detail in the online course offering book include:

College Entrance Requirements	Grades
Advanced Placement (AP)	Alternative means of earning credit
College Admissions	Millennium Scholarship
Concurrent Enrollment	Career and College Exam (ACT)

Credit by Exam	NCAA Eligibility
Credits	Post-Secondary Options
CTE	High School Grad plans
High School Graduation	Incomplete courses
Dual Credit	Repeating a Class
Early College	Required Number of Classes
Entering Late	Signature Academies
High School Course of Study	Title IX
Hug High School Course List	Types of Diplomas
Final Examinations	Alternative Education/Edgenuity

Transcripts: <https://washoeschoolsnv.scribder.com>

Student Records: [5000_Policy-Student_Records-v3_Final.pdf \(wcsdpolicy.net\)](#)

ACADEMIC HONESTY

In accordance with state law, the Nevada Department of Education has prescribed an educational involvement accord to be used by all public schools in Nevada. The WCSD is required to distribute this policy to all Washoe County public school students to make students and families aware of Nevada's policy regarding academic honesty and integrity. The Nevada Department of Education's "Code of Honor" policy defines cheating on examinations and coursework.

With the addition of the Code of Honor policy, it is important to communicate expectations for our students, parents/guardians, and District staff. Likewise, it is equally important to keep in mind age-appropriate expectations relating to this policy. As educators and parents, we will work together to introduce and promote good work habits in all our students, including our youngest. If you have any questions, please do not hesitate to contact your child's teacher or any of the Hug High School staff.

WHAT IS CHEATING?

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source.

Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source.
- Giving answers on an examination or any other assignment to another student.
- Copying assignments that are turned in as original work.
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission.
- Allowing others to do research or write for an assigned paper.
- Using unauthorized electronic devices; and
- Falsifying data/lab results, including changing grades electronically.

WHAT IS PLAGIARISM?

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It represents another person's work or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- * Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source.
- * Turning in purchased papers or papers from the Internet written by someone else.
- * Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own; and
- * Helping others plagiarize by giving them your work.

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed to your child's school Administration and/or the district. More information can be found at the following link: [6642 AP - Plagiarism and Cheating v3.pdf \(wcsdpolicy.net\)](#)

ACADEMIC WARNINGS

When a student is in danger of failing a class (earning a grade of C or less), an academic warning will be prepared by the teacher, indicating the reason for the poor performance. Academic warnings are prepared at the end of the fourth week of the grading period and mailed home by the WCSD.

GRADING AND REPORT CARDS

Hug High School commits to providing fair, accurate, specific, and timely feedback to students and families on the student learning progress toward meeting the essential standards. Students will receive grades for formative assignments/assessments, summative assessments, and final exams.

Reports notifying parents/guardians of their student's progress in school are issued quarterly to each student. The responsibility for determining the grade rests with the classroom teacher. Any student wishing to contest a grade must do so within three weeks of the semester or quarter grade being posted. Grades are final after the third week of the following semester.

GRADES

The basic grading system in Washoe County School District, grades 9-12, will incorporate the letter designation: A B C D F and INC. To computing grade point average, the letter grades will be transposed to the standard 4.0 scale; A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0. The grades S and U may be used in special classes and will not be included in the computation of the grade point average.

Hug High School utilizes an equitable grading system that utilizes a 50% - 100% grading scale for attempted work. Students who do not attempt work will receive a zero but will still have the ability to attempt the work in like with the teachers makeup policy. Students who attempt work, demonstrate learning and/or mastery will receive scores at or above 50%.

The purpose of grades is to measure student learning, provide feedback to students, and achievement and should be based on student work that is specific to the Essential Standards of the Nevada Academic Content Standards (NVAC). The goal of grades is to provide teachers, students, and families with information on student progress toward proficiency and mastery of the essential standards. Grades should clearly communicate what students know and are able to do.

HOMEWORK POLICY

Homework is defined as any schoolwork that is required to be done outside of the regular instructional day and includes assignments of short-term and long-term duration. Typical purposes for homework are practice, preparation, check for understanding, and development of work habits. Assigned homework needs to be appropriate to the grade level, subject area, and students' abilities.

- The student is responsible for the completion and turning-in of homework when due.
- The classroom teacher is responsible for assigning, collecting, and recognizing crediting of homework on a regular basis. Each teacher will communicate to parents and student's their homework/makeup policy at the beginning of the year.
- It is the parents' responsibility to support the Hug homework policy and to reinforce the value of homework.
- It is the Administration's responsibility to establish and implement the homework policy in accordance with the WCSD guidelines. Hug High School's Homework Policy is posted on the Hug High School website at <https://www.washoeschools.net/HUG>

CLASSWORK/ HOMEWORK REQUESTS

If a student will be absent for a period of at least two (2) days, classwork/homework requests may be made through the student's counselor. The parent/guardian should make such a request at least 48 hours prior to the time the classwork/homework assignments are to be picked up.

COLLEGE & CAREER READINESS ASSESSMENT [Currently the ACT]

Is a graduation requirement students must complete prior to graduation. Zoned schools offer students the opportunity to take the exam free of charge during their junior and senior years. Students may elect to take the exam, at their own expense, through Pearson during one of the scheduled weekend exams. **If you choose this option, please make sure to take the ACT with Writing.**

MEDIA CENTER

The library is a place that can support YOU in achieving YOUR goals here at Hug High School. We open the minute they open the doors to campus in the morning (7:15) and close at 4:00. We have books to read, quiet places to study, a MakerSpace to practice your creativity, puzzles to put together, games to play, computers to help you get your homework done, and areas to hang out with your friends and enjoy the beautiful view (maybe even watch a little baseball!) The librarians may look busy, but they are ALWAYS available to be interrupted with questions (ok, maybe not when teaching a class 😊) and are NEVER too busy for students! We love to help you find the information you are looking for, the next book you would love to read, or instructions for the next thing you are planning to do in the MakerSpace!

Everyone is welcome in the library! The same rules apply here as they do in other areas in the school – cell phones and devices are away during class times, eating should happen only during eating times (but yes, you can eat in the library! Be responsible with your food/drinks/trash so this privilege can continue.) If you are here during class, you need a pass from your teacher to tell us you have his/her permission to be here. Students who do not have a class at any given time are also welcome to be here (realize we will check to make sure that is the truth). The library is a place to think, create, share, and grow and we welcome you here to do that!

The Media Center is available for use by all students, parents, and faculty. Students may check out as many books as they wish to be responsible for, for one month. Fines may be incurred for lost/damaged books. Library computers are available for academic, or homework use before and after school and during lunch. Printing of homework or assignments is allowed.

Clubs and Organizations (Advisors)

All clubs and student organizations on campus must be approved on an annual basis. Completion and submission of the Hug HS Extracurricular Clubs and Organizations Application along with the Hug Club Faculty Advisor Agreement document must be submitted to the Administrator of activities and only when approved may the activity or club be considered active on the Hug campus. Advisors for all clubs and activities must follow all school and district policies in terms of fundraising, funds, meetings, student travel, and other rules and regulations as outlined in WUSD Board Policy 5300. Advisors will work with the club/organization members to develop the meeting dates and times and will also provide further information needed for club members. Clubs and organizations vary each year and if you do not see a club that interests you, consider organizing a new one! Information is available on the Hug High School website, or you may see the Assistant Principal of Activities to discuss your idea.

EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES

Students attending any activity sponsored by, or taking place at, Hug High School are subject to Washoe County School District and Hug High School rules and regulations. To participate in a school sponsored activity a student must have attended all periods during that school day leading up to dismissal. Extenuating circumstances will be reviewed by the Administration. Students participating in extra-curricular and co-curricular activities must meet school and district guidelines for behavior, attendance, and grades. Some activities mandate student attendance during off school or weekend hours. Students may be subject to removal or suspension from a team or group activity based on advisor or coach mandates and/or group constitution. More information on activities can be found on the following link: [5300-Policy-Activities-v2.1_Final.pdf \(wcsdpolicy.net\)](#)

THE COLLEGE AND CAREER CENTER

The College and Career Center is located on the second floor (room 245), above the media center. It is available to all students who wish to conduct research and investigation into all aspects of their college and career planning.

The career center contains many valuable resources such as scholarship and financial aid information, SAT and ACT registration fee waivers, standardized exams and test prep information, college, and university catalogs, books, handouts, pamphlets, bulletins, summer program information and much more.

The College and Career Center serves as the meeting place for many different events and presentations.

Students must adhere to the following procedures, except during lunch when meeting with college representatives in the College and Career Center:

- Students must complete the sign-up sheet in the College and Career Center office.
- Students must complete the College/School Visitation pass and obtain all signatures.
- Students are responsible for obtaining their teacher's permission, at least a day in advance, to attend the conference.
- Students must make up all missed classwork.
- Students must sign the attendance sheet at the college/school conference.

ATHLETIC FEES

Students who participate in athletics are required to pay \$110 a year in fees. Fees include non-refundable \$25 for the student activity fee, \$50 for WUSD transportation to and from events, \$15 for the Impact Test (a baseline test for concussions); \$10 athletic equipment fee, and \$10 Trainer fee. Fees may be paid online or at the bookkeeper. Students may also be required to participate in fundraisers for their team. Students who have difficulty paying required fees are encouraged to talk with the coach, the Athletic Director, or Athletic Administrator to discuss alternatives and assistance.

ATHLETICS & SPORTSMANSHIP

Participation on athletic teams is determined through tryouts. Membership is a privilege, and athletes are expected to comply with all NIAA and WCSD rules, policies, and procedures.

It is important for us to have rules/expectations that generally outline types of infractions and their possible consequences. While this is a guideline it is important to remember that equal is not always equitable. In the development of student-athletes, all coaches and teams need to ensure that things are done equitably. It is important to remember that while we have guidelines for consequences, the individual coach can weigh specific factors to look at an individualized approach to handling discipline with a student athlete on their team as well as develop their own team specific rules/expectations that support those of the Hug High Athletic Department.

The guidelines below fall into the categories of Sportsmanship, Respect, and Work Ethic.

Sportsmanship

Examples- Interactions with other teams, encouraging and supporting teammates, speaking with/to officials

Student athletes are to maintain fair and generous behavior or treatment of others, especially in a sport contest.

If another party is not showing good sportsmanship, they need to disengage from the offending party and report the incident to the coach.

Failure to show good sportsmanship can result in a loss of playing time. Some factors that will be taken into consideration by the coach are the frequency and severity of the infraction. The more frequent/severe the infraction(s), the greater the playing time may be impacted.

Respect

Examples- Addressing teammates, coaches, and officials

Student athletes are to show due regard for the feelings, wishes, or rights of others.

If another party is not showing respect, the student athlete needs to disengage from the offending party and report the incident to the coach.

Failure to show respect can result in disciplinary action including but not limited to a loss of playing time. Some factors that will be taken into consideration by the coach are the frequency and severity of the infraction. The more frequent/severe the infraction(s), the greater the playing time may be impacted.

Work Ethic

Examples- Academic work, being productive in practice and games, attendance (both school and practice/games)

Student athletes are to adhere to the principle that hard work is expected and worthy of reward.

If a student is not exhibiting productive work ethic, through practice, games, and academics, it may result in a loss of playing time. Some factors that will be taken into consideration by the coach include the frequency and severity of the infraction. The more frequent and/or severe the infraction(s), the greater the playing time may be impacted.

****All student-athlete infractions resulting in possible penalty and/or sanction from the coach are to be communicated, within 24 hours, to the student-athlete's parent/guardian. ****

Student Athletes and Parents/Guardians Within the Hug Athletic Department Can Expect:

- The coach has an individual conversation with a student athlete regarding that team member breaking a team rule.
- The coach communicates to student athletes clearly what they are doing wrong and how they can fix it.
- The coach contacts parents the day of an infraction. Infractions that are not reported the day of cannot be used to determine a player's status. If an infraction occurs on a game day, prior to the start of the game, the player will tell the parent which rule they violated. If the rule that was broken will result in a loss of playing time, the student needs to contact the parent immediately and the coach will report the infraction as soon as possible after the game. If a parent requests a meeting it will occur the next school day.
- The coach ensures discipline is individual and falls within the stated expectations that are known to all players.
- The coach responds to a parent request for a meeting the next school day the infraction is reported. (24 Hour Rule)

All punishments and infractions to be documented and specific to the student or applied to the whole team. Example: There is a team expectation that the bus is clean when returning from an away game. If the team leaves the bus and it is dirty, there is a consequence given to the entire team. (This would apply to the whole team, not individuals.) They still need to be relayed to parents.

The Athletic Director and/or the Athletic Administrator to attend meetings when available at their request.

Coaches Within the Hug Athletic Department Can Expect:

- Student Athletes to report, in advance, if possible, when/ if they are going to miss practice/ games due to an event outside of their control.
- Student Athletes to follow team and school rules.
- Student Athletes to maintain their grades for eligibility.
- Student Athletes communicate with the coach if they feel they need help academically.
- Student Athletes to address the coach in the same manner as they would their parents.
- Student Athletes to always hold themselves as an example to those around them and as an ambassador of Hug High School.

The Athletic Director and/or the Athletic Administrator to attend meetings when available at their request.

For athletics calendars (tryouts, open gyms, seasons, etc.), please visit

<https://nnvd1a.org/public/genie/630/school/1444/>

All athletes must be cleared through Register My Athlete before competing in athletic tryouts, practices, or games. To tryout and/or participate in any sport, you must first complete registration through Register My Athlete (RMA). Please visit <https://www.registermyathlete.com/login/>

Hug students, staff, and parents are asked to conduct themselves in a sportsmanlike fashion at all athletic contests. Disciplinary consequences to include loss of privilege to participate or attend events may be applied if students as well as parents/guardians behave inappropriately. All school rules apply at athletic events, home and away.



Athletic equipment must be stored during the school day and not carried in a backpack or on a person

during class or passing periods. Baseball/softball bats, golf clubs, lacrosse sticks, etc., should be stored in the locker room, team room, in a coach's classroom or other secure place.

More information on athletics can be found at the following link: [5325-Policy-Rec_Athletics-v2_FINAL.pdf \(wcsdpolicy.net\)](https://wcsdpolicy.net/5325-Policy-Rec_Athletics-v2_FINAL.pdf)

Athletic game schedules can be found at: <https://nnvd1a.org/public/genie/630/school/1444/>

PBIS/HAWKS VALUE/BEHAVIOR MATRIX

<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <h3 style="margin: 0;">HAWK VALUE MATRIX</h3> <div style="display: flex; justify-content: space-around; font-weight: bold; margin-top: 5px;"> BE RESPECTFUL BE RESPONSIBLE BE SAFE </div> </div>  </div>				
	CLASSROOM/LEARNING AREAS	COMMON AREAS	RESTROOMS	COMMUNITY – ATHLETICS/ACTIVITIES
BE RESPECTFUL	<ul style="list-style-type: none"> Treat others with kindness Follow classroom expectations Respect others' opinions and their right to learn, honoring and valuing diversity Use school appropriate language 	<ul style="list-style-type: none"> Use school appropriate language Treat others with kindness Acknowledge others space and differences Be courteous and observe quiet learning environments 	<ul style="list-style-type: none"> Wait your turn Keep area clean for others to use Only flush appropriate flushable materials 	<ul style="list-style-type: none"> Be respectful and act appropriately for specific event settings Treat guest athletes, visitors, etc. with respect and a positive attitude Display pride in school community
BE RESPONSIBLE	<ul style="list-style-type: none"> Be on time Complete assignments in a timely manner Be prepared for each class – materials, etc. Follow cell phone expectations Advocate for yourself Hold yourself accountable Make healthy choices Follow dress code policy 	<ul style="list-style-type: none"> Clean up after yourself Treat school property with care and report any issues immediately Be where you are supposed to be Make healthy choices Follow dress code policy 	<ul style="list-style-type: none"> Treat school property with care and report any issues Be courteous by managing your time Make healthy choices 	<ul style="list-style-type: none"> During school day events, be in the appropriate place at the appropriate time Make healthy choices Follow dress code policy
BE SAFE	<ul style="list-style-type: none"> Use materials appropriately Follow instructions Keep hands, feet, and objects to yourself Stay in class until you are dismissed by the teacher Report anything unsafe 	<ul style="list-style-type: none"> Keep moving in the hallways Use appropriate voice level Report anything unsafe Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> 1 person per stall at a time Appropriate use of bathroom, sinks, and supplies 	<ul style="list-style-type: none"> Report hazards Enter/exit events in designated areas Sit in designated areas during events Report anything unsafe

Hug High School adopted a new Hug Value Matrix during the 22-23 school year. This matrix outlines expected behavior in various locations for students to Be Responsible, Be Respectful, and Be Safe. The matrix is posted on the Hug webpage, in the student and family handbook, and throughout the school building. Hug High School will be using an electronic points system for PBIS. 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.

STUDENT STORE

Students can earn Hawk Talons for demonstrating expected behaviors in line with our Hawk Value Matrix. Students can use Hawk Talons in our Student Store as well as for things such as raffles and select event entry fees. The student store is located on the 2nd floor, west kiosk. It is open most Wednesdays during lunch, starting in September. Students may purchase items with Hawk Talons (Minga points) or cash. Students may also be rewarded with other incentives such as Hawk Talon Events like movie nights and field days, VIP status at events, and more for earning a certain number of Hawk Talons.

ACCIDENTS / EMERGENCIES

School administrators or school police may handle accidents and emergencies. Students are required to immediately notify school staff of an emergency or accident that has taken place on campus. Any vehicle accident must be reported to the school police. Students needing medical attention should notify the nearest staff member or send another student to seek help. Students should not leave school without permission and should report to the nurse's office whether ill or injured. The parent, guardian, or other

responsible adult will be notified to take responsibility for the ill or injured student leaving school.

BULLYING/CYBER BULLYING/ HARASSMENT (Board Policy 5700)

Washoe County School District prides itself in providing a safe and respectful learning environment that is free from race discrimination, bullying, and cyber-bullying in order for students to achieve success. Board Policy 5700 establishes the procedures necessary to create a safe and respectful learning environment, to promptly investigate accusations of bullying, to implement remedies and interventions for all who are involved, and to provide training to employees and students on the prevention and remediation of such behaviors. The policy can be found at the following links: [5700_Policy-SRLE-v6_FINAL.pdf \(wcsdpolicy.net\)](#) and [5701-Reg-Student Bullying-v4.2_FINAL.pdf \(wcsdpolicy.net\)](#) and [5161_Reg-Gender Identify-v2.pdf \(wcsdpolicy.net\)](#)

- **Bullying:** All threats, verbal assaults, and incidents of bullying on campus or at school-sponsored activities must be reported to the Discipline Office or School Police. Bullying will not be tolerated, and disciplinary action will result following an investigation.
- **Cyber-Bullying:** Bullying includes cyber-bullying, which is defined as making threats by use of cell phones, texting, social media, E-mail or any other electronic or digital means.
- **Harassment:** Harassment and sexual harassment will not be tolerated; disciplinary action will result.

SAFE VOICE

Students who engage in bullying or harassment during the hour preceding and following the school day will be handled in the same manner as those which take place during school hours. This includes incidents that occur off campus during lunch and breaks, on the bus to and from school, and at the bus stop. Any student or parent/guardian who has a question, concern or would like a copy of the District's Administrative Regulation and information forms for filing a complaint should contact an Administrator at the school. Students, parents, and faculty at this school have access to SafeVoice, a tip system used to report threats to the safety or well-being of students. SafeVoice was established by the Nevada Department of Education in 2018 to protect student well-being, prevent violence, and save lives. Students can use the SafeVoice tool to report concerns about their friends or themselves with the **option of remaining anonymous**. Tips will be received live by communications specialists 24/7/365. Tips are sent to a team at Hug and to law enforcement when necessary. Examples of concerns that can be reported using SafeVoice:

**Bullying
Neglect
Weapons
Discrimination**

**Suicidal thoughts
Violence
Harassment
Threats**

**Cyber-Bullying
Substance Abuse
Depression
Self-Harm**

**SAFEVOICE TIP LINE
1-833-216-7233**

DISCIPLINE

As members of the Hug community, students and staff members are expected to behave in ways that are respectful, positive, and that contribute to a safe and productive learning environment. Disciplinary consequences may result for students who choose not to adhere to school expectations. A progressive discipline approach will be used, and consequences may include, but are not limited to, those listed below and depending upon the severity and frequency of the behavior. Generally, the consequences will build from lunch detention to out-of-school suspension for students whose behavior does not improve.

- **Restore at the Door** – conversations held between students and staff outside the classroom door.
- **School Beautification** may be assigned from 3:00-3:45 for more significant infractions. This

may include tutoring, campus beautification or community service. Parents will be notified when afterschool detention is assigned.

- **In-School Suspension** may be assigned to students whose behavior does not improve or for more significant infractions. Parents will be notified when an in-school suspension is assigned.
- **Out-of-School Suspension** may be assigned for more serious infractions as determined by the WCSD Behavior Matrix or Administrator discretion.

During school beautification and or in-school suspension, students must work on schoolwork and/or activities related to improved behavior. Students may not listen to music, sleep, or engage in conversation with other students. Hug High School rules and WCSD policies must also be adhered to. Students may be assigned additional consequences or out-of-school suspension. Habitual or serious offenders may be subject to arrest and/or citation.

More information on district policy for student behavior can be found at the following link: [5100 Policy-Student Behavior-v7 Final.pdf \(wcsdpolicy.net\)](#) and the district behavior manual can be found at the following link: [Multi-Tiered System of Supports / Behavior Manual \(washoeschools.net\)](#)

CELL PHONES & OTHER ELECTRONIC DEVICES (ADMIN REG. 5810)

The district is proud to be a 21st century district, and we 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 that are not in possession of such devices. Electronic devices should not interfere with the instructional process. Teachers and Administrators reserve the right to confiscate a student's electronic device if it is interfering with curriculum/ instruction. Students may possess or use electronic devices during passing time or at lunch time. Electronic devices shall not be brought into classrooms during assessments, semester exams, or other testing situations. Thank you for reinforcing this school policy by partnering with us. By working together, we can help our students be successful.

- A no cell phone or personal electronic device rule during instructional time will be followed. (this is during the entire class period, bell to bell instruction) Students will be asked to keep their cell phones and personal electronic devices out of sight or in their backpacks during instructional time. There are no cell phones allowed during class time.
- This expectation will support the highest quality education for our students.
- Cell phone usage negatively impacts students' mental health and motivation to learn and focus.
- Students deserve an education that prepares them for a career or college or whatever path they choose.
- Students can achieve high expectations and a partnership with staff and families to meet these expectations is valued.

During instructional time, students are not permitted to use or display the following personal electronic devices:	During instructional time, students are not permitted to use or display the following personal electronic devices, except when explicitly directed by staff to use such devices for instructional purposes:
<ul style="list-style-type: none">• Cell phones• Tablets• Computers/laptops• Gaming devices	<ul style="list-style-type: none">• Headphones• eReaders

Outside instructional time, reasonable and responsible use of electronic devices in common areas (outside of classrooms) is not explicitly prohibited, provided that such use does not interfere with the learning environment and learning activities at Hug.

Under exceptional documented circumstances and approved by administration, exceptions to the above restrictions may be made.

Consequences for violating principles of electronic device expectations:

1. **First Offense:** Student receives a verbal warning, and the teacher/staff reteaches expectations.
2. **Second Offense:** Electronic device is confiscated by teacher/staff and returned to the student at the end of the period.
 - a. Teacher/Staff reteaches expectations.
 - b. Teacher inputs minor behavior with resolution and contacts family via phone call, email, google voice, etc.
3. **Third Offense:** Electronic device is confiscated by teacher/staff and held in the Dean's office.
 - a. Teacher/Staff reteaches expectations.
 - b. Teacher contacts Dean's via email/phone and electronic device is picked up and held in the main office.
 - c. Teacher inputs minor behavior with resolution and contacts family via phone call, email, google voice, etc.
 - d. Students may pick up the phone in the main office at the end of the day.
4. **Fourth Offense:** Electronic device is confiscated by teacher/staff and held in the Dean's office.
 - a. Teacher/Staff reteaches expectations.
 - b. Teacher contacts Dean's via email/phone and electronic device is picked up and held in the main office.
 - c. Teacher inputs minor behavior with resolution and contacts family via phone call, email, google voice, etc.
 - d. Parent/Guardian, or approved pick up person per Parent/Guardian, must pick up electronic device in the main office. The electronic device will not be given to the student.
5. **Fifth and Subsequent Offense:** Electronic device is confiscated by teacher/staff and held in the Dean's office.
 - a. Teacher/Staff reteaches expectations.
 - b. Teacher contacts Dean's via email/phone and electronic device is picked up and held in the main office.
 - c. Dean inputs major behavior and contacts family via phone call, email, google voice, etc. Further discipline will be issued based on the WCSD behavior matrix.
 - d. Parent/Guardian, or approved pick up person per Parent/Guardian, must pick up electronic device in the 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, the student will immediately be referred to the deans for further appropriate consequences.**

Hug High School Cell Phone & Personal Electronic Device Expectations Outside instructional time, reasonable and responsible use of electronic devices in common areas (outside of classrooms) is not explicitly prohibited, provided that such use does not interfere with the learning environment and learning activities at Hug. Under exceptional documented circumstances and approved by administration, exceptions to the above restrictions may be made.

Community Spaces/ Pass Policy 6-18-2024

Community spaces on campus are provided to extend your instructional space. This means they are a focus or part of a rotation of supervision with a clearly stated objective based on current instruction.

Community Spaces Expectations

Students in this extended space must be:

- Engaged in current learning
- Participating in group collaboration
- Engaged in presentation planning
- Actively monitored by a teacher
- Within close proximity of their assigned room

Students may not be:

- Working on Edgenuity
- Working on individual work
- Excluded from the classroom

Teacher must be:

- Capable of line of site supervision (windows open)
- Regularly checking in with students at least every 5 minutes
- Ensuring community spaces are being used productively

Student Generated Pass Policy

Teacher must:

- Track Student Passes
 - Students have 5 passes per quarter, per class
 - Teachers will be given a folder with rosters to track pass usage.
- Not issue passes for the first or last 10 minutes of a class period
- Fill out a paper pass with the following information:
 - Where the student is coming from
 - Where the student is going
 - The time the student left
 - Teacher signature

Students in Hallways must:

- Have the appropriate floor level pass with the following information:
 - Where they are coming from
 - Where they are going to
 - The time they left
 - Teacher signature
 - Students must limit the duration of their pass to 5 minutes
- Students in Hallways must not:
 - Socialize with other students while using a pass
 - Travel to an area that is not listed on their pass
 - Disrupt other classes while using a pass
- Students that use passes improperly will:
 - First occurrence
 - Lose one remaining pass
 - Have a behavior minor entered stating:
 - A pass was misused
 - The student was retaught this policy
 - Parents were informed
 - Second Occurrence
 - Loses two remaining passes

- Have a behavior minor entered stating:
 - A pass was misused
 - The student was retaught this policy
 - Parents were informed
- Dean of students is informed
 - Student receives an administrative intervention
- Third Occurrence
 - No more passes will be issued
 - Dean contacts families
 - Reviews first two occurrences
 - Reviews pass policy with family
- Exclusionary practices may not be used as part of the progressive discipline for Community Spaces/ Pass Policy. Students are still held to behavior standards as outlined by the WCSD Behavior Manual.
- This process resets quarterly.

Student Dress code policy

Administrative Regulation 5102 establishes the student dress code in the schools of the Washoe County School District with the intent of providing a safe and healthy learning environment for all students in which the focus is on learning; and to provide student with a clear understanding of the district's expectations regarding dress.

The primary responsibility for dress rests with students and their families (parent/guardian).

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. This authority permits school officials to enforce student dress requirements, and request that students change their attire to conform to the district's dress code.

Dress Code:

- 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 an illegal activity, including underage drinking, illegal drug use (to include marijuana), domestic abuse, gang membership, battery, assault, or any 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. This includes all private/intimate parts of the body, including the midriff.
 - a. Undergarments shall not be intentionally exposed (e.g., bras, boxer shorts).
 - b. Shorts, skirts and dresses must be of an appropriate length, extending to the student's mid-thigh.
- Allowable head coverings are those which are worn for medical or religious (e.g. hijab, yarmulke, turban) reasons. Head coverings which are neither religious nor medical in nature are not permitted to be worn inside a school building during school hours (e.g., sweatshirt hoods, ball caps, cowboy hats).
- Sunglasses may not be worn inside the building during school hours except for medical reasons, including prescription transition lenses.

Consequences:

A student who is found to be in violation of the school dress code may face consequences based on the District Behavior Matrix. Potential consequences include, but are not limited to:

1. First offense – A parent/guardian shall be notified; and the student must change clothing.
2. Second offense – A parent/guardian shall be notified; and the student must change clothing and may receive a loss of privilege.
3. Third offense – A parent/guardian shall be notified; and the student must change clothing, may receive a loss of privilege, and may receive focused detention/school beautification.

In all cases, a parent/guardian and student shall be informed of the consequences of subsequent violations.

For the complete version of Administrative Regulation 5102, visit:

<https://www.washoeschools.net/domain/695>

INDECENT LANGUAGE/PROFANITY (Board Policy 5100)

It is expected that Hug students will always use appropriate language when expressing themselves to each other and/or to staff members. Disciplinary consequences will be assigned for inappropriate language.

DANCES/PROM

At all dances, whether on or off campus, WCSD and Hug High School rules shall apply (including dress code). Students must enter the dance by the midway point and will not be allowed to re-enter after leaving the dance. Students are expected to dance in an appropriate manner and may be asked to leave if they do not comply.

Guest passes may be issued at dances. Guest passes are issued through Main Office. Applications can be picked up from the Main Office, and the guest must take it to their school's Administrator for approval and signature and return it to the Main Office by the designated deadline. Guests who are of high school age must be enrolled in a high school. All guests must be cleared through the Main Office before attending any Hug HS dance.

SEARCHES

To fulfill its primary educational function, schools must maintain discipline and order and provide students with physical safety and security. To provide an orderly and safe learning environment, the school must control the behavior of students and prevent the introduction by students of harmful, damaging, unlawful, or deleterious items onto the school premises. 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, and their desks and lockers under appropriate circumstances. A decision to search a student, their possessions, or any school property, or area assigned to them for their individual use, shall be made in accordance with the following guidelines:

An Administrator, or school employee designated by the principal, may search the person of a student, the personal effects (backpack, clothing, purse, water bottles etc.) in the student's possession, or the student's automobile parked on school grounds, under any of the following circumstances:

1. The search is made in connection with a lawful arrest.
2. The search is made with the voluntary consent of the student; and
3. The search is conducted on the reasonable suspicion that the student has engaged in an activity which violates a law or published District rule, procedure, or policy; or that the student is carrying, concealing, or sequestering material the possession of which is prohibited by law or by published District rule, procedure, or policy. If the search is made with the consent of the student, there should be a witness to the obtaining of the consent and to the search. The Administrator, or other designated school employee making the search shall, when

feasible, be of the same sex as the student searched, unless the need for an immediate search requires a search by an Administrator or school employee of the other sex. When the search is made by someone of a different sex than the student searched, there shall be a witness to the search. The search of a desk or locker assigned to a student may be done at any time pursuant to either of the following rules:

- a) The search is made to maintain discipline and protect the students from the introduction into the school of offensive or undesirable materials, or
- b) The search is made on the reasonable suspicion that the student has engaged in an activity which violates a law or a published District rule, procedure, or policy, or that the student is using the school property in the form of a locker or desk for illegal or wrongful purposes or to sequester material the possession of which is prohibited by law or by published District rule, procedure, or policy.

Reasonable Suspicion

In those cases, requiring a reasonable suspicion as the basis for the search, the school official or employee authorizing the search shall have a reasonable suspicion that the fruits or implements of a crime or unlawful act will be found, or that a weapon or other material the possession of which is prohibited by law or by District rules, procedures or policies will be found. A reasonable suspicion is a subjective, good faith belief supported by objective facts which may include, but are not limited to, the student's age, history and record in the school, the reliability of the information giving rise to the suspicion and the seriousness and prevalence of the problem in the school. The required "reasonable suspicion" must be based on facts relating to a particular student whose person, belongings, automobile, desk, or locker is to be searched and such suspicion must arise immediately prior to the proposed search.

The student does not have the exclusive right to possession of the locker or desk to which he or she is assigned, and the school reserves the right to conduct searches of lockers and desks. Each student shall accept and use the assigned locker or desk on such basis. Students shall only use their assigned locker and desk and may not place their belongings or other personal property in an unassigned student's locker or desk.

CANINE SNIFFS

To be proactive in the fight against drugs, the Washoe County School District Administrative Regulations allow for random canine sniffs for school hallways, classrooms, buildings, parking lots and other school property using a canine unit. The canine unit consists of a qualified handler and a dog specially trained to detect illegal or prohibited substances, weapons, or bombs. Any vehicle that is positively identified by the canine sniff will provide reasonable suspicion for Administration and have probable cause by School Police to conduct a search of the vehicle.

FIGHTING

Fighting will not be tolerated on any campus. Students who fight will be subject to progressive discipline mandated by District and school guidelines. Fights between two or more individuals will be treated as mutual combat, resulting in immediate suspension from school. Any altercation, which is perceived as or is a result of any type of group or gang affiliation, will be treated in an elevated manner and extra penalties shall be imposed. A second offense, which is linked in any way to a group or gang affiliation, may result in removal from Hug High School and/or traditional educational sites in the WCSD. Consequences for fighting may result in any of the following disciplinary actions: short or long-term suspensions.

Respect is one of the core values at Hug High School. Students should not incite or instigate a fight, 'egg others on to fight, film fights, or post footage of fights on social media. Students who do so are subject to disciplinary action up to, and including, suspension from school, and criminal charges, just as if they participated in the fight.

SECRET WITNESS

Students may report concerns or tips to School Police through and receive cash rewards from School Secret Witness by calling 775-329-6666.

SCHOOL POLICE

The Washoe County School District employs police officers who are fully empowered to act as peace officers. School Police Officers may issue citations and/or arrest students if necessary.

GRAFFITI

Graffiti is vandalism and will be treated as a crime. Any student who engages in graffiti or vandalizes school or personal property may incur legal and financial as well as disciplinary consequences. Students suspected of vandalism will be subject to a search of personal items and lockers. Any property suspected of being utilized in committing the crime will be confiscated. Students may not carry paint markers, marking pens, Sharpies, and/or any postal items used as 'slap tags' to school as they are considered by statute to be graffiti material; such items are confiscated.

DESTRUCTION OF SCHOOL PROPERTY (Board Policy 5100)

Damage and destruction of school property is defined as willfully and maliciously destroying or injuring real or personal property of another in the amount totaling less than \$500 (five hundred dollars). Students suspected of damaging and/or destroying school property will be subject to an investigation. Consequences could include administrative conference, parent contact, restitution, suspension, citation and/or school beautification.

EMERGENCY PROCEDURES

During the school year Hug will conduct various monthly safety drills, including fire drills, lockdown drills (Code Red and Code Yellow), and earthquake drills. Students are expected to adhere to staff directions and treat every drill as though it were an actual emergency. School staff will communicate information on emergency procedures to parents/guardians via newsletters, the Hug High School website, Connect-Ed, and other methods as appropriate.

LABORATORY & COURSE FEES

Some classes require a fee for materials, which are not refundable. Refer to the Course Guide and course fees cheat sheet found at www.hugwebstore.com for more information. Fees may be paid through the webstore or through the school bookkeeper.

LOITERING/ LEAVING CAMPUS AT THE END OF THE SCHOOL DAY

It is unlawful for any person to loiter on or near the school grounds. Students are expected to leave campus no later than 3:00 (M, T, Th, F) (2:15 on W) unless they are participating in a scheduled activity supervised by an adult such as a teacher, coach, Administrator, tutor, etc.

Skateboarding, skating, scooters, and bicycling are **NOT** allowed on campus. These items may be used as transportation to and from school but must be secured during the day. Students who interfere with the flow of traffic or create a hazard in the parking lots or those students found skateboarding, skating, bicycling, or riding scooters on campus will be issued consequences by school administration.

OFF CAMPUS PRIVILEGES

Students who have earned an off-campus privilege, are participating in an internship, or are participating in work experience must report to the Main Office at the beginning of the school year to receive their off-campus pass. Hug High School has a closed campus policy during lunch for all freshmen and sophomore students. Only approved "on-track" juniors and seniors who do not have a credit recovery class may earn off campus lunch privileges.

ANNOUNCEMENTS

School-wide announcements are made during 1st period on Wednesdays. All requests for announcements must be made by Monday of the week announcements are made. If you would like something added to the weekly announcements on Wednesdays, you must fill out the form found at [Announcement Requests \(office.com\)](https://office.com) to let the leadership team know what you would like announced. All announcements will be verified by leadership prior to being announced.

Announcements can also be added to our televisions in the common areas. Please provide a PowerPoint slide to go with your announcement. Please also include the number of weeks you want your message announced and/or displayed.

LOST AND FOUND

Lost and Found items are taken to the main office. Items that are not claimed by students will be donated to charity at the end of each semester.

DISTRICT LIABILITY

All students are responsible for any instruments, books, equipment, or other items that they have on campus, whether they are owned by the student or have been entrusted to the student by the district or others. Please be aware that Hug High School and the Washoe County School District is not an agent for any student and is not responsible for any loss, theft, or damage to any such items whether in the student's possession or stored/left on campus or other school property. **Students are encouraged to leave valuables at home**, and to report loss, theft, or damage to the discipline office and School Police.

PARKING LOT REGULATIONS

The following regulations have been developed by the administration of Procter Hug High School to ensure a safe and orderly environment for all students who park their vehicles on Hug High School property. This is in response to a growing problem that has resulted in an unsafe environment.

1. All current students with a driver's license who want to park in the Procter Hug High School parking lot MUST have a valid driver's license, not a learner's permit.
2. Student parking tags are required to be displayed on the windshield in the upper corner on the passenger side. Tags are specific to one vehicle. Parking tags are not transferable between students. Vehicles parked on Hug High School property must have a license plate, and show current registration, and current insurance. Parking is at your own risk. Washoe County School District is not responsible for damage to vehicles.
3. Student parking tags are available to be used in the Procter Hug High School parking lot. There will be no assigned spaces. Students are not permitted to park in Staff parking spaces or visitor parking spaces. Students not parked in student parking spots will be subject to HHS progressive parking lot disciplinary action.
4. Student parking tags are provided to students for \$5.00. Students MUST have a parking tag to park in the Hug High School Parking lot. Once the online form is completed by a parent/guardian, a student parking tag may be picked up by a student or parent/guardian at the Procter Hug High School Main Office. [Click here for the online form](#). Please bring your driver's license, proof of insurance and registration to pick up parking pass.
5. The School Police officer and Hug High School staff monitor Hug's property, including parking areas. Citations for NRS code 484B.653 - reckless driving will be issued and parking rights revoked.

6. Students cannot loiter in the parking lot or their vehicle throughout the school day. Select students with off campus privileges can go to their vehicle for lunch but must leave campus immediately. Once returned, students must leave their vehicle and parking lot.

7. Hug High School administration reserves the right to have any illegally parked or non-permitted cars towed at the owner's expense.

8. Students may have their parking privileges revoked by the Procter Hug High School administration for:

Event: Parking Lot- Reckless Driving *** Activity that goes against HHS and WCSD rules that fall under the behavior matrix will also be enforced.***		
1 st Incident	2 nd Incident	
Revocation of parking privileges for 90 Days Consult with School Police	Revocation of parking privileges indefinitely. Consult with school Police Vehicle towed if parked in the HHS Lot	
<i>Intervention/Support</i>		
Event: Parking Lot- Unpermitted Parking *** Activity that goes against HHS and WCSD rules that fall under the behavior matrix will also be enforced.***		
1 st Incident	2 nd Incident	3 rd Incident- through until the vehicle is permitted
Warning- registered owner notified that the vehicle is not permitted.	Warning- Registered owner notified that the vehicle is not permitted and the next infraction will result in the car being towed at their expense.	Vehicle towed at owner's expense.
<i>Intervention/Support</i>		
Parking Lot regulations distributed to the driver	Parking Lot regulations distributed to the driver	Parking Lot regulations distributed to the driver
Event: Occupying a vehicle during school hours *** Activity that goes against HHS and WCSD rules that fall under the behavior matrix will also be enforced.***		
1 st Incident	2 nd Incident	3 rd Incident
Warning- registered owner notified that the vehicle is not permitted.	Warning- Registered owner notified that the vehicle is not permitted and the next infraction will result in the car being towed at their expense.	Vehicle towed at owner's expense.
<i>Intervention/Support</i>		
Parking Lot regulations distributed to the driver Emailed to Registered Owner	Parking Lot regulations distributed to the driver Emailed to Registered Owner	Parking Lot regulations distributed to the driver Emailed to Registered Owner
Event: Permitted Students- Select Students with Off Campus access: Students that are Tardy or Marked Absent for the period directly after lunch.		
1 st Incident	2 nd Incident	3 rd Incident
(3) Absences(5) Tardies.	(3) Absences(5) Tardies.	(3) Absences(5) Tardies.

Off Campus Status revoked for 10 Days.	Off Campus Status revoked for 45 Days.	Off Campus Status revoked indefinitely.
<i>Intervention/Support</i>		
Parking Lot regulations distributed to the driver Emailed to Registered Owner	Parking Lot regulations distributed to the driver Emailed to Registered Owner	Parking Lot regulations distributed to the driver Emailed to Registered Owner

9. Administrators may recommend a search of a vehicle to the WCSD police anytime there is a reasonable suspicion that the vehicle or contents therein may pose a danger to the health, safety, and welfare of other students or staff or when there is reasonable suspicion that its contents may be disruptive to the educational process or safety of the student and/or school.

VIDEOTAPING OF STUDENTS & ADULTS (NRS 393.400)

Creating videos or taking pictures of students and adults on school property secretly without their approval using cell phones or other electronic devices is against the law. Students who engage in this behavior will face disciplinary action. Utilizing text, email, or social media to distribute the videos or photos is also prohibited and will increase disciplinary consequences.

NRS 393.400 Surreptitious electronic surveillance prohibited.

1. Except as otherwise provided in subsection 2, it is unlawful for a person to engage in any kind of surreptitious electronic surveillance on any property of a public school without the knowledge of the person being observed.
2. Subsection 1 does not apply to any electronic surveillance:
 - a) Authorized by a court order issued to a public officer, based upon a showing of probable cause to believe that criminal activity is occurring on the property of the public school under surveillance.
 - b) By a law enforcement agency pursuant to a criminal investigation.
 - c) Which is necessary as part of a system of security used to protect and ensure the safety of persons on the property of the public school.
 - d) Of a class or laboratory when authorized by the teacher of the class or laboratory.

STUDENT BODY ACTIVITY FEE

The annual student body activity fee is a non-refundable \$25.00 and does not reduce in price during the second semester. This money is used to finance student activities, events, and support the campus and culture of our school. Students who pay the fee will have their I.D. cards marked with a sticker allowing them to attend home athletic events free of charge. This fee must be paid by all students involved in extra-curricular activities or who represent our school athletically or in any other capacity including band, R.O.T.C., and Student Leadership. (See Student Identification Card).