STRAWBERRY MANSION HIGH SCHOOL ANOMIC
Standard Operating Procedures 2026-2027



"ACHIEVING ACADEMIC DREAMS"
Last Updated September 1st, 2026

Mr. Projector
Principal

Mr. Charlie
Vice Principal

Mr. iTheNoobThatCould
Vice Principal

Mr. SpiderAmerica_10rrl
Vice Principal

School Map


BUILDING 3
Gymnasium
BUILDING 4
Media Center
FAA
/PA
Campus Alley
Visitor Parking
Student Parking
BUILDING 1
Front Office
Classrooms
FACP
/PA
BUILDING 2
Cafeteria
Visitor Parking
Campus Alley
Visitor Parking
Emergency
Assembly
Point
Staff Parking
Secondary
Entrance
Primary
Entrance
← Arway Main St. →
Strawberry Mansion High School
School Principal: Projector2010
REVISION 6/23/25

September 1st, 2025

Hello Parents and Students, Faculty, and Staff,

Welcome to the 2026-2027 school year. This document is what we call our Standard Operating Procedures. It details common practices and procedures that we have in place at Strawberry Mansion High School that are specific to our school. These procedures are designed to further our vision of excellence and achieve our mission of meeting our academic dreams by ensuring that our day-to-day operations are consistent. However, these Standard Operating Procedures are not all-encompassing.

We encourage you to read this and the aforementioned documents, and to reach out to our administration should you have any questions. We are beyond confident that by us, as a school community, abiding by the practices and procedures detailed in these documents, we can have the kind of school culture of which we can all be proud. Thank you.

GO KNIGHTS!!

STRAWBERRY MANSION HIGH SCHOOL

District Mission/Vision

VISION

Strawberry Mansion High School is dedicated to meeting the holistic needs of all students. This will be achieved by ensuring:

- a safe, respectful, socially just environment
- rigorous academics with personalized learning
- a variety of extracurricular activities

This will all be accomplished while building parent and community involvement and maintaining open communication among all stakeholders.

Students will graduate with pride and confidence, prepared to succeed in their post-secondary endeavors and become inquiring, lifelong learners and productive, global citizens.

MISSION
Aiming to achieve academic dreams is the key to our success.

MASCOT
Knight

SCHOOL COLORS
Red, Black

Principal
Mr. Projector

Assistant Principals/ Deans

Student Last Name/Area	
Principal's Designee/ Curriculum	Mr. Charlie
A-B	Mr. Charlie
C-F	Mr. Charlie
G-J	Mr. iTheNoobThatCould
K-M	Mr. iTheNoobThatCould
N-R	Mr. SpiderAmerica_10rrl
S-Z	Mr. SpiderAmerica_10rrl
Adult & Community Education	Mr. iTheNoobThatCould

Single School Culture Coordinator

Transportation/ S-Z	Mr. Charlie

Coordinators/Directors

Academies/AICE/AP	Mr. Projector
Athletics	Mr. Charlie
ESE	Mr. SpiderAmerica_10rrl
ESOL	Mr. SpiderAmerica_10rrl
International Baccalaureate	Mr. Projector
School Counselors	Mr. iTheNoobThatCould

Testing	Mr. Projector

School Counselors

Student Last Name/Program	
A-B	Mr. Projector
C-F	Mr. Projector
G-J	Mr. Charlie
K-M	Mr. Charlie
N-R	Mr. iTheNoobThatCould
S-Z	Mr. iTheNoobThatCould
ESOL	Mr. SpiderAmerica_10rrl
ESE	Mr. SpiderAmerica_10rrl

"Home of the Knights"
HOURS OF OPERATION

School Hours	**Main Office Hours**
Monday – Friday	Monday – Friday
7:30 a.m. – 2:48 p.m.	7:00 a.m. – 3:30 p.m.

Bell Schedule – Alternating Block Schedule

Period		Duration
1/2	Announcements & SLL	10 Minutes
	Class	10 Minutes
3/4	Class	10 Minutes
5	Students Report to Lunch OR 5th Period	
Lunch A Lunch Class Time		 7 Minutes 10 Minutes
Lunch B Class Time Lunch		 10 Minutes 7 Minutes
6/7	Class	10 Minutes

Lunch A: Building 1 and Building 2
Lunch B: Building 3 (Media Center) and Building 4 (Gymnasium)
Transition periods will last two minutes.

ACADEMIC HONESTY

Any case of academic misconduct will be dealt with in a manner that ensures equity, consistency, procedural fairness, timely resolution and further learning. Incidences of academic misconduct at SMHS are treated on a case-by-case basis and students may be penalized with a failing grade for the assignment or assessment. In severe cases, the student may be dismissed from academic programs.

Terminology

- Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.
- Collusion is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.
  Examples of misconduct during an IB examination include:
  -taking unauthorized material into an examination (whether the student uses it or not),
  -behavior that disrupts the examination or may distract other students and communicate with another student during the examination.
- Duplication of work is defined as the presentation of the same work for different assessment components and/or requirements.

Student Responsibilities

Ensure that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. Discuss assignments and time management strategies with teachers to reduce stress. Learn the proper way of citing or acknowledging original authorship of works or ideas (Suggested formats: MLA for English, Math classes, Chicago Manual of Style (Turabian) for History classes, APA for Experimental Sciences and Psychology). Understand the consequences of academic dishonesty and misconduct from the ACSD and the IB Perspectives.

Non-adherence to school rules will result in consequences as outlined in the Student Code of Conduct.

ARRIVAL/DISMISSAL PROCEDURES

Students are allowed to enter campus at 6:50 am each school day. Students must enter the campus using the main entrance to the school. The 3 entrances to the school are:

- The Main Entrance at the Main Office in Building 1: Students must have their IDs visible at all times.
- The West (Alley) Entrance at Building 1: Students must have their IDs visible at all times.
- Please follow the arrival procedures and do not leave your guardian's vehicles outside of the designated drop-off zones. East Parking Lot Drop-Off zone is from the auditorium to the football field.

At 2:48 p.m., the final bell will ring signaling the end of the school day. Students are to exit all campus buildings and leave campus. School bus riders should report to the school bus loop located in the campus alleyway behind the cafeteria promptly in order to board the bus on time.

Tardy Policy

The first bell of the day rings at 7:23 a.m. Students who are late must report directly to their classroom and sign into the Tardy tracking system, Student Conductor.

Students who arrive on campus after 7:45 a.m. must see an administrator in order to enter the campus. After speaking with an administrator, they will receive a consequence, a hall pass, or a combination of the two.

Students that arrive 15 minutes after the beginning of class are considered Out of Area and will be issued discipline consequences, according to the Discipline Matrix, by their assistant principal.

Tardy Progression Plan

Tardy 1-5	Warning and Parent Contact
Tardy 6-7-8-9-10	Administrative Lunch Detention and Parent Contact
Tardy 11+	Afterschool Detention 3:00 - 4:00 pm. and other possible consequences include: Loss of extracurricular privileges, Parent Contact, Pass Restriction, Conference with Administration, and progressive disciplinary actions of ATS and/or OSS.

Non-adherence to school rules will result in consequences as outlined in the Student Code of Conduct.

Early Release Procedures

Early Release with Parent Pickup

Only individuals authorized on a student's contact information screen, with proper identification, may request a student for early release in person. Students are to remain in class until called to the main office. Written notes and phone calls must be verified by an administrator prior to being released. The cutoff time for early dismissal is 2:00 pm.

Early Release for Student Drivers
Students who drive and will be leaving school prior to dismissal are to submit a note to the main office prior to first period. The note must include the following:

1. Student Name & ID Number.
2. Reason for early release.
3. Contact information for parent/guardian authorized to request early release. If the parents cannot be contacted, the student will be notified and he/she must remain on campus/in class.
4. *Students will need to obtain an Orange Early Release/ Off Campus form signed by an administrator prior to leaving the school building.*
5. *As students exit the campus they must show the Orange Early Release/ Off Campus form to the School Police Aid.*
6. Students 18+ years of age MAY NOT sign themselves out of school. Additionally, students who do not follow Student Driver expectations will lose the driving privilege.

Exam Days and Holidays
On an exam day, or the day prior to a school holiday, parents/guardians must request early release of their son/daughter in person.

Early Release Programs for Students
The OJT, Dual Enrollment, and Senior Privilege programs allow students to leave campus prior to the end of the school day. Students enrolled in these courses are to abide by the following requirements:

- The student must leave campus immediately upon completion of his/her course work as a reminder bus transportation is not provided. In cases where a student cannot leave campus immediately, a schedule change will occur.
- Students participating in extracurricular activities may return to campus for scheduled activities.
- On exam or alternative-schedule days, students are expected to attend their classes.
- Students must check out at the Breezeway closest to the Main Entrance (the 1-2 green double doors near the main office). Student IDs will be scanned.

Failure to follow these procedures could result in absences being classified as unexcused as well as other disciplinary action.

TRANSITION PROCEDURES

During transition periods, all students are to report to their next assigned location such as a classroom or lunch period. Students loitering or wandering off in the hallways, campus alleyway, or other areas during transition is strictly prohibited. Failure to do so constitutes a major safety concern with students being unaccounted. It is imperative that all students report directly to their assigned location during transition on time as to prevent delays and/or disruptions.

The procedure for transition periods are as follows:

1. The bell chimes, signaling the beginning of transition. This is confirmed by a crew-wide announcement located at the top of the screen: END OF CLASS PERIOD - Transition to 5th Period Applied Culinary Skills - Room 2-102 (if the location is in another building, a marked destination location will appear on screen). **Students are to report directly to their next assigned location.**
2. Teachers are to prop classroom doors open for transition as to allow students to move to the next assigned location.
3. The minute warning bell (Jaws Song) signals that students have a remaining one minute including the duration of the bell, students must get to class before the final tardy bell as to avoid a lockout.
4. The tardy bell rings, teachers are to close and lock doors to lock out students for a hall sweep by administration. Tardy students must report to the main office to receive a tardy pass. Students are prohibited from skipping class and will be sent to ATS for doing so.

CAFETERIA

All students will either report to their 5th period class and wait to be released to their assigned lunch, or report directly to lunch and then report to their 5th period class. During their scheduled lunch period, they must proceed directly to the cafeteria/courtyard. During lunch, students must be in their assigned area. Students are to remain in the cafeteria or courtyard until the end of their assigned lunch period. Students are not permitted to wander the hallways or be in other buildings during lunch. Each student is responsible for appropriately disposing of their own trash. Please use the trash cans.

Student IDs must be scanned at the register prior to purchasing a meal.

Non-adherence to school rules will result in consequences as outlined in the Student Code of Conduct.

DOORS/GATES

Students should never open a door or gate for anyone. Anyone coming onto campus after opening procedures must check in through the Main Office.

Non-adherence to school rules will result in consequences as outlined in the Student Code of Conduct.

The Anomie County School District has launched a district-wide school safety campaign named **STOP the PROP**. All campus doors are to remain closed and locked at all times to maintain the safety of students, faculty, and staff on campus. Classroom doors are exempt and may be propped open **only** during transition periods.

DRESS CODE

Students will follow the district dress code policy. However, students must also adhere to the following school-specific policies:

The principal or designee shall have final authority to decide if a student's attire complies with a dress code or uniform dress code, and shall use reasonable discretion in interpreting and implementing the provisions of this policy. The following attire is unacceptable in District schools in accordance with School District of Anomie County's Board Policy 5.182:

i. Attire with language or images that are crude, vulgar, profane, lewd/obscene, sexually explicit, or sexually suggestive.
ii. Attire with symbols, mottoes, words, or acronyms that promote illegal or violent conduct, such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco or drug paraphernalia, or clothing that contains threats.
iii. Attire is associated with discrimination on the basis of age, color, handicap, national origin, sexual orientation, marital status, race, religion, or sex.
iv. Clothing traditionally designed as undergarments, such as boxer shorts or sleepwear, may not be worn as outer garments.
v. Clothing that is sexually suggestive or revealing (examples include, but is not limited to, clothing that exposes the midriff, exposes one's undergarments, has plunging necklines, muscle tops, backless clothing, and are constructed of see-through materials.
vi. Attire that may be used as a weapon, including but not limited to, steel-toed shoes; large, long, or heavy waist or other chains; studded or chained accessories; items with spikes; and other items deemed inappropriate by an individual school site.
vii. Articles of clothing that cause excessive maintenance problems for school property, such as, shoe cleats that scratch floors or tear rugs, trousers with metal rivets that scratch furniture, etc.
viii. Clothing which, because of fit, design, color, texture, inadequate coverage, or some other factor, creates classroom or school disorder or distracts the attention of another student or students in any class in session from the lesson being presented or from any other assigned school activity, or which creates a safety or health hazard for any student in the school.

ix. Jewelry is worn in a manner that presents a safety health hazard or causes a major disruption to the educational process. Examples may be chains hanging from the belt, pocket or attached to the wallet.
x. Footwear that does not provide adequate protection or hygienic measures.
xi. A student who fails to maintain personal cleanliness, grooming, or neatness of dress to the extent that the presence in the classroom creates classroom or school disorder or distracts the attention of others from assigned classroom activity will be required to maintain a level of personal cleanliness, grooming, or neatness of dress that eliminates the disorder or the distraction of other students in the classroom.

ID Policy
A current student identification card must be visible and worn on the student at all times by all students attending Strawberry Mansion High School. Since the safety of our students, faculty, and staff is paramount, students must surrender their ID to any school personnel upon request. Students may not alter or deface their ID.

Replacement student ID cards will be issued through Student Services. Student ID cards will be checked daily upon entering school; students not in possession of a current student ID card will be subject to get and wear a temporary ID sticker.

Non-adherence to school rules will result in consequences as outlined in the Student Code of Conduct.

EMERGENCY DRILLS

Emergency code drills will be conducted throughout the school year. Students must follow their teacher to the designated area. Once the drill has ended students should promptly return to their class. Any students going to the restroom or lingering in the halls will be considered to be out of their assigned area.

Lockdown Drills
The signal to lock down the building will be implemented by an announcement over the PA system. During a lockdown, students and staff should remember these three points: *Locks, Lights, Out of Sight*. When a lockdown is initiated, all hallways must be cleared as soon as possible, and campus doors are to be locked and barricaded if necessary. Lock doors, turn off lights, close blinds, and stay out of sight. Maintain silence. Designated safety zones inside classrooms are marked by the bright orange “SAFETY FIRST” placards. Students are to shelter in these zones during the lockdown and are to wait until the all clear message is announced.

Evacuation Drills

Evacuation routes are posted in classrooms and exit points. Look for the red "EMERGENCY ASSEMBLY POINT" placard and the directional arrow to follow. The signal to evacuate will be implemented by an announcement over the PA system. All students are required to evacuate quietly and as quickly as possible to the designated area after the PA announcement. During evacuation drills students must be 100 feet away from any school building and follow the instructions from their teachers and administration.

Teachers will check rosters at their designated area. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

Setting off, damaging, defacing, or disturbing fire alarms or fire-fighting equipment in any way, except during emergencies, will result in the maximum allowable out-of-school suspension and legal action.

Tornado Drills
A tornado safety plan is in place for Strawberry Mansion High School, and in case of a tornado, students will report to designated safe rooms or areas. Tornado drills will be held to prepare students for an emergency and to familiarize them with their designated safe area. Students are to assume a protective position on the ground. .

HALL PASSES
Students who are found out of class during class time must have an official hall pass, which designates the issuing teacher, building, date, and time. Hall Passes are invalid if the student is found in a different area or the time has exceeded the normal amount of time required for the task. Students with hall passes that exceed 10 minutes may be subject to disciplinary action. Students without a pass are subject to disciplinary consequences. Teachers will limit the number of hall-passes issued to each student per nine weeks and use one hall pass per student. Hall passes will not be given during the first or last fifteen minutes of class (15/15 Rule).

Students must be wearing their IDs at all times on campus.

Elevators

The use of school elevators is strictly limited to faculty, staff, and students with restricted mobility. Any use of the elevators by unauthorized students will be grounds for disciplinary action.

Non-adherence to school rules will result in consequences as outlined in the Student Code of Conduct.

LOCKS AND LOCKERS
Lockers are available by request. Only School issued locks may be used on campus; all other locks will be removed. Strawberry Mansion High School is not responsible for items stolen from lockers. Students are prohibited from 'sharing' lockers or combinations with other students.

All student lockers are subject to search without warning pursuant to Nevada Statute 2321.250. Book bags are subject to search without warning with reasonable suspicion.

Physical Education lockers will be provided for each student per semester when the student is scheduled into a Physical Education course that requires dressing out. Strawberry Mansion High School is not responsible for items stored in Physical Education lockers. Students are prohibited from 'sharing' Physical Education lockers or combinations with other students. Lockers will be assigned by your Physical Education teacher.

If a student loses a lock the student will be placed on the obligation list at the cost of $5.00.

MEDIA CENTER

The Media center will be open Monday through Friday from 7:00 a.m. to 3:00 p.m.

Media Center: Fines

Students will be assessed the full cost of books not returned in a timely manner and placed on the obligation list until payment is received. If the book is returned the fine will be deleted immediately. If the book is returned subsequent to payment, a full refund will be provided to the student.

The Media Specialist has the right to assess damaged library materials and determine fines based on damage up to the cost of replacement.

Media Center: Circulation of Books and Materials

- Books may be checked out for two weeks, but may be renewed until another request for the book is made.
- Students may only check out books for themselves.
- Students must have a Strawberry Mansion High School picture ID in order to check out books and materials.
- Each student who has been issued a Chromebook/ charger is responsible for that device. Fees will be assessed for lost, stolen, or damaged Chromebooks/ chargers and recorded in the student's obligation record.

Media Center: Services

Printing of documents from School District computers is available to Strawberry Mansion High School students at no cost.

Media Center: Technology Services

Student access to district technology resources anywhere on school campus is authorized exclusively for academic purposes. Such resources include email, Internet access, electronic records and databases, and computer software and hardware.

Students shall not use any such resource for private business, personal use or gain, non-curricular-related computer gaming, and/or non-curricular related Internet browsing. The district

has established guidelines, which detail the accepted standards of behavior for students while using district technology. Violation of these guidelines may result in disciplinary action.

PARENT–TEACHER CONFERENCES

Call Guidance to make an appointment.

SCHOOL COUNSELING SERVICES

The Counseling Services Department responsibilities include:

1. Guiding students and parents through the registration process.
2. Counseling individuals and student groups.
3. Assisting in the planning and scheduling of educational programs.
4. Coordinating of parent conferences.
5. Making referrals to outside agencies for assistance when appropriate.
6. Assisting students with personal social, physical, and emotional concerns.
7. Inform students about post-high school educational techniques and opportunities.

Transcripts

To request a physical copy of a student's transcript, call the school guidance office.

For an appointment with your guidance counselor:

- Students are able to come to the Guidance Office to see their counselor during their assigned lunch time.
- Students should not 'drop in' to see their counselor during classes.

Schedule Changes

The only valid reasons for a schedule change are:

- Missing a graduation requirement.
- Student lacks a prerequisite.
- Teacher recommended level change (honors, regular).
- Student previously passed course.
- Documented medical reasons.

STUDENT ID CARDS

Refer to Dress Code

TEACHER DETENTIONS

A teacher may assign before or after school detentions for behavioral problems. Students and parents will be given at least 24-hour's notice. The teacher will determine the time frame for the detention.

TRANSPORTATION

Bike Racks
There is a bike rack for your use at the East Entrance (Main Entrance) by the flag pole to lock and secure your bike. No riding bikes or skateboards on campus. Students may leave their skateboards in student services until the end of the school day.

Bus Transportation Information
Students must register for bus transportation at the school office with the transportation director. Students are to ride their assigned bus.

Student Parking
Students desiring permission to park automobiles on campus must obtain a parking permit. A new permit must be purchased each year for $60.00 in Student Services. Criteria for the campus parking permit include reviewing each student's file to ensure that they have met the following requirements:

1. Have no textbook, uniform, media center, or other outstanding financial obligations.
2. No discipline referrals
3. Minimum 2.5 GPA
4. Have no more than 5 unexcused absences and/or 5 tardies during the present and previous nine weeks.

Parking at Strawberry Mansion High School is a privilege, not a right. Failure to display acceptable conduct and academic progress may result in the revocation of parking privileges.

The parking permit must be placed on the front bottom driver's side of the windshield of their vehicle registered with the school.

If a new vehicle will be driven to school daily, the new vehicle must be registered in the main office, the new parking permit must be displayed.

The use of motor vehicles on campus is restricted to coming to school at the beginning of the school day and leaving campus at the end of the student's day. Students are not permitted to be in or near their vehicles during the school day.

Students must park in their assigned parking space in the student parking lot. When parking on campus you must utilize the student parking lots located in the campus alleyway adjacent to the Bus Loop Or by the Gymnasium and Media Center building. If you park elsewhere without the correct parking decal your vehicle will be towed.

Cars parked in unauthorized areas will be towed at the owner's expense, the parking permit revoked, and the student is subject to disciplinary action. When your car is towed, call Clearwater Towing to retrieve it.

Unauthorized cars will be towed at the owner's expense. To retrieve your vehicle, call Clearwater Towing.

Careless, reckless driving, violation of any parking regulation, leaving campus without permission, or transporting a student who does not have permission to be transported will result in confiscation of a parking decal and possible disciplinary action.

Money will not be refunded if one's parking privilege is revoked.

By entering school parking areas, the person in control of any vehicle consents to the search of the vehicle, which may include the passenger compartment, engine compartment, trunk, and all containers, locked or unlocked, in or on the vehicle.

Taxi Cabs/Uber/Lyft/Etc.
Parent permission is needed for a student to leave campus using a taxi cab/Uber/Lyft, etc.

VALUABLES ON CAMPUS

Students bringing valuables on campus do so at their own risk. The school will not be held responsible for any broken, lost, or stolen items.

Electronic Devices
Permitted at the direction of the teacher for educational purposes during class time.
Permitted during non-instructional times (lunch, between classes).
Do not leave your electronic devices unattended at any time, which includes charging your phone anywhere on campus.
Students are responsible for damages incurred to District issued laptops and will be assessed a fee for lost or stolen devices.

Headphones/Earbuds
Headphones and Earbuds are allowed on campus, but are not allowed to be worn in the classroom unless otherwise directed by the teacher via the Cell Phone Usage sign.
Students may wear earbuds BUT only in ONE ear.

Speakers
Portable speakers are not permitted on campus. Such speakers will be confiscated and a parent/guardian must pick them up during school hours.

Students who choose to bring an electronic device to school do so at their own risk and will be responsible for the security of their device. Neither school personnel nor Board will assume responsibility or liability for loss, theft, damage or vandalism to an electronic device brought onto school property, or for the unauthorized use of any such device.

VISITORS ON CAMPUS

All visitors must come through the main office and check in with the office staff. They must have a relevant educational reason for the visit, a valid form of identification, and 48 hours

notice to an administrator. Student or teacher visitation is strictly limited and must be approved by administration prior to the visit.

Deliveries and Messages for Students

To enhance safety and to avoid disturbances to classrooms, office staff will not accept messages or deliveries for students. In the case of an emergency, office staff will make every effort to assist parents in the delivery of emergency messages or items. Please request assistance only in true emergencies when no other alternative is available.

Flowers, balloons, and other gifts should be delivered to the student's home. Balloons are not permitted on district buses. Any such deliveries made to the school will be held in the main office until the end of the day. Additionally, office staff will not accept food deliveries (pizza, fast food, etc.) for students.