

Alyce Savage Taylor Elementary School

Parent and Student Handbook

2024-2025

**Mission Statement**

As a united team, the mission of Taylor Elementary School is to create a safe, positive learning environment for all students to ensure high academic achievement, personal success, and strength of character through a positive attitude and perseverance in order to fulfill their higher educational goals and make positive contributions to our society.

252 Egyptian Drive

Sparks, NV 89441

Phone (775) 425-7700

School Website**:** <https://washoeschools.net/taylor>

Office Hours: 8:30 AM – 3:30 PM

**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 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. For the current version of any of these documents, please check the district’s website at [WCSD Board Policy and Administrative Regulations Home Page (wcsdpolicy.net)](https://wcsdpolicy.net/)

**WCSD Safe and Respectful Learning Environment Policy:**

* <https://www.wcsdpolicy.net/pdf_files/board_policy/5700_Policy-SRLE-v6_FINAL.pdf>

**WCSD Student Behavior Policy:**

* <https://www.wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v7_Final.pdf>

**WCSD Student Bullying and Harassment Policy:**

* <https://wcsdpolicy.net/pdf_files/administrative_regulations/5701-Reg-Student_Bullying-v4.2_FINAL.pdf>

**WCSD Gender Identity Policy:**

* <https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5161_Reg-Gender_Identify-v2.pdf>

**WCSD Student Dress Code Policy:**

* <https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf>

**WCSD Homework Policy:**

* <https://www.wcsdpolicy.net/pdf_files/board_policy/5300-Policy-Activities-v2_Final.pdf>

**WCSD Plagiarism & Cheating Prohibited Policy:**

* <https://www.wcsdpolicy.net/pdf_files/6642%20AP%20-%20Plagiarism%20and%20Cheating%20v3.pdf>

**WCSD Use of Personal Electronic Devices by Students Policy:**

* <https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5810%20Reg%20-%20Cell%20Phones%20v1.1.pdf>

**WCSD Responsible Use and Internet Safety Policy:**

* [https://ww](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7211-Reg-RUA_Internet_Safety-v4.pdf)w.wcsdpolicy.net/pdf\_files/administrative\_regulations/7211-Reg-RUA\_Internet\_Safety-v4.pdf

**WCSD Student E-Mail Policy:**

* <https://wcsdpolicy.net/pdf_files/administrative_regulations/5007-Reg-Student_Email-v3_FINAL.pdf>

**WCSD Student Attendance Policy:**

* [https://ww](https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf)w.wcsdpolicy.net/pdf\_files/board\_policy/5400\_Policy-Student\_Attendance\_v5\_Final.pdf

**WCSD Service Animals Policy:**

* [https://w](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7521-Reg-Service_Animals-v5.pdf)ww.wcsdpolicy.net/pdf\_files/administrative\_regulations/7521-Reg-Service\_Animals-v5.pdf

**WCSD Transportation of Students Policy:**

* [https://www.wcsdpolicy.net/pdf\_files/administrative\_regulations/7501\_Reg-Transport\_of\_](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7501_Reg-Transport_of_Students-v9.1_Final.pdf)Students-v9.1\_Final.pdf

**WCSD Release of Students during School Hours Policy:**

* <https://www.wcsdpolicy.net/pdf_files/5146%20Reg%20-%20Release%20of%20Students.pdf>

**WCSD Student Records & Information Policy:**

* [https://](https://www.wcsdpolicy.net/pdf_files/board_policy/5000_Policy-Student_Records-v3_Final.pdf)www.wcsdpolicy.net/pdf\_files/board\_policy/5000\_Policy-Student\_Records-v3\_Final.pdf

**WCDS Volunteer Screening & Background Checks Policy:**

* <https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1501_Reg-Volunteers-v1.pdf>

**WCSD Protocols for Visitors to District Property Policy:**

* <https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1506-Reg-Visitors-v3.pdf>

**WCSD Student Behavior Manual:**

* [WCSD Student B](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.wcsdpolicy.net%2Fsearch.php%3Fsearch%3DAM%25205115%26rd%3DTRUE&data=05%7C01%7CVRussell%40washoeschools.net%7C79c50e21b94947e9cf1708da32d78c80%7C3cacf5495e3641cca3de89459e121def%7C1%7C0%7C637878198591290183%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=TLNU5X6cHLt5886fNvex8I6taVLGclf2TZezIxDqWPo%3D&reserved=0)ehavior Manual

**WCSD Balanced Calendar 2024-2025**

[filedownload.ashx (washoeschools.net)](https://www.washoeschools.net/site/handlers/filedownload.ashx?moduleinstanceid=52618&dataid=69680&FileName=2024-2025%20BALANCED%20CALENDAR%20-%209.17.pdf)

**Alyce Taylor Schedule**

**2024-2025**

8:55 Bell Rings

9:00 School Begins

10:30-10:45 AM Recess – Grades 1 and 2

10:45-11:00 AM Recess- Kindergarten

11:30-11:50 4th and 5th Grade Lunch

(Recess 11:50-12:15)

12:00-12:50 2nd and 3rd Grade Lunch

(Recess 12:20-12:45)

12:30-12:50 Kindergarten and 1st Grade Lunch

(Recess 12:50-1:15)

2:00-2:15 PM Recess – Grades 3, 4, 5

3:00 Dismissal

***\*Early Release Wednesday 2:15 Dismissal***

* Students may arrive at 8:40 a.m. (20 minutes prior to start time) to ensure adult supervision in the playground.
* During 2-hour delays, school will start at 11:00 a.m.
* Early Childhood Program is Monday, Tuesday, Thursday, Friday, No EC on Wednesday. AM half day-9:00-11:30 and PM half day- 12:30-3:00.
* Before and After school program is provided through the “Right at School” -(7:00-9:00 am) & (3:00-6:00 pm)

**Alyce Taylor Staff (2024-2025)**

|  |  |  |
| --- | --- | --- |
| **Principal:**  Kate Austill  **Dean:**  Gene Mares  **Office:**  Ruby Congdon  Heidi Fackelmann  **Clinic:**  Nurse: Shelly Myers  Keri Mannens-Clinical Aide  **School Psychologist:**  Dr. Anne Collier  **Counselor:**  Casey Rogers  **Music:**  Julie Dimick Dahl  **Library:**  Lenore Whelan  **Computer Lab:**  Debbie Annand  **PE:**  Melissa Diedtrich  **Kitchen:**  Kourtney Evans (Manager)  Kathy Justice  **Site Facility Coordinator:**  Scott Anderson  **Custodian:**  Don Perry  Jose Gonzales Perez | **Resource:**  Primary: Jennifer Franchi  Intermediate: Jessie Campbell  **Early Childhood:**  Whitney Dix -EC teacher  Nicole Streeter– Teacher Asst.  **CLS:**  Sheri Bloomquist  Angela Freiberg-Teacher Asst.  Ewa Handzlik – Teacher Aide  **Speech:**  Kelly George  **PT:**  Jenna Casci  **OT:**  Will Van Meter  **ELL Teacher:**  Jessica Wesgate  **GT Teacher:**  Paula Koger  **Intervention Sub:**  Clarissa Crisologo | **Kindergarten:**  Dana Young  Sandra Lusiani  Kimberly Pollock  Sammy Keyes- Teacher Asst.  **First Grade:**  Carla Kirby  Natalie Hackler  Sky Rousseau  Jamie Gustafson  **Second Grade:**  Shannon Allan  Karen Hanson  Katie Lamaestra  Sylvia Wilson  **Third Grade:**  Tracey Tresley  Alaina Ventureira  Bethany Wilkinson  Taylor Eagleton  **Fourth Grade:**  Linh Cao-Carney  Joe Lowery  Angela Roller  **Fifth Grade:**  Laura Canfield  Trish Hermesky  Kaitlynn Ray |

**Attendance Policy:**

The Nevada Revised Statutes 392.122 is the basis for the WCSD Attendance Policy and Procedure. NRS 392.122 states that the Board of Trustees shall establish a minimum attendance requirement for promotion to the next grade or earning credit. The WCSD Board of Trustees has established that students may not be absent from 10% or more of school days for promotion to the next grade or earning credit. Because of this change in statute, the WCSD Board of Trustees adopted a policy that considers a medical absence as an approved/excused absence if the student completes the makeup work.

**For a complete WCSD Attendance Manual, please visit:** <https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf>

|  |  |
| --- | --- |
| Absences: | * If your child is sick, please call the school at 775-674-4400. * If your child has been sick (vomiting or fever) in the 24 hours prior to school beginning, please do not send him/her. * **Please submit appropriate documents to ensure student absences are excused, e.g., doctor’s note, therapist note. etc.** |
| Make-Up Work: | * Please complete the make-up work if your child has missed school for any reason. * Students will have the number of days they missed plus one extra day to complete the work. * It is the student's responsibility to request Instructional Related Activities or Concepts Missed which are assignments, exams, quizzes, or concepts learned on the day of absence. * These activities or concepts must be requested ON THE DAY the student misses any part of the class or ON THE DAY the student returns to class after absence. * It is the student's responsibility to abide by the school/teacher's procedures on how to request this work. |
| Late Arrivals: | * Students who arrive late to the school must report to the office for a pass to get into class. Please make every effort to have your students here on time. |
| Leaving Early: | * If you need to pick up your child before the end of the school day, please be prepared to show ID. * Please make sure your name is included in the IC panel. * WCSD Policy on Leaving Early: <https://www.wcsdpolicy.net/pdf_files/5146%20Reg%20-%20Release%20of%20Students.pdf> |

**TAYLOR PBIS MATRIX**

**Taylor Gators Leader Qualities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Classroom** | **Hallway** | **Recess** | **Cafeteria** |
| **Self-**  **Awareness** | **\*Be mindful of my actions**  **\*Reflect on my choices**  **\*Be proactive**  **\*Have a positive attitude** | **\*Quiet**  **\*Hands and feet to myself**  **\*Have a positive attitude** | **\*Hands and feet to myself**  **\*Be a good Friend**  **\*Share Equipment**  **\*Have a positive attitude** | **\*Eat my own food**  **\*Inside voices**  **\*Have a positive attitude** |
| **Self-**  **Management** | **\*Have a plan and set goals**  **\*Put first things first**  **\*Give full effort**  **\*Own your Actions** | **\*Quiet Body**  **\*Quiet Mind**  **\*Own your Actions** | **\*Be a problem solver**  **\*Be Kind**  **\*Own your Actions** | **\*Calm**  **\*Stay seated**  **\*Pick up trash**  **\*Raise my hand for help**  **\*Own your Actions** |
| **Social-Awareness** | **\*Use kind words and actions**  **\*Help others** | **\*Notice others (smile)**  **\*Walk at all times** | **\*Be a helper**  **\*Include others** | **\*Walk at all times**  **\*Keep hands and feet to myself**  **\*Say please and thank you**  **\*Respect everyone** |
| **Relationship Skills** | **\*Accept other ideas**  **\*Be a problem solver**  **\*Support team decisions** | **\*Greet with a Smile or say Hello when you see someone** | **\*Try to resolve conflicts**  **\*Appreciate differences**  **\*Be friendly to everyone** | **\*Include others in conversation** |

****

Our school-wide theme, ***Gators Have Grit***, focuses on encouraging our students to persevere through challenging situations. We are dedicated to making “kids first” decisions, promoting high academic achievement, and character development with all students. The Taylor Gator community strives to build a positive, respectful, and safe learning environment to ensure ALL students succeed. Through Social Emotional Learning (SEL) and Positive Behavior Intervention Support (PBIS), our goal is to provide clear expectations for our students, teach/re-teach and reinforce positive behavior to increase desired outcomes for an optimal learning environment. Students understand that our expectations help maintain a safe and orderly environment in which they can learn and develop character.

Pro-Active Steps to Ensure a Positive, Safe Environment:

SEL (Social Emotional Learning) – Tier I focus: At Taylor Elementary, we consistently embed the 3 Signature Practices, Mind UP curriculum and Sanford Harmony SEL curriculum to promote whole character education and social awareness among students.

Positive Behavior Intervention Support (PBIS) - Tier I focus: Establish expectations through the Taylor matrix and develop an incentive system to reinforce positive behavior. Students earn Gator Bite tickets when they demonstrate positive behavior according to our four Gator principles.

* Principal’s Lunch recognizes students with positive behaviors as aligned with our school-wide focus of *Gators have Grit*.
* Grade levels offer classroom incentives for good behavior.
* We offer quarterly school-wide incentives for students to redeem their Gator Bites (PBIS parties, raffles)
* On a semester basis, we recognize student achievement and citizenship by giving ribbons to students (i.e., Principal’s List, Honor Roll, Citizenship, Perfect Attendance)

Student Leadership – Student Leadership consists of 4th and 5th Grade students engaging in leadership opportunities within the school and community.

Gators Have Grit – Our school-wide theme is “Gators Have Grit” (G-Goals, R-Resilience, I-Integrity, T-Toughness). Guidance lessons and activities will be centered on GRIT.

Guidance Lessons – Our school counselor provides monthly guidance lessons centered on the 7 Habits of Happy Kids and GRIT for character development.

Raise Craze Fundraiser - Promotes acts of kindness throughout the local community.

Bullying Prevention - Aligned with the district’s efforts on bullying prevention, we implement Kindness/Respect Month annually in the Fall to promote kindness and a safe, positive culture at Alyce Taylor School. The Child Assault Prevention (CAP) Program is taught annually, addressing bullying-type behaviors.

Parents as Partners in Education – At Taylor Elementary, we continue to focus our efforts on parent/family engagement, increase communication and build positive relationships with our families. We value the partnership with our parents to support the education of our students.

Safe Voice – In conjunction with SB 212, students and families have access to Safe Voice through phone, website, or mobile app if they see a safety concern.

Gators Give Back Food Drive – Food drive that benefits the Food Bank of Northern Nevada and/or community.

**Delayed Start:**

It is possible to have a two-hour delayed start due to inclement weather. A delayed start schedule will be announced when the district determines the roads are too hazardous. The delay will allow road crews to clear the roads and highways during or following a snowstorm.

Delayed starts are announced by calls to your home via Connect Ed, on your local radio or television news broadcasts beginning as early as 5:00 a.m. Once announced, all Washoe County Schools (K-12) will begin two hours later than usual. Dismissals at each school will remain the same. It is not necessary to call the school for verification. Whatever the TV or radio announces is what every school in the district follows.

School buses will run two hours later than usual, and the morning before school program will be cancelled. All before-school activities will also be cancelled including parent conferences, IEP meetings, tutoring, or any other activities. Students can arrive at school at 10:40, but not any earlier. School starts at 11:00 on a delayed start.

**Nutrition Services:**

* Lunch is served daily at the times specified for the grade levels. Every student is served lunch.
* <https://www.washoeschools.net/Domain/69>

**Telephones:**

* The use of the telephone by students will be restricted to emergency calls.
* Personal cell phones are to be in the student’s backpack and in the off position during school hours, 9-3:00.
* Electronic devices shall not be brought into classrooms during assessments, semester exams, or other testing situations.
* Teachers & administrators reserve the right to confiscate a student’s electronic device if it is interfering with curriculum/instruction.

<https://www.washoeschools.net/cms/lib/NV01912265/Centricity/Domain/355/documents/parents/AR%205810%20Electronic%20Devices.pdf>

**Personal Belongings:**

* All students are responsible for instruments, books, equipment or other items they bring to campus.
* Cell phones are to be off and in the student’s backpack while on campus.
* We discourage students from bringing toys to school. Students will be held responsible for their toys and/or personal belongings that are brought to school.

**Library Services:**

* The school library is a valuable resource. Books are your child’s responsibility to keep safe. Please remind your child to return the books when they are due. Parents and students are responsible if a book gets lost or damaged.

**Enrollment:**

Items needed to enroll a student at Alyce Taylor:

New to District and/or incoming Kindergarteners

1. Birth Certificate
2. Shot record – originals.
3. Proof of Residence – Utility bill or rental agreement
4. Parent ID

Coming from Washoe County School

1. Proof of Residence – Utility bill or rental agreement
2. Parent ID

All Students entering Washoe County School District from another school district must be in compliance with Nevada State Law NRS 392.435. It states that the students be immunized for Diphtheria, Pertussis, Measles, Mumps, Rubella, Polio, Varicella, Hepatitis A & B. Beginning July 1, 2018, parental history of chickenpox disease will not be accepted as proof of immunity.

Parent/ Guardian or student must present to the school, upon enrollment, an immunization record stamped or signed by their physician or health care provider. Copies of records are acceptable.

THERE IS NO GRACE PERIOD.

**Withdrawal of Student(s):**

To withdrawal a student from Alyce Taylor it is required that the parent or guardian sign a withdrawal form. The form is in` the office.

**Health:**

Should your child become ill or get hurt at school, a clinical aide or nurse will attend to the child’s immediate needs. The school will make every attempt to contact you to pick them up. Please do not send your child if he/she has the following symptoms:

* Please see the 2022-2023 Screener [HERE](https://www.washoeschools.net/Page/15199)
* Vomited or had diarrhea in the last 24 hours.
* Has a fever of 100.4 or higher.
* Obvious severe cold symptoms (severe congestion, cough, or sore throat).
* Eyes that itch, burn, are bloodshot, or draining (these can be symptoms of conjunctivitis or pink eye which is very contagious).
* If a child has been diagnosed with an illness that requires antibiotics, the child may return to school after being treated for **24** hours.
* Please make sure all emergency phone numbers and information are up to date.

**Medication:**

* If it becomes necessary for a student to take any form of medication at school, a Consent and Request form (HS75-320A) signed by the parent/guardian and physician must be presented to the clinic. The request may be written on a physician’s prescription pad and must be accompanied by a written request from the parent/guardian. All medication must be sent in prescription bottles which are clearly labeled with the appropriate directions for administrating the drug. All medications will be kept in and dispensed through the clinic. No medication of any kind is to be in the student’s possession without consent from the school nurse.
* <https://www.washoeschools.net/Page/2895>

**Immunization Policy:**

All Students entering Washoe County School District from another school district must be in compliance with Nevada State Law NRS 392.435. It states that the students be immunized for Diphtheria, Pertussis, Measles, Mumps, Rubella, Polio, Varicella, Hepatitis A & B. Beginning July 1, 2018, parental history of chickenpox disease will not be accepted as proof of immunity.

Parent/Guardian or student must present to the school, upon enrollment, an immunization record stamped or signed by their physician or health care provider.

Copies of records are acceptable. THERE IS NO GRACE PERIOD.

<https://www.washoeschools.net/Page/2890>

**Religious/Medical/Medial Exemptions:**

Any parent desiring an exemption from the immunization policy for religious or medical reasons must submit a letter to the WCSD Board of Trustees at the time of enrollment. The students may be enrolled immediately pending the Board’s decision. The school will be notified of the decision. Children in Transition (CIT) students will not be excluded for lack of immunizations.

**Emergency/Crisis Procedures:**

We have developed a plan at Alyce Taylor that enables us to provide the best protection for our students and staff. We have monthly practice drills in an effort to make our actions automatic in the event of a real emergency situation. To keep our students safe and secure, it is imperative that families strictly adhere to the following:

If there is a major crisis, you will be notified by the school through Connect-Ed message. **It is very important that we have a current phone number so that we can reach you in case of emergencies.**

* In the case of a **major** emergency, where it is necessary to evacuate students from the school, NO ONE will be allowed to take students from the school. It is mandatory that we account for all students. Students may be evacuated to a safe location by school district buses.
* Only PARENTS or INDIVIDUALS you have listed on your emergency contact information would be able to pick students up from our new evacuation location.
* Do not come to school if you hear of an emergency until you hear from the school that it is safe. Private vehicles and extra people may block the passage of emergency vehicles or impede the safety of the students.

**Emergency data:** It is the responsibility of the parent to furnish emergency information including home, work, and third contact phone numbers; as well as current home address. This information is vital should we need to contact you due to illness or an accident at the school. Please inform the office in writing immediately should any changes occur.

**Field Trips:**

Field trips are scheduled by individual teachers or grade levels to enhance the required curriculum for that grade level. We reserve the right to keep students that chronically misbehave at school from attending field trips. These decisions are at the discretion of the classroom teacher, Dean, and Principal. Students who are not allowed to participate in field trips because of behavioral issues will be supervised in another classroom for the duration of the field trip. **(Remember, you need to turn in a Volunteer Form 3 weeks in advance if you want to chaperone.)**

**Lost and Found:**

A lost and found bin is located just inside the front doors. Parents may check it at any time. It is always a good idea to mark your child’s clothing for easy identification. Students are discouraged from bringing toys, games, or any valuables as we are not responsible for lost items. The items in the Lost and Found are donated to charitable organizations at the end of year quarter.

**Report Cards:**

Your child will receive a report card four times per year. Although there are two parent/teacher conferences scheduled per year, you are encouraged to contact the teacher with any concerns. Ribbons are rewarded for students who have demonstrated exemplary behavioral, academic and attendance achievements.

Report cards will be sent home with students on the following dates:

* 11/1/23
* 1/18/24
* 4/10/24
* 6/7/24

**School Pictures:**

School pictures are taken by Bell Photography. Alyce Taylor picture days can be found on the school calendar, which is also located on the school website.

**Student Drop-Off & Pick-Up:**

Gates:

* Gates are always locked from bell to bell.
* Drop-off – Gates open at 8:40 a.m.
* Pick-up – Gates open at 3:00 pm. Parents and students must exit through the gates and avoid passing through the hallways unless there is a need.
* Other Washoe County School District students are asked to make arrangements to pick up siblings/relatives outside the gates or in front of the school.

Buses:

* To register your child for transportation and bus schedules, please click on: [Transportation / Department Homepage (washoeschools.net)](https://www.washoeschools.net/Domain/73)
* The main bus loading zone is on Rosetta Stone.
* The special education bus loading zone is at the blue zone in the front of the school.
* Students will exit the bus and go straight to the playground, beyond the red lines so a duty teacher can see them.

Single Point of Entry:

* During official school hours (9:00 am – 3:00 pm) everyone must enter Alyce Taylor through the main entrance.
* If a visitor needs entry during official school hours, they will have to sign-in and sign-out with the office and identification will be verified.

Leaving the school:

* Taylor students must use the marked crosswalks when coming and leaving school.
* Students and families should stay on the sidewalk all the way until they reach a crosswalk.

**School Volunteers:**

Parents and extended family members are welcomed as volunteers at Alyce Taylor. For the safety of all children, WCSD has a volunteer screening policy which requires that all volunteers complete a School Volunteer Application with a picture ID check (driver’s license, passport, etc.) and submit to a background check. Some volunteer opportunities, such as regular volunteers, overnight chaperones, and volunteer coaches, also require fingerprinting. Applications are available in the school office or on the WCSD webpage at <https://www.washoeschools.net/Domain/91>. Most volunteers may begin volunteering 3 weeks after the volunteer application has been turned in to the school office, unless otherwise notified, and is good for a twelve (12) month period.

Volunteers assist with school activities under the supervision and direction of school personnel. Volunteers shall abide by district and school policies and practices. Additionally, volunteers are directed to check in with the office each time they visit and wear the volunteer identification. We expect our volunteers to practice confidentiality when working with staff members and students.

**WCDS Volunteer Screening & Background Checks Policy:**

* <https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1501_Reg-Volunteers-v1.pdf>

**WCSD Protocols for Visitors to District Property Policy:**

* [WCSD Visitor Policy.pdf (washoeschools.net)](https://www.washoeschools.net/cms/lib/NV01912265/Centricity/Domain/429/WCSD%20Visitor%20Policy.pdf)