

# **TED HUNSBERGER ELEMENTARY SCHOOL**

**STUDENT–PARENT HANDBOOK**

**2023–2024**



2505 Crossbow Court  
Reno, Nevada 89511  
Office: (775) 851-7095  
Fax: (775) 850-6204

<https://www.washoeschools.net/hunsberger>

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# **Ted Hunsberger Elementary School**

## **Office of the Principal**

2505 Crossbow Ct.

Reno NV 89511

Phone: 775-851-7095

Fax: 775-850-6204



August 1, 2023

*Dear Hunsberger Families,*

*On behalf of the staff at Hunsberger Elementary we would like to welcome you to the 2023-2024 school year! We are very excited to work with you and your child in our goal to achieve academic excellence. We understand that students make greater gains when we work as partners to support our students. We look forward to another successful year!*

*During parent conference weeks we will share progress monitoring information with you about your child. We strongly encourage parents and guardians to attend our conference weeks during October and February this year to learn about your child's growth and progress.*

*The staff and administration at Hunsberger feel privileged to be a part of this school family and community. We thank you for your support and look forward to working with your child and your family.*

*Sincerely,*

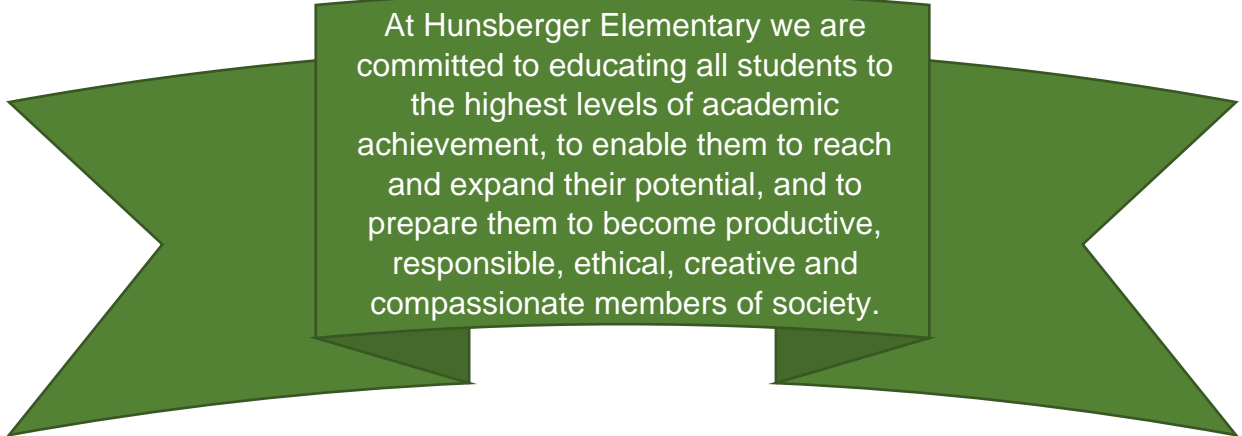
*School Principal- Erin Dawson*

*Dean of Students- Jayson Culbert*

**Welcome to the 2023-2024 School Year!**

This handbook will serve as an introduction and foundation to Ted Hunsberger Elementary School. Please take some time to peruse/read over it before the school year starts. We will do our best to keep everyone up-dated regarding any changes to this calendar or additional events or happenings.

## Mission Statement



At Hunsberger Elementary we are committed to educating all students to the highest levels of academic achievement, to enable them to reach and expand their potential, and to prepare them to become productive, responsible, ethical, creative and compassionate members of society.

**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.

**Disclaimer:** This document contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents during the school year.

[WCSD Safe and Respectful Learning Environment Policy](#)

[Student Behavior Manual](#)

## HUSKY Core Values



At Hunsberger Elementary School we are values driven. Values help guide our attitudes, behavior, direction, and help guide us forward together. We want our students, staff, parents, and other stakeholders to be in harmony with each other. This **unity** brings us closer together as a community where we are kind to each other. Being **kind** involves acting **selflessly** for the benefit of our community. We look to help each other and think of others just as much as we think of ourselves. When we can **honor** others along with ourselves, our group becomes stronger. Let us say **yes** to achieving a goal of progress in our community.

### Sharing Responsibilities:

Ted Hunsberger Elementary School will include parents and families in school decision making, governance, parent surveys, parent/faculty association and committees, and implementation of a School Performance and Parent Engagement Plan. We will also involve parents in the process of school review and improvement through our Parent Involvement Policy which will be reviewed and revised before each new school year by parents, teachers, and administrators. For this meeting, we will provide flexible meeting times, transportation, childcare, or home visits, as applicable. Our school shall, with assistance of parents, collaborate in finding ways to best reach out to, communicate with, and support families as equal partners in their children's education, and to coordinate and sustain strong ties between parents and our school.



## IMPORTANT PHONE NUMBERS AND WEBSITES

Hunsberger Office:	(775) 851-7095
WCSD Main Office:	(775) 348-0200
Judy's Kidz Klub	(775) 8531903
WCSD Police Department:	(775) 348-0285
WCSD Nutrition Services:	(775) 353-5930
Washoe County Library (South Valley's Branch):	(775) 851-5190
Washoe County Social Services:	(775) 784-7301
Washoe County Health Department:	(775) 328-2400
Family Resource Center:	(775) 204-1408 ext. 1
Children's Cabinet:	(775) 856-6200
Child Find:	(775) 689-2854
Early Childhood:	(775) 333- 3731
Crisis Call Center:	(775) 784-8090
WCSD Website:	<a href="http://www.washoeschools.net">www.washoeschools.net</a>
Hunsberger Website:	<a href="https://www.washoeschools.net/hunsberger">https://www.washoeschools.net/hunsberger</a>

OFFICE		
<b>Principal:</b> Erin Dawson <b>Dean of Students:</b> Jayson Culbert <b>Administrative Secretary:</b> Michelle Brown <b>Clerical Aide:</b> Sandi Pickett <b>Nurse:</b> Sarah McCalden		
KINDERGARTEN	1ST GRADE	2ND GRADE
Krista Anderson Genesse Greene Michelle Herschbach Isela Vizcarra	Christy Donahue Beth Geerling Michelle Mackay Debbie Reynolds Lori Woodburn	Sue Aguiar Gina Derryman Carrie Howard & Morgan Dusek Alisa Johnson Brittney Seiler
3RD GRADE	4TH GRADE	5TH GRADE
Val Bishop Angie Cagle Katie Senn Christi Wilson Kelly Miller (SWAS 3rd)	Kelly Lorenzetti Julie Martin Shabree Miller Elliot Grothe (SWAS 4th/5th) Summer Thorson (SWAS 4 <sup>th</sup> /5 <sup>th</sup> )	Chauncey Ashby Luonne Gerow Aaron Grossman Elliot Grothe (SWAS 4th/5th) Summer Thorson (SWAS 4 <sup>th</sup> /5 <sup>th</sup> )
STAFF	SPECIAL EDUCATION	SPECIALS
<b>School Counselor:</b> Ellen (Lou) Eftimoff  <b>School Psychologist:</b> Mary DeLorme  <b>Gifted and Talented Teacher:</b> Michon Geary	<b>Resource Teacher:</b> Dawn Colletto  <b>Strategies Teacher:</b> Trinity Gomez  <b>CLS Teacher:</b> Louise Eisaman  <b>Speech Pathologist:</b> Ginean Fitch	<b>Computers:</b> Cody Welk  <b>Library:</b> Lisa Schoenfeld  <b>Music:</b> Lonnie Ford  <b>PE Aide:</b> Casey McDermott Joseph Coleman Lindsay Fena
KITCHEN	FACILITIES MAINTENANCE	
<b>Kitchen Manager:</b> Liya Hu	<b>Site Facilitator Coordinator:</b> Jaime Nunez  <b>Custodian:</b> Cecilia Martinez  <b>Custodian:</b> Hugo Castro	



## 2023-2024 Balanced Calendar

<b>July 2023</b>							<b>No School on Shaded Days</b>						
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												

<b>August 2023</b>							<b>No School on Shaded Days</b>							
S	M	T	W	TH	F	S	# of School Days = 14							
							August 8 - First Day for Teachers							
							August 9-10 - Teacher Professional Dev. Days							
			1	2	3	4	5						August 11 - Teacher Work Day	
													August 14 - First Day of School for Students	
6	7	8	9	10	11	12						August 14 - 16 - Kindergarten Testing Week		
13	14	15	16	17	18	19						August 21 - First Day for Kindergarten Students		
20	21	22	23	24	25	26								
27	28	29	30	31										

<b>September 2023</b>							<b>No School on Shaded Days</b>							
S	M	T	W	TH	F	S	# of School Days = 20							
						1	2							
													September 4 - Labor Day	
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								

<b>October 2023</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 16						
							October 2 - 6 - Fall Break						
1	2	3	4	5	6	7						October 9 - Teacher Professional Dev. Day	
8	9	10	11	12	13	14						October 13 - End of Grading Period	
15	16	17	18	19	20	21						Conference Week - October 20 & 23 - 26	
22	23	24	25	26	27	28						October 27 - Nevada Day Observance	
29	30	31											

<b>November 2023</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 18						
			1	2	3	4							
5	6	7	8	9	10	11						November 10 - Veterans Day Observance	
12	13	14	15	16	17	18							
19	20	21	22	23	24	25						November 22 - 24 - Thanksgiving Break	
26	27	28	29	30									

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

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

<b>February 2024</b>							<b>No School on Shaded Days</b>							
S	M	T	W	TH	F	S	# of School Days = 20							
					1	2	3							
													* February 12 - 16 - Spring Conference Week for Elementary Schools only.	
4	5	6	7	8	9	10								
												February 14 - Check with your school if early release is taking place.		
11	12	13	14	15	16	17						February 19 - President's Day		
18	19	20	21	22	23	24						February 26 - Teacher Professional Dev. Day		
25	26	27	28	29										

<b>March 2024</b>							<b>No School on Shaded Days</b>							
S	M	T	W	TH	F	S	# of School Days = 16							
						1	2							
													March 5 - College and Career Readiness Assessment for high schools only. Awaiting confirmation from NDE.	
3	4	5	6	7	8	9						March 15 - End of Grading Period		
10	11	12	13	14	15	16								
17	18	19	20	21	22	23								
24	25	26	27	28	29	30						March 25 - April 5 - Spring Break		
31														

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

<b>May 2024</b>							<b>No School on Shaded Days</b>							
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 27 - Memorial Day		

<b>June 2024</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 5						
						1							
2	3	4	5	6	7	8						June 7 - Last Day of School	
9	10	11	12	13	14	15						June 7 - End of Grading Period	
16	17	18	19	20	21	22						June 10, 11, 12 - Contingency Days	
23	24	25	26	27	28	29						June 11 - Primary Election Day	
30												June 19 - Juneteenth	

* October 9, 2023 January 8, & February 26, 2024 are a non-student day used for Teacher Professional development but counted as a day in session per NAC 387.120(4)							Number of Days Per Quarter					39	44	48	49	180	
							Number of Days Per Semester					83	97	180			
							Contingency Days: June 10, 11, 12										

Teacher Work Days: August 8-11, December 22											
Teacher Professional Dev Days: October 9, 2023, January 8, & February 26, 2024											

## DAILY SCHEDULE AND HOURS

### REGULAR SCHOOL DAYS

#### School Hours

Kindergarten- 5<sup>th</sup>

Monday, Tuesday, Thursday, Friday: 9:30 AM-3:30 PM

Wednesday (early release): 9:30 AM- 2:45 PM

#### Regular Office Hours

8:00AM- 4:00 PM

Everyday school is in session, unless otherwise posted.

Teacher Work Hours

9:00 AM- 4:00 PM

#### Lunch

2<sup>nd</sup> and 3<sup>rd</sup> Grade: 11:30 AM

Kinder and 1<sup>st</sup> Grade: 12:00 PM

4<sup>th</sup> and 5<sup>th</sup> Grade: 12:30 PM

### EARLY RELEASE DAYS

Early Release Days occur most Wednesdays throughout the school year. On these days, students will start school at 9:30 and end their school day at 2:45 PM. In the event of a canceled early release Wednesday, families will be notified by the school district and students will be released at the normal time of 3:30.

### DELAYED START SCHEDULE ( SNOW DAYS, ETC.)

In the event of a delayed start the TV and Radio Stations will begin announcing DELAYED START of school by 6:00 am. In addition, you will find all information on the district website @[www.washoeschools.net](http://www.washoeschools.net), or on the WCSD Facebook page.

In the event of a 2-hour delayed start, school will begin at 11:30 am. School will end at the regular 3:30 pm dismissal time. If a 2- hour delayed start is called on a Wednesday, early release will be cancelled, and dismissal will be at the 3:30 pm dismissal time. Students are NOT to arrive at school until 10 minutes before the delayed start times, as there will be NO playground supervision in the morning and there will be NO before-school programming.

## **Hunsberger Policies and Procedures 2023-2024**

### **ATTENDANCE**

#### **ABSENCES**

**Attendance is the shared responsibility; parents/guardians with the assistance and support of the school staff and the community. The responsibility for implementing the attendance policy rests with the parent/guardian, student, teacher(s), and school.**

If your child is going to be absent, please follow the following steps:

1. Call Ted Hunsberger Elementary at 775-851-7095 before 9:30 am. We have a 24-hour answering machine for you to leave a message after school hours.
2. When your student returns to school, if you have not contacted the office, please send in a signed note stating the date(s) and reason for the absences. Absences reported after 3 days will be marked unverified (UNV).

Examples of circumstantial reasons for absences are:

- religious
- legal
- bereavement
- emergencies
- pre-arranged
- personal business

#### **CHRONIC ABSENTEEISM**

The type of absence excused or unexcused no longer matters. All absences unless they are school related, count toward chronic absenteeism. While no student will be retained or fail a course due strictly to absences, it is still extremely important that schools and families work together to monitor absences closely and ensure that barriers to attendance are removed.

The entire attendance policy, WCSD Board Policy 5400: [WCSD- Attendance Policy](#)

#### **LEAVING SCHOOL EARLY**

- Please bring your Photo ID to pick up your child from school early.
- The parent or legal guardian must complete a signed approved release form (available in our office) to grant permission for someone other than the parent or guardian to pick up their child. This includes stepparents. These forms are available in the front office and are valid for one year.
- Students will only be released to parents/guardians or those identified as approved release by parent/guardian.
- [WCSD Policy- Release of Students During School Hours](#)

## TRANSPORTATION, PARKING LOT AND BUSSING

### PARKING LOT PROCEDURES ( SEE MAP BELOW)

We regularly work with our school police officers, as well as the sheriff's office to talk to our students about pedestrian safety. In addition, we are asking for your help to ensure that all our students and their families can safely come to and from our building before and after school while accessing our crosswalks, parking lots, and sidewalks.

- The **Bus Loading Zone** is for loading and unloading from 9:00-9:30 am and 3:00-3:45pm. The adjoining parking lot in the front of the school is for staff parking and visitors use from 9:30 am to 3:00 pm.
- When picking up or dropping off your child, you can meet them at that designated **Pick-Up/Drop-Off Zone** or park in the parking lot and walk your child safely to and from your car.
- If your child is enrolled in the **Judy's Kidz Klub**, you must enter the building to check them in and out with the programming staff.
- Please stop and yield to pedestrians using the **Crosswalks**.
- Avoid any distractions while driving and remind your children to do the same when walking to or from school.
- Please remember to obey all traffic laws and the traffic patterns that have been put in place here at Hunsberger and in the community along your commute.

### SCHOOL BUS SAFETY

Please speak with your student(s) about riding the school bus safely. The safety of all our students on the bus is very important to us. We have initiated a progressive plan to ensure that students follow all safety protocols while riding in a bus to and from school.

Incident 1: Conference with student and parent phone call home

Incident 2: 1–2-day bus suspension

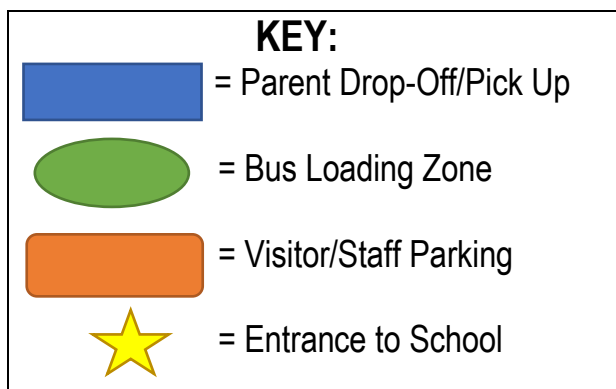
Incident 3: 3–5-day bus suspension

If you have any questions or concerns about transportation, please contact the Transportation Department at (775) 353-5900. [WCSD Transportation Policy](#)

### BIKES AND SCOOTERS

Any student riding a scooter or bicycle to school must supply a lock. The school is not responsible for any loss, damage, or theft. Scooters and bikes are NOT to be ridden on school grounds. Once students are on school grounds, they will need to walk their bike or scooter to the bike rack. Students will need to remove and leave the wheel at home from any wheelie shoes if they are worn to school.

## PARENT PICK-UP ZONE AND CROSSWALKS



**PLEASE BE CAUTIOUS OF ALL CROSSWALKS!**

## **PARENT COMMUNICATION AND STUDENT PROGRESS**

### **REPORT CARDS**

Report cards are issued on a quarterly basis (4 times per year). They are designed to give you a written report on the educational progress of your child. You can also check their progress daily on Infinite Campus. Please call the office at (775) 851-7095 if you need assistance.

### **PARENT TEACHER CONFERENCES**

This year, Hunsberger Elementary School will be holding two Parent/Teacher Conference weeks. The students will have early release on those days (1:20pm). Please make every attempt to attend. Parents are also encouraged to conference with teachers at any time during the year.

### **CLASSROOM NEWSLETTERS AND SCHOOL UPDATES**

To provide better communication between home and school, you will be receiving a Monthly Digital Newsletter (PawPrints) that will give information about all upcoming events and important reminders. You will also receive a Weekly Message from the principal. In addition, you will periodically receive Phone Calls regarding important schoolwide events, information and reminders.

## INFINITE CAMPUS AND STUDENT ENROLLMENT

### INFINITE CAMPUS

Infinite Campus allows you to follow your student's progress throughout the year, as well as communicate with the teachers. We recommend that you check your child's Infinite Campus at least monthly, if not weekly. Please call the office at (775) 851-7095 if you need assistance setting up your Infinite Campus account.

- Please keep your Infinite Campus password until your child graduates. If you have a change in phone number or address, please notify the office so that your Infinite Campus can be updated, and teachers know how to best get ahold of you.
- Some of the advantages of checking your Parent Portal on a daily/weekly schedule are:
  - Grades
  - Class Assignments
  - Attendance
  - Behavior
  - To-Do list of assignments that are due or overdue
  - Assessment Data (State testing results – SBAC, MAP, etc.)
  - Immunization records
  - Family calendar that organizes all your children even if they attend different schools
  - A graduation planner

### REGISTERING OR WITHDRAWING YOUR STUDENT

All students returning to any school in Washoe County, including Hunsberger Elementary, must have an updated, completed registration for every school year.

Registration information must be completed on-line through your Infinite Campus Parent Portal. The primary address holder is the guardian that must register your student.

If you have any questions, please contact the office at (775) 851-7095.

### STUDENT RECORD REQUESTS

All student record requests must be made through the district office.

[WCSD Student Records and Information Policy](#)

# EMERGENCY PROCEDURES

## EMERGENCY PROCEDURE DRILLS

The district has emergency procedures in place for staff and students which are practiced schoolwide on a regular basis. We will practice one drill per month, per state procedures, even in the cold weather. Throughout the school year we plan on practicing all three steps of our evacuation plan as well as stay put procedures. The best thing we can have in an emergency is a plan and the knowledge that comes from practicing it before we need to use it in a true emergency. These drills include:

- Fire Drill Evacuation- Each classroom has an assigned spot on the school yard as their first step to go to and account for all members of the class. All persons in the building must evacuate when the fire bell rings.
- Code Yellow (Secured Campus)
- Code Red (School Lockdown)
- Code Blue (Emergency Medical Event)
- Earthquake (Drop-Cover-Hold)

## PARENT REUNIFICATION

In the event of an emergency, and it is appropriate to send students home, parents will be notified by the school district where to report to reunite with their child. Photo ID will be required to release your child to you.

## EMERGENCY CONTACT INFORMATION

For the safety of your child due to an illness or accident, it is imperative that the school have your current telephone numbers for work and home as well as updated cell phone numbers. We have Parent/Guardian Update Information Forms in the front office, which you can use to update any important information.

If you plan on being out of town for a day or longer, please let the school know who will be responsible for your child in case of an emergency, i.e., illness or accident.

## VOLUNTEERS AND VISITORS

### VOLUNTEERING

**Applications:** All volunteers must complete a [School Volunteer Application yearly](#) and submit it to the school office, along with a picture ID. IDs need to be official, such as a driver's license, passport, or identification card. Volunteer Applications will be available at our school office or through this link [WCSD Volunteer form](#). The approval process may take up to three (3) weeks.

Once you are cleared, please remember to check in through the office and take a volunteer/visitor badge to wear EACH TIME you are in the school.

[WCSD Volunteer Screen and Background Checks Policy](#)

### VISITORS

**Checking In:** All visitors will enter through the front doors and check in at the office where you will sign in and receive a Visitor's badge; please wear the badge during your entire visit. Because we value instruction and limited interruptions to the learning environment, all classroom visitations must be arranged at least one week in advance with the classroom teacher and visitors must have a completed & approved volunteer application on file.

[WCSD Protocol for Visitors to District Properties](#)

### FIELD TRIPS

We always encourage and appreciate our parent chaperones during our field trips. Volunteers must commit to attending the entire field trip and return with the students to the school on the school bus. For the safety of all children, chaperones will need to submit a volunteer application. We appreciate your patience and compliance in keeping our school safe.

# SCHOOLWIDE EXPECTATIONS

## Hunsberger



## Huskies

	<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>
Everywhere	<ul style="list-style-type: none"> <li>*Use appropriate language</li> <li>*Keep school neat and clean</li> <li>*Help others</li> </ul>	<ul style="list-style-type: none"> <li>*Accept responsibility for your choices</li> <li>*Do the right thing even when no one is looking (show integrity)</li> </ul>	<ul style="list-style-type: none"> <li>*Be self-aware</li> <li>*Pay attention to your surroundings</li> <li>*ALWAYS keep hands, feet, and body to self.</li> </ul>
Hallways and sidewalks	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Be quiet</li> <li>*Be polite</li> </ul>	<ul style="list-style-type: none"> <li>*Stay together as a class</li> <li>*Give space to others</li> <li>*Allow others that are before you to pass</li> </ul>	<ul style="list-style-type: none"> <li>*Always walk facing forward</li> <li>*Stay in a straight line</li> <li>*Stay to the right</li> </ul>
Classrooms	<ul style="list-style-type: none"> <li>*Use good manners</li> <li>*Allow learning to take place</li> <li>*Speak and listen respectfully</li> </ul>	<ul style="list-style-type: none"> <li>*Be on time for school</li> <li>*Do your best</li> <li>*Have proper supplies ready</li> <li>*Ask for help/support if needed</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands and feet to self</li> <li>*Use tools appropriately</li> <li>*Walking feet</li> </ul>
Lunchroom	<ul style="list-style-type: none"> <li>*Use manners; "please", "thank you", "excuse me".</li> <li>*Use a quiet voice</li> <li>*Include others in table conversation</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself and others</li> <li>*Make healthy choices</li> <li>*Raise hand to use the bathroom</li> <li>*Be quiet at the quiet signal</li> </ul>	<ul style="list-style-type: none"> <li>*Keep your area clean and report spills</li> <li>*Wait for staff to excuse your table</li> <li>*NO food on the playground</li> <li>*WALK to the playground</li> </ul>
Playground	<ul style="list-style-type: none"> <li>*Be courteous and polite</li> <li>*Treat others kindly</li> <li>*Help others</li> <li>*Ask others to join you</li> <li>*Let others join if they ask</li> <li>*Smile and have fun</li> </ul>	<ul style="list-style-type: none"> <li>*When arriving to school, leaving the lunchroom or the classroom, WALK to the playground</li> <li>*Passes are REQUIRED for students in the building before school and during recess</li> </ul>	<ul style="list-style-type: none"> <li>*Use all equipment appropriately</li> <li>*Stay off the ice and snow piles</li> <li>*Report problems to a duty teacher immediately</li> <li>*ALWAYS keep hands, feet, and body to self</li> </ul>
Community Gatherings	<ul style="list-style-type: none"> <li>*Eyes and ears on the speaker</li> <li>*Treat others kindly</li> <li>*Respond appropriately</li> <li>*Be quiet</li> </ul>	<ul style="list-style-type: none"> <li>*Pay attention</li> <li>*Sit on your pockets</li> <li>*Applaud at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands and feet to self</li> <li>*Sit still</li> <li>*Wait quietly to be excused</li> </ul>
Office and Clinic	<ul style="list-style-type: none"> <li>*Wait your turn</li> <li>*Use soft voices</li> <li>*Say "please" and "thank you"</li> </ul>	<ul style="list-style-type: none"> <li>*Use student entrance</li> <li>*If you are unsure about something, ask</li> </ul>	<ul style="list-style-type: none"> <li>*Student phone should be used for emergencies only.</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>*Be quiet</li> <li>*Make it quick</li> <li>*Keep it clean</li> </ul>	<ul style="list-style-type: none"> <li>*Use sink/toilet appropriately</li> <li>*Go to the bathroom</li> <li>*Flush</li> <li>*Wash your hands</li> <li>*Leave</li> </ul>	<ul style="list-style-type: none"> <li>*Give others privacy</li> <li>*Report problems to your teacher</li> </ul>

## STUDENT POSITIVE BEHAVIOR SUPPORTS

### POSITIVE BEHAVIOR SUPPORTS ( PBIS)

Positive Behavior Interventions and Supports (PBIS) is part of the multi-tiered system of supports that:

- provides early behavioral help, rather than waiting for a student to fail.
- provides school-wide expectations that are explicitly taught and expected behaviors are positively reinforced.
- provides an improved way for school teams to meet the individual needs of your child.
- provides instruction at different levels or tiers depending on the needs of each student.
- is available to all students to help them succeed and to increase student achievement.

### SOCIAL EMOTIONAL LEARNING ( SEL)

Social and Emotional Learning (SEL) is a lifelong process where children and adults acquire knowledge, skills, and dispositions related to the five competencies. Hunsberger Elementary School implements Sanford Harmony, a program that focuses on the five competencies to help develop a strong sense of emotional well-being.



### BULLYING

Every student has a right to learn in a respectful, safe, and an inclusive learning environment. A safe and respectful environment is necessary for students to have equal access to all school programs and activities and is integral to student success. The District acknowledges its role in providing students with an understanding, appreciation of, and respect for the differences of others.

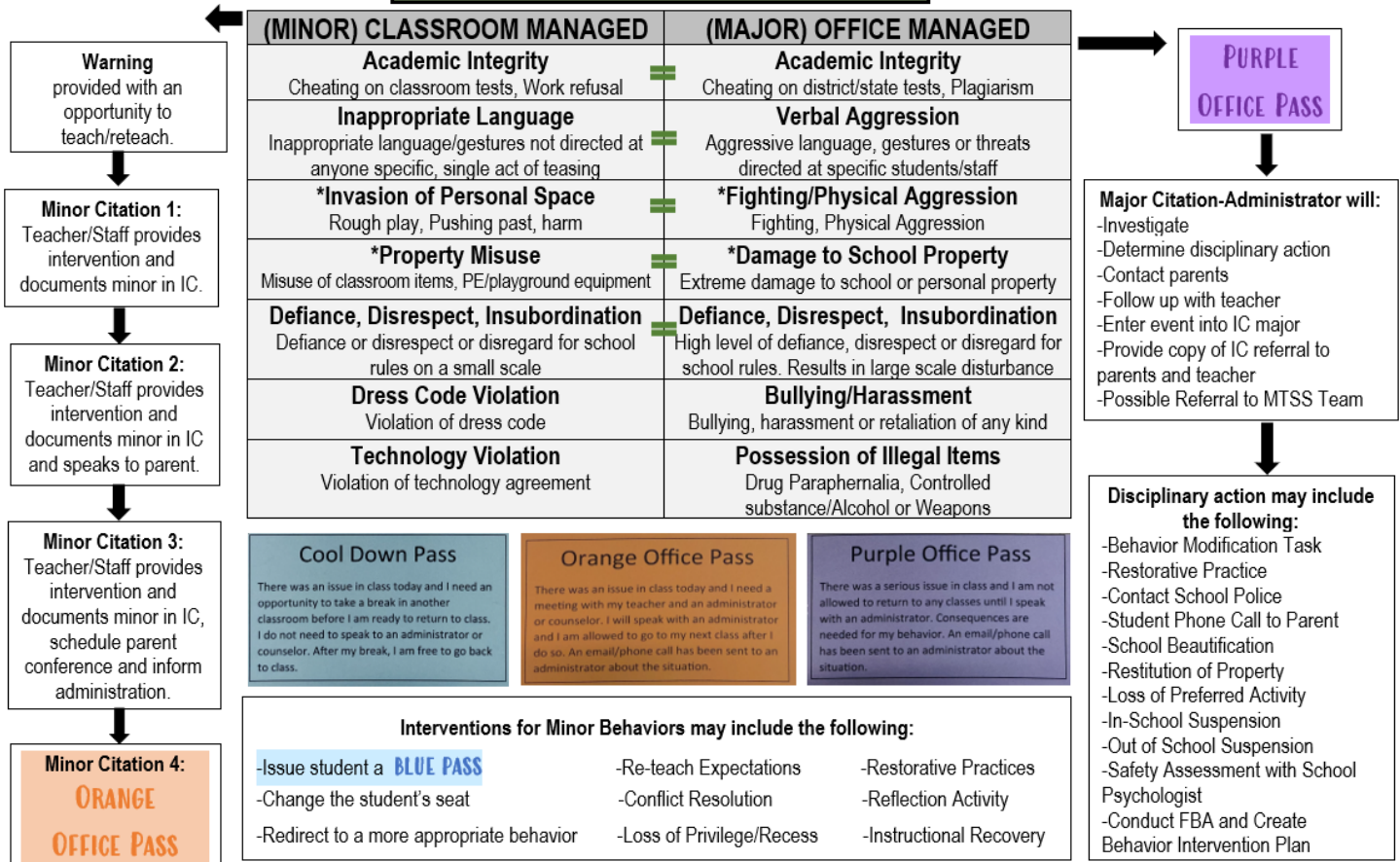
The administration and staff at Hunsberger Elementary School takes bullying reports very seriously. The legal term “bullying” covers bullying, cyber-bullying, harassment, sexual harassment, discrimination, and retaliation. Please let your child know that if they do not feel safe, or you do not think they are safe to notify their teacher, administrator, counselor, or any staff member of the school so that we can assist your child immediately. Please call the school at (775) 851-7095 if you have any questions or concerns about this issue.

[WCSD Student Behavior Policy](#)

[WCSD Gender Identity Policy](#)

[WCSD Safe and Respectful Learning Environment Policy](#)

## STUDENT BEHAVIOR MANAGEMENT PROCESS



## HEALTH

To help our school and our community curtail the spread of illnesses, please keep your child home from school if he/she, or anyone in the home, is feeling ill, has a fever and/or a cough. See the district website for an updated self-screening guide: [Self Screener](#)

Please call the school and notify the office of the reason for your child's absence (775) 851-7095.



IF YOU ARE FEELING ILL, VOMITED, HAVE A FEVER  
AND/OR A COUGH, CALL OUR OFFICE SO THAT WE MAY  
ASSIST YOU BY PHONE.

(775) 851-7095



## TECHNOLOGY

### ELECTRONIC DEVICES

Please leave all electronics at home. If you child must bring a cell phone to school, it must be kept off and in their backpack throughout the school day.

- If a student must bring a cell phone, it is not to be carried into classrooms during assessments, semester exams or other testing situations.
- If you must text or talk with your student during the day, please call the office.

[WCSD Use of Personal Electronic Device Policy](#)

### INTERNET SAFETY

Students must be responsible for accessing only appropriate web sites and reporting any accidental “hits” of inappropriate sites. Rules for use of the computer are posted in the computer lab and are discussed with the students. Those who do not comply with usage rules may temporarily forfeit their usage privileges.

[WCSD Responsible Use and Internet Safety Policy](#)

### STUDENT EMAILS

All students are provided with an e-mail account by the district. The account is provided with access to Microsoft’s Office 365 suite. The account can be accessed wherever the student has Wi-Fi capabilities. The account remains the same throughout the students’ career in the district.

The format for student e-mail addresses is student ID number @washoeschools.org.

(i.e. [123456@washoeschools.org](mailto:123456@washoeschools.org)) Users are responsible and accountable for their actions when using district systems. Every user of the e-mail system has a duty to ensure they practice appropriate and proper use of this system.

[WCSD Student E-mail Policy](#)

## MISCELLANEOUS

### **DRESS CODE**

Ted Hunsberger Elementary School does not have a school uniform; however, all WCSD dress code rules and expectations are enforced to maintain a productive, safe, learning environment.

[WCSD Student Dress Code Policy](#)

### **MEALS AND SNACKS**

Lunch:

Students may bring a sack lunch or a “cold” lunch or may choose a free lunch in the cafeteria. Menus can be found online on the school district website under Nutrition Services.

Snacks/Birthdays:

Please communicate with your child’s teacher ahead of time to arrange for a short snack/treat if you wish to celebrate something special for your child. We have monthly snack/treat days.

### **HOMEWORK**

Homework is at the discretion of the classroom teacher. Please reach out to your students’ teacher for further clarification.

[WCSD Homework Policy](#)

[WCSD Plagiarism and Cheating Policy](#)

### **TOYS**

All toys must remain at home as they cause a disruption to your child’s learning.

We are not responsible for loss, theft, or damage to any items that your child brings to school or stores/leaves on campus.

### **LOST AND FOUND**

Please mark your child(ren)’s name on all lunchboxes, sweaters, coats and personal belongings for easy identification and so that staff can return lost items to your child directly.

### **ANIMALS ON CAMPUS**

Animals are prohibited from being on campus unless the animal is in training or is trained as a service animal.

[WCSD Service Animal Policy](#)