Student Handbook

2022-23



**EVERY STUDENT DESERVES A RIDICULOUSLY EXCELLENT EDUCATION**

**Incline High School**

A picture containing grass, tree, outdoor, rock

Description automatically generated

**Student Handbook 2022-2023**

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**THANK YOU TO OUR PARTNERS IN EDUCATION**

*David & Cheryl Duffield Foundation*

*Incline High Boosters*

Incline High School 499 Village Blvd

Incline Village, NV 89451

775-832-4260

**FOLLOW US**

**THIS HANDBOOK BELONGS TO:**

(Student Name)

ADMINISTRATION, LEADERSHIP TEAM, OFFICE STAFF

**Administration**

Principal – Tierney Cahill

Assistant Principal – David Murdock

Assistant Principal – Amee Lombardi

Dean of Students – Bill Harrison

Athletic Director – Tom Reymer

Counselor- Sara Coombs

**Department Leadership**

CTE/Encore – Adam Shoda

English – Courtney Taves

Math – Whitney Dumville

Science – Russell Resney

Social Studies – Milton Hyams

SPED – Danielle Jackson

**Office Staff**

Administrative Secretary – Val Jackson

Bookkeeper – Barbara Loeschner

Registrar – Alma Brubaker

Attendance/Athletic Secretary – Ada Cruz

Transcripts https://washoeschoolsnv.scriborder.co

**Student Leadership**

Colton Murphy Student Body President

Amelia Combs Student Body Vice-President

Kaylee Lopez Canas Student Body Secretary

Dean Pluckhan Student Body Treasurer

Kamryn Fisher Student Body Commissioner

Anna Cruz Student Body Commissioner

Kaili Murphy Student Body Historian

**Class of 2023 -Seniors**

Ben Pluckhan Class President

Molly Ellis Class Vice-President

Kaylen Page Class Secretary

Nick Suter Class Treasurer

**Class of 2024 - Juniors**

Kyler Thompson Class President

Sarah Moore Class Vice-President

Kira Noble Class Secretary

Parker Mirzayan Class Treasurer

**Class of 2025 - Sophomores**

Stella Shook Class President

Alex Finne Class Vice-President

Alyssa Barajas Class Secretary

Beki Sussman Class Treasurer

\*\*\*Freshmen class president elections will take place in the Fall of 2022

**JROTC:**

Battalion Commander: Sam Stephens

**WCSD 2021 - 22 Holidays & Breaks**

**First Day of School: August 22nd**

**Labor Day September 5th**

**Fall Break October3th – 7th**

**Nevada Day October 28th**

**Election Day November 8th**

**Veterans’ Day November 11th**

**Thanksgiving Break November 23rd – 25th**

**Winter Break December 23rd – January 6th**

**Dr. Martin Luther King Day January 16th**

**Incline Break February 20th -24th**

**Spring Break April 10th – 14th**

**Memorial Day May 29th**

**Last day of School June 14th**

**2022-23 Academic Warning Mailing Dates**

**2022-2023 Incline MS/HS**

**Nine-Week Grading Period Schedule**

**Academic Warning and Report Card Dates**

The following dates will be used for the nine-week grading periods: **Note - These dates are subject to change.**

|  |  |  |  |
| --- | --- | --- | --- |
| **End of Grading Period** | **Teachers – Have grades in by 5:00 p.m.** | **Report Cards Issued** | **Report Cards Issued** |
| November 4, 2022 | November 9, 2023 | November 21, 2022 | November 12, 2021 |
| January 20, 2023 | January 25, 2023 | February 3, 2023 | February 3, 2022 |
| April 7, 2023 | April 19, 2023 | April 28, 2023 | April 21, 2022 |
| June 14, 2023 | June 20, 2023 | June 29, 2023 | June 28, 2022 |

The following dates will be used for academic warning preparation**: Note - These dates are subject to change.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Warning Preparation** | **Teachers – Have grades in by 5:00 p.m.** | **Academic Warnings**  **Mailed Out** | **Academic Warning**  **Mailed No Later Than:** |
| September 23, 2022 | September 27, 2022 | October 5, 2022 | September 30, 2021 |
| December 8, 2022 | December 12, 2022 | December 20, 2022 | December 15, 2021 |
| March 3, 2023 | March 7, 2023 | March 15, 2023 | March 11, 2022 |
| May 15, 2023 | May 17, 2023 | May 25, 2023 | May 23, 2022 |

Holidays and weekends have been taken into account in formulating the above schedules.

**2022-23 End of Grading Period Dates**

**First nine weeks ends October 27th = 44 days**

**Second nine weeks ends January 20th = 44 days**

**Third nine weeks ends April 7th = 50 days**

**Fourth nine weeks ends June 14th= 42 days**

**Total = 180 days**

**2022- 23 Finals Dates**

**1st Semester: January 18, 19, 20**

**2nd Semester: June 12, 13, 14**

**\*\*\*Dates are subject to change.**

***INCLINE HIGHSCHOOL***

***BELL SCHEDULE***

|  |  |  |  |
| --- | --- | --- | --- |
| Regular Bell | **start** | **end** | **length** |
| 1/4 | 7:50 | 9:31 | 1:41 |
| nutrition | 9:31 | 9:38 | 0:07 |
| travel | 9:38 | 9:41 | 0:03 |
| 2/5 | 9:41 | 11:25 | 1:44 |
| lunch | 11:25 | 11:55 | 0:30 |
| travel | 11:55 | 11:58 | 0:03 |
| 3/6 | 11:58 | 13:39 | 1:41 |
| travel | 13:39 | 13:42 | 0:03 |
| 7th | 13:42 | 14:30 | 0:48 |
|  |  |  |  |
| Wednesday Bell | **start** | **end** | **length** |
| 1/4 | 7:50 | 9:16 | 1:26 |
| nutrition | 9:16 | 9:23 | 0:07 |
| travel | 9:23 | 9:26 | 0:03 |
| 2/5 | 9:26 | 10:55 | 1:29 |
| lunch | 10:55 | 11:25 | 0:30 |
| travel | 11:25 | 11:28 | 0:03 |
| 3/6 | 11:28 | 12:54 | 1:26 |
| travel | 12:54 | 12:57 | 0:03 |
| 7th | 12:57 | 13:45 | 0:48 |

**THE INCLINE FIGHT SONG**



**Welcome to INCLINE High School**

INCLINE High School is a comprehensive high school located in the heart of beautiful Incline Village, Nevada. INCLINE has a rich history of academics, arts, activities and athletics and offers the AP Capstone Program. We pride ourselves on having high academic standards for *all* students, and having focused, thoughtful programs designed to graduate our students college and career ready.

**Our Vision:** IHS promotes **I**ntegrity, **H**umanity, and **S**cholarship. IHS develops responsible individuals who contribute to society. IHS provides a comprehensive education in a rigorous, supportive, and safe environment.

**Our Mission** – The mission of Incline High School is for ALL students to graduate ready for college or career in the global 21st Century.

I hope you find this student handbook to be a useful tool as you plan for upcoming school activities, testing dates, athletic contests, academic responsibilities, etc. As a member of our

school, you are expected to work and live within the guide- lines outlined in our handbook. Just as you have rights, you also have responsibilities. Your rights will be respected, and you must respect the rights of others and meet the responsi- bilities of an INCLINE Highlander.

*Tierney Cahill*

Principal

**Bienvenido a INCLINE High School**

INCLINE High School es una escuela secundaria integral colocada

en el corazón de la hermosa ciudad de Incline Village, Nevada. INCLINE tiene una historia rica de académica, artes, actividades y atletismo y es la única escuela secundaria con el Programa de Bachillerato Internacional (IB) en el norte de Nevada. Nos enorgullece de tener altos estándares académicos para todos los estudiantes, y de haber enfocado los programas de intervención diseñados para ayudarles a graduarse y estar listo/a para la universidad y una carrera.

**Nuestra visión:** cambiar las creencias de la sociedad sobre lo que es posible en cada niño. Para ayudar a nuestros niños a construir un mejor mañana para ellos y para las generacio- nes venideras.

**Nuestra misión:** nuestro objetivo es desarrollar jóvenes inqui- sitivos, conocedores y comprensivos que ayuden a crear un mundo mejor y más pacífico a trave s de la comprensión y el respeto interculturales. Animamos a nuestros estudiantes a convertirse en estudiantes activos, compasivos y de por vi- da que entiendan que otras personas, con sus diferencias, también pueden estar en lo cierto. (Adoptado de la Declara- cion de la Misión del Bachillerato Internacional).

Espero que encuentren este manual para estudiantes como una he- rramienta útil para planear las próximas actividades escolares, fe- chas de exámenes, competencias atléticas, responsabilidades aca- démicas, etc. Como miembro de nuestra escuela, se espera que tra-

bajes y vivas dentro de las normas definidas en nuestro manual. Así como tienes derechos, también tienes responsabilidades. Tus dere- chos serán respetados, y debes respetar los derechos de los demás y cumplir con las responsabilidades de un INCLINE.

*Tierney Cahill*

Directora de escuela

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

version of any of these documents, please check the District’s website at [www.washoeschools.net/Policy.](http://www.washoeschools.net/Policy)

**Descargo de Responsabilidad**: este documento contiene referencias a las pólizas de la Junta y otros documentos relacionados con las reglas y re- glamentos del distrito escolar del Condado de Washoe. El distrito se reserva el derecho de revisar cualquiera de estos documentos durante el curso del an o escolar. Para la versión actual de cualquiera de estos docu- mentos, por favor visite el sitio web del distrito en

[www.washoeschools.net/Policy.](http://www.washoeschools.net/Policy)

**Non-Discrimination Statement:** The Washoe County School District is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orienta- tion, 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 harass- ment, 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, as- cendencia, sexo, orientación sexual, identidad o expresión de género, in-

formación genética, religión, edad, incapacidad mental o física, estatus militar o de veterano en programas o actividades educativas, y empleo

segu n lo requerido por las leyes y reglamentos federales y estatales aplica- bles. Ningún empleado del distrito, incluyendo, sin limitación, administra- dores, 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.

# ACADEMICS

INCLINE’s Course Offering Book is available on-line at our website. Visit [www.INCLINEHighlanders.com](http://www.woostercolts.com/) under the academics tab. Topics covered in detail in the online course offering book include:

 Advanced Placement

 Alternative Means of Earning Credit

 Auditing a Course

 College Admission Tests

 High School Grad Plan

 HS Graduation

 Incompletes

 AP Capstone

Program Requirements

|  |  |  |  |
| --- | --- | --- | --- |
|  | College Entrance Requirements |  | Millennium Scholarship |
|  | Concurrent Enrollment |  | NCAA Eligibility |
|  | Credit by Exam |  | Career and College Exam (ACT) |
|  | Credits |  | Post-Secondary Options |
|  | Distance Education |  | Repeating a Class |
|  | Dual Credit |  | Required Number of Classes |
|  | Early College |  |
|  | Entering Late |  | Tech Prep |
|  | High School Course of Study |  | Title IX |
|  | Final Examinations |  |  |
|  | Grades |  | Types of Diplomas |

# 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 in order to make students and fam- ilies 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 communi- cate expectations for our students, parents/guardians and District staff.

Likewise, it is equally important to keep in mind age-appropriate expecta- tions relating to this policy. As educators and parents, we will work to- gether to introduce and promote good work habits in all of our students,

including our youngest. If you have any questions, please do not hesitate to contact your child’s teacher or any of the INCLINE High School staff.

As an AP Capstone School, there is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize, and create their own ideas. Throughout this process, students gain knowledge, self-respect and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives.

Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one’s honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using in- formation unethically in any way.

See INCLINE’s Academic Policy on <https://www.washoeschools.net/inclinehs>

# WHAT IS CHEATING?

Cheating or academic dishonesty can take many forms, but always in- volves the improper taking of information from and/or giving of infor-

mation to another student, individual, or other source. Examples of cheat- ing can include, but are not limited to:

* Taking or copying answers on an examination or any other assign-

ment from another student or other source

* Giving answers on an examination or any other assignment to anoth- er student
* Copying assignments that are turned in as original work
* Collaborating on exams, assignments, papers, and/or projects with- out specific teacher permission
* Allowing others to do the research or writing for an assigned paper
* Using unauthorized electronic devices
* 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 is representing 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
* 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 stu- dents the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good deci-

sions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the im- portance 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 vio- lation of the Code of Honor may be directed to your child’s school admin- istration and/or the District.

# ACADEMIC LETTERS

INCLINE High School awards an Academic Certificate to students who maintain a 3.75 GPA through the Spring Semester of their Freshman Year (un-weighted). Academic Letters are awarded to Sophomores who maintain a 3.75 GPA for two consecutive semesters at INCLINE High school. Students who maintain a 3.75 (weighted or un-weighted) GPA for two consecutive semesters thereafter are awarded a pin.

# 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. Dates of those mailings are posted in the first few pages of this

handbook.

# ACCIDENTS / EMERGENCIES

School administrators or school police may handle accidents and emer- gencies. Students are required to immediately notify school staff of an emergency or accident that has taken place on campus. Any vehicle acci- dent must be reported to school police. Students needing medical atten- tion 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.

# ADVERTISING

Students/clubs/organizations wishing to display posters, place announce- ments on bulletin boards, or engage in any other form of advertising in or about the school, must secure the approval of the Assistant Principal in charge of activities, who will initial the bottom of the announcement. Permission will be denied for the following items:

(1) Advertising for outside events which are like an event on campus the same night. (2) Notices of commercial venture for profit. Notices are not to be placed on hallway walls, windows, etc. They may be placed only on designated bulletin boards in the hallways.

# ALCOHOL, DRUGS & TOBACCO POLICY

Possession and/or use of alcohol, drugs, and/or tobacco is strictly prohib- ited on school grounds, within line of sight of the INCLINE campus, at

school sponsored activities, or while riding WCSD transportation. Ath- letes who violate this policy will also be reported to the NIAA. Any stu- dent determined to be in possession of, under the influence of, or using

any of the following substances is in direct violation and will receive con- sequences.

* Tobacco (smoking, chewing tobacco, snuff, pipes, e-cigarettes, etc.)
* Alcohol beverages
* Prescription drugs
* Controlled substances
* Illegal substances
* Narcotics

Additionally, students may not have over-the-counter and/or prescription medications on them at any time. Parents/Legal Guardians must contact the school nurse if medications need to be monitored and given to their

child during the school day.

**AMERICANS w/DISABILITIES ACT (ADA) / INDIVIDUALS w/ DISABILITIES EDUCATION ACT (IDEA)**

It is the intent of the Washoe County School District to ensure that stu-

dents who are disabled within the definition of Section 504 of the Rehabil- itation Act of 1973 are identified, evaluated, and provided with appropri- ate educational services. Students may be disabled under this policy even though they are not eligible for services pursuant to the Individuals with Disabilities Education Act (IDEA). Section 504 of the Rehabilitation Act of 1973 is a Civil Rights law which protects the rights of individuals with dis-

abilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.

A child is a “qualified disabled person” under Section 504 if he or she (1) has a physical or mental impairment that substantially limits one or more major life activity (such as caring of one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working), has a record of such an impairment, or is regarded as having such an impair- ment; and (2) is between the ages of 3 to 21 years old. For more infor- mation contact the principal or the Section 504 Coordinator at the district office.

# ANNOUNCEMENTS

All requests for announcements must be dated and signed by the teacher or advisor and submitted to the Athletic/Activity secretary no later than 1:00 p.m. the day before. Student announcements are read during each

first period. Copies of the announcements will be posted in the Main Office and placed on the bulletin board in each classroom.

# 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, where they will sit with their class. Backpacks and all personal

items must be left in the classroom. We expect INCLINE students to show respect and follow the directions of staff members. At the end of the as- sembly, staff will dismiss the students back to class.

# ATHLETIC \_FEES

Students who participate in athletics are required to pay $90 a year in

fees. Fees include: non-refundable $25 for the student activity sticker on their I.D., $50 for WCSD transportation to and from events, $5 for the Im- pact Test (a baseline test for concussions); and $10 Trainer fee. Students may also be required to participate in fundraisers for their particular team. Students who have difficulty paying required fees are encouraged to talk with the coach, the Athletic Director or Athletic Administrator to dis- cuss alternatives and assistance.

# ATHLETICS & SPORTSMANSHIP

Participation on athletic teams is determined through tryouts. Member- ship is a privilege, and athletes are expected to comply with all NIAA and WCSD rules, policies, and procedures. For specific information, see the Athletic Handbook and athletic clearance materials. INCLINE students, staff, and parents are expected 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.

# ATTENDANCE POLICY:

**Parent/guardians must send a note or 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 [www.washoeschools.net.](http://www.washoeschools.net/) The WCSD Board of Trustees has established a policy requiring 90% attendance for promotion to the next grade or earning credit. The emphasis of the attendance policy reinforces the importance of keeping students in school and providing access to the curriculum.

# 90% ATTENDANCE LAW (NRS 392.122)

Students who miss more than 7 unexcused absent periods of a class will fail the class due to the 90% Attendance Law. For detailed information, please visit the WCSD website [www.washoeschools.net.](http://www.washoeschools.net/)

# 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 ab-

sence 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 grade reduction for the missed work and the absence will remain unexcused.

S**tudents are responsible** for attending 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 to the teacher.

**The Parent/Guardian’s responsibility** isto 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 the student’s 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 T**eacher’s responsibility** isto take daily attendance, record student as- signments to include the date the assignment was made /returned and to provide make-up work within 2 days of the student’s return to class , regard- less of the reason for the absence/missed instruction to the student upon the student’s request.

# ATTENDANCE—EARNING A DRIVER’S LICENSE:

The Department of Motor Vehicles requires a Certification of Attendance (Form DMV-301) be filled out by the school to verify students under the age of 18 years old are meeting the Nevada school attendance require- ments. Students can have this form filled out by their grade-level attend- ance clerk. If the student is not meeting the school’s attendance require- ments they can work to set up an attendance contract with the school to earn the verification. In addition, this form can also be used by the schools to suspend a student’s instruction permit or driver’s license or deny future privileges if the student is declared a habitual truant.

# PRE-ARRANGED ABSENCES

Pre-arranged absences must be requested at least 2 school days in ad- vance of the absence and should be requested earlier than 2 days in ad-

vance if the absence is for an extended period of time. The attendance ad- ministrator will need to meet with a parent/guardian prior to approving a request for an extended pre-arranged absence. Students leaving the coun- try will need to provide additional documentation: e.g., copy of the flight

itinerary.

# ATTENDANCE AND THE INCLINE HIGH SCHOOL TARDY POLICY:

Timeliness is held in high regard as it is everyone’s responsibility to con- tribute so learning environments are uninterrupted. Students who are late to class with a pass from another teacher, counselor, etc., are marked as EMI (Excused Missed Instruction) by the teacher. Students with no ex- cuse are required to get a tardy pass from a “Swipe Station”, which are located on each floor in order to enter the classroom.

The number of accumulated tardies will lead to a progressive discipline plan which is reset at the end of each semester. After 5 tardies, the student will receive a consequence from the Student Services Office and will continue in this manner as “trigger” numbers are met.

**Below are listed the consequences for each “Trigger”:**

* Tardy 5 Consequence: Lunch Detention
* Tardy 8 Consequence: 2 Lunch Detentions
* Tardy 11 Consequence: Friday Night Lights
* Tardy 14 Consequence: 2 Friday Night Lights
* Tardy 17 Consequence: In-School Suspension
* Tardy 20+ Consequence: Admin Discretion

# BUILDING & CAMPUS PASSES

Students must have a signed pass in order to leave a class during class time. Students must obtain an off-campus pass if they will be leaving cam- pus during the day for any reason.

**BULLYING/CYBER BULLYING/ HARASSMENT (Board Policy 5700)**

* **Bullying:** All threats, verbal assaults, and incidents of bullying on campus or at school-sponsored activities must be reported to the Stu- dent Services 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 tolerat- ed; disciplinary action will result.

# SAFEVOICE

Students who engage in bullying or harassment in the hour proceeding 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 infor- mation 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. Safe- Voice 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 them-

selves with the **option of remaining anonymous.** Tips will be received live by communications specialists 24/7/365. Tips are sent to a team at INCLINE and to law enforcement when necessary.

Examples of concerns that can be reported using SafeVoice:

|  |  |  |
| --- | --- | --- |
| **Bullying** | **Suicidal thoughts** | **Cyber bullying** |
| **Neglect** | **Violence** | **Substance Abuse** |
| **Weapons** | **Harassment** | **Depression** |
| **Discrimination**  **1-833-216-7233**  **http://safevoicenv.org/** | **Threats** | **Self-Harm** |

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

The District is proud to be a 21st century district, and we promote respon- sible and thoughtful use of personal electronic devices to support student achievement. Electronic devices can be disruptive and interfere with stu- dent learning, including the learning of those that are not in possession of such devices. Electronic devices should not interfere with the instruction- al process. **Teachers and administrators reserve the right to confis-**

**cate a student’s electronic device if it is interfering with curriculum/ instruction.** Students may possess or use electronic devices, provided that the use of such devices does not interfere with the instructional pro- cess. **Electronic devices shall not be brought into classrooms during assessments, semester exams, or other testing situations.**

**Each Teacher may have a unique cell phone policy stated in their syl- labus. Students are responsible for following the policy for that class and teacher.**

* **Consequence: First Offense**

The electronic device shall be confiscated and brought to the SSO office where it will be held until the end of the school day. The electronic de- vice shall be returned to the student at the end of the school day. The

student must have a school ID or a driver’s license for identification pur- poses. A warning shall be given regarding consequence(s) for future vio- lations of the procedures. This will be documented in IC and parents will be contacted.

* **Consequence: Second Offense**

The electronic device shall be confiscated and brought to the SSO office where it will be held until the end of the school day. A parent/legal

guardian must come to the school to pick up the electronic device. School determined consequence for ‘insubordination’ or ‘disregard for school

rules’ will be considered and applied as necessary. A consequence such as, but not limited to detention shall be assigned to the student.

* **Consequences: Third Offense**

Same as second offense in addition to a parent meeting will be held with administration to discuss concerns with the repeated disregard for

school rules. Electronic privileges may be revoked for a period of 90

school days. Also, a consequence such as, but not limited to, afterschool detention, school beautification and/or in-school suspension may be assigned to the student.

* **Consequences: Fourth Offense**

Same as second offense plus a parent meeting will be held with admin-

istration to discuss concerns with the repeated disregard for school rules. Electronic device privileges may be revoked for the remainder of the student’s school year. The school will work with student’s parent/legal guardian to ensure the device is left at home and/or turned in to SSO daily for the remainder of the school year.

**Handwashing guidelines/recommendations**

Students will be encouraged to wash their hands several times throughout the day with warm water and soap for at least 20 seconds. Staff should also maintain good hygiene and wash their hands frequently. Hand sanitizer will be made available in every classroom for students and staff to use throughout the day but should only be used when it is not possible to wash hands in warm, soapy water. If hand sanitizer is used, hands should still be washed in warm, soapy water when it is reasonable to do so.

# DISCIPLINE

As members of the INCLINE school 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 those listed below, depending upon the severity of the behavior. Generally, the consequences will build from lunch detention to out-of-school suspension for students whose behavior does not improve.

* **Lunch Detention** may be assigned for 20 minutes for lower-level infractions.
* **Afterschool School Detention (Friday Night Lights)/School Beautification** may be assigned from 2:30 – 3:30 for more significant infractions or chronic repeat issues. This may include tutoring,

campus beautification or community service. Parents will be notified when afterschool detention is assigned.

* **Saturday School -** Parents will be notified when assigned. This may include tutoring, campus beautification or community service.
* **In-School Suspension** will 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 lunch detention, after-school detention/school beautification, or in school suspension, students must work on schoolwork and/or activities related to improved behavior. Students may **not** listen to music, have their cell phone, sleep, or engage in conversation with other students. INCLINE 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.

**INDECENT LANGUAGE/PROFANITY (Board Policy 5100)**

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

# INTERNET USAGE

We are a 1:1 school therefore students are expected to access the internet in for academic purposes. With this accessibility comes responsibility. Parents would have to notify the school if they have concerns with their student accessing the internet.

# LOST AND FOUND

Lost and Found items are taken to the Student Services Office. Items that are not claimed by students will be donated to charity at the end of the school year.

# 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 INCLINE High School and the Washoe County School District are not agents for any student and are not responsible for any loss, theft, or damage to any such items whether in the student's possession or stored/ left on campus or other school property. Students are encouraged to leave valuables at home, and to report loss, theft, or damage to the SSO office and school police.

# DANCES/PROM

At all dances, whether on or off campus, WCSD and INCLINE High School rules shall apply. 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 are issued through SSO. Applications can be picked up from the Student Services Office [SSO] secretary, and the guest must take it to his/her school’s administrator for approval and signature and return it to SSO by the advertised deadline. Guests who are of high school age must be enrolled in a high school. **All guests must be under the age of 18 and be** **cleared through the SSO office.**

# GRADING AND REPORT CARDS

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, grades 9-12, will incorporate the letter designa- tion: A B C D F and INC. For the purpose of 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.

# DRESS CODE

INCLINE HS enforces the WCSD Dress Code. The United States Supreme

court rendered a decision in 2000 that school administrators can establish policies prohibiting conduct which materially and substantially interferes with the educational process. This includes, but is not limited to, inappro- priate clothing or attire. The Court noted that it is a highly appropriate

function of public-school education to prohibit offensive language or clothing in public discourse. The First Amendment does not prevent schools from establishing guidelines to prevent the undermining of their basic educational mission. The primary responsibility for dress and grooming rests with our students and their parents and/or legal guardians. However, the District does reserve the right to establish a comprehensive dress code with limitations for students which addresses what clothing they may wear and how they may wear that clothing. School authorities have the professional responsibility and legal sanction to enforce student dress requirements, and within this authority, the right to request that students change their attire to conform to the WCSD Dress Code. The following requirements are not intended to silence expressive conduct, but instead,

constitute an attempt to maintain a productive, safe, learning environ-

ment. As specified in WCSD procedures,

* The dress or grooming of all students must not present potential

health or safety problems or create a disruption of the learning envi- ronment.

* Clothing shall not contain unprotected speech including, but not lim- ited 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 member- ship, 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, to in- clude the midriff.
* Allowable head coverings are those which are worn for medical or religious (e.g. hijab, yarmulke, turban) reasons. Students shall not wear any head covering that causes a safety concern by covering the ears or hiding the face, to include hoodies.
* Proper footwear must be worn at all times and shall not pose a potential health or safety problem. Slippers and similar soft soled shoes are prohibited. For safety reasons, students are encouraged to wear shoes with a strap around the back of the foot.
* Unless an exception has been provided by the school administrator

(i.e. for spirit days, etc.), wearing pajamas, lounge wear, bath robes, or blankets is prohibited.

* The District’s dress code does not extend to hair style or hair color.
* Jewelry and accessories with extended spikes or studs which are of sufficient weight or length as to risk injury to the wearer or another are prohibited.
* **Gang attire and accessories**. In accordance with state law, items that have been identified as gang-related are prohibited. WCSD school police, in conjunction with local law enforcement and other agencies, shall determine current prohibitions related to gang appearance, dress accessories, and activities and shall inform school administra tors as needed. Prohibited items may include but are not limited to: altered insignias or graffiti; jewelry or belt buckles symbolizing any gangs; graffiti in or on personal belongings symbolizing any identified gang activity.
* INCLINE High School is **prohibiting the use of earbuds/**

**headphones during the school day.** Staff may confiscate earbuds/ headphones to be collected at the end of the school day. Students may have an earbud in ONE ear during the lunch period.

# DRESS CODE CONSEQUENCES

If a student violates the dress code, he/she will be given a warning by school staff. School staff will notify school administrators with the stu- dent’s name. School administrators will notify the parent/legal guardian of the warning. The student must correct the clothing violation at that time, prior to returning to his/her class schedule. Refusal to change clothes will constitute insubordination and the following sequential progressive discipline plan will be followed:

* **First Offense**
  + Parent notified
  + Student must change clothing violation
  + Student warned of consequences for second violation
  + Consequence/conference entered in student discipline docu- mentation.
* **Second Offense**
  + Parent notified; Parent meeting will be scheduled
  + Student must change clothing violation
  + Student assigned detention, afterschool detention and/or school beautification
  + Student warned of consequence for third offense
  + Consequence/conference entered in student discipline docu-

mentation

* **Third Offense**
  + Parent notified; Parent meeting will be scheduled
  + Student must change clothing violation
  + Student assigned in-school suspension, depending on the consequence available at school site

# SEARCHES

In order 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 dur ing 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, his/her possessions, or any school property, or area assigned to him/her for his/her individual use, shall be made in accordance with the following guidelines:

An administrator, or school employee designated by the principal, may search the person of a student, the personal effects in the student's pos- session, 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.
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 administra- tor, 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:

1. The search is made to maintain discipline and protect the students

from the introduction into the school of offensive or undesirable materials.

1. 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 immediate ly 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 his/her assigned locker and desk and may not place his/her belongings or other personal property in an unassigned student’s locker or desk.

# CANINE SNIFFS

In an effort to be proactive in the fight against drugs, the Washoe County School District Administrative regulations allow for random canine sniffs for school hallways, lockers, classrooms, buildings, parking lots and other school property through the use of a canine unit. The canine unit consists of a qualified handler and a dog specially trained to detect illegal or pro- hibited substances, weapons, or bombs. Any vehicle that is positively

identified by the canine sniff will provide reasonable suspicion for admin-

istration and probably 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 guide- lines. 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 INCLINE High School and/or traditional educa- tional sites in the WCSD.

Consequences for fighting may result in any of the following disciplinary actions: short- or long-term suspensions, and/or attendance at the Washoe County School District’s Violence Intervention Prevention Program.

If a student does not complete the VIP program, he/she will be assigned to in-house or out-of-school suspension for up to 7 days to complete the sus- pension.

Respect is one of the core values at INCLINE 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 disci- plinary 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

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 en- gages 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 locker. Any property suspected of being utilized in committing the crime will be con-

fiscated. Students may not carry paint markers, marking pens, Sharpies, and/or any postal items used as ’slap tags’ to school as they are consid- ered by statute to be graffiti material; such items are confiscated.

# HOMEWORK POLICY

Homework is defined as any schoolwork that is required to be done out- side of the regular instructional day, and includes assignments of short- term and long-term duration. Typical purposes for homework are prac- tice, preparation, check for understanding, and development of work hab- its. Assigned homework needs to be appropriate to the grade level, sub- ject area, and students’ abilities.

* The student is responsible for the completion and turning-in of home- work when due.
* The classroom teacher is responsible for the assigning, collecting, and crediting of homework on a regular basis. Each teacher will communicate to parents and students homework/makeup policy at the beginning of the year.
* It is the parents’ responsibility to support the INCLINE 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. INCLINE High School’s Homework Policy is posted on the INCLINE High School website at [**https://www.washoeschools.net/inclinehs**](https://www.washoeschools.net/inclinehs)

**HOMEWORK REQUESTS**

If a student will be absent for a period of at least two days, homework re- quests 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 home- work assignments are to be picked up. **It should be noted that we are a 1:1 school and students should be able to request and access all assignments via Teams on their district issued laptop.**

# CLOTHING/PERSONAL PROPERTY/ATHLETIC EQUIPMENT

All clothing and personal property brought to school may be subject to search by school officials. Clothing, backpacks, and other personal and school property, including lockers, must not have any words or pictures that promote illegal activity, including underage drinking, illegal drug use domestic abuse, gang membership, battery, assault, or any other civil or

criminal conduct which would violate state or federal law. School adminis- trators have the right and responsibility to ensure a safe campus community that is free of distractions and may use appropriate discretion when deciding whether or not clothing or items are appropriate for school. Students who violate rules and/or refuse to cooperate with staff concerning dressing appropriately or concerning the removal or confiscation of person- al property will face disciplinary and/or legal consequences. Athletic equip- ment 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. Please contact SSO if you have any questions.

# EMERGENCY PROCEDURES

During the school year INCLINE will conduct various safety drills on a monthly basis, including fire drills, lockdown drills (Code Red and Code Yel- low), and earthquake drills. Students are expected to adhere to staff direc- tions 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 INCLINE High School website, Connect-Ed, and other methods as appropriate.

# LABORATORY & COURSE FEES

Some classes require a fee for materials, which is not refundable. Refer to the Course Guide and course fees cheat sheet [**https://www.washoeschools.net/inclinehs**](https://www.washoeschools.net/inclinehs) for more information.

# 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 15 minutes after their last scheduled class, unless they are participating in a scheduled activity supervised by an adult such as a teacher, coach, administrator, tutor, etc.

# OFF CAMPUS PRIVILEGES

The off-campus policy carries with it responsibility for conducting one- self in a mature and responsible manner, respecting rights and property of others, and returning to school on time. Off-campus privileges may be revoked if students do not conduct themselves appropriately.

# PARKING LOT SAFETY

It is a privilege, not a right, to park on a school campus. Students must purchase a parking sticker and show license, insurance and registration. Rights to park on campus can be revoked if safety is a concern or illegal parking becomes an issue.

Additionally, students are not permitted to engage in any sort of activities in the parking lot.

**The College and Career Readiness Assessment** [Currently ACT] is a graduation requirement students must complete their Junior Year.

**Driver’s License:** All vehicles must be driven by a person in possession of their driver’s license and registration. Students found driving without a license will have keys confiscated, parent/guardian notified, and stu- dents will receive a citation. It is unlawful for parents/guardians to al- low their student to drive without proper documentation.

**Speed Limit:** The speed limit on campus is ten miles per hour. Exceed-

ing the ten (10) mile limit may subject the student to disciplinary action, including the revocation of the privilege of driving on campus

# PARKING PERMITS

To support campus safety, students are required to register their vehicles and purchase a parking permit from the Student Services Office. Parking permits cost $5.00 and must be visible from outside the vehicle. Parking tickets may be issued to those vehicles without visible parking permits. The school is not responsible for theft or damage to a vehicle parked on campus. Parking permits must be purchased each school year.

# VIDEOTAPING OF STUDENTS & ADULTS (NRS 393.400)

Creating videos or taking pictures of students and adults on school prop- erty secretly without their approval through the use of 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 is 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:

* + 1. 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
    2. By a law enforcement agency pursuant to a criminal investi-

gation

* + 1. 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
    2. Of a class or laboratory when authorized by the teacher of the class or laboratory

# ADVANCED PLACEMENT

The following WCSD policy will be applied to all students registered in an AP course. ALL requirements must be met before the AP Captstone designation is awarded and recorded on a student transcript..

* Students register for AP courses during regular high school pre- registration each Spring.
* All WCSD students enrolled in an AP course are required to take the exam in that course per Administrative Regulation 6501; there-

fore, students registered in AP classes will be automatically registered for the course exam. AP students that do not show up to their exam will be charged a $20 processing fee. There is no refund for exams.

* Students must be registered for **ALL AP exams**. Please go to [[**https://www.washoeschools.net/inclinehs**](https://www.washoeschools.net/inclinehs)](http://www.woostercolts.com/) for more details on important deadlines.

# LIBRARY

The library is open regular school days from 7:45 am to 3:30 pm.

The library is available for use by all students, parents, and faculty. Stu- dents may check out up to three books for three weeks. Fines may be in-

curred for overdue or 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.

# TEXTBOOKS AND TEXTBOOK DEPOSITS

Each student is required to pay a $20.00 book deposit upon enrollment. This deposit is refundable upon graduation or upon withdrawal from school, providing there are no outstanding charges resulting from lost or damaged textbooks or other instructional materials, lab fees or sports

fees. If a textbook is issued to the student directly, the student is responsible for the return of the text.

**Technology Deposit/Insurance:**

We are a 1:1 laptop school, however, we do require that all students purchase technology insurance when checking out a school laptop. The cost is $55.00 and this protects the family from the liability should a laptop be damaged or accidentally broken. The replacement value of each laptop is $850.00. The insurance can be paid by cash or check in the office. Proof of payment will be necessary to check out a laptop.

# CLUBS AND ACTIVITIES

* Interact Club
* Build On
* Fellowship of Christian Athletes
* Art Club
* Environmental Avocados
* Peer Mentor Team (11/12)
* Mi Cultura
* Book Club / Writing Club
* Secret Science Club
* Gay Straight Alliance
* Computer Club
* National Honor Society (Invite)
* Tri-M Music Society (Invite)

If you don’t see a club that interests you, consider organizing a new one! Information is available on the INCLINE High School website ([**https://www.washoeschools.net/inclinehs**](https://www.washoeschools.net/inclinehs)) 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, INCLINE High School are subject to Washoe County School District and INCLINE

High School rules and regulations. In order to participate in a school sponsored activity a student must have attended the majority of periods during that school day. 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 dur- ing off school or weekend hours. Students may be subject to removal or suspension from a team or group activity based on advisor or coach man- dates and/or group constitution.

# THE COLLEGE AND CAREER CENTER

The College and Career Center located next to the library is available to all students who wish to conduct research and investigation into all aspects of their college and career planning.

The center contains many valuable resources such as scholarship and financial aid information, SAT and ACT registration fee waivers, standard- ized 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 our Gallop to Graduation Program, parent meetings, our Saturday Academies, and

Winter/Spring Break School. Field trips to the University of Nevada, Reno Youth Summits are organized through the College of Career Center. Our College and Career Center also hosts presentations, workshops, seminars and

other meetings.

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.
* Student 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.
* Student must sign the attendance sheet at the college/school confer- ence.

# OFFICE HOURS

Office hours for INCLINE High School are from 7:30 a.m. to 4:00 p.m. Mon- day-Friday. The office is closed on Saturdays, Sundays and holidays. Par- ents may leave a message at any time through our automated phone sys- tem.

# VISITOR PASSES

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

# 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. Student ID cards will be marked to enable stu- dents to belong to school organizations, run for and hold student offices, participate in athletics, attend home athletic events free of charge, and

attend most school activities at a reduced rate. 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)

# STUDENT IDENTIFICATION CARDS

All students will be issued an identification card once school photos have been taken. It is mandatory that the student’s I.D. card be in his/her pos- session at all times while on the school grounds or at school activities.

Students who are not carrying their ID will be subject to disciplinary con- sequences. Students are never to give an ID to another student to use. Replacement ID cards cost $3.00. Students are expected to show their ID card if/when:

* Requested to do so by any school staff member or school's police officer
* They have off campus privileges
* When they’re 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

# SKATEBOARDS/ BICYCLES

Skateboarding, skating and bicycling are not allowed on campus. These items may be used as transportation to and from school but must be se- cured during the day. Students who interfere with the flow of traffic or

create a hazard in the parking lots may be banned from riding on campus

**AGREEMENT SIGNATURE PAGE**

**INCLINE High School Student Handbook**

**Acknowledgement Form 2022 - 23**

**Please complete this form and give it to your**

**4th Rotation Presenter before you leave.**

Student Name:

Student ID: Grade:

\*2 Teacher:

Our signatures indicate that we have received, read and understood the INCLINE High School Student Handbook and that we have reviewed all policies, procedures, and rules as outlined in this handbook. We also understand this student handbook/planner is to be with students daily as well as their student ID card. The handbook/planner should be utilized to write down assignments and for communication between the home and school. The student handbook will also function as the pass out of class with teacher authorization.

Student Signature:

Date:

Stamp 1\_\_\_\_\_\_ 2\_\_\_\_\_\_\_\_ 3\_\_\_\_\_\_\_\_ 4\_\_\_\_\_\_\_\_