

DESERT HEIGHTS ELEMENTARY  
SCHOOL/FAMILY HANDBOOK



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# **Welcome to Desert Heights Elementary School**

We are so excited for you to be attending Desert Heights Elementary for the 2024-2025 school year. Our school prides itself on partnering with families, providing inclusive, safe, learning environments where all students can learn, and helping student become lifelong learners.

This handbook is a way of communicating important information about our school. It has been compiled to serve as a convenient reference and to assist you in answering questions about school policies and expectations.

As a staff, we believe that schools are for children; that our purpose as educators is to create an environment necessary for the academic and social growth of every child.

Your questions, concerns, and suggestions are always welcome. We look forward to working in partnership with you this year!

Sincerely,  
David Frydman, Principal



# General Information

## **Desert Heights Elementary School**

13948 Mt. Bismark Street

Reno, NV 89506

(775)677-5444



**Office Hours: 9:00a-4:00p**

**School Hours: 9:30a-3:30p**

**Wed: 9:30a-2:45p**

## **Administrative Office at Desert Heights Elementary**

- David Frydman, Principal
- Chrystal Spraggins, Assistant Principal
- Juana Maya, Administrative Secretary
- Presilia Stevenson, School Clerk
- Irene Zaraco, FACE Liaison
- Maria Lanyi, Clinical Aide

# Mission Statement

Through an equity lens, all teachers intentionally and collectively plan for and reflect on instruction and teach grade level standards to provide all students opportunities to succeed.

# Vision Statement

We have a moral obligation to assist students in developing their skills and talents as they learn about themselves and the world around them, and work toward reaching their highest potential.

# Expectations

**H**ave Respect

**O**wn your actions & Choices

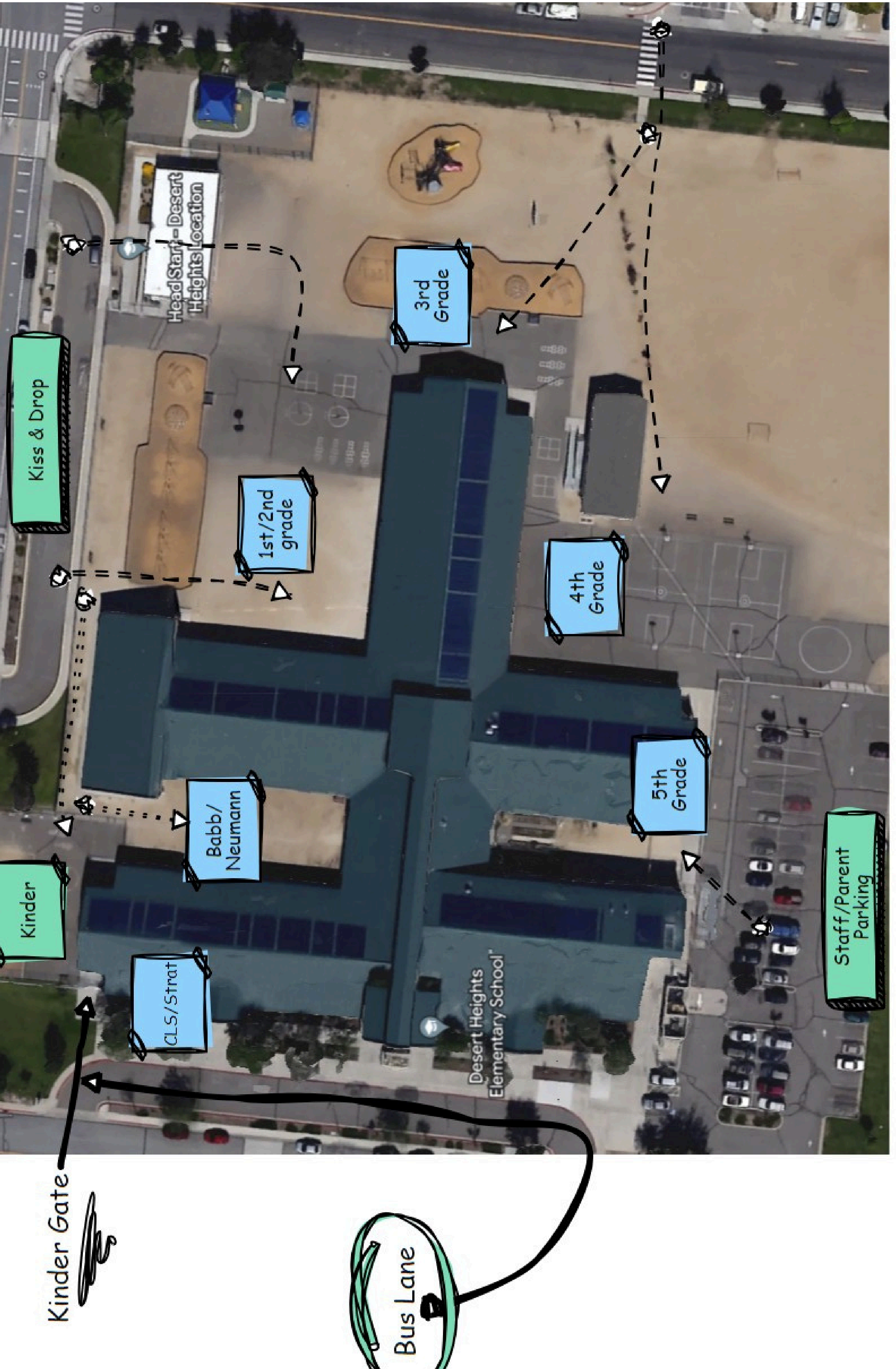
**W**ork to Succeed

**L**earn by Leading





# Arrival/Dismissal Map

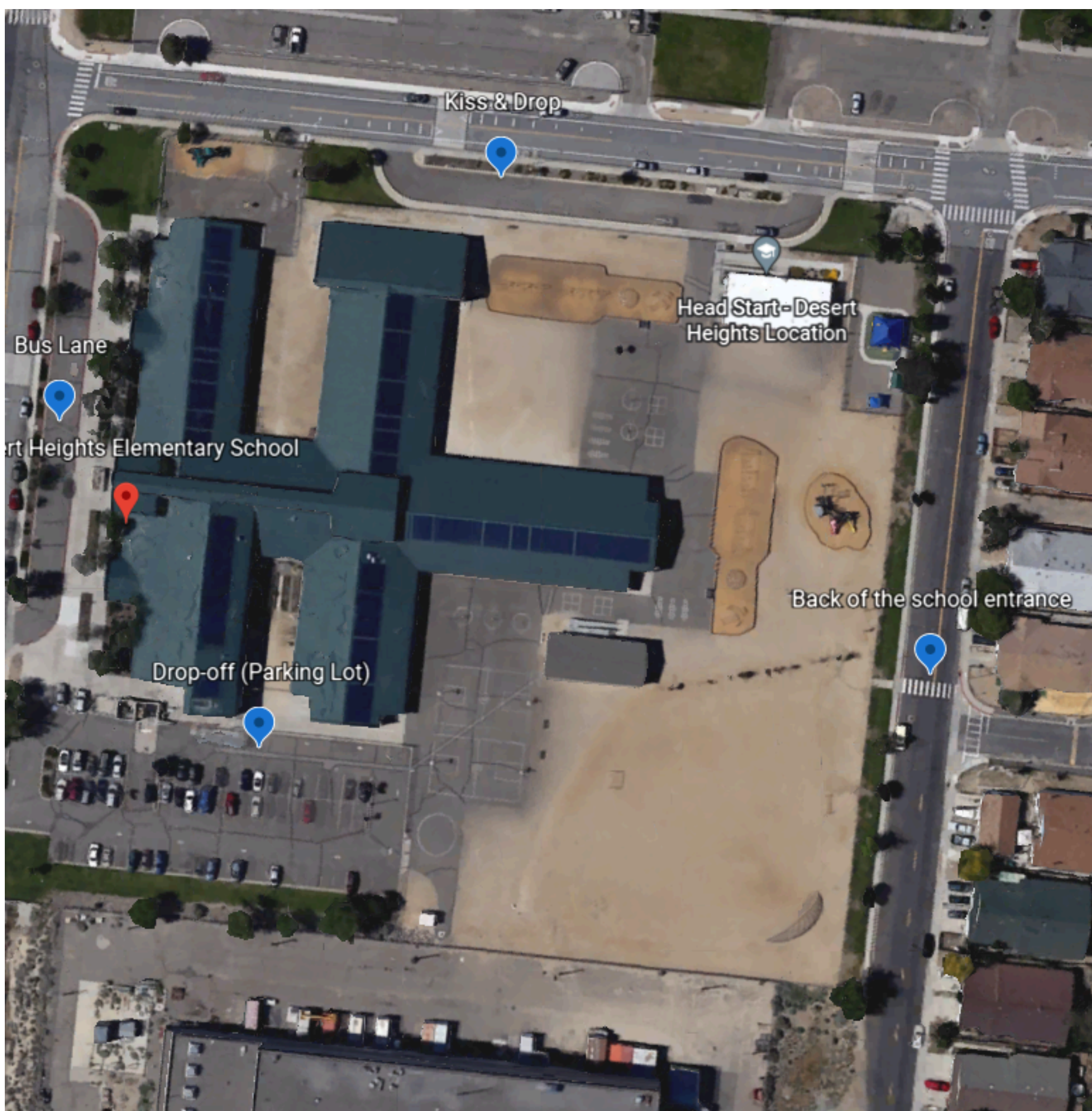




# Arrival/Dismissal Procedures

## School Arrival

Students may arrive at school between 9:15-9:30 (school day starts at 9:30 am. Parents dropping their child off should use the Kiss & Drop on Echo Ave., the parking lot on Mt. Bismark or the Mt. Babcock gate entrance. For the safety of your children, please follow the directions given by the staff members and volunteers. The school has staff supervision at gate entrances and throughout the campus while parents drop off their child at the Kiss & Drop, or walk them to the main entrance gate. For more information please visit <https://www.washoeschools.net/Page/16920>



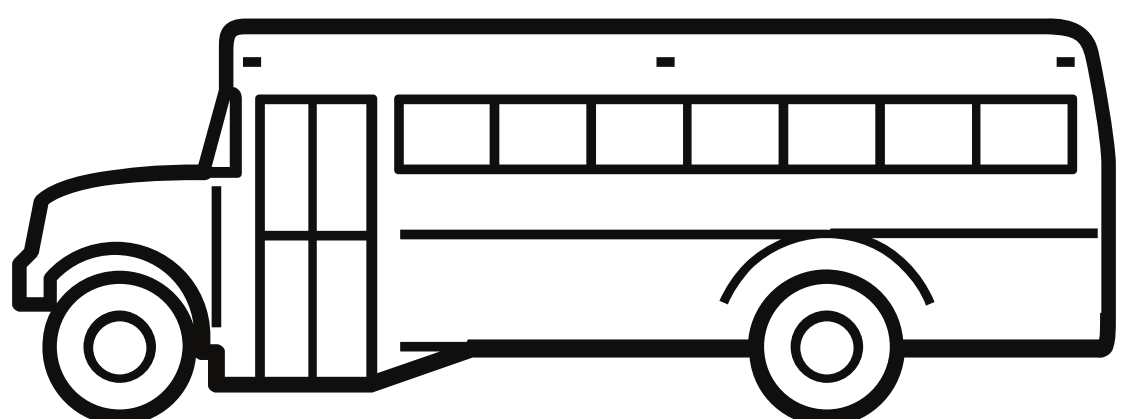
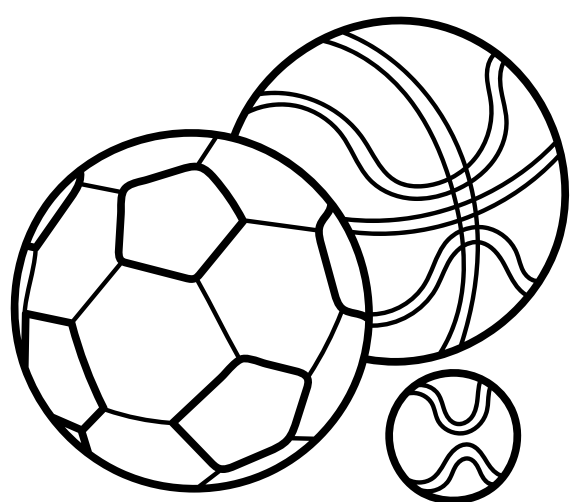


# Arrival/Dismissal Procedures

## School Dismissal

Definitions of Dismissal Options: Please make sure you inform your child's teacher of the regularly scheduled dismissal plan for your child. (\*\*NOTE: if you change plans from your regular dismissal, PLEASE notify the teacher prior to that, last minute messages cannot be delivered to students in the classroom)

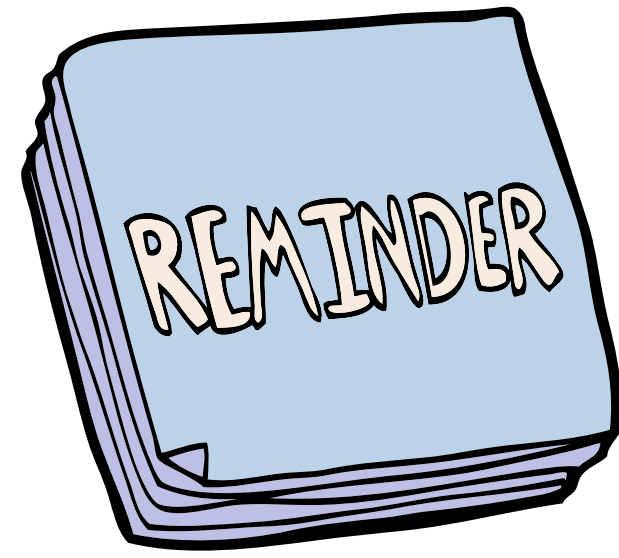
- **“Car Riders”**- Students whose parents will use the the Kiss & Drop, parking lot, or other area to pick up their child by car.
- **“Walk-Up Parent”**- Students whose parents will park their car and walk to the classroom line to meet their child, and then walk back to the parked car with their child.
- **“Bus Rider”**- Students who will take the bus to go home. Students will either walk or be escorted to the bus lines on the playground prior to getting on the bus. All bus riders will get bus tags.
- **“Team-Up”**- After-school care program at our school. (Begins at 3:30p.m.) Team up Staff will meet the students in a designated area on the blacktop.
- **School-sponsored clubs/sports/activities** - (Begins 3:35 p.m.)





# Arrival/Dismissal Procedures

## Dismissal Reminders



- When parking in the Kiss & Drop on Echo Ave., please move forward as far as you can so that we can fit as many cars as possible in that area.
- **Please do not leave your car unattended when parking in the Kiss & Drop. You can stand by the fence; when the cars move up, you will have to move your car up as well.**
- If making any changes to your child's pick up routine, please ensure the classroom teacher is aware of the changes. For ex: If your child usually takes the bus but you want to pick them up, please make sure the classroom teacher knows well before pick up.
- If you are unable to pick up your child and are sending someone else to pick them up, please notify the school with as much advanced notice as possible and ensure they are in IC to pick up.
- For the safety of your child, please bring identification when you are picking up your child. We are unable to release a child unless we can verify the identity of the person picking up.

# Attendance Policy

Attendance is extremely important and is a focus at Desert Heights Elementary. The state of Nevada tracks student attendance and Desert Heights is held accountable for students attending school.

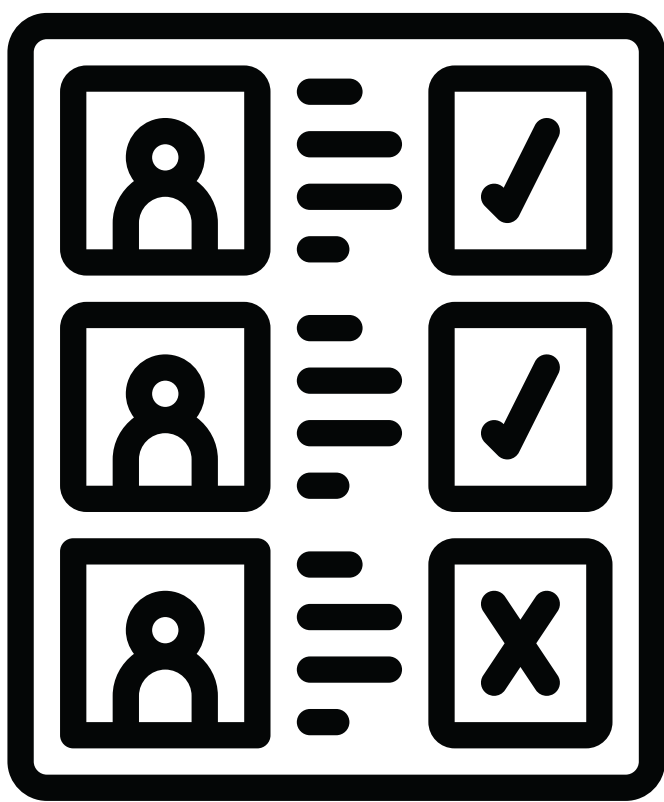
Aside from state reporting, students need to learn the life skill of arriving on time to school every day.

If your child is absent from school, notification must be received by the school within three school days after their return, or the absence will be deemed unexcused.

Please be aware, ten (10) consecutive days absent without any contact with the school will be cause for automatic withdrawal from Desert Heights ES. Twenty (20) consecutive days absent, WITH OR without contact with the school, will be cause for automatic withdrawal from Desert Heights ES.

## WCSD ATTENDANCE POLICY

## RELEASE OF STUDENTS DURING SCHOOL HOURS



# Dress Code

## **(Also see Student Uniforms)**

Dress Code policies are established with the intent of providing a safe and healthy learning environment for all students in which the focus is on learning.



Here are some general dress code guidelines:

- Clothing shall not contain unprotected speech including, but not limited to: obscene, vulgar, or profane language or illustrations; and, nothing that promotes an illegal activity, domestic abuse, gang membership, battery, assault, or any other civil or criminal conduct which would violate state or federal law.



# **Dress Code**

## **(Also see Student Uniforms)**

Here are some general dress code guidelines:

- Clothing must cover the body from the chest/breasts to below the buttocks. This includes all private/intimate parts of the body, to include the midriff.
  - Shirts that expose the shoulders, tank tops, and thin or “spaghetti” straps that adhere to the other provisions of this dress code are allowed.
  - Undergarments shall not be intentionally exposed (e.g., bras, boxer shorts).
  - Shorts, skirts, skorts, and dresses must be an appropriate length, extending to the student’s mid-thigh.
  - Pants/bottoms with rips, tears, or mesh are acceptable but shall not reveal or expose a private/intimate part of the body nor cause a safety concern.
  - Nylons/panty hose/tights may be worn as an undergarment under clothing but not alone as pants/bottoms.
  - Leggings, to include yoga pants, are acceptable worn as pants.

# Dress Code

## (Also see Student Uniforms)

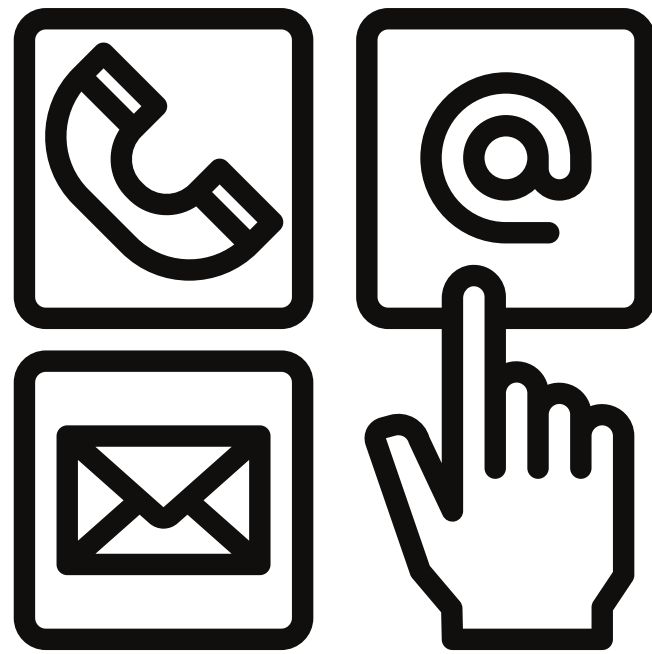
Here are some general dress code guidelines:

- Head coverings which are neither religious nor medical in nature are not permitted to be worn inside a school building during school hours (e.g., sweatshirt hoods, ball caps, cowboy hats).
- 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.



**Student Dress Code Policy.**

# Effective Home/School Communication



At Desert Heights Elementary, we believe that effective home/school communication is essential for a successful school experience, and we value the important role that parents play in supporting the academic success of children at school. Our teachers and staff strive to maintain a positive school climate where all students can learn and feel safe at school.

We know that working with children, parents may have questions, concerns, and students may encounter conflict. We want to work together to solve issues that may arise in a positive and timely manner. Therefore, we have developed the following guidelines to ensure effective communications between home and school, and we appreciate your cooperation.



# Effective Home/School Communication

## **BE PROACTIVE**

If you have a question or concern, be proactive and ask the teacher for an appropriate conference time or email your question.

## **START WITH THE TEACHER**

If you do have a concern, please bring it to the attention of the teacher right away so it can be addressed.

## **SCHEDULE A TIME FOR A CONFERENCE**

Face-to-face scheduled conferences are preferred, at a time that has been pre-arranged with the teacher and is mutually convenient for parent and teacher.

## **ALLOW SCHOOL STAFF TO THOROUGHLY INVESTIGATE**

Please keep in mind when your child reports something to you that may be of concern, that often, there is more information to the situation than your child may be aware of, or know. Parents should never address another parent or another child regarding a concern. Once you bring the concern to school staff, allow staff to speak to those involved and other witnesses to gather all of the information related to the matter.

# Effective Home/School Communication

## **TIME-SENSITIVE MESSAGES FOR TEACHERS**

If you have an urgent or time-sensitive matter that needs to be communicated to the teacher during the instructional day, please call the school office and leave a message with the office staff. Please note that to avoid interrupting instruction, only messages deemed extremely urgent by administration will be delivered during instructional time.

## **CONTACTING ADMINISTRATION**

Desert Heights administrators are committed to creating a positive school climate where all students can learn and grow academically. We believe that all parents have dreams for their children and want the best for them.

Administration will ask that you first attempt to resolve the concern with the classroom teacher. However, administration is more than happy to meet with parents to discuss any questions or concerns.

## **SCHEDULE APPOINTMENT WITH MR. FRYDMAN**

# Effective Home/School Communication

## **COMMUNICATION FROM ADMINISTRATION**

Administration will communicate in a variety of ways to make sure the Desert Heights community is up-to-date with all important information.

- [Desert Heights Elementary Website](#)
  - The website is updated weekly with important information. When there is a 2-hour delay or cancellation, the website will reflect that information
- [Weekly Newsletter \(The Coyote Pride\)](#)
  - Mr. Frydman sends out a weekly newsletter called The Coyote Pride. It will reach your in-box over the weekend for the following week.
- [ClassDojo](#)
  - ClassDojo is an online app that helps us communicate with families. Many of our teachers communicate through Dojo.
- EdConnect
  - EdConnect allows the school to send emails and voice messages to families. If you are enrolled in the school, you will automatically receive these messages. The Coyote Pride Newsletter is also sent through EdConnect to all families.
- [Facebook](#)
- [Twitter](#)





# **E-Mail & Internet**

The Washoe County School District establishes protocols related to the issuing and use of e-mail and e-mail accounts by students in the Washoe County School District.

## **STUDENT EMAIL POLICY**

## **RESPONSIBLE USE & INTERNET SAFETY**



## **Emergency Contact Info.**

It is extremely important for the school to have current home and emergency telephone numbers listed in Infinite Campus, as well as your current address so that you may be notified in case of an accident, illness, or emergency. If this information changes throughout the year, please inform the office as soon as possible.

# Home Learning (Homework)

Desert Heights Elementary expectation is that homework will be assigned daily from Monday through Thursday. Additional assignments may be assigned to meet student needs, focus on special projects, or complete make-up work. The purpose of homework is to practice and maintain previously learned skills from the classroom. Additionally, homework builds responsibility, develops study habits, and promotes adult involvement in the child's education. Along with regular homework, your child will be required to read on average 15 minutes per night in the primary grades and at least 20 minutes per night in the intermediate grades seven days per week.

## **HOMEWORK – DAILY AVERAGE PER GRADE LEVEL**

### **Average Daily Homework Time:**

Kindergarten 5-10 minutes

1st Grade 10-15 minutes

2nd Grade 20 minutes

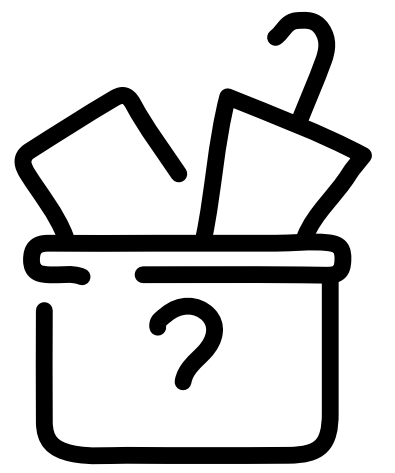
3rd Grade 30 minutes

4th-5th Grade 40+ minutes

**WCSD HOMEWORK POLICY**



# Lost and Found



Children are sometimes inclined to lose personal belongings at school. Please mark all items clearly with your child's first initial and last name. Clearly labeling your child's belongings will help us to return items quickly. Students can claim lost items by checking the Lost and Found located by the MPR room. Small items such as money, purses, jewelry, glasses, keys, and cell phones can be claimed in the school office. Throughout the year, accumulated unclaimed clothing and other items will be donated to local charities.

## Medication



If a child under a physician's care is well enough to be in school, but requires medication during the school day, parents must contact the school and sign a legal release form. Medications must be in the original prescribed container and must be kept in the health office. Please do not send over-the-counter medications with your child. Under no circumstances is the school allowed to administer any medication to a student without a prescription.

# Parties & Celebrations

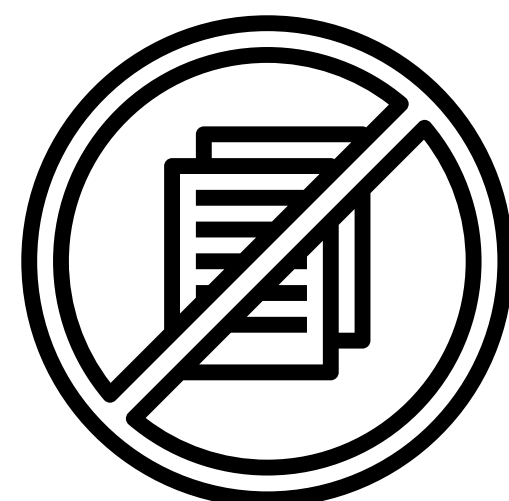


- School-wide celebrations for students in grades PK – 5 may be held to recognize special holidays/events that are related appropriately to instruction. Details of school-wide celebrations will be announced during the year. Parents may be asked to assist teachers with special preparations.
- **Birthday Celebrations** - Prior to celebrating your child's birthday at school, please contact the classroom teacher. Classroom instructional time is not to be used for birthday celebrations. If the classroom teacher agrees, it is required that all food items be prepackaged (not homemade) and it is recommended that items be individually wrapped. The classroom teacher will also check for student allergies prior to handing out any treats.

## Plagiarism & Cheating

This administrative procedure shall describe and define protocols related to plagiarism and cheating.

[Plagiarism and Cheating Policy](#)





# Registration

If you are ready to begin the registration process, we've outlined the steps below. If you want to learn more about all of the educational opportunities, programs and activities within WCSD, please scroll down.

If you have a returning WCSD student and are familiar with our Infinite Campus Parent Portal, [please proceed to the login page](#) to continue. The process is the same if you have a new incoming student to the district.

If you have an incoming kindergarten student or a student new to WCSD and do not have another student currently enrolled in a WCSD school, [please begin online registration by signing up on the Infinite Campus Parent Portal](#). Once you complete the online registration, bring the required documents - birth certificate, immunization record and proof of address, to the school to finalize the registration process.

Learn more about [immunization requirements](#) for school.



# Safe & Respectful Learning Environment

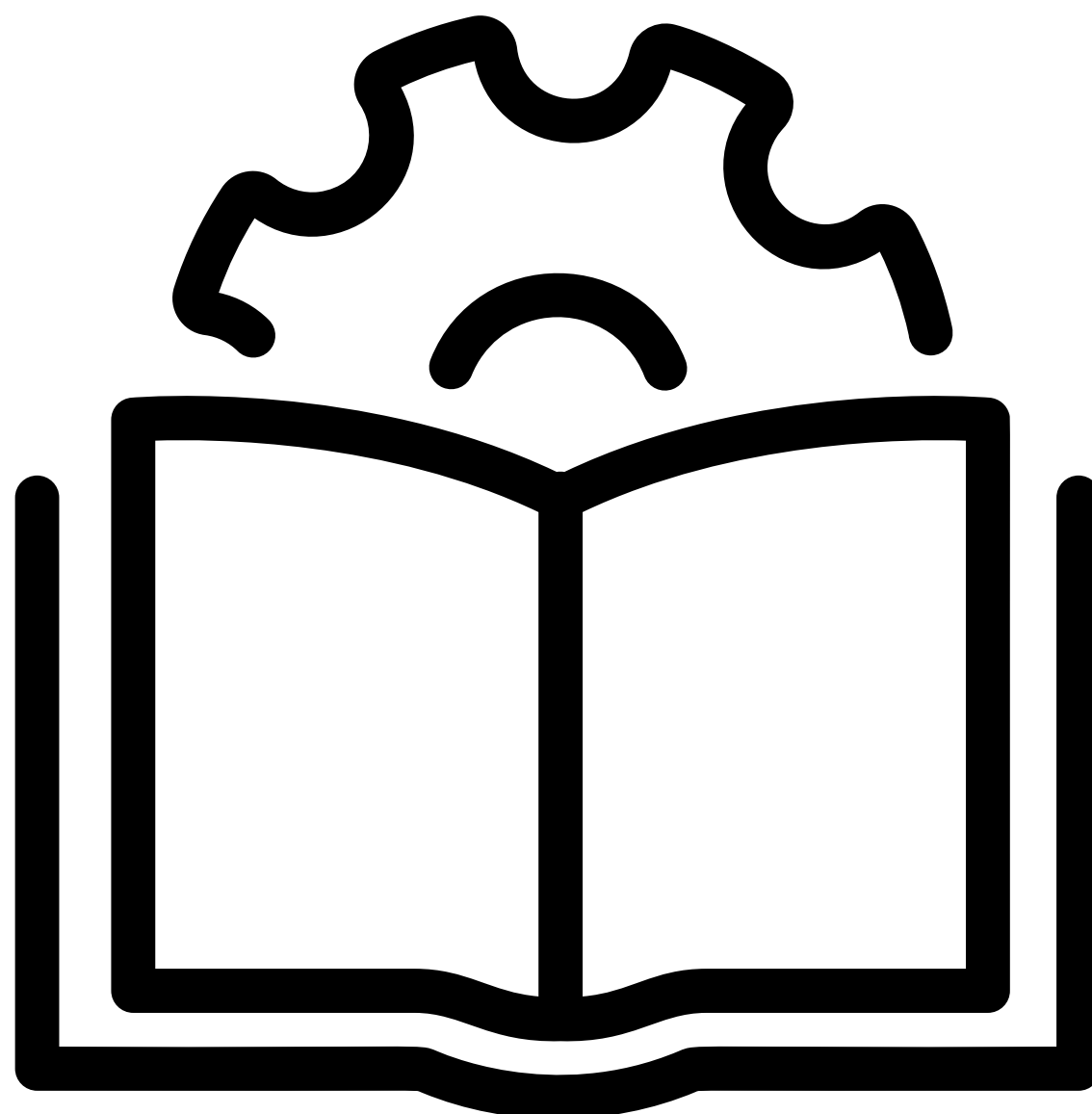
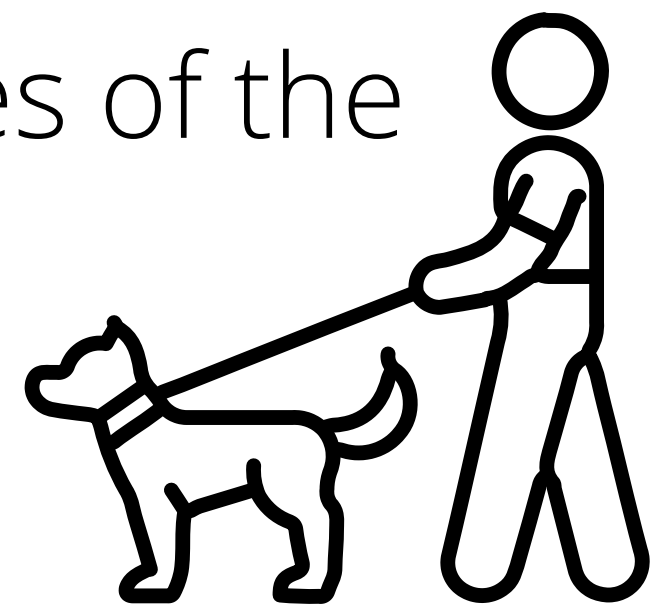
The Washoe County School District seeks to create a safe and respectful learning environment free from race discrimination, bullying, and cyber bullying in order for students to achieve success.

**[Safe & Respectful Learning Environment Policy](#)**

## Service Animals

The Washoe County School District established the guidelines related to the use of service animals on the properties of and at the activities of the Washoe County School District


**[Service Animals Guidelines](#)**



# Student Expectations & Behavior

School expectations provide students with the consistency and structure necessary for academic success. All Doral students are expected to follow the school rules:

- Have Respect
- Own Your Actions & Choices
- Work to Succeed
- Learn by Leading

 Cafeteria	H Have respect	O Own your actions & choices	W Work to succeed	L Learn by leading
Assemblies	Enter and sit quietly Attention on the presenter by listening with both eyes and ears Voices off unless prompted by an adult Thank the speaker after the assembly	When in line, keep your arms at your side, move quietly and stay in your place in line Stay seated in your spot while facing forward Transition quietly	Be positive and enjoy the presentation Watch teachers for directions Be an active participant by being a good listener and responding when asked	Applaud with hands not voice Set a good example Wait quietly Use "Quiet Coyote" signal to help neighbors stay focused
Playground	Take turns and share Use kind words Be a good sport and play by the rules Pick up and throw away trash even if it's not yours Listen and follow directions from adults	Keep hands, feet, and objects to yourself Freeze at the long whistle; Walk or skip at the double whistle. Bring in your own belongings and school equipment	Be positive and ask others to play Line up quickly and quietly for your teacher Use the equipment safely Stay in designated area	Make good choices Encourage and help others understand the playground expectations Be a problem solver Report any major problems or issues to an adult
Bus	Be a good passenger Follow the bus driver's directions and all bus rules Keep the bus clean Line up along the wall when waiting to load	Use a noise level 2 Use kind words Keep hands, feet, and objects to yourself Keep track of your belongings in line and on the bus	Be on time at the bus stop before school Make good choices at the bus stop and on the bus Go directly to the bus line after school Go directly home after exiting the bus	Use "Quiet Coyote" signal to help neighbors stay quiet Stay seated and face forward Be a role model for others on the bus and at the bus stop Stay safe as you exit the bus – watch for cars
Bathrooms	Use time wisely – Go, Flush, Wash, Toss Respect privacy Wait patiently for your turn Use the bathroom at an appropriate time	Keep yourself and the bathroom clean and germ-free Use toilets, urinals, sinks and mirrors as designed Use a hall pass outside the classroom	Use the appropriate bathroom Quickly and quietly take care of business Transition back to class quickly	Make good choices Be safe Report any major problems or issues to an adult Set a good example
Hallways	Walk in a line Follow directions Use a noise level 0 Quietly stand in place while waiting in the hallway Admire hallway decor with eyes only	Walk and be purposeful in hallways Always have a hall pass Keep hands, feet, and objects to yourself	Transition to your destination quickly Quickly and quietly take care of business and return to class	Keep walls, halls, and windows clean When in line, keep your arms at your side, move quietly and stay in your spot Set a good example
Arrival/Dismissal	Make everyone feel welcome and comfortable Follow the expectations Keep hands, feet, and objects to yourself	Arrival: Go to designated playground and stay in designated line. Dismissal: Exit designated hallway doors unless a bus rider Bus riders - Go directly to the bus line after school Wait for staff to pick up. Walk around the building	Come on time and come prepared Wear your uniform and have weather appropriate clothing Lock bikes and scooters in bike rack	Help others Make good choices Be safe – use crosswalks Respectfully wait for the gate to be open Quickly go to afterschool program, pick up sibling, or go home Report any major problems or issues to an adult
Community/Field Trips	Show kindness to yourself and others Respect your neighborhood and communities' belongings Practice good manners Follow directions from adults/leaders	If needed, apologize and make it right Accept the outcome of your choices and actions Make good choices Be a responsible citizen Stay with your assigned group Be a good team player	Follow directions Have a positive attitude Ask for help when needed Learn from your mistakes	Set a good example Represent our school in a positive way Be an active participant Encourage and help others make good choices Report any major problems or issues to an adult
Classrooms	Use a noise level identified by the teacher Attention on the speaker by listening with both eyes and ears Keep hands, feet, and objects to yourself Treat school materials with kindness Respect other's comments, opinions, ideas, reasonings, and differences	Participate in learning - ask questions Keep your area clean and organized Be prepared to learn Complete your work	Have a growth mindset Learn from our mistakes - they are expected, respected, and inspected Be positive and try your best Transition quickly Follow directions	Use kind words and constructive feedback Encourage, listen, and work with others Inspire others to improve Engage in random acts of kindness Report any major problems or issues to an adult

Download HOWL Matrix



# Student Expectations & Behavior



## Desert Heights Elementary - PBIS Acknowledgement Matrix

Type	What?	Who?	When?	Where?	How?	Why? Purpose
<b>High Frequency:</b> In the moment, predictable, happens all the time	<ul style="list-style-type: none"><li>Coyote Cash</li><li>Digital QR Code-Individual Reinforcement</li></ul>	Any staff member in building (classified & certified)	When any student exhibits HOWL behavior.	Throughout the school. Coyote Cash are in Assistant Principal's office.	Staff member gives Coyote Cash when behavior is exhibited. QR Codes are scanned with cell phone or tablet and online form is filled out.	To acknowledge students for displaying positive behavior expectations.
<b>High Frequency:</b> In the moment, predictable, happens all the time	<ul style="list-style-type: none"><li>Coyote Paws Group Reinforcement</li></ul>	<ul style="list-style-type: none"><li>Any staff member in building (classified &amp; certified), or Parent</li></ul>	<ul style="list-style-type: none"><li>When any student exhibits HOWL behavior.</li></ul>	<ul style="list-style-type: none"><li>QR Codes or posted <u>through out</u> the school for any adult recognizes classes following the HOWL in common areas can bring up the reinforcement form.</li></ul>	<ul style="list-style-type: none"><li>Staff members or parents gives Coyote Paws when behavior is exhibited. QR Codes are scanned with cell phone or tablet and online form is filled out.</li></ul>	To acknowledge whole classes for displaying positive behavior expectations.
<b>High Frequency:</b> In the moment, predictable, happens all the time	<ul style="list-style-type: none"><li><del>Bucketfillers</del></li><li>Affirmations</li></ul>	<ul style="list-style-type: none"><li>Staff to Student</li><li>Student to Student</li><li>Student to Staff</li><li>Staff to Staff</li></ul>	<ul style="list-style-type: none"><li>At discretion of staff</li><li>Prior to staff meetings</li><li>In the Monday Morning HOWL</li></ul>	<ul style="list-style-type: none"><li>In the classroom</li><li>Staff Meetings</li><li>During assemblies</li><li>Throughout the school.</li></ul>	<ul style="list-style-type: none"><li>Verbal when student follows expectations</li><li>Written in the classroom and HOWL.</li></ul>	To acknowledge students and staff for kind acts and following behavioral expectations.
<b>Intermittent/ Predictable</b> Happens weekly or monthly with a focus on PBIS Expectations	Coyote of the Week	Classroom teachers choose 1 student per week who has modeled expectations outlined in the PBIS Matrix. Administration presents student with a certificate, <u>pencil</u> and rotating trophy.	<ul style="list-style-type: none"><li>Once a week; usually presented on Monday.</li></ul>	<ul style="list-style-type: none"><li>In the classroom.</li></ul>	<ul style="list-style-type: none"><li>Classroom teacher identifies a student once a week who has improved or who has modeled expected behaviors.</li></ul>	<ul style="list-style-type: none"><li>To acknowledge students on a frequent basis who have shown improvement or modeled expected behaviors.</li></ul>
<b>Intermittent/ Predictable</b> Happens monthly with a focus on PBIS Expectations	Coyote of Excellence	Classroom teachers choose 1 student per month who has modeled expectations specific to the HOWL Matrix. Each month there is a focus on: <ul style="list-style-type: none"><li>HAVE RESPECT</li><li>OWN YOUR ACTIONS &amp; CHOICES</li><li>WORK TO SUCCEED</li><li>LEARN BY LEADING</li></ul>	Once a month	In the classroom.	<ul style="list-style-type: none"><li>Classroom teacher identifies a student once a month who has modeled expected behaviors in specific area for the month.</li><li>Administration or counselor announces the student's name during lunch where they receive a doughnut, award, and book vending machine token.</li></ul>	To acknowledge students on a monthly basis who have shown improvement or modeled expected behaviors.
<b>Intermittent/ Unpredictable</b> Surprise acknowledgement, not frequent, may be based on data	<del>Coyote</del> PAWsitve Behavior Referral	Classroom teachers and school staff	<ul style="list-style-type: none"><li>At the discretion of staff</li></ul>	<u>Through out</u> the school	<ul style="list-style-type: none"><li>Teachers or staff fill out an online form.</li><li>Administration calls up the student, presents them with the <del>pawstive</del> behavior referral, and calls the student's parent letting them know what their child has done to earn the referral.</li></ul>	<del>Coyote</del> Pawsitve Behavior Referrals are <u>give</u> to students who have shown great improvement or has consistently showed specific behavior that follows with the schoolwide expectation.
<b>Intermittent/ Unpredictable</b> Surprise acknowledgement, not frequent, may be based on data (Starting Aug. 2022)	Super Sub Slips	Substitute teachers	<ul style="list-style-type: none"><li>Anytime they are in the building</li></ul>	5 Super Sub slips and directions included in sub folder/plans	<ul style="list-style-type: none"><li>Substitute is given sub slips and asked to give out to students throughout the day.</li><li>When a student receives a Super Sub Slip, they immediately go to the office.</li><li>Student gets to spin a wheel for a surprise reward.</li></ul>	<ul style="list-style-type: none"><li>To encourage students to maintain HOWL expectations while teacher is gone.</li><li>To provide a management tool for substitutes.</li></ul>



# Student Expectations & Behavior

PBIS stands for POSITIVE BEHAVIOR INTERVENTION and SUPPORT. At Desert Heights Elementary, we strive to help students develop self-discipline and accept personal responsibility for their actions.

Through Positive Behavior Intervention and Support (PBIS), we have a clearly developed school wide discipline policy, which outlines four levels of behavioral expectations along with personal consequences. Students will be able to earn incentives for following the procedures and having self-control.



## Desert Heights Elementary

## Levels of Discipline



**Level 1 (Teacher Handled)**  
**Redirect and Reteach**  
(Non-referred/Non-Recorded)

- Breaking cafeteria rules
- Breaking playground rules
- Chewing gum or eating candy except by teacher permission
- Disruptive
- Dress Code Violation
- Inappropriate behavior in the bathrooms
- Insubordination
- Loud voices/yelling
- Name Calling
- Noise Making
- Off-task behavior
- Out of seat
- Property Misuse
- Running
- Talking Out of Turn
- Tardy
- Tattling
- \*Any behavior that you need to reteach/redirect

Violation 1: Reteaching Expectation/Reinforce

Violation 2: Reteaching Expectation/Reinforce a Second Time

Violation 3: Verbal Reminder/Verbal Warning

Violation 4: Tracking Form, IC, Parent Notification, Interventions

**Level 2 (Teacher Handled)**  
**Minor Behavior Incidents**  
(Non-referred/Recorded)

- Academic Integrity
- Defiance
- Disrespect
- Disruption
- Dress Code Violation
- Forgery
- Harassment - minor
- Inappropriate Language
- Infraction of playground rules
- Lying
- Physical Contact/Aggression - minor
- Property Misuse
- Rock throwing (Not at a person)
- Technology Violation

Violation 1: Reteaching  
Expectation/Reinforce/Interventions

Violation 2: Reteaching Expectation/Reinforce a  
Second Time/Tracking Form, IC, Parent Notification,  
Interventions/ Admin Notification

**Level 3 (Teacher Handled  
with Admin)**  
**Major Behavior Incidents**  
(Referred/Recorded)

- Abusive/Inappropriate
- Language/Profanity
- Bullying
- Defiance/Insubordination
- Disrespect- severe and/or habitual
- Disruption- severe and/or habitual
- Fighting
- Habitual Discipline
- Harassment - major
- Inappropriate Location
- Physical Aggression - major
- Property Damage/
- Technology Violation
- Theft
- Threat- severe and/or habitual
- Truancy
- Vandalism

Admin Follow the WCSD Matrix

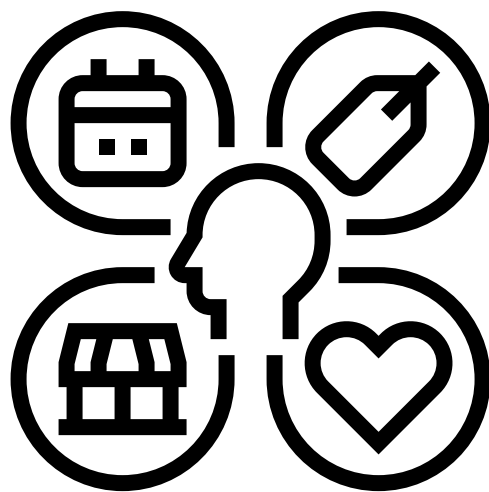
**Level 4 (Admin Handled)**  
**Illegal Behavior Incidents**  
*(Referred/Recorded)*

- Arson
- Assaults/threats
- Battery to employee causing injury
- Bomb threat
- Combustibles
- Drug use/possession
- Extreme property damage/vandalism
- Truancy
- Weapon use/possession

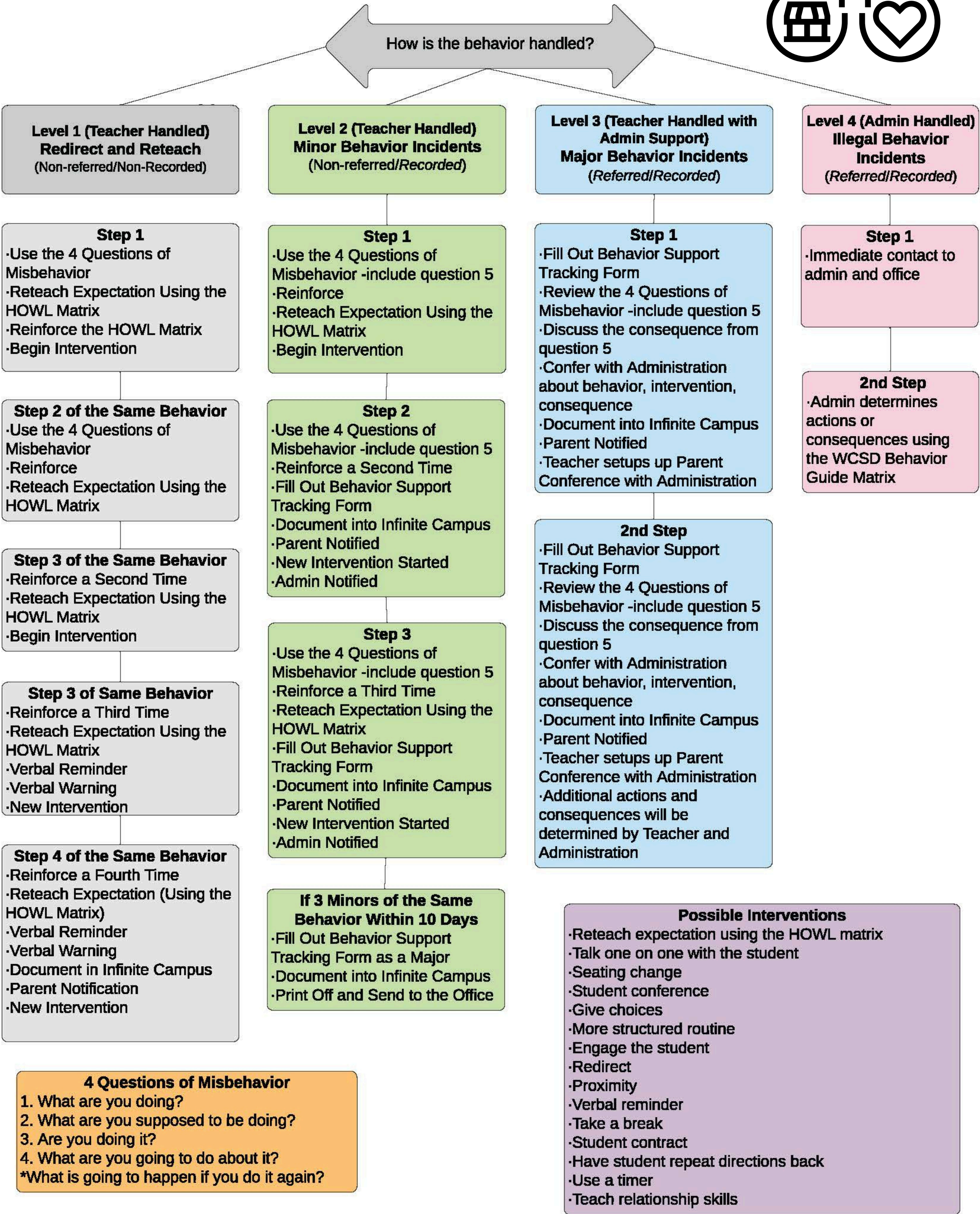
### Admin Follow the WCSD Matrix



# Student Expectations & Behavior



## Tiered Behavior Flow Chart





# Student Expectations & Behavior

## School District Behavior Documents

- **Student Behavior - Board Policy 5100**
- **Student Bullying, Harrasment**
- **Student Behavior Manual**
- **Gender Identity.**

## **Student Uniform Policy.**

- **SHIRTS/BLOUSES:**

- The approved uniform shirt is a navy blue or black with the approved Desert Heights Elementary School logo or may be plain.

- **PANTS/SHORTS:**

- Blue, black, or khaki jeans or slacks, shorts, leggings/jeggings that must be 85% black or khaki (light tan or brown). No other colors shall be allowed.

- **SKIRTS/SKORTS:**

- Must be 85% black or khaki (tan or brown). No other colors shall be allowed.

- **SWEATSHIRTS/ SWEATERS:**

- Sweatshirts and sweaters are considered outerwear and shall comply with the approved dress code.

- **OUTERWEAR:**

- Permitted over the uniform in accordance with the school's dress code. Jackets, coats, and zippered sweatshirts are considered outerwear.

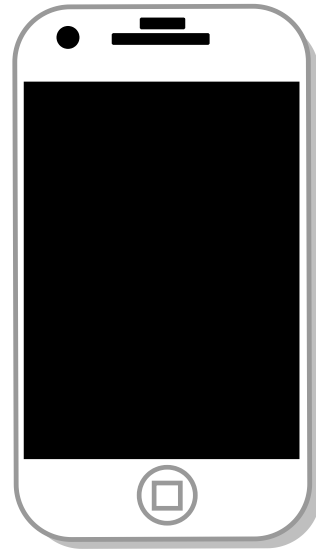
Uniforms can be bought at the following location:

Kate's Logos

1221 West 2nd Street, Reno, NV 89503



# Student Phone/ Electronic Device Policy



- Students may not use cell phones/smart watches to call or text during the school day.
- Cell phones must be turned off and left in the child's backpack while on the school campus.
- Cell phones/electronic devices are not to be used during instructional hours unless directed by the teacher. Texting is considered the same as cell phone use.
- Cell phones/electronic devices must be kept in the off position and stored in the child's backpack.
- Students using cell phones/electronic devices outside of these guidelines will be given a warning. However, after that they will have the device confiscated and it will only be returned to a parent or guardian.

**Use of Personal Electronic Device by Students**

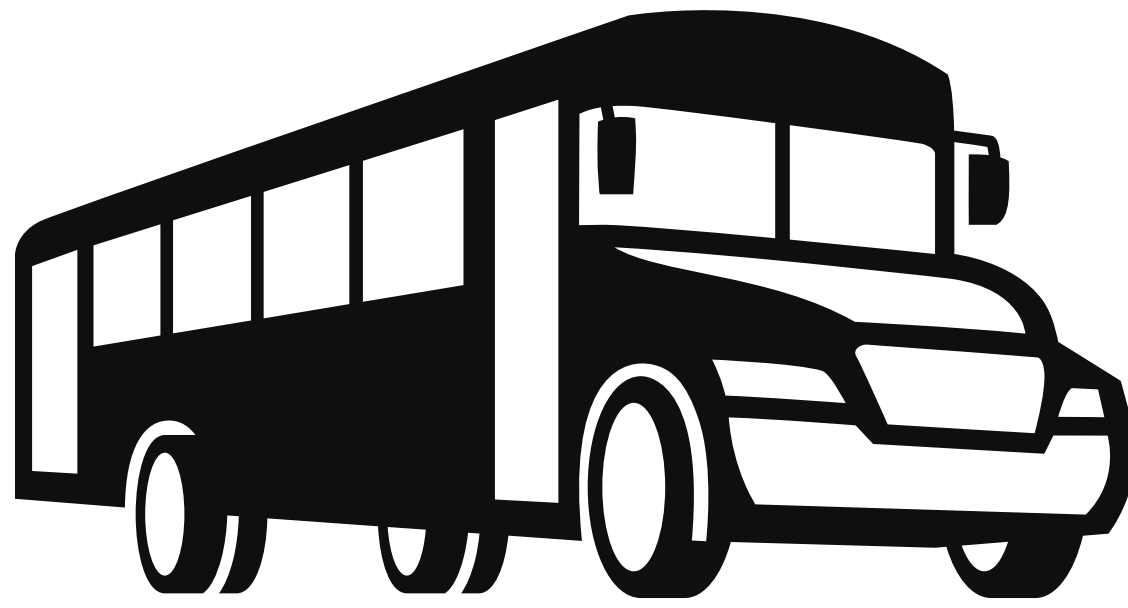
# Student Records



All requests for student records must go through ScribOrder. This includes Subpoenas. Student Accounting/Student Records fulfills all Subpoena/Attorney requests. Schools are not to fulfill Subpoena/Attorney requests. When your school receives a phone call, fax, email, request from an attorney, or a parent/guardian walk-in requesting student records, including special education records and/or DMV-Certificate of Attendance requests, please refer them to <https://washoeschoolsnv.scriborder.com>. They can also access the link by going to the WCSD homepage, hovering over schools tab, and clicking on Student Records. Student and Parents can also access the request page under the Student and Parents tab, then click on Student Records. Parents who need help with access can call (775) 861-4428 for support.

**Student Records & Information -**  
**Board Policy 5000**

# Transportation



- [School Bus Registration](#)
- [Bus Schedules](#)
- [Special Needs Transportation Guidelines](#)
- [Frequently Asked Questions](#)

## [Transportation of Students Policy](#)

### Visitors to School

Parents are invited and welcome to visit the school as long as they are scheduled with the teacher.

Visitors are required to check in at the office for a visitor's pass. It is necessary to call the school's office in advance to schedule a time that is convenient with the teacher if you wish to discuss your child's progress. Any questions or conferences should be reserved for a scheduled time when more privacy and time is available.





# Visitors to School

Also know that we cannot honor requests for relatives and friends to visit the school during the school day. Parents are not to interrupt instructional time or teacher's preparation periods without first scheduling an appointment.

- [Visitors to District Property \(BP 1505\)](#)
- [Protocols for Visitors to District Property](#)
- [Volunteer Screening & Background Checks](#)
- [Visitors' Confidentiality Agreement](#)