**Incline Elementary School**

**A dog sitting on a rock

Description automatically generated**

**Home of the Wolfpups**

**915 Northwood Blvd.**

**Incline Village, NV 89451**

**Phone: (775) 832-4250**

**Fax: (775) 832-4255**

School Contacts:

Principal- Jeana Curtis (JCurtis@washoeschools.net)

Dean- Liv Hackett (Olivia.Hackett@washoeschools.net)

Secretary- Jess Russell (jessica.russell@washoeschools.net)

Bilingual Clerk- Gabriela Ramirez (gabriela.ramirez@washoeschools.net)

Counselor- Tracy Hoerth (tracy.hoerth@washoeschools.net)

Clinical Aide- Terri Damato (tdamato@washoeschools.net)

Nutrition Services- Alejandra Cortez (inclineelementarykitchen@washoeschools.net)

Site Facilitator Coordinator- Franscico Cortez (FCortez@washoeschools.net)



**Welcome to Incline Elementary School!**

Dear Incline Elementary School Families,

Welcome back!

We are excited to begin a new year filled with learning, growth, and fun adventures together. Whether you are a returning student or a new member of our school community, know that you are valued and supported here. Let’s embark on this journey with enthusiasm, kindness, and a willingness to make this year the best one yet! Here’s to a year filled with laughter, friendship, and academic excellence. Let’s make every day count!

Within this handbook, you will find important information regarding district and school policies and procedures. Our Welcome Back Night will be held on Tuesday, September 10. As a family, please discuss the information found in this handbook and be aware of the policies and procedures that are in place for the 2024-2025 school year! Our calendar will be sent out soon.

If you have any questions or concerns, please call (775) 832-4250.

Thank you,

Ms. Jeana Curtis, Principal

**Teachers**

**Incline Elementary School- www.washoeschools.net/inclinees**

**PK**  **General Resource**

ECE Ms. Saxe ([LSaxe@washoeschools.net](mailto:LSaxe@washoeschools.net)) Mrs. Conroy

Danielle Pearson (Email not available) (Stephanie.Conroy@washoeschools.net)

Ms. Schildge

([KSchildge@washoeschools.net](mailto:KSchildge@washoeschools.net))

**Kindergarten**

Ms. B ([JRumball@washoeschools.net](mailto:JRumball@washoeschools.net)) **SPED-CLS**

Ms. Guasch ([Deanna.Guasch@washoeschools.net](mailto:Deanna.Guasch@washoeschools.net)) Ms. Matteson

(Megan.Matteson@washoeschools.net)

**1st Grade** **Speech**

Ms. Durk ([Amber.Durk@washoeschools.net](mailto:Amber.Durk@washoeschools.net)) Ms. Meyer

Ms. Wijkhuijs (Pronounced Vikehouse) (mmeyer@washoeschools.net)

(josien.wijkhuijs@washoeschools.net)

**ELL**

**2nd Grade** Mrs. Keilty

Mrs. Korinek ([PKorinek@washoeschools.net](mailto:PKorinek@washoeschools.net)) (LKeilty@washoeschools.net)

Ms. Williams ([Aundria.Williams@washoeschools.net](mailto:Aundria.Williams@washoeschools.net))

**3rd Grade Music**

Ms. Purinton ([Tara.Purinton@washoeschool.net](mailto:Tara.Purinton@washoeschool.net)) Mrs. Righellis

Mr. Wiggs ([SWiggs@washoeschool.net](mailto:SWiggs@washoeschool.net)) (Shauna.Righellis@washoeschools.net)

**4th Grade** **P.E.**

Ms. Franklin ([PFranklin@washoeschools.net](mailto:PFranklin@washoeschools.net)) Ms. Garcia

Ms. Martinez (l.martinezmarquez@washoeschools.net) (jessica.garcia@washoeschools.net)

**5th Grade Makerspace**

Ms. Neu ([KNeu@washoeschools.net](mailto:KNeu@washoeschools.net)) Ms. Trina

Mr. Wartman ([SWartman@washoeschools.net](mailto:SWartman@washoeschools.net)) (TKleinhenz@washoeschool.net)

**Library Computers**

Ms. Milly Ms. Ruiz-Benavidez

([MCorneil@washoeschool.net](mailto:MCorneil@washoeschool.net)) (v.ruizbenavidez@washoeschools.net)

**Hours and Schedules**

**School Hours:**

**Office: 8:30-4:00**

**Teachers: 8:30-3:40**

**Students: 9:20-3:20**

**Breakfast: 9:05-9:20**

**\*\*Wednesdays are Teacher Professional Development Days. Students will be dismissed at 2:35 pm.\*\***

Students should not be on campus before 9:05am (for breakfast) and should leave promptly at 3:20pm. No supervision is provided for students before or after these times. If drop off is needed before 9:05am, the Boys and Girls Club programming should be utilized for dropping off earlier than 9:00am. B&G Club contact, 775-762-2582. Parents, please do not enter the doors off the bridge. For the safety of our students, we must have an accurate list of all the people in our building at all times.

Bus students will be dropped off by the main office as they arrive.

Please make pick-up arrangements prior to school hours. If you MUST- for emergencies only- make changes, please call prior to 3:00. *Do not email teachers* as they may not have an opportunity to check their email prior to the end of the day. We cannot guarantee that changes will get to the students if we are notified after 3:00.

If dropping off or picking up your child, please stay in your car and drive through the parking lot to pick up your child. If you do not see your child, please circle around, or use a parking spot and come inside to find them.

**Maintaining the Integrity of the Learning Environment at IES**

**Safe and Respectful Learning Environment:** https://www.wcsdpolicy.net/pdf\_files/board\_policy/5700\_Policy-SRLE-v6\_FINAL.pdf

Incline Elementary School has a long and storied history of success and excellence. This reputation is due to the hard work and dedication of our students, families, volunteers and teachers. To honor this proud tradition of excellence and continue the academic and social growth expected at Incline Elementary School we ask that you always respect the integrity of our learning environment. Use your cell phone in areas where it will not distract students engaged in learning and please do not disturb classrooms with unnecessary interruptions. We are committed to teaching from the morning bell until the afternoon bell and would appreciate your consideration during those times. Thank you.

**Incline Elementary Dress/Food Code**

|  |  |  |  |
| --- | --- | --- | --- |
| A cartoon of a wolf  Description automatically generated | | **Yes**  [This Photo](https://freepngimg.com/png/73740-emoticon-depositphotos-smiley-illustration-emoji-free-download-png-hq) by Unknown Author is licensed under [CC BY-NC](https://creativecommons.org/licenses/by-nc/3.0/) | **No**  [This Photo](https://freepngimg.com/png/85277-emoticon-emotion-sadness-iphone-emoji-free-hd-image) by Unknown Author is licensed under [CC BY-NC](https://creativecommons.org/licenses/by-nc/3.0/) |
| **T**  **O**  **P**  **S** | * Sleeveless attire cannot reveal undergarments. * Any shirt or blouse should cover back, top of shoulders, and stomach. * No transparent or mesh clothing without an appropriate shirt underneath. | A group of girls with backpacks  Description automatically generated | The back of a person's white tube top  Description automatically generatedA blue tank top with straps  Description automatically generatedA cartoon of a person flexing his muscles  Description automatically generated |
| **B**  **O**  **T**  **T**  **O**  **M**  **S** | * Pants must be worn at the natural waistline. * Undergarments are not to be visible. * Shorts/Skirts/skorts/Leggings must be mid-thigh length. * Skin cannot be visible above the fingertip length. * No pajama pants or sleepwear. | A person posing for a picture  Description automatically generatedA child standing in a field  Description automatically generatedA person wearing khaki shorts  Description automatically generatedA person wearing blue jeans  Description automatically generated | A person wearing black shorts  Description automatically generated  A person in red shirt and blue jeans  Description automatically generatedA person wearing ripped jeans  Description automatically generated |
| **H**  **E**  **A**  **D**  **W**  **E**  **A**  **R** | * Hats and other headgear (including hoodies, bandanas & do-rags) are not allowed. * Religious and medical headgear is allowed. * Headbands, barrettes, ribbons, and clips are allowed. * Beanies are allowed in cold weather. | A child in a hoodie  Description automatically generatedA child wearing a head scarf  Description automatically generatedA cartoon of a child waving  Description automatically generated | A cartoon of a fox and a fox wearing a hoodie  Description automatically generatedA cartoon parrot wearing glasses and a bandana  Description automatically generated  Cartoon of a child wearing a cowboy hat  Description automatically generated |
| **F**  **O**  **O**  **T**  **W**  **E**  **A**  **R** | * Appropriate shoes must be worn at all times. * No soft soled shoes. (i.e. flip flops) * Please be sure to wear tennis shoes for P.E. | A collage of a pair of shoes  Description automatically generated  A pair of white shoes  Description automatically generatedA pink slipper with colorful circles  Description automatically generatedA brown boot with black sole  Description automatically generated | A pair of green shoes  Description automatically generatedA black and pink shoe  Description automatically generated  A black flip flop with a thin strap  Description automatically generated |
| **F**  **O**  **O**  **D** | * Red chips, such as Takis and Flaming Hot Cheetos are not allowed on campus. | A group of bags of chips  Description automatically generated | A purple bag with yellow text and a logo  Description automatically generatedA close up of bags of snacks  Description automatically generated |

Dress code will strictly be enforced. <https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf>

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

**Other Important Information for a Successful School Year:**

**School Lunch**

**\*School lunch is free for the 2024-2025 school year. \***

**School Safety Issues**

Parking Lot Issues:

1. Please stay in one lane as you enter the school parking lot.
2. Please do not get out of your car while in the pickup line. If you need to get out, please park your car in an appropriate spot.
3. To keep the traffic flowing, if your child isn’t there when you arrive, please keep circling.
4. Please keep in mind, the main entrance is for bus drop off and pick up only— (9:05AM-9:20AM) and (3:10PM-3:30PM)

Visitors:

Always sign in and get a visitor’s pass when working in classrooms (A valid ID and an approved volunteer form will be required).

**School Breakfast**

Incline ES will be serving breakfast during the 2024-2025 school year. Breakfast will be served from 9:05AM-9:20AM and will be free all year. Please report to the cafeteria for breakfast.

**Volunteers**

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

All volunteers must fill out a new volunteer form at the beginning of each year. This will include chaperoning on field trips. You CANNOT volunteer in the classroom until you have been processed by the district. Overnight chaperones must be fingerprinted **6 weeks** prior to chaperoning. Please visit the volunteer section of the WCSD website for updated policy information.

**Homework:**

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

Refer to WCSD website for policy (suggestions in parenthesis are if no homework was given). Teachers will regularly assign homework which will be appropriate to grade level, subject area and ability. The amount and frequency of nightly or weekly homework will be determined by each individual teacher.

**Parent Conference Weeks**

Parent/Teacher conferences will be scheduled twice during the school year. Your child’s teacher may feel that more conferences may be needed, depending on your child. Please make an effort to attend these conferences. Parents and guardians are encouraged to confer with teachers throughout the year. School hours will follow the early release schedule. These are district created dates for purposeful conversations with our parents. This is a time to get direct information from your child’s teacher about their progress and for you to share your thoughts and concerns.

**October 15th- 21st: Fall Parent Teacher Conference**

**March 17th- 21st: Spring Conference Week**

**Parent Communication**

Incline Elementary School teachers and the principal will be using Class Dojo to communicate with families. We will provide information on upcoming events, important and timely information for families about things like weather delays or snow days, celebrations, or important announcements. Please make sure you turn your Class Dojo notifications on.

**Make-up Work**

**Make-up work will be prepared and ready for your child when he/she returns from absence(s).** All schoolwork must be completed within the same amount of days absent from school.

**Pre-arranged medical absences**-Work *may* be given to students who have *pre-arranged* extended medical absences (3 or more days).  **Please contact your teacher directly via email.**

**Daily make-up work-**Daily make-up work will be available following the absence.  **Please contact your child’s teacher directly via email.**

**Attendance**

<https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf>

Your child is expected to be in school every scheduled school day. If your child will NOT be in school:

1. Please view the document below on the new way to report your child’s absence, all from the comfort of your own electronic device!

A screenshot of a computer

Description automatically generated

**Plagiarism and Cheating Prohibited**

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

**Use of Personal Electronic Device by Students**

https://www.wcsdpolicy.net/pdf\_files/administrative\_regulations/5810%20Reg%20-%20Cell%20Phones%20v1.1.pdf

**Responsible Use and Internet Safety**

<https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7211-Reg-RUA_Internet_Safety-v4.pdf>

**Student E-mail**

https://www.wcsdpolicy.net/pdf\_files/administrative\_regulations/5007-Reg-Student\_Email-v3\_FINAL.pdf

**Service Animals**

https://www.wcsdpolicy.net/pdf\_files/administrative\_regulations/7521-Reg-Service\_Animals-v5.pdf

**Transportation of Students**

<https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7501_Reg-Transport_of_Students-v9.1_Final.pdf>

**Student Behavior**

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

**Student Records and Information**

https://www.wcsdpolicy.net/pdf\_files/board\_policy/5000\_Policy-Student\_Records-v3\_Final.pdf

**Students Leaving School Early**

https://www.wcsdpolicy.net/pdf\_files/5146%20Reg%20-%20Release%20of%20Students.pdf

When checking your child out prior to the end of the regular school day, you must report to the office and sign him/her out. Students WILL NOT be called from class until you arrive in the office to sign him/her out. Unless a WCSD release form is on file, students will only be released to person/persons listed on the child’s birth certificate.

**Student Bullying/Harassment**

https://www.wcsdpolicy.net/pdf\_files/administrative\_regulations/5701-Reg-Student\_Bullying-v4.2\_FINAL.pdf

**Gender Identity**

https://www.wcsdpolicy.net/pdf\_files/administrative\_regulations/5161\_Reg-Gender\_Identify-v2.pdf

**Visitors**

https://www.wcsdpolicy.net/pdf\_files/administrative\_regulations/1506-Reg-Visitors-v3.pdf

We welcome visitors at our school but student safety and privacy as well as maintaining the integrity of the learning environment are our top priorities. Any adult requesting to visit a classroom must make a formal request to the principal at least 24 hours prior to the visit. When visiting, we ask that you remain quiet in the classroom for the previously agreed upon designated amount of time and ask that you do not interfere or disrupt classroom instruction. Assisting and prompting of a student, completing a student’s classwork or using a cell phone are examples of inappropriate actions while in the classroom. If you have any questions regarding this policy please contact the school. NRS 393.400 makes it unlawful for a person to engage in any kind of electronic surveillance (recording) without the knowledge of the person being observed while on school property. Recording students could also violate FERPA and IDEA laws. Please contact the principal if you wish to record anything or anyone in a classroom.

**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.

**Wellness Issues**

**Clinic:**

A school nurse is on campus weekly. The nurse is responsible for completing state-mandated screenings. Incline ES has a clinical aide on staff five days a week from 9:30-3:20. The clinical aide is trained in first aid and is able to attend to your child’s immediate needs. When a child becomes ill at school or has a major accident or head injury, parents are notified immediately. If parents cannot be reached, the emergency contacts will be called.

**Illness:**

Please do not send your child to school if he/she has had any of the following symptoms:

* Vomiting or diarrhea in the last 24 hours
* A fever of 99.6 or higher in the last 24 hours
* Undiagnosed skin conditions: Any child having a suspicious rash or skin lesion must be excluded from school and adequately diagnosed by a doctor as non-contagious. Impetigo and ringworm lesions must be medically treated and covered while at school.

**Medications:**

If it becomes necessary for a student to take any form of medication (including over-the-counter medicines) at school, a form obtained from the office must be SIGNED by the physician and parent and MUST BE PRESENTED to the clinic along with the medication. All medications will be dispensed through the clinic. All teachers taking a child on a field trip that requires medications of any kind must be trained by the school nurse two weeks prior to the field trip.

**Student Behavior Manual:**

https://www.wcsdpolicy.net/search.php?search=AM 5115

**Public Complaint Forms:**

We always encourage you to bring your problems or concerns to us (the teacher, the administration) so we can investigate the problem and find solutions. However, if you feel that you did not get a solution in a manner you felt appropriate, WCSD has a policy and regulation regarding public complaints. The regulation specifies the steps parents should take when they have a concern regarding the actions of any employee in the district. If you would like a copy of this policy and regulation, you can find it on the WCSD website at: https://www.washoeschools.net/Page/5689.

**Personal property/belongings:**

This district is not a detective for any student and is not responsible for any loss, theft, or damage to any items when in the student’s possession or stored/left on campus or other school property. This includes electronics of any kind, toys, jewelry, etc. Please leave valuables at home. All students are responsible for instruments, books, equipment or other items entrusted to them by the district. All electronic devices remain off and in their backpacks once they are on campus until they leave. Electronic devices may be used for emergencies or if the teacher is using it as an instructional tool. If electronic devices are used without permission, it will be confiscated and can only be reclaimed by the parent. **Inappropriate use of any technology that threatens or harms another child will result in suspension or expulsion.**

**Lost and Found:**

Lost and found items are placed in bins outside the cafeteria and outside the school office. Please check for missing items frequently. We will make quarterly runs to charity with clothing that is not claimed.

**Student Drop-off & Pick-up**

Property lines, lack of parking, bussing and general logistics limit our ability to be flexible with our pick-up and drop-off zones at Incline ES. It is our goal to make sure all students are delivered in a safe and efficient manner. In order to accomplish this, we must exercise patience and work together.

Please respect and observe all posted signs and pull up to the car in front of you while waiting.

1. Please respect and honor directions from the duty teachers.
2. Use a single file line in the parking lot.

**School Wide Positive Behavioral Support**

**PBS**

**“Be Safe, Be Respectful, and Be Responsible”**

**Our mantra for developing a positive climate**

This year we will continue with our Positive Behavioral Support Program (PBS) that will address specific expected behaviors. We will be providing direct instruction on expected behaviors in every area of the school. Students will receive recognition for demonstrating positive behavior by demonstrating Safe, Responsible and Respectful Behavior.

**SEL**

Incline Elementary School will also be teaching and implementing a Social and Emotional Learning (SEL) Curriculum. Social and emotional learning is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships and make responsible decisions. -CASEL

**As always, thank you for your support in helping make Incline Elementary**

**a Safe and Effective School.**

**Disclaimer:** This Parent-Student Handbook 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 https://www.washoeschools.net/domain/695.