

Miguel Sepulveda Elementary School

Washoe County School District

Family and Student Handbook 2024 - 2025



5075 Ion Drive Sparks, NV 89436

Phone: (775) 626-5257 **Fax:** (775) 626-5202

Website: www.washoeschools.net/sepulveda

Updated: 8/27/2024

Welcome Note

Dear Sepulveda Students and Families,

Welcome to another exciting year at our elementary school! We are thrilled to have you as part of our school community and look forward to a year filled with learning, growth, and memorable experiences.

In this handbook, you will find important information about our school policies and procedures. These guidelines are designed to ensure that everyone in our school community stays safe, feels respected, and has the best possible environment for learning and growing.

For Families:

We kindly ask you to take the time to review this handbook with your student. Understanding our school's policies and procedures is crucial for your child's success and well-being. By familiarizing yourselves with this information, you can help reinforce the values and expectations we uphold at school.

For Students:

We want you to have a fun and successful school year! Knowing and following the rules will help keep you and your classmates safe and happy. Whether it's playing safely on the playground, being kind to others, or following classroom rules, every action you take makes our school a better place.

Safety and Well-being:

The safety and well-being of our students is our top priorities. Our policies are in place to protect everyone and ensure a positive school experience. From arrival to dismissal, and everywhere in between, we are committed to providing a safe and nurturing environment for learning.

Thank you for taking the time to read through this handbook and for supporting our efforts to maintain a wonderful school community. If you have any questions or need further clarification on any of our policies, please do not hesitate to reach out to us.

Let's work together to make this a fantastic year for all!

With much love,
Mrs. Bray
Principal

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

Sepulveda Facts

Mission: The Skyrocket community will **LAUNCH** mindful life-long learners.

Miguel Sepulveda was the founder of *AHORA*, northern Nevada's first Spanish-English newspaper. He was considered by many to be the founding father of Nevada Hispanic Services and the Hispanic Chamber of Commerce. Mr. Sepulveda was instrumental in the establishment of the Washoe County School District's English as a Second Language

Program, and he was an original member of the Washoe At-Risk Task Force.

Sepulveda was opened in 2006. We currently serve students starting at the age of 3 in our Integrated Childhood Program through 5th grade and serve about 550 students and their families.

School Colors: Blue and Silver

School Mascot: Skyrocket

School Motto: Strong Alone... Unstoppable Together

Monthly Character Traits:



Designed by: Alexis Williams

Bell Schedule

Arrival

The gates to the playground open at 8:40 a.m. The first bell rings at 8:55 a.m. and students and teachers will move into the building and gates are locked. Students arriving after 8:55 a.m. will come through the front doors of the school and report straight to class. Students not in class by the 9 a.m. bell will be considered tardy and are required to collect a tardy slip at the front office before entering. If students arrive at school late, guardians are required to sign them in at the office.

Breakfast

Sepulveda offers free breakfast for the 2024-25 school year. Students may arrive at 8:40 a.m. through the cafeteria doors in the front of the school. Students who ride the bus to school will also enter through the front cafeteria doors. Students will have 15 minutes to eat before being dismissed to line up at 8:55 a.m.

Arrival During Inclement Weather/Poor Air Quality

In the event of severe temperatures, heavy precipitation, and/or poor air quality, all students will be welcomed through the main front doors of the school at 8:40 a.m. All teachers will welcome students into their classrooms.

Use the links below to access District guidelines regarding inclement weather and air quality.

- [Healthy Students Healthy Schools / Cold Weather Guidelines \(washoeschools.net\)](https://www.washoeschools.net/HealthyStudentsHealthySchools/ColdWeatherGuidelines)
- [Healthy Students Healthy Schools / Hot Weather Guidelines \(washoeschools.net\)](https://www.washoeschools.net/HealthyStudentsHealthySchools/HotWeatherGuidelines)
- [Student Health Services / Air Quality \(washoeschools.net\)](https://www.washoeschools.net/StudentHealthServices/AirQuality)

Dismissal

The dismissal bell rings at 3:00 p.m. on Monday, Tuesday, Thursday, and Friday and at 2:15 p.m. on Wednesday. During conference weeks and the last day of school, the dismissal bell will ring at 12:50 p.m. Parents picking up early must go to the front office in person, photo ID and sign out their students.

Given the length of time it takes to check-out a student, we do not check students out from class less than fifteen minutes before the end of the school day.

Just like breakfast, lunch is free this year to all students.

Kindergarten lunch:	11 - 11:35 a.m.
1st grade lunch:	11:30 - 12:05 p.m.
2nd grade lunch:	12 - 12:35 p.m.
3rd grade lunch:	11:15 - 11:50 a.m.
4th grade lunch:	12:15 - 12:50 p.m.
5th grade lunch:	11:45 - 12:20 p.m.

2-Hour Delay Schedule

Arrival: 10:40 a.m. First bell: 10:55 a.m. Start bell: 11 a.m. End of school: 3 p.m.

When a 2-hour delay is called by the district due to weather, school begins at 11 a.m. Playground gates open at 10:40 a.m. The lunch schedule is normal, if the weather allows.

In the event of a delayed start or a school cancellation, the District will make the announcement through different modes of communication, such as phone calls, local TV and radio stations, and the WCSD website (www.washoeschools.net). Sepulveda will also post on the “school story page” of Class Dojo.

School Calendar

Always visit our school website to access our school calendar and obtain information on upcoming events.

Visit this link for our school calendar: [Sepulveda School Calendar](#)

Infinite Campus

Infinite Campus is the Washoe County School District Student Information System.

(<https://washoenv.infinitecampus.org/campus/portal/washoe.jsp>)

Infinite Campus is accessible to staff and parents/guardians from any computer that has internet access as well as on any smartphone when you download the app. A kiosk is available at our school for parent/guardian use.

The *Infinite Campus Parent Portal* allows you to follow your child's assignment completion, grades and absences.

*Infinite Campus is also used for registration each school year as well as student and family contact information. Please inform the front office of any changes or updates that need to be made, especially for contact/emergency phone numbers. Please contact our school's front office for help accessing *Infinite Campus* and the *Parent Portal*.*

Report Cards

Report Cards (Progress Reports for Kindergarten) are issued at the end of each quarter (four times per year). If your student has an IEP (Individualized Education Plan), an *IEP Progress Report* will be included.

Maintaining clear and timely communication with our families is a priority for all of us at Sepulveda. We acknowledge and understand that families' communication preferences are varied. Therefore, we make a concerted effort to utilize several modes of communication when delivering and/or receiving information.

School/Home Communication

Below is a list of the different modes.

Class Dojo

- There are two types of Class Dojo. All families have access to Class Dojo by downloading the app and preferably turning on the notification alerts for both versions.
- The school-wide Class DoJo is considered our primary way of communicating events and activities to families. The school has a *School Story* page that will be used to post information and set calendar invitations for important events and reminders.

- Each classroom teacher has a Classroom Dojo page to post information and photos as well as send messages through their messenger system. Families can message classroom teachers through the Class Dojo messenger which works similarly to sending a text message. Classroom teachers send home information for connecting to the classroom page. Contact your child's classroom teacher if you need help getting started.

School Website

- School-related information and event announcements will be highlighted on our school website: [Sepulveda School Website](#)

Connect ED

Connect ED phone calls are made a few times each month. These phone calls will give important reminders and updates as needed throughout the school year. You can choose to receive these messages as text messages or emails as well. If you need help with this, please call the school.

Paper Communication

Please look for Classroom Newsletters, fliers, returned assignments/assessments, notes, and other paper communication in backpacks each week.

Conference Weeks

Our school will hold parent/guardian-teacher conferences both in the fall and the spring. During these dates, students will be dismissed at 12:50 p.m.

Parent-Teacher Home Visit Program

The WCSD Parent Teacher Home Visit Program is based on the nationally recognized and [research-based program modeled from Sacramento](#) and supported in WCSD through Title IV funding.

- The success of Parent Teacher Home Visits relies on training teachers and staff to develop meaningful relationships with the families of their students. These relational home visits have been shown to improve attendance, graduation rates and student success through multiple evaluation studies. Teachers and families make stronger connections to support student success and create an opportunity for better home-school communication.
- Home Visits can be scheduled at any time throughout the school year and can be done in a variety of ways. For more information on our *Parent Teacher Home Visit Program*, please reach out to the school at (775) 626-5257.

Lost and Found

A lost and found tub is right outside the lunchroom room doors next to the students' bathrooms. Parents are welcome to check the lost and found at any time. Unclaimed items will be donated to charities in December and June. Please mark all lunchboxes, sweaters, coats, and any personal belongings with your child's name.

Homework Policy

Below are the pros and cons of homework:

Benefits

- Improves student achievement.
- Reinforces classroom learning.
- Develops good study habits and life skills.
- Promotes parent involvement.

Challenges

- May interfere with playtime.
- May interfere with extracurricular activities.
- May cause stress and anxiety.

At Sepulveda, teachers will assign homework that is:

- age appropriate
- does not require parental support (may require a parent's signature)
- reinforces skills and concepts taught

Attendance

Absences

- If your child will be absent for any reason, please call the absence line at (775) 626-5257 (option 1) before 9:15 a.m. to report the absence. You may also report absences through the *Infinite Campus Parent Portal*. Use the following link for more information and a tutorial video. ([Absence Request Form and App](#))
- When possible, please send a doctor's note to the front office or give it to your child to give to the classroom teacher. Having this documentation makes the absence exempt from consideration when calculating chronic absenteeism. Please communicate and work with your child's teacher to make up missed work due to absences.
- Please do not schedule family vacations when school is in session. They are considered absences and count toward chronic absenteeism.
- Don't permit missing school unless your child is truly sick. Use a thermometer to check for a fever. If your student is anxious to come to school, please reach out to teachers or the counselor. Please see the WUSD Illness screening tool here: <https://www.washoeschools.net/Page/14290>

Tardies/Leaving School Early

- If your child is late for school, check in with the front office to obtain a tardy slip and bring in a doctor's note anytime possible.
- When possible, please notify the classroom teacher if you will be picking up your child early and the office will call the student out of class when you arrive at school. You must always present a photo ID to pick up your child. Students will only be released to authorized persons listed in *Infinite Campus*. If someone other than the parent/legal guardian registered on *Infinite Campus* will be picking up your child, the parent/legal guardian must notify the office.
- Given the length of time it takes to check-out a student, we do not check students out from class less than fifteen minutes before the end of the school day.

Registration/Withdrawal

- All students returning to Sepulveda or any school in WUSD must have their online registration completed through the *Infinite Campus Parent Portal*. Please contact our office at (775) 626-5257 if you need help accessing your *Infinite Campus Parent Portal*, registering, or withdrawing your child.

The Importance of Attendance

- There is a strong connection between student attendance and student achievement, even two missed days can negatively affect classroom performance. Please talk about the importance of regular attendance with your child and contact your child's teacher if you need support.
- Students who miss more than 10% (18 days) of the school year will be required to have a meeting with the teacher and administrator to put supports in place to help with student success.
- Attendance is a factor in determining a school's STAR Rating.

For a detailed WCSD Attendance Policy, please use this link: <https://www.washoeschools.net/Page/17303>

Getting To and From School

Bus Transportation

Students must always display respectful, responsible, and safe behavior when riding the bus. Failing to comply with bus expectations may trigger an investigation and possible bus suspension. To access bus schedules, please use this link: <https://www.washoeschools.net/transportation>

School Drop-Off and Pick-Up

Sepulveda works closely with and follows guidelines coming from the *Transportation Department*, as well as *School Police* to ensure the safety of all students. Our parking lot and drop off/pick up locations have been created based on the guidelines from all departments.

- During drop-off and pick-up times, the front staff parking lot is reserved for bus unloading/loading and staff parking only. This parking lot is also for families with a driver who has a legal handicapped sign designated to them.
- Pull up as far as possible when dropping your student off in the drop zone on Ion Drive and do not jay walk. Remember, you are an example for your child.
- In the morning, if you drive into the south parking lot, please pull into a parking space. Do not drop off students as you drive through this lot.
- If you walk your kinder student to and from their playground, please stay on the sidewalk and do not walk between the buses.
- Plan to have a meeting area with your student(s) after school.
- If you are dropping off/picking up your child from the after-school program, park in the parking lot, walk in through the cafeteria double doors.
- Please obey traffic laws/patterns and avoid all distractions while driving.
- Please do not stand or park in any red or blue zones. It is illegal.
- Stop and yield to pedestrians and maintain a speed of 15 MPH in the school zone at all times.
- If you are dropping off late or picking up early, you will need to park and enter the front office to check in/out.

Walking/Biking/Skating/etc.

- Please walk all bikes, scooters, skateboards, etc. on school grounds. Bikes and scooters can be locked up at the racks. Locks are not provided by the school. Students must bring their own.
- Skateboards can be carried into class and placed in a designated spot in the classroom.
- Wheelie shoes are not permitted on campus.
- The school is not responsible for any loss, damage, or theft.

School Library FAQ's

Library Hours ~ 8:30 a.m. - 3:30 p.m.

Students primarily check out books during their weekly library time, please contact our librarian Mrs. Mahlin (smahlin@washoeschools.net) for any further questions.

How many books are available for my child to check out? We have over 12,000 books in our collection, and it is always growing.

How many books can my child check out at one time and for how long?

- All books are checked out for two weeks at a time.
- Kindergarten students check out one book weekly starting in September. They don't take books home.
- First and Second grade students check out one book weekly starting in August and increase to two books weekly in early November. First-grade students do not take their books home.
- Third through Fifth grade students check out up to two books weekly.

What if my child does not finish a book before it is due?

Books may be renewed if there is not a hold on them, but they must be brought to the library and scanned for renewal. Fourth and fifth-grade students will be allowed to renew their books until they finish them.

What if a book my student wants is checked out?

Books may be put on hold if they are not available, and your student will be notified when they become available. Holds may be placed on available items, they will be pulled for the student and placed on the holds cart. Holds will not be placed if your student has an overdue or lost book.

Fine Collection Policy

Terms to Know:

- Overdue book: A book that wasn't returned by the due date. After 4 weeks the book is considered lost.
- Lost book: A book the student cannot find or that is overdue by more than four weeks.
- Damaged book: A book with spills, tears, writing, or other damage that makes the book unsuitable for use.

How are overdue, lost, or damaged books handled?

Students may not check out additional books until the school receives an explanation from the parent/guardian. Students will be reminded if needed weekly during their library time. Written notices/bills will be sent/emailed home on Fridays.

How much are the fines for lost or damaged books? The cost of the book.

What if my student finds the book after paying the fine? If the book is returned, money paid will be refunded.

School Volunteers and Visitors

At Sepulveda we value families and believe that their involvement is beneficial to our students' social and academic development. Parent/guardian presence in the school and at school events strengthens the bonds between school and home and leads to positive attitudes toward school and learning. A great way to get involved is to join our PTO and volunteer with them to support their events. To become a school volunteer or participate in the planning and support of any school event please follow the steps below.

- Fill out a volunteer application as soon as possible. Applications are only valid for one school year and must be submitted every year. This does include staff members who have children attending Sepulveda. Applications can be found online www.washoeschools.net/Page/3688 or you can pick up a hard copy from our front office.

All visitors must sign in and sign out at the front office and must provide a driver's license or other government-issued identification, which includes a photograph. Once checked in, visitors will receive a badge that they must prominently display on their person while on school premises.

Field Trips

Sepulveda staff believe that students learn better by experiencing. They also value the importance of providing opportunities for students to build strong connections to the community and discover the many benefits of living in such a beautiful place we call home! Parents are invited and welcome to participate. Make sure you fill out a volunteer application right away. Also, be aware of the following guidelines:

- Chaperones on field trips must have an approved volunteer application on file.
- Chaperones must ride the bus to and from the destination and help support the teacher.
- Chaperones must always adhere to the trip's plans, procedures, and expectations.
- Chaperones must never offer students under their supervision any unplanned food or snacks.

Dress Code

Our dress code policy aims to promote a sense of unity, respect, and professionalism and to provide an environment that is conducive to learning. Therefore, we ask that you please adhere to the bulleted guidelines below:

- Clothing should fit so that it does not create a health or safety issue. No jewelry and accessories that distract, interfere with the learning, or risk injury to the wearer or another.
- Clothing must never contain unprotected speech or any language that promotes illegal activities.
- Tops must cover the body from the chest to below the waist and all bottoms and dresses must extend to the student's mid-thigh. Undergarments shall not be intentionally exposed.
- Clothing with rips, tears, or mesh is acceptable but shall not reveal or expose private/intimate parts of the body. Nylons/pantyhose may be worn as an undergarment but never alone as pants/bottoms.
- Head coverings that are neither religious nor medical shall not be worn inside the building. Sunglasses may not be worn inside the building during school hours.

- For safety reasons, students are encouraged to wear closed-toe shoes and must always wear sneakers during P.E. classes. Shoes with wheels are prohibited.
- For a detailed dress code District policy, press this link: [Student Dress Code / Student Dress Code \(washoeschools.net\)](#)

Lunch, Snacks and Birthday Celebrations

- Students may *never* share food due to allergies and family preferences.
- All students have the option of having a hot lunch and menus can be accessed by pressing this link: [Nutrition Services / School Menus \(washoeschools.net\)](#)
- There are two exempt days each month from the *Safe and Healthy Schools* policy. See our school calendar for those dates.
- No birthday invitations shall be distributed at school by either teacher or students. **Birthday treats must NOT be food related.** Due to students with food allergies and our policy on student wellness, please bring non-food items for classroom celebrations such as *friendship bracelets, polished stones, funky erasers, bookmarks, beads, bubbles, highlighters, decals, stickers, etc.*
- Teachers may designate a time for snacks during the school day. We kindly ask that you send healthy snacks that do not contain high amounts of sugar. All snacks will be consumed inside the building as students work.

Uber Eats/Door Dash/Grub Hub Food Orders

As you can imagine, this can be difficult to manage for a school of over 600. Many times, the food is delivered late, and students miss their lunch and recess time waiting for it to be delivered and then miss class time to eat it in the office by themselves. We ask that you keep this option to your child's birthday only, if at all. If your child needs lunch, they are provided one free of cost this year.

Personal Belongings and Toys

The WCSD is not responsible for any loss, theft, or damage to any items in the student's possession or stored/left on campus.

- Any toys or personal belongings must stay at home. This may include but is not limited to:
 - iPod, mp3 players, any digital device
 - Personal video game players
 - Trading cards such as character trading cards (Pokémon, baseball, etc.)
 - Stuffed or Bean Bag animals
 - Character dolls or action figures such as Pet Pals, Barbie dolls, superheroes etc.
- Students may bring sports/playground equipment (i.e. kickballs, footballs, soccer balls, etc.) for recess. All equipment is to be used only at recess and staff are not responsible for loss, theft, or damage. Equipment should be clearly labeled with the student's name. The expectation is they will share equipment and take responsibility for using it correctly and safely. If students do not follow the expectations, the privilege will be lost.

- If toys or belongings are seen in the classroom, a teacher or staff member will ask the student to put it in his/her backpack. If it becomes a repeated issue, the staff member will confiscate the item and it will only be returned to a parent/guardian. Continued offenses may result in student discipline and/or loss of privileges
- Teachers may request or allow items for classroom purposes. The teacher will communicate this with families when necessary. The requested item should not be seen or used on the bus, playground, before, or after school.

Emergency Procedures

Emergency Information

- It is imperative that the school have your current telephone numbers for work and home so you may be contacted in the event of an emergency involving your child. Please contact the school immediately should a change occur.
- District policy states that persons listed as emergency contacts can pick up students. Presenting a valid ID is required every time a student is picked up during school hours. In an emergency where students are evacuated to an off-campus site.

Emergency Evacuation/Shelter-in-Place Procedures -The best thing that can be done in an emergency is to have a plan and the knowledge that comes from regularly practicing the plan. Therefore, the District has emergency procedures, which are practiced by staff and students schoolwide on a regular basis. During practice drills, we will put signs on the front doors of the school asking you to please remain outside until the drill is complete.

In the event of a serious emergency, we anticipate that emotions will be high, and understandably so. Decisions are made by the school administration with the collaboration of the WCSSD emergency support team and the Superintendent's office. We kindly ask you to adhere to the procedures and directions put out by the school administration, WCSSD Police, and the Office of the Superintendent. This will ensure a safe and prompt process.

Secured Campus (Yellow): During a *Secured Campus*, everyone in the school building will stay inside. No one will then be allowed in or out of the school building for any reason. Shelter in Place (previously called Code Yellow) is when something occurs in response to an event outside of the school building which requires security actions to take place. All students/staff/volunteers/visitors inside or on the playground immediately enter the nearest classroom/room. Instruction continues as usual.

Lockdown Procedure (Red): This occurs in response to a life-threatening emergency within the building, on school grounds, or immediate surroundings. Everyone inside immediately enters the nearest classroom/room. Everyone outside the building immediately follows directions to move away from the building to the closest playground exit.

Code Blue: This occurs when a student/adult has been injured or needs immediate medical attention.

Fire Evacuation: this occurs when the fire alarm rings, and all students/staff/volunteers/visitors must evacuate the building silently and in an orderly fashion toward their designated spot by the chain-link fences.

In the event there is a need to transport students to another site and away from Sepulveda students will board buses and will be transported to a safe location. The district will notify families via ConnectEd and local media and all students will remain in the care of staff until a parent or legal guardian picks them up. **Students will not be released to anyone without proper identification.**

Electronic Devices/Cell Phones

Electronic devices can be disruptive and interfere with student learning, including disrupting the learning of those who do not have such devices. To maintain a reliable learning environment:

- All cell phones must be **turned off** and stored in student backpacks during school hours.
- Smartwatches can be worn only if they do not distract from learning. Smartwatches may never be used to place calls or send text messages during school hours.

Failure to adhere to these expectations, the progressive discipline plan will be followed.

1st Offense: The student turns the phone in to the office and is retaught expectations. The Parents will be informed of the incident. It is entered under the minor behavior tab in Infinite Campus and the student claims the phone after school.

2nd Offense: The student turns the phone in to the office and is retaught expectations. The parents are informed, and it is entered under the minor behavior tab in IC. The parents claim the phone after school.

3rd Offense: The student turns the phone in to the office. The incident is entered under the minor behavior tab in IC and parents are informed of the incident. Only parents may claim the phone after school and the student may not have the phone at school for 90 days.

District Policy for Electronic Devices

To ensure safety and promote positive behavior, the staff at Sepulveda uses the Positive Behavior Interventions and Supports (PBIS) approach. The focus of PBIS is prevention, not punishment. With PBIS, we teach positive behavior expectations and strategies to identify and regulate emotions.

Parent Teacher Organization (PTO)

We are so grateful for our PTO and the work they do to support our students. Our PTO is always looking to grow its membership and welcomes everyone. Meetings are held the second Monday of every month at 3:10 p.m. in room C-2.

The PTO will lead several fundraisers this year. The funds they raise are spent on causes that support our students and the school climate. The following table illustrates the fundraising goals and needs.

Fundraising Goals and Needs

<u>Goals:</u> <ul style="list-style-type: none">• Raise \$25,000 for PE substitute teacher• Plan more family engagement activities	<u>Needs:</u> <ul style="list-style-type: none">• Volunteers• Chairperson• Supplies• External Donations
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For further information regarding the PTO, please visit the Sepulveda website:
<https://www.washoeschools.net/Page/19242>.

PBIS and (3) B's of Skyrocket Pride

Below you will find Sepulveda's 3 B's of Skyrocket Pride, which details expected behaviors around the school. We suggest you familiarize yourself with these behavior expectations and we encourage you to adopt and use the same language at home when/if applicable.

	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
Everywhere	Hands, feet to yourself. Think before you act.	Report problems immediately. Pick up after yourself.	Choose your words carefully. Respect property. Dress for success.
Classroom	Pay attention. Use supplies properly.	Be on time. Be prepared. Do your best.	Raise your hand. Listen carefully. Treat others kindly.
Hallway	<u>WALK</u> directly to your destination. Always have a hall pass.	Walk in a line. Walk on the right. Hands off walls.	Use soft voices. Respect personal space.
Playground	Follow the rules of the game. Stay in your area. Watch out for others.	After the bell, line up immediately. Use equipment properly.	Include everyone. Share equipment. Be friendly.
Multi-Purpose Room: Lunch/Assemblies	Eat your own food. Stay in seat until excused by an adult. <u>WALK</u> at all times.	Use time wisely. Pick up after yourself. Raise hand for help.	Use inside voices. Follow directions. Use good manners.
Restroom	Use equipment properly. Report problems immediately to an adult.	Go, flush, wash, leave.	Keep it clean, quick, and quiet.
Arrival and Dismissal	Stay in assigned area. <u>WALK</u> directly to your destination.	Walk to your playground. After the bell, line up at the assigned area. Go directly to bus line.	Listen carefully to adults. Use kind words.
Office	Always have a hall pass.	Tend to your business. Leave quietly.	Wait your turn. Soft voices.
Bus	Once seated, stay seated. Keep belongings, hands, and feet to self. Keep aisle clear.	Follow the driver's directions. Take all belongings with you. Keep the bus clean.	Use inside voices. Listen to your driver at all times.

Discipline Plan

See the table below for a contrast between major and minor behaviors. Following is a flow chart detailing the process that will be followed when managing student behavior at Sepulveda.

Behavior	Minor	Major
Disrespect	<ul style="list-style-type: none"> Not participating or refusing to do work Making faces/rolling eyes Huffing, sighing, etc. Arguing/defiance -Inappropriate response to teacher's request Cheating/lying Leaving the assigned area Throwing food 	<ul style="list-style-type: none"> Blatant/excessive non-compliance or defiance Swearing, indecent gestures, etc. Repetitive minor incidences that normal classroom consequences are not changing Leaving campus/hiding from staff
Disruption	<ul style="list-style-type: none"> Making noises, out of the seat Constant talking during instruction, blurting Making annoying noises (whistling, tapping the pencil on the desk, etc.) Throwing objects Not following directions 	<ul style="list-style-type: none"> Screaming/yelling excessively Teacher cannot teach and students cannot learn Extreme out of control behavior Throwing objects with intent to harm
Inappropriate Language	<ul style="list-style-type: none"> Negative talk Name calling, teasing, swearing Impolite discourse, talking back Dishonesty/lying Mean comments that hurt feelings 	<ul style="list-style-type: none"> Blatant or excessive swearing Severe verbal threats or intimidation Harassment (racial, sexual, religious, gender, ability)
Property Damage/Misuse	<ul style="list-style-type: none"> Defacing books, pencils, pens, crayons, classroom supplies, and P.E. equipment Minor vandalism (writing on a desk or other's property) Stealing minor items Cutting own clothing/hair 	<ul style="list-style-type: none"> Excessive defacing of property Vandalism/actions causing permanent damage Use of combustibles Setting fires or attempting to set fires Stealing major items Cutting others clothing/hair
Physical Contact	<ul style="list-style-type: none"> Minor shoving/pushing in line Play hitting/horseplay Aggravating/tapping/nudging Pushing/shoving, poking, tripping Reckless physical behavior 	<ul style="list-style-type: none"> Fighting Loss of control and anger Hitting/punching with intent to harm Physical intimidation Spitting/Scratching/ Biting
Safety	<ul style="list-style-type: none"> Leaving the classroom without permission Climbing bathroom stalls Misusing playground equipment Swinging in a chair Running inside the building Play fighting with sticks 	<ul style="list-style-type: none"> Smoking/Vaping Possessing or using any controlled substance Eloping outside the building Bringing any type of weapon to school

Links to District Policies

Policy/Regulation	Link
Safe and Respectful Learning Environment	https://www.wcsdpolicy.net/pdf_files/board_policy/5700_Policy-SRLE-v6_FINAL.pdf
Student Behavior	https://www.wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v7_Final.pdf
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
Student Dress Code	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf
Homework	https://www.wcsdpolicy.net/search.php?search=Reg6154&rd=TRUE
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
Student Attendance	https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_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
Release of Students during School Hours	https://www.wcsdpolicy.net/pdf_files/5146%20Reg%20-%20Release%20of%20Students.pdf
Student Records and Information	https://www.wcsdpolicy.net/pdf_files/board_policy/5000_Policy-Student_Records-v3_Final.pdf
Volunteer Screen and Background Checks	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1501_Reg-Volunteers-v1.pdf
Protocols for Visitors to District Property	https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1506-Reg-Visitors-v3.pdf
Student Behavior Manual	https://www.washoeschools.net/site/default.aspx?PageType=3&ModuleInstanceID=38907&ViewID=7b97f7ed-8e5e-4120-848f-a8b4987d588f&RenderLoc=o&FlexDataID=46347&PageID=15721

Sepulveda Student Handbook Acknowledgement Form

After reading the Parent/Student Handbook, please discuss the information that is appropriate for your student(s). Please sign the acknowledgement below (both parents/legal guardian and student(s) and return this page to your teacher.

Parent Acknowledgement:

- As a parent or guardian of a Sepulveda Elementary School student, I acknowledge the Student Handbook and the policies contained within, are available to me Sepulveda and/or Washoe County School District websites.
- I have reviewed the Student Handbook with my student to promote a better understanding of Sepulveda Elementary's rules and expectations.
- I acknowledge receiving and/or being provided electronic or paper access to the Student Handbook and School policies.
- I have read these materials and understand all the rules, responsibilities, and expectations.
- I understand that the Student Handbook and School policies may be amended during the year and that such changes are available on the school website.
- I understand that my failure to return this acknowledgment will not relieve myself or my student from being responsible for knowing and complying with the school rules, policies, and procedures.

Signature of Parent/Guardian_____ Date _____

Student Acknowledgement

- As a Sepulveda Elementary School student, I acknowledge the Student Handbook and the policies contained within.
- I have read these materials and understand all the rules, responsibilities, and expectations.
- I understand that the Student Handbook and School policies may be amended during the year and that such changes are available on the school website.
- I understand that my failure to return this acknowledgment and pledge will not relieve me from being responsible for knowing or complying with school rules, policies, and procedures.

Student Name: _____ Date _____