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# 2024-2025 STUDENT/PARENT HANDBOOK

7000 Dandini Blvd. RDMT 314  
Reno, NV 89512

775-674-7660 office / 775-674-7931 fax  
<http://www.washoeschools.net/tmcchs>

## **TMCC High School**

TMCC High School is a middle college high school for mature, motivated students interested in adding value to their high school diploma by simultaneously working toward a certificate of achievement or an associate degree. Tenth, eleventh and twelfth grade students are dual enrolled in TMCC college courses, in addition to WCSD high school classes as TMCC High School students.

## **Message to Students**

Welcome to TMCC High School. Your acceptance to this program means that you have demonstrated the academic and potential to meet the challenges of a college environment. You will find yourself in spacious halls, small classes, and a friendly atmosphere. You will have a flexible schedule and hundreds of college classes available to you. At the same time, you will be expected to be dedicated and responsible, and you will be expected to attain a higher level of achievement than ever before. You are expected to establish a graduation plan that will guide you through a college degree program that will result in an associate degree upon high school graduation or within one semester after graduation.

## **TMCC High School Mission & Vision Statements**

TMCC High School provides a rich educational experience through rigorous high school and dual-credit college courses, so our students will graduate college- and career-ready.

The vision of TMCC High School is to produce well-educated, motivated, productive, capable citizens in an environment which is dynamic, inclusive, and responsive to the changing needs of our community.

**Non-Discrimination Statement:** The Washoe County School District is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the district. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation and retaliation.

**Disclaimer:** This document contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The district reserves the right to revise any of these documents during the course of the school year. For the current version of any of these documents, please check the district's website at [www.washoeschools.net/Policy](http://www.washoeschools.net/Policy).

## **TMCC High School Staff**

Cristina Oronoz, Principal  
[Cristina.Oronoz@washoeschools.net](mailto:Cristina.Oronoz@washoeschools.net)

RDMT 314  
673-7070

Erin Howley, Dean of Students  
[ehowley@washoeschools.net](mailto:ehowley@washoeschools.net)

RDMT 314  
674-7919

Katie Swanson, Counselor  
[kswanson@washoeschools.net](mailto:kswanson@washoeschools.net)

RDMT 314  
674-7918

Stacey Hyatt, Admin. Asst./Registrar  
[SHyatt@washoeschools.net](mailto:SHyatt@washoeschools.net)

RDMT 314  
674-7660

Maria Campos, Student Support Sec  
[mcampos@washoeschools.net](mailto:mcampos@washoeschools.net)

RDMT 314  
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Cindy Barnett, English  
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RDMT 315N  
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Nichole Coombe, Special Education  
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RDMT 314  
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Casey Everheart, English  
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RDMT 315N  
673-8264

Carlos Hatfield, Social Studies  
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RDMT 315N  
673-8289

Tamara Raymond, Math  
[traymond@washoeschools.net](mailto:traymond@washoeschools.net)

RDMT 314  
673-7803

Max Rosenbloom, Math  
[max.rosenbloom@washoeschools.net](mailto:max.rosenbloom@washoeschools.net)

RDMT 314  
674-7510

Travis Stransky, Social Studies  
[tstransky@washoeschools.net](mailto:tstransky@washoeschools.net)

RDMT 315N  
673-7914

### **Important TMCC Phone Numbers**

Truckee Meadows Community College  
University Police Services (TMCC Substation)

673-7000  
674-7900-TMCC/784-4013-UNR

### **All School Meetings/Assembly**

All School Meetings take place the first Friday each month from 12:00 to 1:00. Students also have a Kindness Walk on picture day that will be scheduled during a Friday. Attendance is mandatory.

### **Athletic Participation**

Students can participate in athletics at their zoned high school if scheduling and transportation allow. Please notify the TMCC High School office of participation. TMCC High School students may participate in athletics at their zoned high school ONLY (variances are not issued for the purpose of athletics participation). Most TMCC High School students can only participate in one sport per school year due to the time conflicts with high school and/or college classes.

- **Athletic Try Outs**

It is the responsibility of the student to contact the zoned high school for information regarding try out times and locations. Also, all athletic fees must be paid directly to the zoned high school.

### **Attendance**

At TMCC High School, we believe that students must be present to learn. Much of the work in our classrooms is hands-on learning or training that can't be recreated or made up. Attendance is critical to success. We follow the WCSD attendance procedures found on the WCSD website <https://www.washoeschools.net/attendance>. For college classes, refer to the course syllabus.

### **Reporting Absences**

Your student is an important part of our school community and is missed when not in attendance. Please call or send a note in advance if you know your child will be sick or absent. Prearranged absences must be requested at least 2 school days before the absence and should be requested earlier than 2 days in advance if the absence is for an extended period of time (more than 5 days).

*Note: District policy requires a note or call from parents regarding any absence. Of course, calls or notes in advance are always appreciated! Absences are excused by the completion of the course work. This applies to high school classes only. For college absences refer to the syllabus handed out by your college professor.*

Please review the following guidelines:

#### **Full Day Absences:**

Please utilize the Absence Request Tool. You can do this by logging in to your Infinite Campus Parent Portal and clicking on "More" in the index to the left of your screen. Please visit [washoeschools.net/Page/18226](https://washoeschools.net/Page/18226) for a tutorial if needed.

If you would prefer, you can also call our Student Support Assistant, Maria Campos, at 775-674-7660, extension 1, or email [MCampos@Washoeschools.net](mailto:MCampos@Washoeschools.net).

\*Please notify the school each day your student is absent. Excused absences will only be approved with documentation from a medical professional within three days of the absence.

**Pre-arranged Absences:**

The school needs two-day advanced notice for one to two days of pre-arranged absences.

The school needs one week's advanced notice for three or more days of pre-arranged absences.

**Partial Day Absences:**

If your student is coming in late, please call Maria Campos or use the Absence Request Tool as stated above.

If your student will be leaving early, we ask that you use the Absence Request Tool at least thirty minutes in advance before coming to pick up your student.

If your student needs to leave with less than thirty minutes of notice, please call Maria, 775-674-7660, extension one. If she is not available, please contact Stacey on extension two. Students will not be released from a high school class without approval or verbal confirmation from a parent or guardian. Showing the teacher or a staff member a text message will not suffice as official confirmation.

Students stating that they need to leave without staff having parent or guardian confirmation will be sent to the high school office before being allowed to leave.

**Bootcamp**

All students new to TMCC High School will attend boot camp sessions at the beginning of the first and second semester to ease the transition to college. Important information is shared, goal-setting and self-assessments are completed. Attendance is mandatory.

**Bringing Items to School**

Because TMCC High School does not have lockers, students should bring a backpack to school for their class and personal items. The college does have lockers students can use. Check [www.tmcc.edu](http://www.tmcc.edu) for more information. It is highly recommended, however, that valuable items not critical to school be left at home (electronics, money, etc.). TMCC High School and WCSD are not responsible for lost or stolen items. All items brought to school should be appropriate. Teachers and administrators may exercise their best judgment to determine appropriateness. Any items that are deemed inappropriate will be taken from students and kept in the office until the parent and student can meet with administrators. Items will only be returned to parents.

Note: Dangerous items will be confiscated and disposed of by the proper authorities, i.e. school police, fire, health or other safety agencies.

**Calendar**

TMCC High School events, testing, holidays and informational nights for parents are posted on the school's calendar: <http://www.washoeschools.net/Page/1767>. Additionally, please ensure you read the Weekly email that goes out and is on the school's website as well [TMCC HS / Weekly Newsletter \(washoeschools.net\)](http://www.washoeschools.net/Newsletters)

**Campus Hours/Teacher Hours**

Office hours are from Monday-Thursday, 8:00 a.m. to 4:00 p.m. Friday, 8:00 a.m. to 3:30 p.m. Please check the website for office hours during school breaks. Teacher available hours vary; please contact your teacher for an appointment or their office hours.

**Class Hours**

Students enrolled in TMCC High School attend high school classes on an English/Social Studies block schedule. High school classes are scheduled Monday-Thursday, 8:00 a.m. - 2:20 p.m. and Friday, 8:00 a.m. - 2:05 p.m. Schedules vary.

Please check your schedule for the details. College classes can be scheduled at the convenience of the student except for sophomores who have a set college schedule.

### **College Attendance**

Students should find out immediately how many absences are allowed in each of their college classes (refer to course syllabus). Students should always email /call to inform the instructor if they are too ill to attend class. Some instructors will drop a student from the class if the student has three or more absences.

### **College Behavior Expectations and Safety**

- Students should be familiar with expectations included in college course syllabi (late work, missing class, etc.). Students should also be familiar with the college code of conduct (<https://www.tmcc.edu/vpsd/student-conduct>), including specific expectations for disruptive behavior and plagiarism.
- Please note the FERPA is different at the college level than at the high school level; college instructors are allowed to communicate ONLY WITH STUDENTS. Please see the college website for additional information on dually enrolled student roles and responsibilities (<https://www.tmcc.edu/jump-start-program/student-roles-and-responsibilities>).
- Please also note that our dually enrolled high school students will be interacting with adults on the college campus. For information about the college procedure regarding sex offender and community notification, please refer to the college website (<https://www.tmcc.edu/police/sex-offender-and-community-notification>) and University Police Services.
- Parents are welcome and highly encouraged to opt-in to the college emergency alert system (<https://www.tmcc.edu/police/emergency-alerts>). Parents should sign up as a "Campus Volunteer or Concerned Citizen".

### **College Class Limits**

Students need a full load of classes between their high school and college courses to be considered a full-time student (Sophomores- 6 classes a semester; Juniors- 6 classes a semester; Seniors- 4 classes a semester). Junior year students may take up to 7 college classes over both semesters. Senior year students may take 10 college classes over both semesters. Students can request additional classes from their high school counselor based on their standing in their past classes.

### **College Textbooks**

Students are expected to purchase their college books. Books can be purchased/rented in the TMCC Book Store located on the Dandini Campus, Textbook Brokers, or through an online company.

### **Textbook Assistance**

Textbook Assistance applications are available in the TMCC High School office or on the TMCC High School website. Forms must be submitted no later than 10 days after college classes have started.

### **Meal Assistance**

Meal Assistance applications are available in the TMCC High School office or on the TMCC High School website. Students may qualify for a meal card that can only be used at the TMCC Cafe Verde. For more information, please call or visit the school.

### **Computer Use**

Students are strongly encouraged to bring their personal laptop computer to college and high school classes. If needed, students should inquire in the high school office about checking out a laptop computer. Students must carry college their Student ID card at all times. Computers are a privilege, not a right, and are expected to be used for curriculum use only. Personal use or inappropriate downloads that affect the school system may result in loss of computer privilege and/or disciplinary action. Students must also follow the college rules for computer use located on the website: [www.tmcc.edu](http://www.tmcc.edu).

## **Counselor**

Students who need to see the high school counselor should schedule a meeting using the booking app the counselor shares with students. During testing weeks, there may be a delay in seeing a counselor. Schedule changes need to be made one week into the semester. After one week, requests to change classes may not be honored. The counselor will meet with students to review credit status for graduation and college/career transition planning. College counseling services are also provided for issues pertaining to college, problem solving, and career exploration.

- Career Education is available through TMCC's Career Center and college classes.

## **High School Classes**

### **English 3-4 Honors**

### **Full Year = 1 credit**

This one-year course, designed for the highly motivated student, focuses on skills and strategies in reading, writing, speaking, listening, research, vocabulary, grammar, and usage. Students will read at least five literary forms: short story, autobiography, novel, drama, and poetry. Student writing will be varied, including personal narrative, literary analysis, creative writing, poetry, and research. The course will include a variety of teaching techniques from direct instruction to small group work. Research and technology will be embedded throughout the course. The course will be taught using a variety of teaching techniques from direct instruction to small group work with a focus on meaningful student discussion.

### **English 5-6**

### **Full Year = 1 credit**

This Nevada Academic Content Standards (NVACS) aligned, one-year course will strengthen and expand students' skills in reading, writing, speaking and listening necessary for college and career readiness in a twenty-first century, globally competitive society. Through reading of a variety of grade-appropriate, high-quality contemporary works, seminal U.S. documents, the classics of American literature, and literary nonfiction, students will gain the capacity to challenge complex texts in all subjects. Students will engage in both short and long-term writing assignments in three main genres--argument, informative/explanatory, and narrative--as well as use writing to comprehend text. Language instruction will focus on the balance between rules and manipulating language for the purpose of craft; and students will continue to build an extensive vocabulary. Research and technology will be embedded throughout the course. The course will be taught using a variety of teaching techniques from direct instruction to small group work with a focus on meaningful student discussion. Research and technology will be embedded throughout the course. The course will be taught using a variety of teaching techniques from direct instruction to small group work with a focus on meaningful student discussion.

### **Geometry**

### **Full Year = 1 credit**

This is a one-year course that will cover the following topics through emphasis on basic geometric proofs, axioms, postulates and theorems, plane geometric figures, right triangles with trigonometry, constructions, congruence and similarity, circles, coordinate and transformational geometry, inductive and deductive reasoning, three-dimensional geometry, and probability. Emphasis is on the development of deductive reasoning skills. Students will also review algebraic techniques, work on realistic problems, and use technology when possible.

### **Algebra 2 Honors**

### **Full Year = 1 credit**

Prerequisite: Successful completion of all semesters of Algebra 1 and Geometry or Formal Geometry.

Admission into Algebra 2 (H) will be based on the student's previous performance, student's desire to learn and work ethic in addition to teacher recommendation.

This is a one-year course, designed for students with a strong understanding of the concepts learned in Algebra 1 and Geometry. This course will build upon the student's problem solving and algebraic skills in preparation for advanced mathematics courses through a course that addresses the rigor expected of an honors level course. The major topics of study are relations and functions, domain and range of parent functions, systems of nonlinear equations, polynomials and polynomial functions, complex numbers, quadratic equations, rational and radical functions, exponential and logarithmic functions, statistics, and matrices. Throughout the year, students will continue to develop the ability to reason and communicate mathematically, apply learned concepts to new problem-solving situations, and exhibit increased confidence in their ability to solve challenging mathematical problems.

## **Algebra 2**

**Full Year = 1 credit**

Prerequisite: Successful completion of all semesters of Algebra 1 and Geometry or Formal Geometry.

This is a one-year course, which strengthens and expands on the techniques and concepts learned in Algebra 1. This course will reinforce the student's problem solving and algebraic skills in preparation for advanced mathematics courses. The major topics of study are relations and functions, domain and range of parent functions systems of nonlinear equations, polynomials and polynomial functions, complex numbers, quadratic equations, rational and radical functions, exponential and logarithmic functions, statistics, and matrices. Throughout the year, students will continue to develop the ability to reason and communicate mathematically, apply learned concepts to new problem-solving situations, and exhibit increased confidence in their ability to solve mathematical problems.

Prerequisite: Successful completion of Algebra 1 and Geometry or Formal Geometry in both semesters.

## **Math Support**

**Not for Credit**

Math Support is a required not-for-credit class for all TMCC High School students enrolled in a college math class and students who are failing high school math and/or assigned by the teacher. Students attend a Math Support section of their choice once a week to demonstrate their college math grade and ask questions. Any TMCCHS student can drop in for math tutoring during any Math Support.

## **World History 1-2**

**Full Year = 1 credit**

This course focuses on World History from approximately the mid-1300s to the modern day. Students will examine important concepts in geography, history, and culture pertaining to regions around the globe. Students will analyze significant events, individuals, developments and processes across the world from the perspective of multiple and varied voices for a vivid and complex picture of history. This course is global in nature, with a multicultural, rather than Eurocentric, approach. Students will engage in historical thinking, robust academic discussions, and informational and argumentative writing. Some of the topics of study will include, but are not limited to, the following: the Middle Ages, the Renaissance and Reformation, global expansion, empires and kingdoms of the world, the Enlightenment and revolutions, the rise of nation states, imperialism, industrialization, WWI, 20th Century revolutions, global depression, WWII, decolonization, the Cold War, globalization, and modern issues.

## **US History 1-2**

**Full Year = 1 credit**

This course focuses on the history of the United States from the turn of the century to the present day. American founding documents and democratic principles will provide for the foundation referenced throughout this course while maintaining focus on the multicultural history, economics, civics, and geography of the modern era. This course includes multiple and varied voices and perspectives for a vivid and complex picture of U.S. History. Students in the course will engage in historical thinking, robust academic discussions, and informational and argumentative writing. Some of the topics of study will



include, but are not limited to, the following: Nativism/Populism, Imperialism, the Gilded Age/Industrial Revolution, Progressivism, WWI, the 1920s, the Great Depression, WWII, the Civil Rights Movement, the Cold War, the rights movements of the 1970s, globalism, terrorism, and modern issues.

### **American Government**

**Full Year = .5 credit**

Productive civic engagement requires knowledge of the historical foundations and principles of American democracy, understanding the unique processes of local, state, and national institutions, and the skills necessary to apply civic dispositions and democratic principles. In this semester long course, students will analyze the powers and civic responsibilities of citizens and examine the origins, functions, and structure of the U.S. government. Content will include multiple historical eras and the various changing perspectives in America's past, as well as connections between historical events. Some of the topics of study will include, but are not limited to, the following: founding documents, the federal system, the legislative process, the judicial system, the executive branch, elections, political parties, interest groups, rights and responsibilities of citizens, international relations, public policy, economic policies, media literacy, and contemporary issues.

### **Economics and Personal Finance**

**1 Semester = .5 credit**

The Economics and Financial Literacy course is grounded in knowledge about how people access and choose to use resources. Economic decision making involves setting goals and identifying the resources available to achieving those goals. Students will examine concepts and tools necessary to foster an economic way of thinking to better understand the interaction of buyers and sellers in markets, workings of the national economy, and interactions within the global marketplace. Some of the topics of study will include, but are not limited to, the following: supply and demand, financial institutions, labor markets, globalization, standard of living, economic indicators and policy, financial decision-making, saving and spending, credit and debt, and college and career preparedness.

### **Enrichment**

**1 Semester = .25 credit**

Enrichment is a course that has been designed to help students succeed at TMCC High School. This course meets twice a week. Through the focus on social emotional skills, community building, goal setting and executive functioning skills, students are supported in the development of academic and social skills needed to be successful in college, high school, and beyond. Enrichment will also be used for academic support. Incoming sophomores will have Enrichment for a year. Incoming juniors will have Enrichment for a semester. Incoming juniors who earn any academic grade below a C during the first semester will continue with Enrichment during the second semester. Any returning junior not enrolled in Enrichment at the beginning of the school year but earning any academic grade below a C during the first semester will be enrolled in Enrichment for the second semester. Any student who is credit deficient will be enrolled in Enrichment.

### **Senior Seminar**

**1 Semester = .25 credit**

GOAL: To support and encourage those students who are ready to take on an all-college schedule that significantly moves them toward an identified major or career. This course meets once a week.

- Students will demonstrate exceptional college readiness by making and following through on a plan to transition into their post-secondary education.
- Students will meet certain key requirements so that they are keeping up with the regular TMCC High School population and with their needs as young adults, like completing a quality resume and financial literacy topics.
- Students will complete activities outside of class time to reach the 30hr semester requirement for

this course.

- Students will effectively express education reflections and transition goals through Senior Exit Presentation.

**ELIGIBILITY:** This program is for highly motivated and focused students ready to declare a major and begin working toward a degree/ certificate in a specific field. To earn placement in Senior Seminar, a student must demonstrate high levels of academic and social maturity through:

- earning B's or higher in all high school and college classes and in citizenship
- earning a 3.0 academic GPA junior year with no F's
- having no withdraws, drops, or audits
- having excellent attendance, with no unexcused
- having completed or in process Math 126 by fall of senior year
- having completed the application for the Senior Seminar program

Students may lose Senior Seminar eligibility at semester if grades or behavior demonstrate need for greater support, resulting in a transfer to Academic Success. Our goal is to ensure that the student is fully supported to be successful in the college environment and demonstrate the level of academic maturity needed for full integration in the college academics. Lower grades, withdraws, or drops are indications that the student is overextended and would benefit from a reduced level of rigor and an increase in the level of support.

### **Academic Success**

**1 Semester = .25 credit**

Academic Success combines the course content of Senior Seminar with additional content and support, including weekly grade checks and supported work time. This course meets twice per week and is required for all grade 12 students at TMCC HS who are not enrolled in Senior Seminar.

### **Leadership**

**1 Semester = .5 credit**

Participants in TMCC High School's Leadership program will develop and practice leadership skills within the school and throughout the community. The class meets twice a week and requires commitment to outside activities. Students will complete activities outside of class time to reach the 60hr semester requirement for this course.

There are several options for outside hours that fall into three distinct categories:

Community service; marketing/outreach for TMCC HS; school wide events and activities.

Class activities will include lessons in leadership competencies, public speaking, building cohesive teams, and planning and implementing projects including community service and school wide event.

Leadership class fee is \$35.

### **Yearbook**

**1 Semester = .25 credit**

Students will develop leadership, design, writing, and marketing skills as they learn photography, page layout, design, and logistics. The yearbook is a creative and detail-oriented endeavor that gives students a real word canvas to hone their skills in writing and visual arts. The vision for each year's book is a collaborative effort. Each student is given several responsibilities from photography, writing and visual art to logistics, editing, and sales. Students learn group skills working in task groups and with the class as a while. This course meets twice per week.

### **Withdrawing From a Course**

A student withdrawing from a class during the first 11 weeks of the semester will receive no credit. After the 11<sup>th</sup> week a student withdrawing from a class shall receive a grade of "F" and no credit. The withdraw deadline dates for the 24-25 school year are TMCC High School: October 24 and April 4)

### **Grades and Grade Point Average**

Letter grades of A, B, C, D, or F will be assigned in academic classes. Only a few courses are graded on a pass/fail basis and assigned an S (satisfactory) or U (unsatisfactory) grade. S/U grades are not included when computing grade point average (GPA). No credit is awarded for F grades. Grades become part of the permanent record three weeks after report cards are issued. The responsibility for determining a student's grade rests solely with the classroom teacher. GPA is the average of all semester course grades received in high school courses based upon a 4.0 scale. Letter grades will be transposed to the standard 4.0 scale: A = 4.0; B = 3.0; C = 2.0; D = 1.0 and F = 0.

The following formula will be used for calculating weighted GPAs: The unweighted overall GPA will be figured per WCSD Administrative Regulation 5127 using a 4.0 grading scale. For EACH SEMESTER of an honors course that a student passes, .025 will be added to the unweighted overall GPA and .050 will be added to each semester of an International Baccalaureate (IB) or Advanced Placement (AP) course, producing the weighted overall GPA. All Dual Credit College Courses also add to the weighted GPA with the equivalent to an AP bump (.050).

### **Nevada Assessments Required for Graduation**

Students must participate in the Nevada high school assessments prescribed by law as a diploma requirement for their respective graduating class. High performance on the college and career readiness and/or civics assessments may be used toward meeting requirements for the state seals awarded with a diploma.

To graduate from a Nevada high school with a Standard, Advanced, College and Career Ready, Honors or Honors/College and Career Ready diploma, students must participate in a College and Career Readiness assessment selected by the Nevada State Board of Education pursuant to Nevada Revised Statutes 390.600 and 390.610. Students will take this assessment during their junior/11th grade year.

Pursuant to Nevada Revised Statutes 390.600, to graduate from a Nevada high school with an Alternative diploma a student must participate in the Nevada Alternate assessment during their junior/11th grade year.

All students must participate in a civics examination pursuant to Nevada Revised Statute 389.009. Most students will take the required civics examination as part of the Government or Economics course.

### **District Liability**

Students are responsible for any instruments, books, equipment, or other items that they have on campus, whether they are owned by the student or have been entrusted to the student by the district or others. Please be aware that the district IS NOT an agent for any student and IS NOT responsible for any loss, theft, or damage to any such items whether in the student's possession or stored/left on campus or other school property. Students are encouraged to report lost, theft, or damage to the school police.

### **Dress Code**

TMCC High School follows the WCSD dress code policy as outlined in Administrative Regulation 5102: [https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/5102\\_Reg-Dress\\_Code-v1.1.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf)

### **Dual Credit Information**

Please see the WCSD website for approved dual credit courses and additional information about dual credits: <https://www.washoeschools.net/Page/1976>

### **Earning College and High School Credit:**

A dual credit course may be applied for either elective or academic high school credit provided it is on the approved list.

- Academic credit refers to those courses which have been approved to meet core course requirements by the WCSD Board of Trustees and the State Board of Education.
- Elective credit refers to those courses which have been approved to be offered as elective credit by the WCSD Board of Trustees and the State Board of Education.

### **Important Note:**

Students who register for a TMCC course without the counselor's approval need to verify with the counselor that the course is approved as a WCSD dual credit course if they want it to count as a high school credit.

Payment: TMCC High School pays for dual credit college courses that are part of a student's personalized graduation plan. A student's graduation plan is determined/updated during the student's annual academic advising meeting which includes the high school counselor, student, and guardians. Students are not permitted to enroll in college courses outside of their graduation plan without express permission from the school counselor. College courses that are not part of the student's graduation plan will not be paid for by TMCC High School. Summer college courses will also not be paid for by TMCC High School.

### **Extracurricular Activities**

Students are encouraged to participate in clubs and extracurricular activities offered by TMCC HS and the college. Extra curriculums offered by the high school and the college are subject to change. Current TMCC HS extra curriculums include:

#### **Chess Club**

Advisor: Travis Stansky

Chess club will be held on Fridays from 11:45-12:50 in Sierra 213.

This chess club will: promote and enable members to play the game of chess, conduct matches and provide intellectual instruction, analysis, practice, entertainment, and the social life that chess delivers for its members.

#### **Jam Club**

Director: Carlos Hatfield

Jam Club is open to all and is an opportunity for musicians to master the skill of playing with others. The goal is to perform at All School Meetings and to just have a good time playing music.

#### **Crafting Club**

Advisor: Tamara Raymond

The Crafting Club is open to all students, and no experience necessary. Whether you are into knitting, painting, or DIY projects, the club offers a welcoming space to explore creativity. All that is needed is enthusiasm to create something together.

Student Organizations recognized by the TMCC Student Government Organization  
See the college website for additional information: <https://www.tmcc.edu/student-government/rso/recognized-student-organizations>

## **Fees**

- **Textbooks**

The WCSD requires all students attending a Washoe County high school to pay a \$20 book deposit. The book deposit carries over each year of attendance at TMCC High School. If the student has accumulated fines during the school year, the book deposit is not in effect for the following school year until books and materials are returned or fines are paid. The book deposit is refundable after the student withdraws or graduates. Book deposits do not transfer from one school to another. Financial arrangements can be made, if necessary, with the bookkeeper.

- **School Fees**

TMCC High School students pay a school fee at the beginning of each year. The fees include textbook deposit and student activity fund.

<b>School Fee Breakdown</b>		
<b><u>New Students</u></b> Book Deposit - \$20.00 Student Activity - \$10.00	<b><u>Returning Juniors</u></b> Student Activity - \$20.00	<b><u>Seniors</u></b> Student Activity - \$20.00

## **Failing a College Class**

A student who receives an “F” or a “W” in a college course will be required to pay 100% of the tuition for the course.

## **Final Test Guidelines**

TMCC HS follows the WCSD procedures for administering final exams. Please see Administrative Procedures 6405 for more information. WCSD board policies and Administrative Procedures can be found on the WCSD website: <https://www.wcsdpolicy.net/>

## **Grading**

TMCC HS follows the WCSD procedures for academic grading. WCSD board policies and Administrative Procedures can be found on the WCSD website: <https://www.wcsdpolicy.net/>

## **Identification Card**

Students are required to always carry their TMCC identification card while on campus or at school functions. The first TMCC identification card is free. The college charges a fee for any additional cards. TMCC identification cards are available at the Welcome Center.

## **Illness at School**

Students feeling ill during the school day should report to the TMCC HS office. If the student's illness requires them to leave campus, a parent/guardian will be contacted. Students should never leave campus without following this procedure. Students who are injured at school are responsible for reporting the

accident to a teacher, administrator, or school police. If warranted, the student's parent, guardian, or other responsible adult will be notified.

### **Inclement Weather Procedures**

In the event of poor weather conditions that affect student safety, it is sometimes necessary to change the school schedule. Please check the local news (via radio and television) for notification of school delays. You can also check the high school website at [www.washoeschools.net/tmcchs](http://www.washoeschools.net/tmcchs) for notification. Students will also need to check the [www.tmcc.edu](http://www.tmcc.edu) website for any college delays or closures.

**Note:**

TMCC HS follows all Washoe County School District school closures.

- For example: If WCSD communicates school closures (canceled school), TMCC HS does not hold high school classes. If on this day the college does not close the campus or cancels school, TMCC HS students will follow the college's communication regarding college courses.

TMCC HS follows all Washoe County School District school delayed start times.

- For example: If WCSD communicates a delayed start time, TMCC HS will start their high school classes at 10 am, starting with the 2<sup>nd</sup> period Block and will follow the delayed start time schedule. If on this day the college has or does not have a delayed start time, TMCC HS students will follow the college's communication regarding college courses.

TMCC HS follows the college's campus closures.

- For example: If the college closes its campus and WCSD does not close schools, TMCC HS students will be required to go or stay home, and high school classes will be held digitally via Canvas. TMCC HS students will follow the college's communication regarding college courses.

### **Monitoring Student Progress**

- **Infinite Campus**

IC is a tool for parents and students to track assignments, progress in class, attendance, and behavior. IC is updated each time staff or faculty make an entry. It is an up-to-the-minute tool that can be used to maintain a connection with school performance. If you received a username and password last year, you can access IC this year using the same username and password.

**Problems with IC access should be directed to the TMCC High School Main Office for assistance.**

- **MyTMCC**

Students have access to their college classes on Canvas through "MyTMCC" on the college website [www.tmcc.edu](http://www.tmcc.edu).

*Note: Progress grades shown in IC are not the "official" grade, which will be reported on the report card.*

- **Contacting Teacher**

Email is the most effective way to initiate contact with teachers, receive simple answers, or share pertinent information about your students. Email addresses for teachers can be found on Infinite Campus or [www.washoeschools.net/tmcchs](http://www.washoeschools.net/tmcchs).

*Note: During school hours and often after, our teachers are working with students which may delay*

*their response by phone or email. Barring extenuating circumstances, you can expect a response within 48 hours. If you are experiencing an emergency, please be sure to include that in your messages so we may respond appropriately.*

### **Parking**

Parking is free on TMCC college campus. Students are required to follow all rules and regulations while parking on campus. Students may be issued parking fees and/or fines by the College Police.

### **PE Waiver for Athletics Participation**

Students who complete a full season of a sanctioned sport are eligible to waive a semester of PE. During the course of high school, up to 2 semesters of PE may be waived through athletic participation. Please work with the counselor/registrar at the zoned school to complete the documentation for the PE waiver so that it may be added to the official transcript. This must be done during the year of athletic participation.

### **Plagiarism or Cheating**

Students at TMCC High School are expected to apply critical thinking skills to solve problems and complete their own work. Consequences for plagiarism or cheating are initially at the discretion of the classroom teacher after consultation with school administration. Decisions will be based on individual teacher policy and severity of the incident of plagiarism or cheating. The school administration may impose additional consequences if conditions so warrant. Consequences could include, but are not limited to, loss of credit for the assignment; lowering of citizenship grade; completion of alternative assignment with reduced or no credit; in-house suspension; out-of-school suspension; etc. Please refer to the WCSD Student Behavior Manual for additional information: <https://www.washoeschools.net/Domain/247>

### **Prom Guest Procedures**

The following procedure must be strictly followed for a TMCC High School student to bring a **non- TMCC** High School guest to prom:

- A background check will be conducted on all guest pass applicants prior to issuance of the pass. The school police and administration reserve the right to deny guest passes based on unfavorable background results. Guests who have been suspended or trespassed during prior school years for fighting, insubordination, drugs, or alcohol will not be approved.
- When the application is submitted, it must be accompanied by a recent photo ID with the applicant's birth date.
- Both the guest and the TMCC High School student are required to have their student IDs for admission to the dance. Guest passes may be revoked at any time during the dance due to inappropriate behavior.
- Prom guests must be under 21. Guests not enrolled in a high school must meet with an administrator for approval.

### **Progress Reports and Semester Grades**

Each semester, parents are notified three times, in writing, of student progress.

- **At the conclusion of week 4:** In accordance with Administrative Regulation 5124(c), failure notices are prepared and mailed home. If your student receives a failure notice, it is recommended that parents begin to take a more active role in monitoring Infinite Campus for assignment due dates, missing work, or low test.
- **At the conclusion of week 9:** A progress report will be sent home with your student that

reflects his/her grades up to that point. This progress report is not reflective of credit earned. Please note, this is the halfway mark. Unlike middle school, the grade does not reset or start over. The grade will continue to accumulate until the end of the semester when credit is awarded for the course.

*Note: If your student's grades at this point are not reflective of his/her ability or past performance, we strongly recommend that you set up an appointment with the counselor, teacher or Dean to identify interventions that may help your student bring his/her grades up prior to the end of the semester.*

- **College Progress Reports:** Halfway through the college semester, students will complete a College Grade Check form/progress report. This typically corresponds closely with the end of the First Quarter and Third Quarter. The high school students will be required to ask for feedback from each of the college instructors using the college's E2E system. The high school partners with the college in notifying parents when this feedback is being provided.
- **Required Team Meetings and Support Plans:** Throughout each semester, students with academic and/or behavior concerns will be required to attend a team meeting that includes parents, teacher, and school administration. These meetings may include the implementation of a formal support plan.
- **At the conclusion of the semester:** Final grades will be sent home with your student. These grades reflect the cumulative grade for the semester. This report DOES reflect the credits earned for the semester. Once grades have been processed, except for very special circumstances, grades earned cannot be changed.

*Note: if your student's grades are not reflective of his/her ability or past performance and you have not already met with the counselor to explore interventions for success, it is highly recommended that you do so upon receipt of the report card.*

*Progress and report cards will be issued on Friday following the end of each nine-week period, except for the final report card in June, which will be mailed home.*

- **College Grades:** Will only be posted on the students "MyTMCC" Account. Grades will also be posted to the students' high school transcript as *dual credit*.

### **Safe & Respectful Learning Environment**

TMCC High School and WCSO are committed to providing a safe and respectful learning and working environments for all students, staff, and visitors. WCSO prohibits bullying, cyber-bullying, harassment, sexual harassment, and/or discrimination based on race, color, religion, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, genetic information, veterans or military status, marital status, disability, or the presence of any sensory, physical, or mental handicap in any of its educational programs/activities and employment. At TMCC High School, students can report possible bullying to any TMCC High School staff member. Our students' health and safety are paramount and the WCSO investigation procedures will be followed to ensure a safe learning environment. Additionally, any individual may report bullying using WCSO's online reporting method at <http://safevoicenv.org>.

The complete WCSO manual on Safe and Respectful Learning and Working Environment may be found on



the WCSD website: <https://www.washoeschools.net/Domain/658>

The Nevada Legislatures declares that:

*“Every classroom, hallway, locker room, cafeteria, restroom, gymnasium, playground, athletic field, school bus, parking lot and other areas on the premises of a public school in this State must be maintained as a safe and respectful learning environment, and no form of bullying or cyber-bullying will be tolerated within the system of public education in this State.” (NRS 388.132)*

### **Scholarships**

Students who are interested in pursuing scholarships should look online in the counseling section.

### **Senior Exit Project**

All TMCC High School students are required to participate in a senior exit project. The spring semester project will include an activity in which students demonstrate their learning experience at TMCC High School and a presentation that includes their transition from school to their future career goals. Spring semester of Senior Seminar and Academic Success will focus on preparation for senior exit projects through class activities and assignments.

### **Student Records**

Student records are confidential. Access to high school and college records is given only to school personnel who are involved in the student’s education and to the student and his/her parents.

### **TMCC Email Accounts**

TMCC High School students have two school email accounts: one for high school and one for college. It will be the student’s responsibility to check both email accounts daily to obtain relevant information from the high school, high school teachers, the college, and college instructors.

### **TMCC HIGH SCHOOL Website**

Students need to view the high school’s web site found at [www.washoeschools.net/tmcchs](http://www.washoeschools.net/tmcchs) to obtain relevant and updated information about TMCC High School. Students and families need to review the information shared in the Weekly communication that is sent out and posted on the website.

### **Tardiness**

Arriving late to school or late to class causes the student to miss important learning content, disrupts the learning environment, and is considered disrespectful to the school community, specifically to the teacher and the student community. In high school classes, tardiness is classified as “missed instruction.” Students with excessive tardies will be subject to the progressive discipline plan of the classroom teacher.

Consequences in college classes for missed instruction vary; refer to the syllabus and stay informed. Be on time.

### **Transcripts**

All transcripts for admission to colleges and universities will be provided through “Scrib Order”: <https://washoeschoolsnv.scriborder.com>

### **Valedictorian/Salutarian/Top Ten**

Valedictorian is the student who has earned the highest weighted GPA after seven semesters. Salutarian is the student who has earned the second highest weighted GPA after seven semesters. Students who earn the top ten rankings are recognized at the TMCC High School awards ceremony and graduation. The

Valedictorian has an option to speak at the high school graduation. TMCC High School announces the Valedictorian and Salutatorian in the spring after the registrar has verified fall semester grades.

### **Visitors**

Prospective students and other community members sometimes want to visit in the classes to determine if the TMCC High School programming is right for them. Permission to visit the high school classes must be obtained from the principal prior to visiting. Permission must also be granted from each of the student's college instructors to schedule a college class visit. All guests/volunteers/visitors must check-in at the TMCC HS office.

### **Withdrawing and Payment of College Classes**

If a student decides it's necessary to drop a college class, the student is responsible for initiating and following the withdrawal procedure. Forms must be completed through the TMCC High School counselor. Students who withdraw before the end of the first week of college classes (Friday, 3:00 PM) will owe nothing. Students who withdraw before the end of the second week of college classes (Friday, 3:00 PM) will owe 50% of the cost of the class. Students who withdraw from a class after the second week of college classes will owe 100% of the cost of the class.

### **Communications**

The primary source of our communication to families and students is through our weekly email updates sent to students and parents via email and posted on the website.

## **WCSD Policies and Regulations**

See the District's Board Policy and Administrative Regulations: <https://www.wcsdpolicy.net>. These policies and regulations apply on the campuses of TMCC, as well as on ANY school district property or school-sanctioned event regardless of the time or location of such event. Additionally, these policies and regulations are effective an hour before the start of school until an hour after school ends.

### **Safe and Respectful Learning Environment**

[https://www.wcsdpolicy.net/pdf\\_files/board\\_policy/5700\\_Policy-SRLE-v6\\_FINAL.pdf](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](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-v3.1.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5701-Reg-Student_Bullying-v3.1.pdf)

### **Gender Identity**

[https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/5161\\_Reg-Gender\\_Identify-v2.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5161_Reg-Gender_Identify-v2.pdf)

### **Homework**

[https://www.wcsdpolicy.net/pdf\\_files/board\\_policy/6154\\_Policy-Homework-v3.pdf](https://www.wcsdpolicy.net/pdf_files/board_policy/6154_Policy-Homework-v3.pdf)

### **Plagiarism and Cheating Prohibited**

[https://www.wcsdpolicy.net/pdf\\_files/6642%20AP%20-%20Plagiarism%20and%20Cheating%20v3.pdf](https://www.wcsdpolicy.net/pdf_files/6642%20AP%20-%20Plagiarism%20and%20Cheating%20v3.pdf)

### **Use of Personal Electronics by Students**

[https://www.wcsdpolicy.net/pdf\\_files/5810%20Reg%20-%20Cell%20Phones%20v1.pdf](https://www.wcsdpolicy.net/pdf_files/5810%20Reg%20-%20Cell%20Phones%20v1.pdf)

### **Responsible Use and Internet Safety**

[https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/7211-Reg-RUA\\_Internet\\_Safety-v4.pdf](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-v2.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5007-Reg-Student_Email-v2.pdf)

### **Service Animals**

[https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/7521-Reg-Service\\_Animals-v5.pdf](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](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](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](https://www.wcsdpolicy.net/pdf_files/board_policy/5000_Policy-Student_Records-v3_Final.pdf)

**Student Activities**

[https://www.wcsdpolicy.net/pdf\\_files/board\\_policy/5300-Policy-Activities-v2\\_Final.pdf](https://www.wcsdpolicy.net/pdf_files/board_policy/5300-Policy-Activities-v2_Final.pdf)

**District Recognized Athletics**

[https://www.wcsdpolicy.net/pdf\\_files/board\\_policy/5325-Policy-Rec\\_Athletics-v2\\_FINAL.pdf](https://www.wcsdpolicy.net/pdf_files/board_policy/5325-Policy-Rec_Athletics-v2_FINAL.pdf)

**Volunteer Screen and Background Checks**

[https://www.wcsdpolicy.net/pdf\\_files/administrative\\_regulations/1501\\_Reg-Volunteers-v1.pdf](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](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1506-Reg-Visitors-v3.pdf)

## Important Resource Links

### WCSD Absence Request Tool:

<https://www.washoeschools.net/Page/18226>



### TMCC Emergency Alert System:

<https://www.tmcc.edu/police/emergency-alerts>



### WCSD Student Records Request and to Order Transcripts:

<https://washoeschoolsnv.scriborder.com/>



### WCSD Counseling Homepage:

<https://www.washoeschools.net/Domain/173>



### TMCC Calendar of Events:

[https://www.tmcc.edu/calendar?keyword=&category=All&start\\_date=2024-04-30&end\\_date=2024-05-31&page=1](https://www.tmcc.edu/calendar?keyword=&category=All&start_date=2024-04-30&end_date=2024-05-31&page=1)



### TMCC HS Homepage:

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

