

Dolphins
of
Diedrichsen

Family & Student

H A N D B O O K

2025-2026



Welcome to Diedrichsen Elementary School

We are so excited for you to be attending Diedrichsen Elementary for the 2025-2026 school year. Our school prides itself on partnering with families, providing inclusive, safe, learning environments where all students can learn, and helping students 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 every child's academic and social growth.

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

General Information

Diedrichsen Elementary School

1735 Del Rosa Way.

Sparks, NV 89434

(775)353-5730

[Diedrichsen / Home \(washoeschools.net\)](http://washoeschools.net)



Office Hours: 8:15a-4:00p

School Hours: 8:45a-2:45p

Wed: 8:45a-2:00p

Administrative Office at Diedrichsen

- Courtney Sego, Principal
- Misty Davis, Dean of Students
- Lisa Smith, Dean of Students (SIP)
- Andrea Ferraez, Administrative Secretary
- Viki Longobardo, Clinical Aide

Vision

- A positive, supportive, and inclusive learning and working environment.
- Students and staff level up in relationships, skills, and academics.
- Our community is excited about coming to school and work.
- Discussions, collaboration, problem-solving solutions, teamwork, and positive attitudes.
- Sense of belonging, community, and success.

Mission

Communication, coherence, collaboration, care, and celebration.

Motto

Better Together

Expectations

Show Respect

Work to Succeed

Inspire Others

Make Good Choices



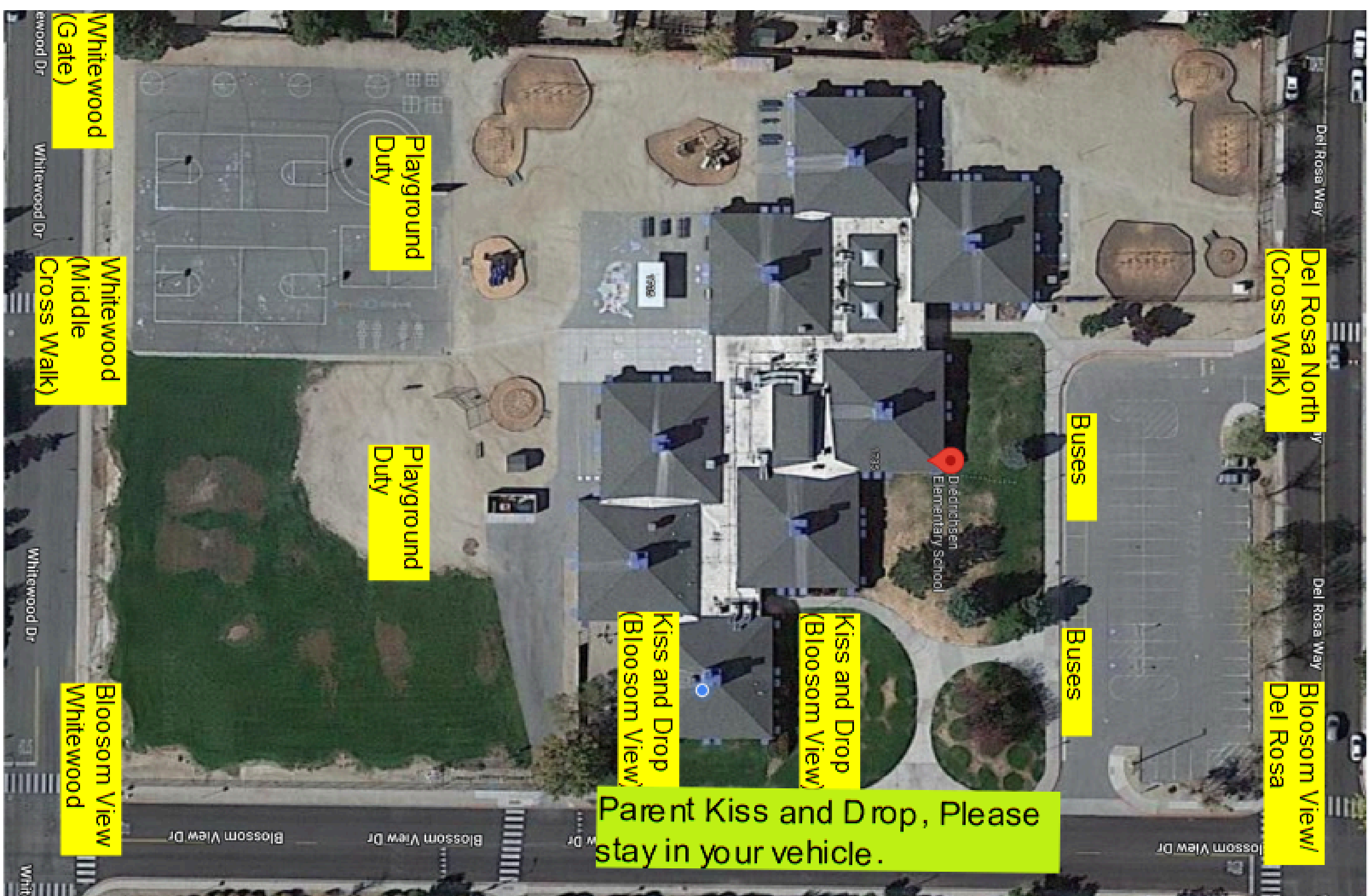
Arrival/Dismissal Procedures

School Arrival

Students may arrive at school between 8:30-8:45 (the school day starts at 8:45 a.m.) Parents dropping their child off should use the Kiss & Drop on Blossom View Dr, or Whitewood Dr gate entrance.

The school parking lot is for buses, staff, and handicap parking only and will be blocked off before and after school.

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 children at the Kiss & Drop or walk them to the main entrance gate.



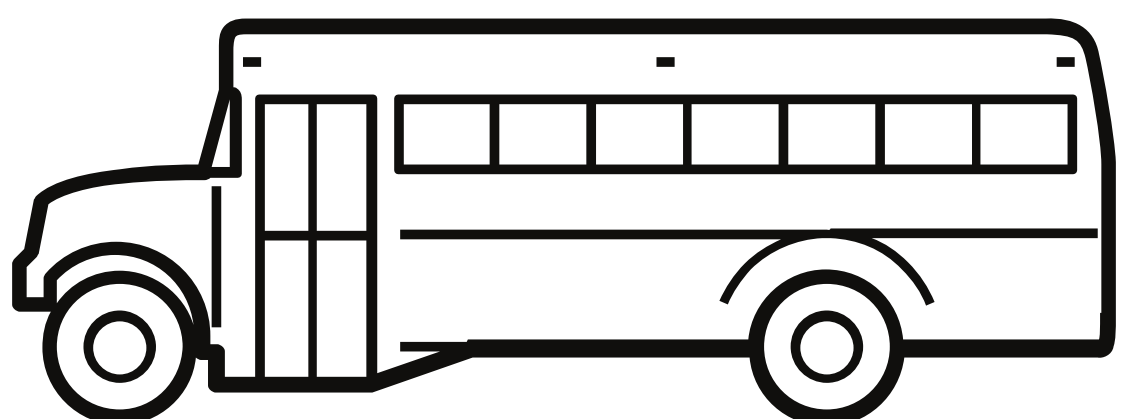
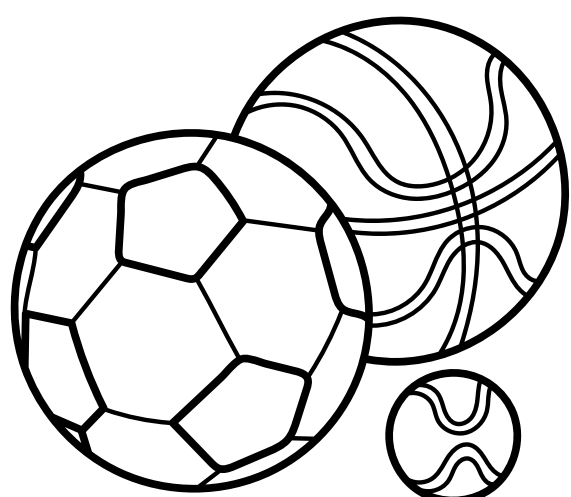
Arrival/Dismissal Procedures

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 before that, last-minute messages cannot be delivered to students in the classroom)

- **“Car Riders”**- Students whose parents will use the Kiss & Drop, parking lot, or another area to pick up their child by car.
- **“Walk-Up Parent”**- Students whose parents will park their car, walk to the classroom line to meet their child, and then walk back to the parked car with their child.

WCSD Policy 7501 Transportation of Students



Arrival/Dismissal Procedures

Dismissal Reminders



- When parking in the Kiss & Drop on Blossom View Dr, please move forward as far as possible 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.
- If making any changes to your child's pick-up routine, please ensure the classroom teacher is aware of the changes. For example: If your child is usually picked up by a sibling but wants to pick them up, please make sure the classroom teacher knows well before picking them up.

Arrival/Dismissal Office Pick-Up

- During school hours, only the parent, guardian, or approved release is allowed to pick up the student from school.
- Please see the office if you need to fill out a pick-up form. This needs to be filled out annually.
- For your child's safety, please bring identification when picking up your student. We cannot release a student unless we can verify the identity of the person picking them up.
- We cannot release any student to anyone, not on the approved pick-up.
- If you cannot pick up your child and are sending someone else to pick them up, please notify the school with as much advanced notice as possible.
- Anyone picking up students from Diedrichsen will be required to show I.D.



Attendance Policy

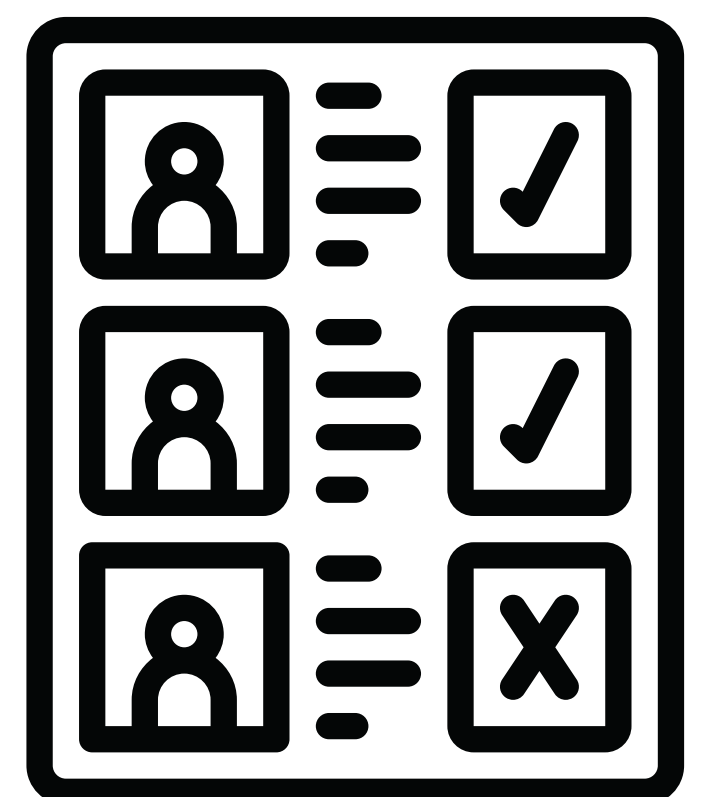
Attendance is extremely important and is a focus at Diedrichsen Elementary. The state of Nevada tracks student attendance, and Diedrichsen is held accountable for students attending school. Aside from state reporting, students need to learn the life skill of arriving on time to school every day.

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

Please be aware that ten (10) consecutive days absent without any contact with the school will cause automatic withdrawal from Diedrichsen ES. Twenty (20) consecutive days absent, with or without contact with the school, will cause automatic withdrawal from Diedrichsen ES.

WCSD ATTENDANCE POLICY

RELEASE OF STUDENTS DURING SCHOOL HOURS



Before and After School Care

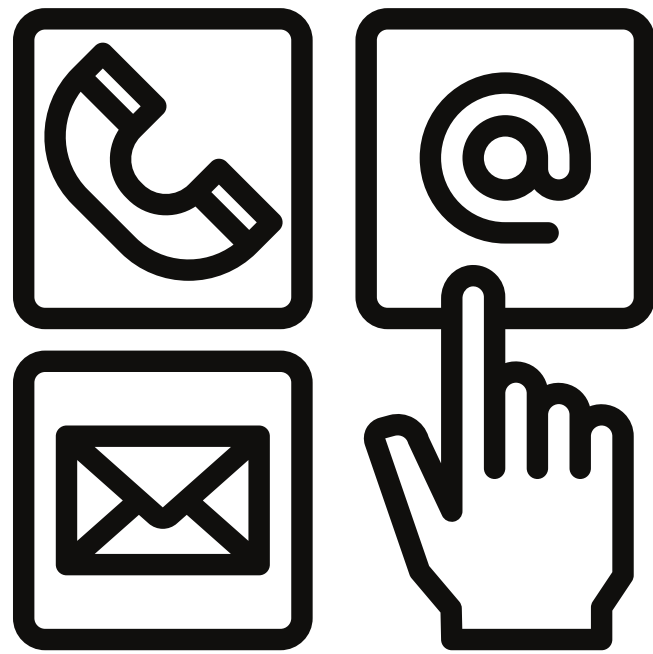
- We are proud to partner with Right at School to provide before and after-school care for families.
- For enrollment and additional information about Right at School, please visit www.rightatschool.com/district/washoe-nv/

Program Details:

- The program operates Monday through Friday. Before School Program starts at 7:00am.
- After School Program hours are 2:45pm to 6:00pm.
- Program hours include early release Wednesdays 2:00pm to 6:00pm.



Effective Home/School Communication



We at Diedrichsen Elementary believe effective home/school communication is essential for a successful school experience. We value parents' vital role in supporting children's academic success at school. Our teachers and staff strive to maintain a positive school climate where all students can learn and feel safe at school.

When working with children, parents may have questions, or 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 communication 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 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 parents and the teacher.

Keep Class Dojo Positive

At Diedrichsen, we use Class Dojo to share learning experiences, provide information, update parents about events, and share exciting things happening. Please remember that messages on Class Dojo need to stay positive and focus on creating a positive culture. Misuse in Dojo will result in being removed from the school account.

Allow School Staff To Investigate Thoroughly

Please keep in mind that when your child reports something to you that may be of concern, more than often, there is more information about 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 the information related to the matter.

Effective Home/School Communication

Contacting Teachers

We encourage communication between families and teachers. If you would like to schedule an in-person meeting with a teacher, please be sure to let the teacher know you would like to meet.

Teacher meetings are scheduled before and after school hours.

Before School Meetings: For parents who prefer morning meetings, we can schedule sessions before the school starts at 8:15.

After-School Meetings: We recognize that many parents have busy mornings, so we are able to schedule meetings after school at 3:00.

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 the administration will be delivered during instructional time.

Contacting Administration

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

**To Schedule an Appointment with Mrs. Sego,
please call 775-353-5730**

Effective Home/School Communication

Communication From Administration

The administration will communicate in various ways to ensure the Diedrichsen community is up-to-date with all important information.

- [Diedrichsen Elementary Website](#)
 - The website is updated egularly with important information. The website will reflect that information when there is a 2-hour delay or cancellation.
- [ClassDojo](#)
 - ClassDojo is an online app that helps us communicate with families. All of our teachers communicate through Dojo.



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 a 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)

Some teachers may assign projects to be completed at home. 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

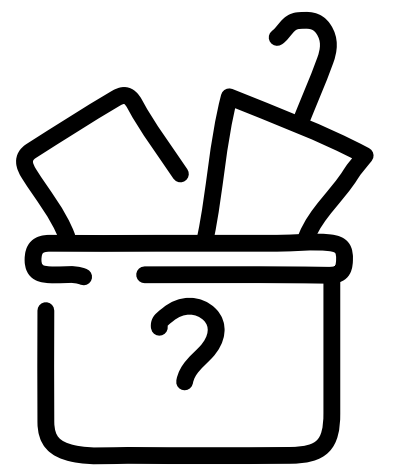
3rd Grade 30 minutes

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 main hallway. Small items such as money, purses, jewelry, glasses, keys, and cell phones can be claimed in the school office. The accumulated unclaimed clothing and other items will be donated to local charities throughout the year.

Medication



Parents must contact the school and sign a legal release form if a child is well enough to be in school but requires medication during the school day. 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 medication to a student without a prescription.

Parties & Celebrations



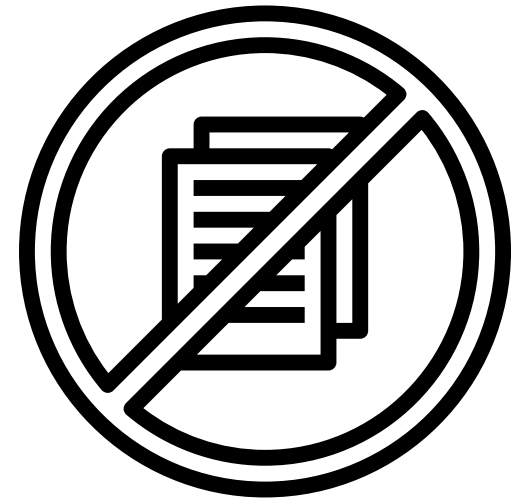
- School-wide celebrations for students in grades K – 5 may be held to recognize special holidays/events related appropriately to instruction. Details of school-wide celebrations will be announced during the year. Parents may be asked to assist teachers with special preparations.
- **Birthday Celebrations** - 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](#)



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.

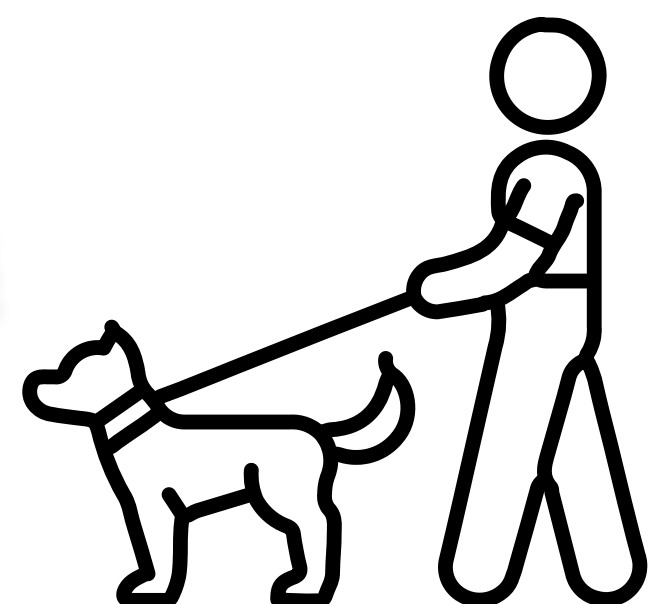
[Safe & Respectful Learning Environment Policy](#)

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

[Animals on Campus Guidelines](#)

[Service Animals Guidelines](#)



Student Expectations & Behavior

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

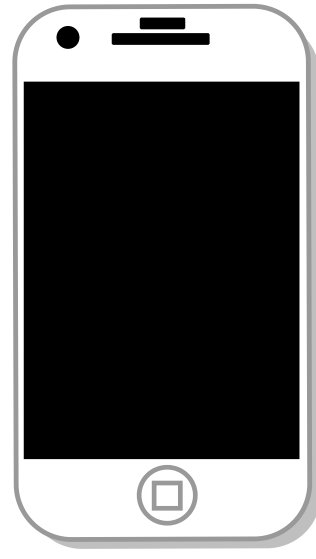
- **Show Respect**
- **Work to Succeed**
- **Inspire Others**
- **Make a Good Choices**

	S Show Respect	W Work to Succeed	I Inspire Others	M Make Good Choices
Arrival/Dismissal	Make everyone feel welcome and comfortable Follow the expectations Keep hands, feet, and objects to yourself	Arrival: Go to the designated playground Exit designated hallway doors Walk scooters and bikes on campus Dress weather and school appropriate	Come on time and come prepared Lock bikes and scooters in the bike rack Leave other people's properties alone Help others	Be safe – use crosswalks, watch for cars, and wear helmets Quickly pick up siblings and go home Report any major problems or issues to an adult
Assemblies	Enter and sit quietly Attention on the presenter by listening with both eyes and ears Use a noise level 0, Dolphin Silence, when the speaker is talking 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 on your pockets while facing forward Transition quietly Have a calm body	Be positive and enjoy the presentation Watch teachers for directions Be an active participant by being a good listener and responding appropriately when asked	Applaud with hands not voice Model expected behaviors and set a good example Wait quietly Use the “Dolphin Tail” to help neighbors stay focused
Bathrooms	Use time wisely – Go, Flush, Wash, Toss Use a noise level 1, Dolphin Whisper 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	Be safe Report any major problems or issues to an adult Model expected behaviors and set a good example
Bus/Field Trips	Use a noise level 2, Dolphin Dining Follow the bus driver's directions and all bus rules Follow instructions from the teacher and community leader Respect your neighborhood and communities' belongings Practice good manners	Ask appropriate questions Be patient Be a responsible citizen Keep hands, feet, and objects to yourself Keep track of your belongings in line and on the bus	Follow directions Have a positive attitude Be a role model for others Stay with your group	Model expected behaviors and 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

Student Expectations & Behavior

	S Show Respect	W Work to Succeed	I Inspire Others	M Make Good Choices
Cafeteria	Use a noise level 2, Dolphin Dining Say “please,” “excuse me,” “may I,” and “thank you” Follow directions Keep hands, feet, and objects to yourself Pick up and throw away trash even if it’s not yours	Be responsible for your trash and tray Raise your hand for help Walk in the cafeteria for the safety of yourself and others Keep food in the cafeteria	Try to open packets/containers on your own before asking an adult Enjoy your own lunch Pick up and throw away trash even if it’s not yours	Use time wisely to completely eat your lunch while talking quietly to your shoulder neighbors When in line, keep your arms at your side, move quietly, and stay in your spot Stay seated in your spot while facing forward Report any major problems or issues to an adult
Classroom	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 Respect other’s comments, opinions, ideas, reasonings, and differences Hats and hoodies are worn outside.	Participate in learning - ask questions Keep your area clean and organized Be prepared to learn Stay on task and complete your work Treat school materials with kindness	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
Emergency Procedures	Use a noise level 0, Dolphin Silence Model expected behaviors	Follow emergency procedures	Ask for help if needed Be a good listener	Stay calm and move safely
Flag Deck	Line up quickly and quietly Attention on the presenter by listening with both eyes and ears Use a noise level 0, Dolphin Silence, when the speaker is talking	Arrival: Go to the designated playground Keep hands, feet, and objects to yourself Transition to class quickly and quietly Stand appropriately in line with your class	Watch the teacher for directions Be an active participant Be a good listener Respond when asked	Be a leader Model expected behaviors and set a good example Use the “Dolphin Tail” to help neighbors stay focused
Hallways	Walk in a straight line Follow directions Use a noise level 0, Dolphin Silence Admire hallway decor with eyes only	Walk only Always have a hall pass Keep hands, feet, and objects to yourself	Transition to your destination quickly Calmly and quietly take care of business	Keep walls, halls, and windows clean Be a leader Model expected behaviors and set a good example
Office/Clinic	Use a noise level 0, Dolphin Silence Wait for acknowledgment Be patient Keep hands, feet, and objects to yourself	Cleary communicate needs Go directly back to class Use kind words	Accept responses Listen to the speaker Be a responsible citizen	Always have a hall pass Wait quietly Report any major problems or issues to an adult Model expected behaviors and set a good example
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 Hats and hoodies are worn outside.	Keep hands, feet, and objects to yourself Freeze at the first whistle and line up at the second whistle Bring in your own belongings and school equipment	Be positive and include others Line up quickly and quietly for your teacher Use the equipment safely	Model expected behaviors and set a good example Help others understand the playground expectations Be a problem solver Report any major problems or issues to an adult

Student Phone/ Electronic Device Policy



- Students may not use cell phones or 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 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, requests from an attorney, or a parent/guardian walk-in requesting student records, including special education records and 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 the school's tab, and clicking on Student Records. Students 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

Student Dress Code

- [WCSD Student Dress Code Board Policy 5102](#)

Visitor Management

- [BOARD POLICY 1505](#)

Ensuring Student and Staff Safety

At Diedrichsen Elementary School, the safety of our students and staff is our top priority. To maintain a secure learning environment, we strictly adhere to Washoe County School District (WCSD) Board Policy 1505: Visitors in the School.

Restricted Access to the Building:

1. For the safety and security of all, parents and other visitors are not permitted to enter the school building during school hours unless specifically authorized by the administration.

Student Meetings:

1. If a parent needs to see their child during the school day, the student will be brought to the office by school staff. Parents should check in at the front office, where staff will assist with coordinating any necessary interactions.

Clearance Procedures:

1. Any authorized visitor must follow all check-in procedures at the front office, including providing identification and wearing a visitor badge while on campus.

We kindly ask for your cooperation in following this policy to help us provide a safe and secure environment for everyone at our school.

Volunteers

- **Protocols for Visitors to District Property.**
- **Volunteer Screening & Background Checks**

All visitors and volunteers to Diedrichsen must check-in and sign-in at the front office.

Any person who wishes to enter the building beyond the single point of entry, submit a volunteer application on an annual basis.

Volunteer applications can take up to 10 to process. Applications handed to the office the day of events will not be approved. However, approval of the volunteer application does not guarantee the volunteer opportunity. Final approval and/or assignment of a volunteer opportunity shall lie with the school principal or, as appropriate, the Volunteer Services Department.

Visitor Management

- **BOARD POLICY 1505**

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