




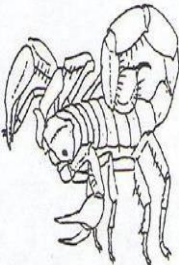














# Nye County School District Parent/Student Handbook 2018-2019

 <p><b>Amargosa Valley School</b></p>	 <p><b>Beatty Schools</b></p>	 <p><b>Duckwater School</b></p>	 <p><b>FLYD ELEMENTARY SCHOOL BOBCATS</b></p> <p><b>Floyd ES</b></p>	 <p><b>Gabbs School</b></p>	 <p><b>Hafen ES</b></p>
 <p><b>J.G. Johnson ES</b></p>	 <p><b>Manse ES</b></p>	 <p><b>Pahrump Valley HS</b></p>	 <p><b>Pathways Innovative Schools</b></p>	 <p><b>Rosemary Clarke MS</b></p>	 <p><b>Round Mountain ES</b></p>
 <p><b>Round Mountain MS/HS</b></p>	 <p><b>Tonopah ES/MS</b></p>	 <p><b>Tonopah HS</b></p>	 <p><b>Warm Springs School</b></p>		

**Every Student A Success!**

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## INTRODUCTION

### **THE IMPORTANT INFORMATION HANDBOOK**

This handbook has been revised and updated from last year, especially in the areas of bullying and graduation. Please take the time to review this document with your student(s). This handbook is intended to be used by students, parents/legal guardians and staff as a guide to the rules, regulations and general information about the Nye County School District, also referred to herein as NCS D. Each student is responsible for becoming familiar with the handbook and for knowing the information contained in it. Parents/legal guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific concerning many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise during any school day or school year. Additionally, individual schools may initiate a School Handbook detailing specifics within their school to be used in conjunction with the Nye County School District Parent/Student Handbook. This handbook does not create a contract. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in this handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, state and federal statutes and regulations.

The Nye County School District is committed to educational equity for students, staff and patrons of Nye County public schools. In all programs conducted by the school district, the dignity and worth of each individual will be recognized. Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard. Nye County School District has a policy of active recruitment of qualified minority teachers and non-certified employees.

For questions regarding this policy, please contact the Title IX Coordinator, 484 S. West St., Pahrump, NV 89048 or call (775) 727-7743. Se pueden conseguir y pedir copias en español.

# NYE COUNTY SCHOOL DISTRICT VISION, MISSION AND GOALS

## **PREAMBLE:**

The Nye County School Board of Trustees is an elected body with governance responsibilities for public schools in the communities of Amargosa, Beatty, Duckwater, Gabbs, Pahrump, Round Mountain, Tonopah and Warm Springs. Nye County School District is the largest geographical school district in the contiguous United States. It is our responsibility to do the following:

1. Set a clear direction for the district;
2. Empower and hold the superintendent responsible for implementing our direction and managing district operations;
3. Develop and adopt policies that support and implement our direction; and
4. Adopt budgets that direct resources to support educational goals.

The Board expects a high-performing district that achieves exceptional results. We believe the process of continuous improvement and reform can be consistent over time, transcending board membership and superintendents.

## **VISION:**

**“Every Student a Success”**

## **MISSION:**

**Empower students to learn at their highest level in an environment of mutual respect.**

## **CORE VALUES AND BELIEFS:**

**Potential:** All students deserve the opportunity to learn at their highest level.

**High Expectations:** The district will foster a culture of high expectations.

**Accountability:** The district will be open and accountable to the public.

**Safety and Respect:** All schools and departments will be safe and respectful.

**Responsiveness:** Public education should be responsive to an ever-changing world.

## **GOALS:**

- ✓ Embrace a culture of learning for all
- ✓ Elevate achievement for all students
- ✓ Provide educational opportunities to support lifelong learning
- ✓ Promote ongoing family engagement in pursuit of our vision
- ✓ Increase the graduation rate
- ✓ Foster a safe and respectful learning and working environment
- ✓ Adapt and integrate technology to achieve our mission

## **IMPLEMENTATION:**

To implement our vision, the Board will work with the Superintendent each year to determine strategic initiatives, annual Board projects and performance measures.



**WELCOME TO THE 2018-2019 SCHOOL YEAR**  
**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**  
**Nye County School District**



Dear Parents/Legal Guardians and Students,

I would like to personally welcome you and your family to the 2018-2019 school year. It is my privilege and honor to serve as Superintendent of Nye County School District (NCS D). I continue to have the passion and commitment to serve this organization, as well as the desire to continue to make a difference in Nye County. I have received the honor of Nevada Superintendent of the Year for the 2017-2018 school year. I am very fortunate as a change leader to have a Board of Trustees who have been phenomenal in supporting me in implementing their vision of a high performing district.

Currently in my seventh year as Superintendent of Schools, I remain as committed to all NCS D students as I was going into my first year. Together we will continue to move forward with every student in mind. Our goal is to provide excellent instruction to every student, in every classroom, every day.

The vision of the NCS D Board of Trustees is: Every Student a Success. Their mission is to empower students to learn at their highest level in an environment of mutual respect. Their goals are as follows:

- Embrace a culture of learning for all
- Elevate achievement for all students
- Provide educational opportunities to support lifelong learning
- Promote ongoing family engagement in pursuit of our vision
- Increase the graduation rate
- Foster a safe and respectful learning and working environment
- Adapt and integrate technology to achieve our mission

Please visit the NCS D Website: (<http://www.nye.k12.nv.us>). You will find an abundance of information located there including links to your child's school and to our Facebook page.

The State Edition of Infinite Campus is a district-wide system designed to manage attendance, grades, schedules, assessments and other student information. Parents/legal guardians have on-line access to the Campus Portal, a confidential and secure website to view your child's progress in school, attendance, lunch balance, etc. Ask for additional information at your child's school regarding this portal and how to access it.

On behalf of Nye County School District, Board of Trustees, the leadership and administrative team, professional staff and support staff, I welcome you to join us in preparing your child for their future. Please do not hesitate to contact us if we can be of assistance to you at any time during the school year. If you would like to volunteer for NCS D, please contact our volunteer office.

Respectfully,

A handwritten signature in black ink, appearing to read "Dale A. Norton". The signature is written in a cursive, flowing style.

Dale A. Norton, Superintendent of Schools  
Nye County School District  
2018 Nevada Superintendent of the Year

## NYE COUNTY SCHOOL DISTRICT CONTACTS

### **SUPERINTENDENT**

Dale A. Norton  
(775) 727-7743 Ext 239

### **ASSOCIATE SUPERINTENDENTS**

Evangelyn Visser  
(775) 727-7743 Ext 227

Kyle Lindberg  
(775) 727-7743 Ext 224

### **BUSINESS AND FINANCE**

Ray Ritchie, Chief Operating Officer  
(775) 727-7743 Ext 234

### **HUMAN RESOURCES**

Susan Schmidt, Director  
(775) 727-7743 Ext 238

### **DIRECTOR OF RURAL SCHOOLS**

James Fossett  
(775) 482-6258

### **DIRECTOR OF CURRICULUM**

Lisa Ford  
(775) 727-7743, Ext 279

### **DIRECTOR OF ALTERNATIVE EDUCATION**

Richard Wiley  
(775) 751-6822

### **STUDENT LEARNING COORDINATORS**

Dubb Mapp  
Lin Steele  
Desiree Veloz  
Ted Weisman  
(775) 727-7743

### **SPECIAL EDUCATION SUPPORT SERVICES**

Sam Simatos, Director  
(775) 751-4015

### **TRANSPORTATION/MAINTENANCE & OPERATIONS**

Cameron McRae, Manager  
(775) 727-2443

### **FEDERAL AND STATE PROGRAMS**

Karen Holley, Coordinator  
(775) 727-7743 Ext 229

### **FOOD SERVICE**

Jodi Martinez, Coordinator  
(775) 727-7743 Ext 260

### **TECHNOLOGY**

Rob Williams, Director  
(775) 727-7743 Ext 256

# NYE COUNTY SCHOOL DIRECTORY

2018-2019

Amargosa Valley ES/MS, PK-8; ES#106, MS#316  
Chris Brockman, Principal; Secretary: Lindie Cruz  
Melinda Jeffrey, Asst. Principal  
HC 69 Box 401-Z, 777 E. Amargosa Farm Rd.,  
Amargosa Valley, NV 89020  
775-372-5324; Fax: 775-372-5314

Beatty ES/MS, PK-8; ES#201, MS#311  
Chris Brockman, Principal;  
Melinda Jeffrey, Asst. Principal; Secretary: Linda Borowick  
P.O. Box 369  
301 N. 4<sup>th</sup> Street, Beatty, NV 89003  
775-553-2902, 2472; Fax: 775-553-2646

Beatty HS, 9-12; #601  
Chris Brockman, Principal; Secretary: Joanne Nelson  
Melinda Jeffrey, Asst. Principal  
P.O. Box 806  
1 Hornet Avenue, Beatty NV 89003  
775-553-2595; Fax: 775-553-2887

Duckwater School, K-8, #101  
James Fossett, Rural Director  
Head Teacher: Lyn Huston  
2 Duckwater Road, Duckwater, NV 89314  
775-863-0277; Fax: 775-863-0149

Floyd ES, PK-5; #210  
Joe Gent, Principal; Secretary: Teresa Veloz  
Lori Metscher, Asst. Principal; Registrar: Micki Martin  
6181 S. Jane Ave.  
Pahrump, NV 89061  
775-751-4889; Fax: 775-751-5094

Gabbs School, K-12; ES#105, MS#315, HS#602  
Jim Fossett, Rural Director; Head Teacher: Tom Lyman  
P.O. Box 147 Secretary: Frances Hanifen  
511 E. Ave., Gabbs, NV 89409  
775-285-2692; Fax: 775-285-2381

Hafen ES, K-5; #207  
Jeff Skelton, Principal; Secretary: Shelley Baka  
Lori Metscher, Asst. Principal; Registrar: Susan McRae  
7120 S. Hafen Ranch Rd.  
Pahrump, NV 89061  
775-751-4688; Fax: 775-751-4686

J.G. Johnson ES, PK-5; #108  
Debra Carle, Principal; Secretary: Lori Ince  
TBD, Asst. Principal; Registrar: Sharon Braithwaite  
900 E. Jackrabbit St.  
Pahrump, NV 89048  
775-727-6619; Fax: 775-727-7885

Manse ES, PK-5; #102  
Laura Weir, Principal; Secretary: Misti Maestas  
Debra Carle, Asst. Principal; Registrar: Amanda Cardinal  
4881 N. Lola Lane  
Pahrump, NV 89060  
775-727-5252; Fax: 775-727-1526

Pahrump Valley HS, 9-12, #604  
Jennifer Ehrheart, Principal; Secretary: Maggie Villa  
Jason Odegard, Asst. Principal; Registrar: Jen Shockley  
Kenny Weaver, Asst. Principal; Attend: Lyn Light  
Charles Fannin, Asst. Principal;  
501 E. Calvada Blvd. Discipline: Joanne Baumgarten  
Pahrump, NV 89048 Athletics: TBD  
775-727-7737; Fax: 775-727-7722

Pathways/Adult Ed., 6-12, #902  
Richard Wiley, Principal; Secretary: Sarah Doyle  
2000 S. Mount Charleston Ave. W., Pahrump, NV 89048  
775-751-6822; Fax: 775-751-6829

Rosemary Clarke MS, 6-8, #301  
Tim Wombaker, Principal; Secretary: Nancy Berry  
Erin Jerabek, Asst. Principal; Registrar: Cindy Allison  
Brian Todd, Asst. Principal; Attendance: Nicola Taylor  
4201 N. Blagg Rd., Discipline: Leticia Ramos  
Pahrump, NV 89060;  
775-727-5546; Fax: 775-727-7104

Round Mountain ES, K-5, #103  
Sonja Miller, Principal; Secretary: Sandy Dutton  
P.O. Box 1429, 59 Hadley Circle  
Round Mountain, NV 89045  
775-377-2236; Fax: 775-377-2354

Round Mountain MS/HS, 6-12, #313  
Sonja Miller, Principal; Secretary: Joy Millard  
P.O. Box 1427, 61 Hadley Circle  
Round Mountain, NV 89045  
775-377-2690; Fax: 775-377-1239

Special Education Services (SESS)  
Sam Simatos, Director; Secretary: Shanda Hammar  
900 E. Jackrabbit St., Suite 2  
Pahrump, NV 89048  
775-751-4015; Fax: 775-751-4025

Tonopah ES/MS, PK-8, ES#202, MS#312  
Scott Shakespeare, Principal;  
David Fossett, Asst. Principal Secretary: Melissa Fitch  
P.O. Box 1749, 1220 Idaho Circle  
Tonopah, NV 89049  
775-482-6644; Fax: 775-482-5717

Tonopah HS, 9-12, #603  
Scott Shakespeare, Principal;  
David Fossett, Asst. Principal; Secretary: Janet Dwyer  
P.O. Box 1349, 1 Ray Tennant Drive  
Tonopah, NV 89049  
775-482-3698; Fax: 775-482-3935

Warm Springs ES/MS, PK-8, #211  
James Fossett, Rural Director;  
Head Teacher: Joseph Burch  
HC 76 Box 1110, #2 Twin Springs Ranch Rd.  
Tonopah, NV 89049,  
775-537-5019 (No Fax)

# BOARD OF TRUSTEES

## PRESIDENT



Tim Sutton  
Area VII

## VICE PRESIDENT



Mike Floyd  
Area III

## CLERK



Teresa Stoddard  
Area II

Welcome to our Nye County Schools. We hope that you will have a pleasant and productive school year.

This handbook provides information mandated by federal and state laws. It also includes information on student dress, access to student records and the disciplinary hearing process. If you need other information, such as grading system, clubs and athletics, please ask the school to provide you with copies of the pertinent policies and regulations. All NCSD policies and regulations are also listed on the district website

We recognize that all parents/legal guardians play an important role in educating our students. We want to remind you that you have the right to become actively involved in any decisions directly affecting your children. We welcome you to our schools and actively seek your involvement and support.

If you have any questions concerning the routine operations of the school, please ask the school principal or Superintendent.

If you have concerns regarding policy, curriculum or budget, please contact us. If you have time, please come to our Board meetings. You elected us to serve you and we do want to hear from you!

Sincerely,

Nye County School District Board of Trustees



Lawrence Small  
Area IV



Mark Hansen  
Area VI



Pamela Hiler  
Area V



Edna Jean Forsgren  
Area I

The Nye County School District Board of Trustees is committed to providing the highest quality education for all students in Nye County. The Board supports the development of responsible adults:

1. who are productive citizens of a pluralistic community, nation and world;
2. who are prepared to learn throughout their lives; and
3. who are appreciative of the arts, history and culture.

As the elected governing body of the school district, the Board believes in sharing its decision-making processes with parents/legal guardians, students, other community members and staff members. Board members are elected by Nye County constituents to four year terms.

A board meeting calendar may be found on our website at [www.nye.k12.nv.us](http://www.nye.k12.nv.us) or by request from any school or the district offices. Board meetings are held in each of the communities throughout the district at least once per year. Opinions may be expressed to the board in writing and will be distributed to Board members.

Written comments to the Board may be addressed to:

Nye County School District  
Board of Trustees  
484 S. West Street  
Pahrump, NV 89048

While the Board welcomes any and all correspondence from the public, no formal action may be taken regarding issues submitted to Board members either verbally or in writing. The Board may take action only during a formal meeting on agenda items. A copy of the agenda request form may also be obtained from our website.

# GUIDE TO SOLVING PROBLEMS AND GETTING ANSWERS FAST

The Nye County School District has established procedures to effectively and efficiently respond to questions and suggestions from parents/legal guardians and community members. This guide is meant to serve as a resource for parents/legal guardians and community members to identify the district staff that would have the most information to provide answers to questions and concerns. If you have any questions or concerns related to the school district or your student's progress, please do not hesitate to call. The NCSD is here to meet the needs of all students, staff, parents/legal guardians and community members. Below you will find the chain of command to follow in order to solve problems or get answers.

## **K-8 SCHOOLS & HIGH SCHOOLS**

- Step 1 – Classroom Teacher
- Step 2 – School Principal
- Step 3 – District Office, Principal's Direct Supervisor
- Step 4 – Associate Superintendent
- Step 5 – Superintendent

## **TRANSPORTATION**

- (Bus Stops, Route Problems, etc.)
- Step 1 – Transportation Office
  - Step 2 – Transportation Supervisor
  - Step 3 – Transportation Manager
  - Step 4 – Chief Operating Officer
  - Step 5 – Superintendent

## **CURRICULUM QUESTIONS**

- (State standards, textbooks, materials, etc.)
- Step 1 – Classroom Teacher
  - Step 2 – School Principal
  - Step 3 – Director of Curriculum
  - Step 4 – Associate Superintendent
  - Step 5 – Superintendent

## **MEDICAL QUESTIONS & CONCERNS**

- Step 1 – School Health Aide/Designee
- Step 2 – School Principal
- Step 3 – District Nurse
- Step 4 – Special Ed. Support Services
- Step 5 – Associate Superintendent
- Step 6 – Superintendent

## **SPECIAL EDUCATION**

- Step 1 – Special Ed. Teacher
- Step 2 – School Principal
- Step 3 – Special Ed. Support Services Director
- Step 4 – Associate Superintendent
- Step 5 – Superintendent

## **STUDENT BEHAVIOR**

- Step 1 – Classroom Teacher
- Step 2 – School Principal
- Step 3 – Associate Superintendent
- Step 4 – Superintendent

## **AFTER SCHOOL ACTIVITIES**

- Step 1 – Activity Sponsor
- Step 2 – School Principal
- Step 3 – Associate Superintendent
- Step 4 – Superintendent

## **BUDGET & FINANCE QUESTIONS**

- Step 1 – Chief Operating Officer
- Step 2 – Superintendent

## **FACILITY USAGE**

- Step 1 – School Principal
- Step 2 – Chief Operating Officer

## **ATHLETICS**

- Step 1 – Coach
- Step 2 – Athletic Director
- Step 3 – School Principal
- Step 4 – Associate Superintendent

## NEVADA DEPARTMENT OF EDUCATION CODE OF HONOR

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents/legal guardians, staff, faculty, administration and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

### **WHAT IS CHEATING?**

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from, and/or giving of information to another student, individual or other source. Examples of cheating can include, but are not limited to:

1. Taking or copying answers on an examination or any other assignment from another student or other source.
2. Giving answers on an examination or any other assignment to another student.
3. Copying assignments that are turned in as original work.
4. Collaborating on exams, assignments, papers and/or projects without specific teacher permission.
5. Allowing others to do the research or writing for an assigned paper.
6. Using unauthorized electronic devices.
7. Falsifying data or lab results, including changing grades electronically

### **WHAT IS PLAGIARISM?**

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source, and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

1. Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source.
2. Turning in purchased papers or papers from the Internet written by someone else.
3. Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings or paintings as your own.
4. Helping others plagiarize by giving them your work.

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools, and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents/legal guardians must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life. Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your student's school administration and/or the school district.

## ACCOUNTABILITY (AB460)

### NEVADA GROWTH MODEL

NGM (Policies 5611 and 5616) The Nevada State Board of Education is committed to ensuring that all of the State's students are ready for college and careers after high school. This commitment requires that our educational system track how students are progressing in their learning. The NGM is part of the statewide assessment system that provides information about how students are growing in academic achievement over time – both growth of individual students and growth of groups of students.

<b>THE FOLLOWING ASSESSMENTS ARE ADMINISTERED TO ALL NCSD STUDENTS:</b>	
NORTHWEST EVALUATION ASSOCIATION – MEASURE OF ACADEMIC PROGRESS (NWEA-MAPS)	The NWEA benchmark assessments are used to measure student academic growth three times a year. The NWEA's MAP inventories are computer-based and aligned with the Nevada State Standards. The MAPs are designed to answer the question, "Are students gaining reading, writing, math skills and content?" The MAP assessments are adaptive and measure the growth of each student based on his/her ability level in each subject.
SMARTER BALANCE ACHIEVEMENT CONSORTIUM (SBAC)	SBAC is a system of valid, reliable and fair next-generation assessments aligned to the Nevada Academic Standards in English Language Arts, literacy and mathematics for Grades 3-8, and Science Grades 5 & 8..
END OF COURSE	Students in the classes of 2017 & 2018 must participate in four End of Course (EOC) assessments and pass the aligned classes in order to graduate.
ACT – AMERICAN COLLEGE TEST	College Career Readiness assessment for Students in Grade 11
<b>THE FOLLOWING ARE ADMINISTERED TO APPROPRIATE STUDENTS BASED ON INDIVIDUAL NEEDS</b>	
ACCESS (WIDA)	English Language Proficiency Assessment: Given to students with limited English proficiency annually. An English proficiency exam (WAPT) is administered to students who identify a language other than English upon enrollment.
NEVADA ALTERNATE ASSESSMENT (NAA)	Some special education students may qualify for an alternative assessment called the Nevada Alternate Assessment.
CAREER & TECHNICAL EDUCATION SKILLS ASSESSMENT (CTE)	Students enrolled in CTE courses will be assessed on career and end-of-program technical skills assessment.
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP).	The NAEP is given in Grades 4, 8 & 12, only in those schools selected by the National Assessment Governing Board & the National Center for Education Statistics.



# NEVADA TESTING PROGRAMS

## 2018-2019 School Year

Following is a list of the Assessment testing that is used by NCSd:

1. End of Course Testing
2. SBAC - Smarter Balanced Achievement (Grades 3-8)
3. NAA - Nevada Alternative Assessment (grade/subgroup appropriate enrolled students)
4. ACCESS (WIDA) - annual language proficiency assessment
5. ACT - American College Test (College Career Readiness Assessment), Grade 11
6. CTE - Career and Technical Education Assessment (grade/subgroup of appropriate enrolled students)
7. NAEP - National Assessment of Educational Progress (grade/subgroup of appropriate enrolled students)

Schedules for testing dates will be available at your school, the NCSd website, [www.nye.k12.nv.us](http://www.nye.k12.nv.us); and at the Tonopah and Pahrump district offices.

## ATTENDANCE

### **ATTENDANCE PHILOSOPHY (NCSd POLICY 7222)**

School attendance for Kindergarten through Grade 12 is essential to students' academic success and personal growth. In order to meet or exceed the state and district academic standards and develop habits of punctuality, self-discipline and responsibility, students must attend and participate in their prescribed educational program. Attendance is a shared responsibility of students, parents/legal guardians, school staff and community.

### **SCHOOL DAY (NCSd POLICY 5030)**

The school term will consist of 180 days or equivalent minutes of instruction in accordance with NRS 388.090. The length of the school day will be in keeping with or exceed state requirements. Beginning and ending times vary from school to school. Contact your local school to find out the beginning and ending times.

### **TARDY DEFINED**

If a student comes to class late, or leaves early, he/she will be marked tardy. Tardiness will be reviewed by the school and appropriate intervention will be determined. (Further specifics are in NCSd Administrative Regulation 7222R.)

### **ABSENCE DEFINED**

Elementary Absence (Grades K-5): Per NAC 387.185, a full day of attendance must be recorded for a student if that student is in attendance for at least two-thirds (2/3) of the required number of minutes in the daily session for the student's grade. A half day of attendance must be recorded for a student if that student is in attendance for at least one-third (1/3) of the required minutes in the daily session for the student's grade.

Secondary Absence (Grades 6-12): If a student misses an entire class period, he/she will be marked absent. Further specifics are in NCSd Administrative Regulation 7222R.

Alternative Education Absence: As an Alternative Program (NRS 388.537), the curriculum is provided as a Program of Independent Study as defined in NRS 389.155. Students are expected to log in, complete a minimum of one lesson per week, and have at least one individual contact with assigned teacher per week.

### **CHRONIC ABSENTEEISM (NRS 392.122)**

Chronic Absenteeism is defined by the NCSB Board as any student who is absent for more than eighteen (18) days or periods in the same class during the school year. (Further specifics are in NCSB Administrative Regulation 7222R.) Required minimum attendance for students in the school district in order to be promoted to the next higher grade or earn credit, pursuant to NRS 392.122.1, is ninety percent (90%) of their enrollment. Students are legally required to attend 90% of the enrollment period.

### **TRUANCY DEFINED (NRS 392.130)**

Students are required by law to attend all their scheduled classes and it is illegal for them to be truant. Also, according to NRS 392.210, a parent/legal guardian or other person who has control or charge of any student, and to whom notice has been given of the student's truancy as provided in NRS 392.130 and 392.140 and who fails to prevent the student's subsequent truancy within that school year, is guilty of a misdemeanor. As required by NRS 392.144, if a pupil is a habitual truant as defined by NRS 392.140, the principal of the school shall report the student to the Nye County Truancy Officer or to the local law enforcement agency for investigation and issuance of a citation, if warranted, in accordance with NRS 392.149.

Truancy, as defined by NRS 392.130, is an absence which has not been approved pursuant to Subsections 1 or 3, and has been deemed an unapproved absence. In the event of an unapproved absence, the teacher, truancy officer or other school official shall deliver or cause to be delivered a written notice of truancy to the parent/legal guardian or other person having control or charge of the student.

Habitual truant, as defined by NRS 392.140, is any student who has been declared truant three (3) or more times within one (1) school year. Any student who has once been declared a habitual truant, and who in an immediately succeeding school year is absent from school without written approval, may again be declared a habitual truant. The principal is required by law to follow school district procedures in reporting any student who is a habitual truant.

### **CERTIFICATION OF ATTENDANCE FOR DEPARTMENT OF MOTOR VEHICLES (NRS 392)**

In conjunction with the Nevada Department of Motor Vehicles (DMV) and pursuant to NRS 392.148, if a student between the ages of 14 and 18 years is declared a habitual truant, the school principal or designee can impose administrative sanctions which include suspension or denial of the student's permit or license or deny future privileges. The principal shall fill out the required DMV Certification of Attendance accordingly.

### **PREARRANGED ABSENCES (NRS 392.130)**

For the purposes of this section, the days on which a student is not in attendance because the student is absent for up to 10 days within 1 school year with the approval of the teacher or principal of the school, pursuant to NRS 392.130, must be credited towards the required days of attendance if the student has completed class work requirements. The teacher or principal of the school may approve the absence of a student for deployment activities of the parent/legal guardian of the student, as defined in NRS 392C.010. The NCSB Board of Trustees has adopted a policy pursuant to Subsection 5, which states the 10-day limitation on absences does not apply to absences that are excused pursuant to this policy.

### **PARENT/LEGAL GUARDIAN RESPONSIBILITIES**

1. The parent/legal guardian shall provide an oral or written excuse explaining the cause of the absence within three (3) days after the student returns to school (NRS 392.130).
2. The parent/legal guardian shall notify the school of any student health problems, which may result in lengthy/chronic absences from school. The purpose of notification is to discuss possible educational alternatives. (NCSB Policy 0213)
3. It is the parent's/legal guardian's responsibility to attend conferences relating to attendance, if requested by the school.

## **APPEAL OF DECISION TO FAIL/RETAIN DUE TO ATTENDANCE (NCSD Policy 7222)**

If it is determined a student will fail or will not be promoted to the next grade because he/she has absences in excess of 10%, the student's parent/legal guardian may appeal this decision. If the student is able to pass the course and can be promoted to the next grade, the student will be considered for this option based on his/her content, knowledge, motivation and maturity.

At the discretion of the principal and the student's teacher(s), the student may be given the opportunity to earn credit in the class or be promoted if all of the following conditions are met:

1. The student or parent/legal guardian requests an administrative review of the absences and the student's failing academic status in writing to the school principal.
2. The student's positive attitude, desire to attend school, and motivation to pass the class or be promoted warrants a second chance.
3. The administrator and the teacher(s) of the class in question must agree that the student can pass the class academically, given the amount of time remaining in the semester or school year.
4. The student and parent/legal guardian agree in writing that:
  - a. Any further unexcused or truant absence will result in an "F" for the course and/or the student not being promoted.
  - b. The student will successfully complete all make-up work according to a schedule developed cooperatively with the teacher(s).
  - c. The student will successfully complete all subsequent class work and course/class requirements on time.

NRS 392.125 "The teacher and principal in joint agreement have the final authority to retain a pupil in the same grade for the succeeding school year."

## **SCHOOL RESPONSIBILITIES**

1. The school will inform the parent/legal guardian of each student who is enrolled in the school that the parent/legal guardian and the student are required to comply with the provisions governing the attendance and truancy of students as set forth in NRS 392.040 to 392.160, inclusive, and any other policies concerning attendance/truancy adopted by NCSD's Board of Trustees.
2. The school will attempt to contact the parent/legal guardian on the day of the student's unverified absence (Messenger).
3. The parent/legal guardian shall be informed of any known or suspected truancy involving their student.
4. Whenever a student's lack of attendance jeopardizes his/her continued educational progress, the school administration shall contact the parent/legal guardian and request a conference to determine causes and solutions. Whenever possible, the conference shall include the parents/legal guardians, student and appropriate school personnel.
5. Schools will indicate on academic warning notices, progress reports and/or report cards information regarding absences and missed instruction that may impact the student's progress.

## **SCHOOL CLOSINGS AND CANCELLATIONS**

In order to provide for the safety of NCSD students, NCSD has established the guidelines in the event of weather advisories or winter storm warnings. Whenever weather impacts any of our communities, NCSD staff will track weather conditions and the resulting impact on roadways, utilizing such sources as the National Weather Service, NDOT, Nevada Highway Patrol and school principals in the affected communities for up-to-date information. Since weather conditions can impact school schedules for parents, students

and staff, decisions about delayed starts or closures will be made as early in the morning as possible. The NCSD transportation manager, in consultation with the Superintendent, will make such decisions for the Pahrump community. Principals in the other NCSD communities, in consultation with the Superintendent, will make the decisions for their respective schools.

### **DELAYED START**

If a community has received a significant amount of snow or there is a prediction of extreme weather conditions that could impact road safety, a Delayed Start may be issued to allow time for road crews to adequately clear roadways. If a Delayed Start is issued:

1. Schools will start 2 hours later than usual.
2. Bus routes will be delayed 2 hours.

### **CLOSURES**

If weather conditions are so severe that an extreme hazard exists on the roadways, schools will be closed for the day. No classes, programs or activities will be held that day.

### **COMMUNICATION**

Delayed starts or closures will be communicated to parents/legal guardians and staff in a variety of ways: Messenger, the district's main web page, local radio/TV stations (including Bishop's KIBS for northern schools), phone trees, social media if possible, and other methods unique to the community.

### **RELEASE OF STUDENTS DURING SCHOOL DAY (NCSD Policy 7692)**

No K-8 student shall be removed from school grounds, any school building, or school function during school hours except by a person duly authorized in accordance with district procedures. Before a student is removed or excused, the person seeking to remove the student must present to the satisfaction of the principal/designee evidence of his/her proper authority to remove the student and sign an Early Dismissal Log maintained at school stating name, reason for removal and contact information. A teacher should not excuse a student from class to confer with non-school personnel unless the request is approved by the principal/designee.

Prior to sending a student to his/her home for illness, discipline, or a corrective action, the principal/designee shall attempt to reach the student's parent/legal guardian to inform him/her of the school's action and to request that he/she come to the school for the student. If the principal/designee cannot reach the parent/legal guardian, the student shall remain at school until the close of the school day. A student may be released to legal authorities in accordance with NCSD Policy 1840.

## **SCHOOL CALENDARS**

The entire school calendar for your attendance area can be found at the following locations: NCSD website: [www.nye.k12.nv.us](http://www.nye.k12.nv.us), your school office, and the Tonopah and Pahrump district offices.

### **IMPORTANT DATES:**

First day of school - Monday, August 13, 2018

End of 1<sup>st</sup> Quarter - Friday, October 12, 2018

End 2<sup>nd</sup> Quarter/End of 1<sup>st</sup> Semester - Friday, December 21, 2018

End of 3<sup>rd</sup> Quarter - Friday, March 8, 2019

Last Day of School/Early Dismissal - Wednesday, May 22, 2019 (All 4-Day Schools)

Last Day of School/Early Dismissal - Thursday, May 23, 2019 (All 5-Day Schools)

### **PARENT-TEACHER CONFERENCES/EARLY DISMISSAL DATES:**

Parent-Teacher Conferences/Early Dismissal - Tuesday, October 23, 2018 (Pahrump K-5)

Parent-Teacher Conferences/Early Dismissal - Wednesday, October 24, 2018 (RCMS/Amargosa)

Parent-Teacher Conferences/Early Dismissal - Thursday, October 25, 2018 (Pahrump 9-12/Beatty/North)  
Thanksgiving/Early Dismissal - Wednesday, November 21, 2018 (All Schools)  
Parent-Teacher Conferences/Early Dismissal – Tuesday, March 19, 2019 (Pahrump K-5) Parent-Teacher Conferences/Early Dismissal - Wednesday, March 20, 2019 (RCMS/Amargosa)  
Parent-Teacher Conferences/Early Dismissal - Thursday, March 21, 2019 (Pahrump 9-12/Beatty/North)  
Day before Easter Weekend/Early Dismissal – Thursday, April 18, 2019 (All 4-Day Schools)  
Day before Easter Weekend/Early Dismissal – Friday, April 19, 2019 (All 5-Day Schools)  
Last Day of School/Early Dismissal – Wednesday, May 22, 2019 (All 4-Day Schools)  
Last Day of School/Early Dismissal – Thursday, May 23, 2019 (All 5-Day Schools)

**TEACHER IN-SERVICE AND HOLIDAYS = NO SCHOOL DATES:**

Teacher In-Service - Friday, August 17, 2018  
Labor Day - Monday, September 3, 2018  
Teacher In-Service - Friday, September 28, 2018  
Teacher In-Service – Thursday, October 4, 2018 (4-Day Schools Only)  
District In-Service – Monday, October 15, 2018  
Nevada Day - Friday, October 26, 2018 (Exclude 4-Day Schools)  
Veterans’ Day- Monday, November 12, 2018  
Thanksgiving – Thursday-Friday, November 22-23, 2018  
Teacher In-Service – Monday, November 26, 2018  
Teacher In-Service – Thursday, December 6, 2018 (4-Day Schools Only)  
Winter Break - Monday, December 24, 2018 to Friday, January 4, 2019  
Martin Luther King Jr. Day - Monday, January 21, 2019  
District/Teacher In-Service – Friday, February 15, 2019  
President’s Day - Monday, February 18, 2019  
Spring Break – Monday-Friday, March 11-15, 2019  
Family Day – Monday, April 22, 2019  
Family Day – Tuesday, April 23, 2019

**CREDITS/PROMOTION/GRADUATION**

**HIGH SCHOOL ACADEMIC PLANS (NCSD POLICY 5601)**

A counselor, administrator or other licensed educational personnel from the school will meet individually at least once each school year with each student enrolled in Grades 9, 10, 11 and 12 to review an academic plan developed pursuant to NRS 388.205. The plan may include designation of a career pathway and enrollment in dual credit, career/technical education, advanced placement and honors courses. The plan will include specific educational goals that the student intends to achieve before graduation. If the student does not satisfy all the goals contained in the plan, the student will still be eligible for a diploma if he/she otherwise satisfies requirements for a diploma. Parent/Legal guardian may waive the requirement for such a meeting. If a student enrolls in a high school after Grade 9, an academic plan must be developed for the student that enrolling year.

**MIDDLE SCHOOL ACADEMIC PLANS (NCSD POLICY 5601)**

Academic plans must be developed for each student enrolled in Grade 6 that must include:

1. Specific educational goals that the student intends to achieve before promotion to high school
2. An identification of the courses required for promotion to high school
3. An identification of all honors and career and technical education courses offered to the student, which will assist in educational advancement, and
4. A description of the expectations of the student’s teachers.

Each student and parent/legal guardian must have sufficient opportunities to consult with a school counselor to develop an academic plan in the student's initial year at the school and to review and/or revise the plan at least once each school year until the student is promoted to high school. If the student enrolls in middle school after Grade 6, an academic plan must be developed for the appropriate grade level at enrollment.

### **DUAL CREDIT CLASSES (NCSD POLICY 5375)**

Dual credit classes are offered to NCSD high school students through Great Basin College. More information may be obtained by contacting the Pahrump campus at 775-537-2701 or the counselor at each high school. Permission must be received from the school principal before a student may receive dual credit. Each 3 to 5 credit class is equivalent to .5 (1/2)-NCSD credit. College courses taken below the "100" level are remedial, will not be counted toward graduation and will not be given dual credit status.

## **21<sup>st</sup> CENTURY COURSE OF STUDY**

### **EXPECTATIONS**

The Nye County School District expects all students to meet the requirements of the 21<sup>st</sup> Century Course of Study. In addition to the three years of mathematics and two years of science necessary to graduate with a high school standard diploma, students will be scheduled into a fourth year of mathematics, which will include Algebra II, and a third year of science, which will include Biology. Although the graduation requirements for a standard diploma will not change, the school district expects its students to be competitive in higher education and the workforce, and to be prepared to take full advantage of what the world has to offer beyond high school.

The Nye County School District believes that all students must be prepared for the following post-secondary opportunities:

1. University/Four-Year College
2. Community/Two-Year College
3. Trade/Technical School
4. Workforce

The 21<sup>st</sup> Century Course of Study provides the following for students:

1. Opens doors to post-secondary education and workforce opportunities
2. Meets Nevada System of Higher Education (NSHE) University Admissions
3. Grade point average (GPA) and core curriculum requirements are:
  - a) GPA (weighted or un-weighted) in the core curriculum
  - b) Approved NSHE Core Curriculum (4 English, 4 Math, 3 Natural Science, 3 Social Science and History = 14 units)
4. Prepares Students for the Governor Guinn Millennium Scholarship.

## **GRADUATION REQUIREMENTS (NCSD POLICY 5670)**

To receive a standard high school diploma, each student must complete twenty-two (22) units of approved class work if the student has demonstrated computer literacy, or twenty-two and one-half (22.5) units of approved course work, which shall include satisfactory completion of one semester of course work in the use of computers. All students must enroll in the following required areas of study and earn the number of units indicated to receive the stated diploma type.

## GRADUATION AREAS OF STUDIES

Required Course	Advanced Diploma	21 <sup>st</sup> Century Course of Study	Standard Diploma
American Government	1	1	1
American History	1	1	1
Art & Humanities, JROTC (Level III or IV) CTE	1	1	1
Social Studies	1	1	1
English, including reading, composition & writing	4	4	4
Health Education <sup>1</sup>	.5	.5	.5
Mathematics	4+	4+	3
Physical Education <sup>1</sup>	2	2	2
Use of Computers <sup>2</sup>	.5	.5	.5
Science	3++	3++	2
Electives	6	4.5	6.5
<b>TOTAL CREDITS REQUIRED</b>	<b>24</b>	<b>22.5</b>	<b>22.5</b>

+ Must include Algebra 1 and Geometry

++ Must include 2 lab sciences

<sup>1</sup> NCS D will exempt a student from one (1) credit of the two (2) credit requirement for physical education if the student participates in interscholastic athletics, drill team, marching band, dance team or cheerleading squad, and if the activity is sponsored by the school and the student actively participates in the activity for at least 120 hours. Enrollment in the Junior Reserve Officer Training Corps (JROTC) for one (1) year will satisfy one credit of physical education. Students who complete three (3) years of JROTC will satisfy two credits of physical education and .5 credit of health education.

<sup>2</sup> The required credit for Arts/Humanities may be fulfilled by the following (NAC 389.452):

Art	Creative Writing
Music	Modern Literature
Drama/Theatre	American Literature
English Literature	Mythology
World Literature	History of Man
Critical Thinking	The Novel
Cultural Anthropology	Psychology
Shakespearean Literature	Short Story
Sociology	Any Career & Technical Ed course
Foreign Languages (third and fourth years of instruction)	

### GRADUATING SENIORS

NRS 388.090 requires that all school districts schedule and provide a minimum of 180 days for school. High schools participating in NIAA sport season activities may not hold their graduation ceremony until all NIAA state events have been completed.

In order to participate in the graduation ceremony, a student must be attending an NCS D high school for the entire spring semester. Exceptions may be granted by the principal for students who transfer to an NCS D high school from outside the attendance area. *As of the 2013-14 school year, the State of Nevada will no longer be issuing Certificates of Attendance. Seniors who have not earned a diploma will not participate in graduation exercises (NO EXCEPTIONS).*

### EARLY GRADUATION (NCS D POLICY 5671)

To graduate from high school in less than four years a student must:

1. Meet all requirements specified by the NCS D and State of Nevada for a standard or advanced diploma by the planned graduation date
2. Complete the Early Graduation Request form requiring the signature of the parent/legal guardian, student, counselor and the Superintendent of schools, no later than three (3) semesters prior to the intended date of early graduation; or the end of the first nine (9) weeks for juniors
3. Obtain a parent/legal guardian's written consent to graduate early, if less than 18 years old
4. Receive the principal or counselor's recommendation to graduate early
5. Obtain the Superintendent's approval.

Once the Superintendent has approved a student's request to graduate early, the student becomes a member of the class with which he or she will graduate and competes with this class for all honors (e.g. scholarships awards, speaker) with the exception of valedictorian and salutatorian.

### **LATE GRADUATION (NCS D POLICY 5671)**

A student who does not meet graduation requirements by the close of the regularly-scheduled senior year may enroll in school three (3) extra semesters to complete course work, become a member of the class with which he or she will graduate and will not compete with this class for all honors. In the event the student needs more than three (3) semesters, the student may enroll in the adult education program. Please refer to NCS D Regulation 5671R for further requirements.

## **MILLENNIUM SCHOLARSHIP PROGRAM**

In 1999, Governor Kenny Guinn's Millennium Scholarship initiative was enacted into law by the Nevada Legislature. The legislation (NRS 396.911) created the Millennium Scholarship trust fund to be administered by the State Treasurer. The Board of Regents adopted policy guidelines for the administration of the scholarship. Although there are a number of pathways to the Millennium Scholarship, by far the most common will be the successful completion of a rigorous program of study at a Nevada high school.

### **GRADUATING CLASSES OF 2017 AND LATER**

A Nevada high school student, will become eligible for a Millennium Scholarship when all of the following conditions are met:

1. Student must graduate with a diploma from a Nevada public or private high school; **and**
2. Student must complete high school with at least a 3.25 grade point average for all coursework, **or** receive a qualified score on a college entrance examination; **and**
3. For students that took the SAT before March, 2016 a combined reading and math SAT score of 990 or higher; for students that take the SAT after March, 2016 a combined reading, writing and math score of 1070 or higher; **or** a composite score of 21 or higher on the ACT.
4. Student must have been a resident of Nevada, as defined by the Board of Regents' policy (Title 4, Chapter 18, Section 18), for at least two of your high school years.

In addition to meeting all of the above listed requirements, a student who graduates from a Nevada high school with the class of 2017 or later must successfully complete the core curriculum as defined in the NSHE Governor Guinn Millennium Scholarship policies and procedures of the Board of Regents:

<b>HIGH SCHOOL COURSE</b>	<b>UNITS</b>
English	4
Math (including Algebra II)	4
Natural Science	3
Social Science and History	3
<b>TOTAL</b>	<b>14</b>



For additional information regarding the Millennium Scholarship program, please visit website <http://nevadatreasurer.gov>.

## RETENTION AND ACCELERATION OF K-8 STUDENTS (NCS D POLICY 5660)

### **K-8 RETENTION (NRS 392.125)**

A student may be retained if he/she has not reached the standard of achievement necessary for satisfactory progress in the next grade. Retention may also be used occasionally for a student who is not sufficiently mature socially, emotionally, mentally or physically.

Per NRS 392.125, before a student may be retained in the same grade rather than promoted to the next higher grade for the succeeding school year:

1. The student's teacher and principal must make a reasonable effort to arrange a meeting and to meet with his/her parent/legal guardian to discuss the reasons and circumstances.
2. The teacher and the principal, in joint agreement, have the final authority to retain a student in the same grade for the succeeding school year.
3. No student may be retained more than one time in the same grade.

### **K-8 ACCELERATION**

Acceleration is the placement of a student in a grade level for which he/she is not chronologically old enough according to policy. Acceleration will be used only in rare and extreme cases. The final decision will be made by the school principal after considering the input of the parent/legal guardian, classroom teacher(s) and involved professional staff.

A student may be considered for acceleration only if the following can be clearly demonstrated:

1. Acceleration will be beneficial to the student socially, emotionally and academically.
2. Formal and informal test scores indicate substantially above grade level skills in academic areas, and physical and social development must be sufficiently accelerated to allow the student to function comfortably at the grade level being considered;
3. There is no other way to provide for the student's needs.

The parent(s)/legal guardian(s) must agree with the decision to accelerate the student.

## ADVANCEMENT OF 8-12 STUDENTS

### **PROMOTION AT MIDDLE SCHOOL LEVEL**

#### **Academic Probation for Middle School or Junior High Students**

If a student does not complete the required semesters for promotion to high school (see Policy/Regulation 5660), it may be possible for the student to be promoted to high school and be placed on academic probation if the student meets criteria listed in Regulation 5660R.

### **EXCEPTIONS**

The student receives a "Meets Standards" or "Exceeds Standards" in language arts and/or mathematics on the relevant Grade 8 State English Language Arts and Math state criterion referenced assessments.

If the student receives the above test scores, he/she may be given Probationary Promotion even though he/she has only passed one (1) semester of language arts or mathematics in the Grade 8 year. [Example: Student A has passed only one (1) semester of language arts in Grades 7 & 8 but has scored "Meets

Standards” in language arts on the Grade 8 state standardized assessment. The student would be given Probationary Promotion.]

Upon being granted Probationary Promotion, the student will be enrolled in remedial classes in high school that will satisfy his/her current credit deficiencies.

## CREDIT PROFICIENT/CREDIT DEFICIENT

### PROMOTION AT HIGH SCHOOL LEVEL

Nye County School District grade classification for high school students will be determined by years in school, not credit earned. However, progress should be continuous and student advancement through established curriculum should be according to the student’s demonstrated ability rather than the student’s age or years in school. Credits earned will be based on total units required for graduation from NCSD high schools.

To earn a Nevada Standard Diploma, a student must earn a minimum of 22.5 credits. Students must earn 6 credits in Grade 9 to be considered credit proficient. At the completion of Grade 10, students must have earned a combined total of 12 credits to be considered credit proficient. In Grade 11 students must have a total of 18 credits to remain credit proficient and on track for graduation. All in Grade 12 shall abide by NCSD’s graduation requirements to remain credit proficient. Anything less than the stated numbers of credits will be considered credit deficient.

<b>Class Ranking</b>	<b>Credits earned end of first semester</b>	<b>Credits earned end of year</b>	<b>Total to be credit proficient</b>
Freshman	3	3	6
Sophomore	3	3	12
Junior	3	3	18
Senior	2	2	22.5 w/ Comp. Literacy

### RECOVERING DEFICIENT CREDITS AND EARNING ADDITIONAL CREDITS

Students may make up credit deficiencies in summer school, Adult High School, Pathways Innovative Education Program, correspondence, independent study and other external credit sources. A contract between the student, parent/legal guardian, counselor and principal must be signed prior to enrollment in any credit retrieval program.

Final exams for correspondence or independent study must be taken under school district supervision. Final grades for seniors taking correspondence courses or independent study must be on file in the registrar’s office by the end of the 3<sup>rd</sup> quarter.

Students may earn a maximum of six credits counting towards graduation from external credit sources throughout their high school education.

## DISCIPLINE

### SCHOOL DISCIPLINE

NCSD believes that an orderly learning environment is critical for students’ academic success. Student discipline, when required, should be administered in a caring school environment where good citizenship behavior is taught. School Discipline Plans will reflect a progressive process with consequences from simple misbehavior to severe discipline problems. This section will explain the progressive process for discipline problems.

No student shall be subjected to prejudicial treatment or to the abridgment of his/her rights to attend and benefit from public school on the basis of any of the following: economic status, race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, national origin, linguistic ability, or for the exercise of his/her rights contained within this policy.

### **CLASSROOM MANAGEMENT**

Most students in a school setting have few discipline problems. When classroom rules and teacher expectations are taught and reinforced, students understand and generally try to demonstrate good behavior. The procedures for establishing the rules and expectations of every school and classroom are standardized throughout NCSD. They will include the following:

1. Every school will have implemented an approved Progressive Discipline Plan. The discipline plan will be available for parents/legal guardians on request.
2. Classroom rules and consequences will align with the Progressive Discipline Plan.
3. Teachers will explain their classroom rules and consequences within the first week of school/enrollment. Teachers will periodically review the rules as the need arises.
4. The school and classroom teachers will post their rules.
5. Teachers will submit a copy of the classroom rules and consequences to the building principal for review and approval within the first week of school.
6. Elementary School teachers will distribute their homework policy within the first week of school/enrollment.
7. Middle/High School teachers will distribute their syllabus within the first week of school/enrollment.

### **ADMINISTRATIVE REFERRAL**

Although classroom discipline is ultimately the teachers' responsibility, there are times when administrative support is required. Teachers shall follow the procedures contained in the Progressive School Discipline Plan within their classroom before an administrative referral becomes necessary. This plan will include but is not limited to:

1. warnings/classroom consequences;
2. contact with the parent/legal guardian;
3. teacher/parent developed behavior plan; and
4. referral written and administrative action taken.

Teachers will not send referrals to the office for students not being prepared for class (no paper, pencil, book, homework, etc.), unless it reflects a habitual problem and contact with the parent/legal guardian has been made by the teacher according to the Progressive School Discipline Plan.

### **IN-SCHOOL DETENTION (ISD)**

Serious or continuous discipline problems will require that the site administrator remove a student from the classroom. NCSD believes that suspension of a student out of school should be one of the last resorts. An intermediate step between minor student behavior problems and out of school suspension is the in-school detention. Following the steps of the Progressive Discipline Plan, a student will be separated from the classroom and placed in a time-out setting.

The length of the ISD will be determined by the site administrator to reflect the seriousness of the discipline problem and the age of the student. The period of time may last from a few minutes up to several days. The parent/legal guardian will be notified by the administrative staff about the student's discipline problem and the conditions of the time-out setting. Students are expected to complete school work in the ISD setting and will be supervised by the site administrator and/or designee. The setting for the ISD will be an area designated by the site administrator.

## **STUDENT SUSPENSIONS**

Parents/Legal guardians must receive written notification each time a student is suspended. The notification must include a description of the act committed, the date on which it was committed and an explanation that if the student receives five suspensions during the current school year and has entered into and participated in a plan of behavior, the student will be deemed a Habitual Disciplinary Problem (NCS Policy 7560).

Suspensions are generally viewed as the last resort after all other discipline procedures have been explored or the severity of the discipline problem warrants a student being removed from the school setting. Student suspensions are divided into three categories:

1. Class I Administrative Suspension/Detention (0-2 days in/out of school)
  - a) The site administrator/designee removes a student from class and all school-related activities for a time ranging from one class period to a maximum of two school days.
2. Class II Administrative Suspension (3-9 days out of school)
  - a) The site administrator/designee removes a student from classes and all school/district-related activities for a period of time ranging from three to a maximum of nine school days.
3. Class III Administrative Suspension/HDP (10 or more days out of school)
  - a) A site administrator removes a student from classes as a "Habitual Discipline Problem" (NRS 392.4655).

## **SCHOOL WORK EXPECTATIONS DURING SUSPENSIONS/DETENTIONS**

For administrative or Class I suspensions/detentions, homework and other requirements determined by the site administrator are to be completed and turned in upon the student's return to school.

It is the school administrator's responsibility to notify teachers of students suspended for nine days or less, so homework assignments can be prepared. Upon notification, teachers have until the end of the next school day to submit the assignments to be completed during the suspension to the administrator. It is the site administrator's responsibility to notify parent/legal guardian when and where to pick up the school assignments. School administrators may adjust the due date of assignments in response to long distances parent/legal guardian may have to travel to pick up school work.

For Class III suspensions imposed by the School District Discipline Hearing Officer, if a student is suspended as a Habitual Discipline Problem according to statute (NRS 392.4655), the school is not responsible for providing that student with school work. For special education students, see section entitled School Discipline for Students with Disabilities.

## **CLASS III SUSPENSION/EXPULSION HEARING REFERRAL**

Site administrators may refer a student to the School District Discipline Hearing Officer for specific misconduct. Every effort is made to conduct the hearing within ten calendar days after the hearing request is submitted to the district office. The parent/legal guardian will be notified of the date, time and location of the hearing by certified mail. The parent/legal guardian has the right to representation by an attorney during the hearing at their own expense. All hearings are closed to the public. The hearing is recorded with a copy provided to the parent/legal guardian upon request. A written record of any action taken by the hearing officer is placed in the student's confidential disciplinary file at the school. Every reasonable effort is made to accommodate parent/legal guardian schedules when arranging the hearing. The hearing will be convened even if the student is withdrawn from school following the misconduct.

## **HABITUAL DISCIPLINARY PROBLEM (NRS 392.4655)**

Except as otherwise provided under the statute (NRS 392.4655), a student shall be deemed a habitual disciplinary problem if the school in which the student is enrolled has written evidence which documents that in one school year the student has:

1. Threatened or extorted, or attempted to threaten or extort another student, teacher, or other personnel employed by the school two or more times;
2. A record of five Class II suspensions from school for any reason (3 or more day's suspensions).

Students declared a "Habitual Discipline Problem" may be suspended from school for a period not to exceed one school semester with possible referral to Pathways Innovative Education. Prior to special education students being deemed Habitual Discipline Problems, a Manifestation Determination Review must be held to determine their placement.

Parent/legal guardian may be notified in writing on the first Class II suspension of their student being identified as a potential Habitual Discipline Problem. All prior discipline may be considered in the Progressive Discipline Plan for the current school year.

## **SCHOOL DISCIPLINE FOR STUDENTS WITH DISABILITIES**

School officials can remove any student with a disability from his or her regular school placement. The student can be removed for up to 10 school days in the same school year, even over the parents'/legal guardians' objections. The discipline must be appropriate and must be administered consistently for all non-disabled and disabled students (CFR 34, Sec. 500.521).

After a student is removed from his or her current placement for more than 10 cumulative school days in a school year, services must be provided to the extent required under CFR 34, Sec. 500.521, which concerns the provision of Free Appropriate Public Education (FAPE) for students suspended or expelled from school.

If the student has committed one or more of the following:

1. brought a weapon, firearm or destructive device to school or to a school function;
2. knowingly possessed or used illegal drugs or sold or solicited the sale of controlled substances while at school or a school function;
3. inflicted serious bodily injury;

the student may be removed from his/her regular placement for up to 45 days at a time (CFR 34, Sec. 500.521). Pursuant to state law and disciplinary regulations, suspensions and/or expulsions may occur as indicated in NRS 392.466. For more information regarding firearms, weapons or destructive devices, please refer to the Gun Free Schools Act.

If school officials believe that a student with a disability is substantially likely to injure self or others in the student's regular placement, they can ask an impartial hearing officer to order that the student be removed to an interim alternative educational placement for up to 45 days (Sec. 300.521). If, at the end of an interim alternative educational placement setting, school officials believe that it would be dangerous to return the student to the regular placement because the student would be substantially likely to injure self or others in that placement, they can ask an impartial hearing officer to order that the student remain in an interim alternative educational setting for an additional 45 days (CFR 34, Sec. 500.521).

If necessary, school officials can also request subsequent extensions of these interim alternative educational settings, for up to 45 days at a time, if school officials continue to believe that the student

would be substantially likely to injure self or others if returned to his/her regular placement (CFR 34, Sec. 500.521).

At any time, school officials may seek to obtain a court order to remove a student with a disability from school or to change a student's current educational placement if they believe that maintaining the student in the current educational placement is substantially likely to result in injury to the student or others.

School officials can report crimes committed by students with disabilities to appropriate law enforcement authorities to the same extent as they do for crimes committed by non-disabled students.

## UNACCEPTABLE BEHAVIOR DEFINED

This document does not attempt to set societal standards. The criterion used for defining unacceptable behavior is whether or not it has the potential to disrupt the educational process.

This list is not all-inclusive; acts of misconduct not specified here shall also be subject to discretionary action by appropriate school personnel. The following definitions are condensed from the Nevada Revised Statutes. **An asterisk (\*) indicates a Civil or Criminal Offense.**

### PROHIBITED CONDUCT

The commission or participation in, or unlawful attempt of, any of the following activities may constitute cause for disciplinary action. Students at school, school bus stops, school sponsored events, off-campus events and those using district sponsored transportation shall be governed by school district rules and regulations and are subject to the authority of school district officials. An incident which constitutes the commission of a criminal offense will be immediately reported to the appropriate law enforcement agency. The student's parent/legal guardian shall also be notified where possible. Disciplinary action will be taken by the district, whether or not criminal charges result.

**ALCOHOL\*:** (NRS 202.020 & NRS 202.055) The possession, sale, and furnishing of alcoholic beverages; being on campus, on district sponsored transportation, or at a school sponsored activity after having possession of and/or consuming an alcoholic beverage.

**ARSON\*:** (NRS 205.005) The intentional setting of fire.

**ASSAULT\*:** (NRS 200.471) Unlawfully attempting to use physical force against another person; or intentionally placing another person in reasonable apprehension of immediate bodily harm.

**BATTERY\*:** (NRS 200.481) Any willful and unlawful use of force or violence upon the person of another.

**BOMB THREAT/FALSE BOMB THREAT\*:** (NRS 202.840) Willfully conveying by mail, written notes, telephone, telegraph, radio, or any other means of communication, any threat, knowing it to be false.

**BULLYING\*:** (NRS 388.122)

1. "Bullying" means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons and:
  - a. Have the effect of:
    - i. physically harming a person or damaging the property of a person; or
    - ii. placing a person in reasonable fear of physical harm to the person or damage to the property of the person;
  - b. Interfere with the rights of a person by:
    - i. creating an intimidating or hostile educational environment for the person or;

- ii. substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school;
- c. Are acts or conduct described in paragraph (a) or (b) and are based upon the:
  - i. actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or
  - ii. association of a person with another person having one or more of those actual or perceived characteristics.

2. The term includes, without limitation:

- a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;
- b. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;
- c. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;
- d. Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;
- e. Blackmail, extortion or demands for protection money or involuntary loans or donations;
- f. Blocking access to any property or facility of a school;
- g. Stalking; and
- h. Physically harmful contact with or injury to another person or his or her property.

**CYBER-BULLYING\*:** (NRS 388.123) Bullying through the use of electronic communication. Students are prohibited from knowingly and willfully transmitting or distributing certain images of bullying. \*See Appendix A - NCS D Policy Safe and Respectful Learning Environment and Appendix B - NRS 388.122, 388.132, 388.1351 1.A, which provide further detail regarding the district’s policy against Bullying/Cyber-Bullying.

**BURGLARY\*:** (NRS 205.060) Illegal entry with the intent to commit a crime.

**CHEATING/PLAGIARISM/FORGING SCHOOL DOCUMENTS:** Use of a created production without crediting the source or to violate rules dishonestly.

**DESTRUCTION OF PROPERTY\*:** (NRS 206.310) Willfully and maliciously destroying or injuring real or personal property of another.

**DISOBEDIENCE, INSOLENT AND INSUBORDINATION:** Students not following the instructions of district personnel. Students must courteously and respectfully comply with the reasonable requests of any teacher, substitute teacher, staff member, security personnel, or administrator at all times while on any part of the school grounds, in a school vehicle, at any school sponsored activity or on any school sponsored trips.

Students are expected to provide their correct name if asked by any staff member. Failure to comply with the directions of school personnel acting in the performance of their duties shall be considered insubordination and subject to immediate disciplinary action. Disrespect toward teacher, security or other staff members will result in one or more days of in-house detention or suspension depending on the severity of the event. Threatening school officials will result in suspension and referral for legal action.

Any battery on staff members will result in suspension and suspension/expulsion hearing. Profanity directed toward staff will result in suspension.

**DISRUPTIVE CONDUCT:** Conduct which interferes with the educational process or the safety of others. (Note: Serious situations may be handled under criminal sanctions.)

**DISTURBING THE PEACE\*:** (NRS 203.010) Maliciously and willfully disturbing the peace of any person; maliciously and willfully interfering with or disturbing persons in the school.

**DRESS CODE:** (NCS D Policy 7331) Dress and appearance must not disrupt or detract from the educational environment of the school, including sexually suggestive clothing, gang-related apparel and clothing bearing lewd or profane slogans.

**DRUGS\*:** (NRS 209.4234) Substance abuser defined. Substance abuser means a person who abuses, is addicted to, or is psychologically or physically dependent on alcohol, a controlled substance, or a drug, poison, solvent, or toxic inhalant. This subsection does not include tobacco or products made from tobacco. (Added to NRS by [1997, 2652](#)).

**ELECTRONIC COMMUNICATION\*:** (NRS 388.124) The communication of any written, verbal or pictorial information through the use of an electronic device, including without limitation, a telephone, a cell phone, a computer or any similar means of communication. (Added to NRS by 2009, 687, effective July 1, 2010) (NRS 200.604). See also Cell Phones, Tablets or Other Personal Electronic Devices.

**ELECTRONIC DEVICES:** (NCS D Policy 7363) The NCS D Board of Trustees considers bringing any personal electronic communication devices to school or extra-curricular activities a privilege. This includes travel time on school buses to and from school on regular route runs unless permission is obtained from the bus driver. Any violation of these provisions will result in the forfeiture of the electronic device. See Discipline Matrix for detailed consequences of usage violations. NCS D will not be held responsible for theft, loss or damage to any personal electronic devices.

**EXPLOSIVE DEVICES\*:** (NRS 202.265) The possession of explosive or incendiary devices.

**EXTORTION\*:** (NRS 205.320) Falsely accusing a person of a crime; using threat of violence to extort or gain information, money or other property from a person; or threatening to expose, libel or to impute any person.

**FALSE FIRE ALARMS\*:** (NRS 475.100) False reporting of or transmission of signal, knowing same to be false.

**FALSE REPORTING OF PROHIBITED CONDUCT:** See "Disruptive Conduct".

**FALSE REPORTING OF WEAPON:** False reporting of possession of a dangerous weapon.

**FIGHTING\*:** (NRS 203.050 Affray) If two or more persons shall, by agreement, fight in a public place, to the terror of the citizens of this state, the persons so offending commit an affray and are guilty of a misdemeanor. [1911 C&P §329; RL §6594; NCL §10277]. (NRS A 1967, 489) Two or more persons fighting. **Self-defense does not include striking back.** See also: Assault, Battery, Disturbing the Peace and Rout/Riot.

**FIREWORKS\*:** (NRS 202.265) The possession, sale, furnishing, use of, or discharging of same.

**GANG-RELATED ACTIVITY:** Gang-related activity can be intimidating to students, faculty and staff and is disruptive to the educational process. Although this list is not all inclusive, examples of inappropriate and



unacceptable behaviors are such things as gang graffiti on school property, intimidation of others, gang fights and/or initiation rituals or wearing gang attire or “colors”.

Since gang behavior, markers and colors are variable and subject to rapid change, site administrators and staff must exercise judgment and their individual discretion based upon current circumstances in their neighborhood schools when evaluating gang-related activity. Gang-related indicators which will be considered should include, but are not limited to:

1. the student associates with admitted or known gang members;
2. the student wears attire consistent with gang dress;
3. the student displays gang logos graffiti and/or symbols on person or personal possessions;
4. the student displays gang hand signs or signals to others;
5. the student talks about gang activity to others.

**HARASSMENT\***: (NRS 200.571) Without lawful authority, the person knowingly threatens:

1. To cause bodily injury in the future to the person threatened or to any other person;
2. To cause physical damage to the property of another person;
3. To subject the person threatened or any other person to physical confinement or restraint;
4. To do any act which is intended to substantially harm the person threatened or any other person with respect to his or her physical or mental health or safety, and the person by words or conduct places the person receiving the threat in reasonable fear that the threat will be carried out.

**HAZING\***: (NRS 200.605) Any action or activity which inflicts physical or mental harm or anxiety or which demeans, degrades or disgraces a person, regardless of location, intent or consent of participants.

**INTIMIDATION**: A willful act or course of conduct that is not otherwise authorized by law and:

1. Is highly offensive to a reasonable person; and
2. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person. (Added to NRS by 2001, 1928)

**INDECENT EXPOSURE\***: (NRS 201.220) An open indecent or obscene exposure of his/her person or the person of another.

**KNIVES**: At administrative discretion (more restrictive consequences may be imposed by Site Administrator)

**LIBEL/SLANDER\***: (NRS 200.510) A written or verbal malicious defamation expressed to impeach a person’s honesty, integrity, virtue or reputation.

**MARIJUANA/CONTROLLED SUBSTANCE/NARCOTICS/PARAPHERNALIA\***: (NRS 453) The possession, distribution, sale or use of narcotics/marijuana/controlled substance/or related paraphernalia. This definition supersedes NRS Chapter 453A regarding Marijuana use for medical purposes.

**OBSCENITY**: (NRS 201.255) Displaying material which is indecent and has the potential of being disruptive.

**PROFANITY**: Use of vile or indecent language.

**PROFANITY TO STAFF**: See “Disturbing the Peace”.

**RESISTING OFFICER\*:** (NRS 199.280) Willfully resisting, delaying or obstructing an officer in the performance of duty.

**ROBBERY\*:** (NRS 200.380) The unlawful taking of personal property from the person of another or in his/her presence against his/her will by means of force or violence or fear of injury.

**ROUT/RIOT\*:** (NRS 203.070) Two or more persons meeting to do an unlawful act; two or more persons actually doing an unlawful act with or without a common cause or quarrel.

**SEXUAL ASSAULT\*:** (NRS 200.366) A person who subjects another person to sexual penetration against the will of the victim, or under conditions in which the perpetrator knows, or should know, that the victim is mentally or physically incapable of resisting or understanding the nature of his/her conduct, is guilty of sexual assault.

**SEXUAL HARASSMENT/MISCONDUCT:** (NRS 200.604, NRS 201.265) (NCSD Policy 0212/7020) The NCSD prohibits and will not tolerate any form of sexual misconduct (including sexual abuse, sexual molestation, consensual sexual misconduct and sexual harassment) toward students. The District also prohibits student to student sexual misconduct or sexual harassment. The NCSD has defined two (2) general categories or levels of sexual misconduct or harassment.

**Level I:**

1. Sexual gestures, verbal abuse, sexually oriented jokes, innuendos or obscenities.
2. Displaying of sexually suggestive objects, pictures, cartoons or posters.
3. Displaying of sexually suggestive letters, notes, threats or invitations.

**Level II:**

1. Physical contact such as assault, attempted rape, impeding or blocking movement of another person, and unwelcome touching.
2. Hazing or daring a student to perform unsafe or unwanted practices.
3. Consensual sexual misconduct.

**STALKING\*:** (NRS 200.575) Willfully or maliciously engaging in a course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated or harassed, and that actually caused the victim to feel terrorized, frightened, intimidated or harassed.

**STOLEN PROPERTY\*:** (NRS 205.275) Receiving or possessing stolen property of another, knowing, or under such circumstances as would cause a reasonable person to know, they were so obtained.

**TAMPERING WITH MOTOR VEHICLES\*:** (NRS 205.274) Willfully break, injure, tamper, remove parts, deface a vehicle or without consent of owner, climb into or upon a vehicle with intent to injure; to manipulate any levers while vehicle is at rest or unattended or to set vehicle in motion.

**TECHNOLOGY AGREEMENT VIOLATION:** (NCSD Policy 5556) Any action that breaks the technology contract.

**THEFT\*:** (NRS 205.0832) Stealing, taking, or carrying away property of another.

**THREAT\*:** (NRS 205.320) To threaten directly or indirectly:

1. To accuse any person of a crime;
2. To injure a person or property;
3. To publish or connive at publishing any libel;
4. To expose or impute to any person any deformity or disgrace; or
5. To expose any secret.

**THREAT TO EMPLOYEE\*:** (NRS 199.300, NRS 392.4655 [HDP]) To directly or indirectly address any threat or intimidation to a public employee or any person authorized by law to hear or determine any controversy or matter with the intent to:

1. Cause bodily injury to any person;
2. Cause physical damage to the property of any person other than the person addressing the threat or intimidation;
3. Subject any person other than the person addressing the threat or intimidation to physical confinement or restraint; or
4. Do any other act which is not otherwise authorized by law and is intended to harm any person other than the person addressing the threat or intimidation with respect to the person's health, safety, business, financial condition or personal relationships.

**THROWING SUBSTANCE AT VEHICLE\*:** (NRS 205.2741) To throw any stone, rock, missile or any substance at any motor bus, truck or other motor vehicle.

**TOBACCO PRODUCTS:** (NRS 202.2491-2493, NCS Policy 0223) Possession, use, distribution of tobacco, tobacco products, smokeless tobacco and e-cigarettes on school property, or at a school sponsored activity. Lighters/matches are NOT allowed on school grounds and/or school sponsored activities and can be confiscated, subjecting the student to Progressive Discipline.

**TRAFFIC VIOLATIONS ON SCHOOL GROUNDS:** Nye County School District regards the use of motor vehicles for travel to and from school as an assumption of responsibility by parents/legal guardians and students. High school students may drive motor vehicles to and from school. Vehicles may not be driven during the day without the consent of the parent/legal guardian and principal. A student may use the school parking lot subject to the following conditions:

1. The student must possess a valid Nevada driver's license and must register the car in the school office.
2. Students may not occupy a vehicle (without school permission) during the school day.

In terms of student conduct rules, "possession" of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon shall also extend to a student's vehicle.

**TRESPASS\*:** (NRS 207.200) To be upon the property of another without permission of the owner and to stay upon same after warning, or to be on school property or at a school function while under suspension or trespass notice from school.

**TRUANCY\*:** (NRS 392.210 to NRS 392.210) A parent/legal guardian or other person who has control or charge of any student and to whom notice has been given of the student's truancy as provided in NRS 392.130 and 392.140, and who fails to prevent the student's subsequent truancy within that school year is guilty of a misdemeanor. As required by law (NRS 392.144), if a student is a habitual truant pursuant to NRS 392.140, the principal of the school shall report the student to a school truancy officer or to the local law enforcement agency for investigation and issuance of a citation, if warranted in accordance with NRS 392.149.

Following NRS 392.130, a student shall be deemed a truant who is absent from school without the written approval of his/her teacher or the principal of the school. The teacher or principal shall give his/her written approval for a student to be absent if an emergency exists or upon the request of a parent/legal guardian of the student. Before a student may attend or otherwise participate in school activities outside the classroom during regular classroom hours, he/she must receive the approval of the teacher or principal. An unapproved absence for at least one period, or the equivalent of one period of a school day,

may be deemed truancy for the purposes of this section. If a student is unable to attend school, the parent/legal guardian or other person having control or charge of the student shall notify the teacher or principal of the school orally or in writing in accordance with the policy established by the Board of Trustees of the school district within 3 days after the student returns to school.

**WEAPONS\*:** (NRS 202.265) Possession of a dangerous weapon on the property or in a parked vehicle on the property of school or child care facility; penalty; exceptions. Except as otherwise provided in this section, a person shall not carry or possess while on the property of the Nevada System of Higher Education, a private or public school or child care facility, or while in a vehicle of a private or public school or child care facility:

1. an explosive or incendiary device;
2. a dirk, dagger or switchblade knife;
3. a nunchaku or trefoil;
4. a blackjack or billy club or metal knuckles;
5. a pneumatic gun;
6. a pistol, revolver or other firearm;
7. any device used to mark any part of a person with paint or any other substance.

In addition, violation of other federal or state criminal laws or local ordinances at school, at school sponsored activities or on district sponsored transportation is prohibited. Please refer to NCSD Discipline Matrix for the mandatory responses to specific violations.

**NOTE:** Certain activities fall into a category of criminal or civil offenses for which NCSD is required to notify local, state or federal authorities whenever they take place.

## DISCIPLINE MATRIX

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**Note: ANY** suspension from school = suspension from extra-curricular activities

BEHAVIOR	Parent Student Contact	Parent Student Conference	Class I Suspension /Detention (0-2 Days)	Class II Suspension (3-9 Days)	H D P	Class III District Hearing	Seek Resti-tution	Referral to Law Enforcement
<b>ALCOHOL*</b> <b>POSSESSION/CONSUMPTION NRS 202.020</b> (Possible Referral to Drug Ed. Program)	M	M		M		R		M
<b>ALCOHOL* SALE/DISTRIBUTION NRS 202.055</b> (Possible Referral to Drug Ed. Program)	M	M		M		M		M
<b>ARSON* NRS 205.005</b> <i>1<sup>st</sup> Offense</i>	M			M		M	M	M
<i>2<sup>nd</sup> Offense</i>	M			M		M	M	M
<b>ASSAULT* NRS 200.471</b> <i>1<sup>st</sup> Offense</i>	M	R		M				R
<i>2<sup>nd</sup> Offense</i>	M			M		M		M
<b>BATTERY* NRS 200.481</b> <i>1<sup>st</sup> Offense</i>	M	R		M				R
<i>2<sup>nd</sup> Offense (if against employee of school)</i>	M	R		M	M	M		R
<b>BOMB THREAT* (REAL OR FALSE) NRS 202.840</b> <i>Any Offense</i>	M	R		M		M		M
<b>BULLYING* (INCLUDING CYBER-BULLYING) NRS 388.121 - 388.145</b> <i>1<sup>st</sup> Offense</i>	M	R	R	R				R
<i>2<sup>nd</sup> Offense</i>	M	R		M				R
<b>BURGLARY* NRS 205.060</b> <i>Any Offense</i>	M	R		R			M	R
<b>CELL PHONES &amp; OTHER PERSONAL ELECTRONIC DEVICES During Educational Day NRS 392.4637</b> <b>NCSD Policy 7363</b> <i>1<sup>st</sup> Offense/2<sup>nd</sup> Offense</i>	M							
<i>3<sup>rd</sup> Offense</i>	M	R	R					
<b>CHEATING/PLAGIARISM/ FORGING SCHOOL DOCUMENTS</b> <i>1<sup>st</sup> Offense</i>	R	R	R					R
<i>2<sup>nd</sup> Offense</i>	R	R		R				R
<b>DESTRUCTION OF PROPERTY* NRS 206.310, 393.410</b> <i>1<sup>st</sup> Offense</i>	M			R			M	R
<i>2<sup>nd</sup> Offense</i>	M			M		R	M	M
<b>DISOBEDIENCE/ INSUBORDINATION</b> <i>1<sup>st</sup> Offense</i>	R		R	R				
<i>2<sup>nd</sup> Offense</i>	R			M				
<b>DISRUPTIVE CONDUCT</b> <i>1<sup>st</sup> Offense</i>	R		R	R		R		R
<i>2<sup>nd</sup> Offense</i>	R			M		R		R

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BEHAVIOR	Parent Student Contact	Parent Student Conference	Class I Suspension /Detention (0-2 Days)	Class II Suspension (3-9 Days)	H D P	Class III District Hearing	Seek Restitution	Referral to Law Enforcement
<b>DISTURBING THE PEACE*</b> <b>NRS 203.010</b> <i>1<sup>st</sup> Offense</i>	<b>M</b>			<b>R</b>				<b>R</b>
<i>2<sup>nd</sup> Offense</i>	<b>M</b>			<b>M</b>				
<b>DRESS CODE</b> <b>NCSD Policy 7331</b> <i>Any Offense</i>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>				
<b>EXPLOSIVE DEVICES*</b> <b>NRS 202.265</b> <i>1<sup>st</sup> Offense</i>	<b>M</b>			<b>M</b>				<b>M</b>
<i>2<sup>nd</sup> Offense</i>	<b>M</b>					<b>M</b>	<b>M</b>	<b>M</b>
<b>EXTORTION* NRS 205.320</b> <i>Any Offense</i>	<b>M</b>	<b>R</b>		<b>R</b>			<b>M</b>	<b>M</b>
<b>FALSE FIRE ALARM*</b> <b>NRS 475.100</b> <i>Any Offense</i>	<b>M</b>	<b>R</b>		<b>R</b>				<b>M</b>
<b>FALSE REPORTING OF WEAPON</b> <i>Any Offense</i>	<b>M</b>	<b>R</b>	<b>R</b>					
<b>FIGHTING* NRS 203.050</b> <i>Mutual</i>	<b>M</b>	<b>M</b>		<b>M</b>				
<i>1<sup>st</sup> Offense</i>	<b>M</b>	<b>M</b>		<b>M</b>				
<i>2<sup>nd</sup> Offense</i>	<b>M</b>	<b>M</b>		<b>M</b>				
<b>FIREWORKS*</b> <i>1<sup>st</sup> Offense</i>	<b>M</b>	<b>R</b>		<b>R</b>				
<i>2<sup>nd</sup> Offense</i>	<b>M</b>	<b>R</b>		<b>R</b>		<b>R</b>		<b>R</b>
<b>GANG-RELATED ACTIVITY</b> <i>Any Offense</i>	<b>M</b>	<b>R</b>		<b>R</b>				<b>R</b>
<b>HARASSMENT*</b> <b>NRS 200.571</b>	<b>M</b>	<b>R</b>		<b>R</b>				
<i>2<sup>nd</sup> Offense</i>	<b>M</b>	<b>R</b>		<b>M</b>				<b>R</b>
<b>HAZING* NRS 200.605</b> <i>Any Offense</i>	<b>R</b>			<b>R</b>				<b>R</b>
<b>INDECENT EXPOSURE*</b> <b>NRS 201.220</b> <i>1<sup>st</sup> Offense</i>	<b>M</b>			<b>R</b>				<b>R</b>
<i>2<sup>nd</sup> Offense</i>	<b>M</b>			<b>M</b>				<b>M</b>
<b>KNIVES</b>	<b>M</b>	<b>M</b>	<b>R</b>	<b>R</b>				
<b>LIBEL/SLANDER*</b> <b>NRS 200.510, 207.180</b> <i>1<sup>st</sup> Offense</i>	<b>M</b>			<b>R</b>				<b>R</b>
<i>2<sup>nd</sup> Offense</i>	<b>M</b>			<b>M</b>				<b>M</b>

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BEHAVIOR	Parent Student Contact	Parent Student Conference	Class I Suspension (0-2 Days)	Class II Suspension (3-9 Days)	H D P	Class III District Hearing	Seek Restitution	Referral to Law Enforcement
<b>MARIJUANA* (DRUG PARAPHERNALIA/ POSSESSION/ (CONSUMPTION) NRS 453</b>	<b>M</b>	<b>M</b>		<b>M</b>		<b>R</b>		<b>M</b>
<i>2<sup>nd</sup> Offense [Possible Referral to Drug Ed. Program]</i>	<b>M</b>	<b>M</b>		<b>M</b>		<b>M</b>		<b>M</b>
<b>MARIJUANA* (SALE/DISTRIBUTION) NRS 392.466</b> <i>Any Offense [Possible Referral to Drug Ed. Program]</i>	<b>M</b>	<b>M</b>		<b>M</b>		<b>M</b>		<b>M</b>
<b>NARCOTICS/PRESCRIPTION MEDICATION/CONTROLLED SUBSTANCE* (POSSESSION/ CONSUMPTION) NRS 453</b> <i>Any Offense [Possible Referral to Drug Ed. Program]</i>	<b>M</b>	<b>M</b>		<b>M</b>		<b>M</b>		<b>M</b>
<b>NARCOTICS/PRESCRIPTION MEDICATION/ PARAPHERNALIA CONTROLLED SUBSTANCE* (SALE/DISTRIBUTION) NRS 392.466</b> <i>1<sup>st</sup> Offense [Possible Referral to Drug Ed. Program]</i>	<b>M</b>	<b>M</b>		<b>M</b>		<b>M</b>		<b>M</b>
<i>2<sup>nd</sup> Offense</i>	<b>M</b>	<b>M</b>		<b>M</b>	<b>M</b>	<b>M</b>		<b>M</b>
<b>OBSCENITY</b> <i>1<sup>st</sup> Offense</i>	<b>M</b>			<b>R</b>				
<i>2<sup>nd</sup> Offense</i>	<b>M</b>			<b>M</b>				
<b>PROFANITY</b> <i>1<sup>st</sup> Offense/2<sup>nd</sup> Offense</i>	<b>R</b>							
<i>3<sup>rd</sup> Offense</i>	<b>R</b>	<b>M</b>		<b>R</b>				
<b>RESISTING OFFICER* NRS 199.280</b> <i>Any Offense</i>	<b>M</b>			<b>M</b>				<b>M</b>
<b>ROBBERY* NRS 200.380</b> <i>1<sup>st</sup> Offense</i>	<b>M</b>			<b>M</b>			<b>M</b>	<b>M</b>
<i>2<sup>nd</sup> Offense</i>	<b>M</b>			<b>M</b>		<b>M</b>	<b>M</b>	<b>M</b>
<b>ROUT/RIOT* NRS 203.070</b> <i>Any Offense</i>	<b>M</b>			<b>M</b>				<b>M</b>

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BEHAVIOR	Parent Student Contact	Parent Student Conference	Class I Suspension (0-2 Days)	Class II Suspension (3-9 Days)	H D P	Class III District Hearing	Seek Restitution	Referral to Law Enforcement
<b>SEXUAL ASSAULT*</b> NRS 200.366 <i>Any Offense</i>	<b>M</b>	<b>M</b>		<b>M</b>		<b>M</b>		<b>M</b>
<b>SEXUAL HARASSMENT/ MISCONDUCT NRS 200.604</b> NCSD POLICY 0212 - LEVEL I <i>1<sup>st</sup> Offense</i>	<b>M</b>	<b>M</b>		<b>R</b>				
<i>2<sup>nd</sup> Offense</i>	<b>M</b>	<b>M</b>		<b>M</b>				<b>M</b>
<b>SEXUAL HARASSMENT/ MISCONDUCT NRS 200.604</b> NCSD POLICY 0212 - LEVEL II <i>1<sup>st</sup> Offense</i>	<b>M</b>	<b>M</b>		<b>M</b>		<b>M</b>		<b>R</b>
<i>2<sup>nd</sup> Offense</i>	<b>M</b>	<b>M</b>		<b>M</b>		<b>M</b>		<b>M</b>
<b>STALKING*</b> NRS 200.575 <i>Any Offense</i>	<b>M</b>			<b>M</b>				<b>M</b>
<b>STOLEN PROPERTY*</b> NRS 205.275 <i>Any Offense</i>	<b>M</b>	<b>M</b>		<b>M</b>			<b>M</b>	<b>M</b>
<b>TAMPERING WITH MOTOR VEHICLES*</b> NRS 205.274 <i>1<sup>st</sup> Offense</i>	<b>M</b>			<b>M</b>			<b>M</b>	<b>M</b>
<i>2<sup>nd</sup> Offense</i>	<b>M</b>			<b>M</b>			<b>M</b>	<b>M</b>
<b>TECHNOLOGY AGREEMENT VIOLATION NCSD POLICY 5556</b> <i>Any Offense (No Computer Use)</i>	<b>M</b>			<b>R</b>				
<b>THEFT*</b> NRS 205.0832 <i>1<sup>st</sup> Offense</i>	<b>M</b>			<b>R</b>			<b>M</b>	
<i>2<sup>nd</sup> Offense</i>	<b>M</b>			<b>M</b>			<b>M</b>	<b>R</b>
<b>THREAT*</b> NRS 205.320	<b>M</b>	<b>M</b>	<b>M</b>	<b>R</b>				<b>R</b>
<b>THREATENING EMPLOYEES</b> NRS 199.300 <i>1<sup>st</sup> Offense</i>	<b>M</b>	<b>M</b>		<b>M</b>		<b>M</b>		<b>M</b>
NRS 392.4655 <i>2<sup>nd</sup> Offense</i>	<b>M</b>	<b>M</b>		<b>M</b>	<b>R</b>	<b>M</b>		<b>M</b>
<b>THROWING SUBSTANCE AT VEHICLES*</b> NRS 205.274 <i>Any Offense</i>	<b>M</b>	<b>R</b>		<b>M</b>			<b>M</b>	<b>M</b>
<b>TOBACCO PRODUCTS POSSESSION/DISTRIBUTION (On school property or at a school sponsored activity)</b> NRS 202.2491 - 2493 NCSD POLICY 0223 <i>1<sup>st</sup> Offense</i>	<b>M</b>			<b>R</b>				
<i>2<sup>nd</sup> Offense</i>	<b>M</b>			<b>M</b>				



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BEHAVIOR	Parent Student Contact	Parent Student Conference	Class I Suspension (0-2 Days)	Class II Suspension (3-9 Days)	H D P	Class III District Hearing	Seek Restitution	Referral to Law Enforcement
<b>TRAFFIC VIOLATIONS ON SCHOOL GROUNDS</b> <i>1<sup>st</sup> Offense</i>	M							
<i>2<sup>nd</sup> Offense</i>	M							M
<b>TRESPASS* NRS 207.200</b> <i>1<sup>st</sup> Offense</i>	M							
<i>2<sup>nd</sup> Offense</i>	M							M
<b>TRUANCY* NRS 392.130</b> <i>1<sup>st</sup> Offense</i>	M							M
<i>Any Offense Thereafter</i>		M						M
<b>WEAPONS* NRS 202.265, 202.300, 392.466</b> <i>Any Offense</i>	M	M		M		M	M	M

## PERSONAL ELECTRONIC DEVICES

### NCSD POLICY 7363 AND REGULATION 7363R

To ensure an environment conducive to learning, the following rules apply:

1. During the school day, students may keep all personal electronic devices out of sight in pockets, backpacks, lockers, etc., and in non-operational mode (i.e., unable to send or receive calls or text messaging and not on vibrate or silent ringer), for use in the case of an emergency. Any device that is visible is considered in use, will be subject to confiscation by NCSD administrators/designees, and will only be released to the parent/legal guardian.
2. Students may bring personal electronic devices to school, provided they only use the devices outside scheduled class time, render the devices non-operational and keep them out of sight during academic sessions.
3. Personal electronic devices shall be permitted on school buses, as authorized by the driver, unless use of the device causes a disruption on the school bus.
3. NCSD strictly prohibits the use of cell phones, calculators, cameras, video cameras, or any other electronic device that has the capability of taking, storing, or transmitting pictures in the following areas:
  - a. Locker rooms
  - b. Restrooms
  - c. Any room where testing is conducted, regardless of the type of test

Violations of this policy will result in the following:

#### First Offense:

1. The device shall be confiscated.
2. The parent/legal guardian shall be notified.

3. Arrangements for releasing the device shall be made during parent/legal guardian contact.
4. The policy shall be reviewed with the student and his/her parent/legal guardian.
5. A warning shall be given regarding the consequences for further violation.

**Second Offense:**

1. The device shall be confiscated.
2. The parent/legal guardian shall be notified.
3. The device shall be turned over to the parent/legal guardian.
4. The policy shall again be reviewed with the student and his/her parent/legal guardian.
5. A warning shall be given regarding the consequences for any future violation.
6. Consequence shall be given for “electronic devices”.
7. Privilege of carrying device shall be revoked for 90 school days

**Third Offense:**

1. The device shall be confiscated.
2. The parent/legal guardian shall be notified.
3. The device shall be turned over to the parent/legal guardian.
4. Consequence shall be given for third offense for “electronic devices”.
5. Privilege of carrying device shall be revoked for one calendar year.

**NOTE:** Further disciplinary measures may apply depending on severity of the offense. A student who uses a personal electronic device in the commission of any other disciplinary offense shall have the consequence for the offense increased a step.

## EDUCATIONAL PROGRAMS

The Board of Trustees recognizes that it must educate its students from Kindergarten through Grade 12 and may elect to provide educational programs for preschool students, adults and other supplemental programs as permitted/required by state law.

### **ALTERNATIVE SCHOOL PROGRAM (NCSD POLICY 5350)**

NCSD offers an alternative setting for qualifying students in Grades 3-12. These programs can offer alternatives for students who may have difficulties when a regular school setting does not fit their social and/or academic needs. Parents/legal guardians may contact Pathways Innovative Education at (775) 751-6822 for further information.

Programs offered are:

1. Behavior Education
2. Credit Recovery
3. Virtual Education
4. Adult Education
5. Accredited High School and Middle School Programs

### **ENGLISH LEARNERS (EL)**

It is the policy of the NCSD to provide classroom experiences to support learning for all students who are identified as having a primary or home language other than English, and are identified as an English Learner (EL). The policy ensures that students have the opportunity to benefit from the district's educational program.

The purposes of the program are to develop English language proficiency, to provide support in content areas in order to ensure continual concept development, and to enhance the academic achievement of limited English speaking students.

### **HOME SCHOOL/PRIVATE/CHARTER SCHOOL (NCS D POLICY 5342)**

NCS D will follow state statutes in cooperating with parents/legal guardians who wish to home school their children.

Upon request of a parent/legal guardian of a home-schooled student who is enrolled in a private or charter school, the Board of Trustees shall authorize the student to participate in a class that is not available to the student at the home/private/charter school, or participate in extra-curricular activities at a public school. The following criteria must be met prior to allowing a student to enroll in a secondary program:

1. Space must be available for the student.
2. The student must be qualified to participate in the class or extra-curricular activity.
3. Transportation must be provided by the parent/legal guardian.
4. The student must abide by all NCS D rules and regulations regarding attendance, behavior and program specific requirements.
5. The student must pay any expenses for his/her participation that NCS D students must pay.
6. In the event that later enrolling NCS D students have a need to take a class, and/or enroll in an extra-curricular activity, home/charter/private school students may be removed in the order enrolled (last in, first out) if space availability is an issue. Any fees paid will be reimbursed on a prorated basis.
7. The home school/charter school/private school student may not participate in classes or extra-curricular activities in which participation is limited if participation would displace any NCS D student, including later enrolling students.
8. Home/Private school students who are eligible for special education services are entitled to a portion of those services. These services are determined on a case by case basis per state guidelines.

A home-schooled student must be allowed to participate in interscholastic activities and events pursuant to Nevada Interscholastic Athletics Association regulations and State law. The Board of Trustees may revoke its approval for a student to participate in a class or extra-curricular activity at a public school if the student fails to comply with rules and regulations.

### **HOMEBOUND STUDENTS**

Students who are unable to attend school for a minimum of two (2) weeks due to medical or psychological issues with doctor verification will be considered for homebound services upon student need. Parents/legal guardians may be required to sign a Release of Information if the district needs to get further documentation from the student's physician. Homebound services for special education students will comply with Federal and State regulations. If you have additional questions, please call NCS D Special Education Office at (775) 751-4015.

### **SPECIAL EDUCATION**

The vision of NCS D is "Every Student a Success". The Office of Special Education Support Services provides guidance and services to ensure that students with identified disabilities are provided a Free and Appropriate Public Education (FAPE), as outlined in the Individuals with Disabilities Education Improvement Act (IDEA) 2004, Section 504 of the Rehabilitation Act, and the American Disabilities Act. Through the team efforts of NCS D personnel, individual school site staff and parents/legal guardians, students ages 3-21 with identified disabilities are provided educational services in the least restrictive environment in order to develop their potential to be successful.

If you think your student needs special education, we ask that you first discuss this with your student's teacher and/or school principal. This way, school personnel can address your concerns and use the Instructional Consultation, Assessment and Teaming process which includes parent/legal guardian to develop intervention/strategies based on individual student needs to remediate academic and/or behavioral issues. If these interventions/strategies are not successful, the team may recommend the student for a special education evaluation. However, if you suspect your student of having a disability that would qualify him/her for special education services, please communicate your concerns to your student's teacher and/or school principal, requesting your student be evaluated for special education services. A written request will ensure a timely response.

Nevada Early Intervention Services (NEIS) provides programming for pre-school children ages 0-3 that have been identified as having a disability. NEIS can be reached at (702) 486-9215. For children ages 3-5, NCSD conducts Child Find Screening throughout the school year to identify children requiring special education services. Information specific to Child Find Screening is published in the local media throughout Nye County.

## ENROLLMENT

### **ENROLLING A NEW STUDENT (NCSD Policy/Regulation 7100)**

Prior to admission of a student, documentary proof of the student's date of birth must be provided. This proof may include, but is not limited to, any one of the following:

1. An original or certified true copy of the student's official birth certificate.
2. A valid, unexpired passport, which gives the student's date of birth.
3. A sworn (notarized) affidavit of the student's correct date of birth.
4. An official transcript from the last school attended, which includes the student's date of birth.
5. An original, or certified true copy, of the student's baptismal certificate, which includes the student's date of birth.

Also prior to admission, the adult student or student's parent/legal guardian will be required to provide documentary proof of residency. Such proof may include, but is not limited to, any **two** of the following:

1. Rent or lease agreement
2. Mortgage cover page
3. Homeowner's insurance
4. Yearly tax assessment
5. Bank/Credit statement
6. Utility bill
7. Driver's license

The same proof of residency is required upon any change of address during the school year.

### **IMMUNIZATIONS**

Per NRS 392.435, a student may not be enrolled in a public school in Nevada unless his/her parent/legal guardian submits a certificate stating the student has been immunized and has received the proper booster for that immunization, or is complying with the schedules established pursuant to NRS 439.550 for the following diseases:

1. Diphtheria
2. Tetanus
3. Pertussis (if the child is under 6 years of age)
4. Poliomyelitis
5. Rubella

6. Rubeola
7. Hepatitis A and B
8. Varicella (chicken pox)
9. T-dap Vaccine (Tetanus, Diphtheria and Pertussis)
10. MCV4 (Meningococcal Conjugate Vaccine)
11. Such other diseases as the local Board of Health or the State Board of Health may determine

**Exceptions:**

- a. Exemption when contrary to religious belief: A public school shall not refuse to enroll a child as a student because such child has not been immunized pursuant to NRS 392.435 if the parent/legal guardian of such child has submitted to the Board of Trustees a written statement indicating that their religious belief prohibits immunization of such child or ward.
- b. Exemption because of medical condition: If the medical condition of a child will not permit him/her to be immunized to the extent required by NRS 392.435, and a written statement of this fact is signed by a licensed physician and by the parents/legal guardians, the Board of Trustees shall exempt the child from all or part of the provisions of NRS 392.435, as the case may be, for enrollment purposes.

**ADMINISTERING MEDICATIONS TO STUDENTS**

Where a student requires medication in order to attend school, the medication may be administered by qualified school district personnel subject to the following conditions:

1. The medication shall be administered pursuant to a written order and written instructions from the student's physician
2. The medication shall be supplied by the student's parents/legal guardians in the original container and readily available in a secured location
3. Orders and instructions shall be obtained at least yearly

Each school/health office site must maintain a daily written log of any medication administered at school or taken at school under supervision. Under certain conditions, a student may be permitted to self-administer prescribed medication for asthma, diabetes or anaphylaxis while on school grounds, at an activity sponsored by the public school or on a school bus.

NCSD health services also promotes and facilitates educational opportunities for school students who, as a result of a medical condition such as diabetes, require nursing services and/or health management while attending NCSD schools. These services include, but are not limited to, carbohydrate calculation, blood-glucose testing and/or administration of insulin. Students with diabetes will be supported to actively participate in self-care and disease management to ensure individualized care at school, during school functions and on the bus.

A parent/legal guardian request for a student to self-administer prescribed medication for asthma, diabetes or anaphylaxis must be submitted to the site administrator/school health office on the district Parent Request for Pupil to Self-Administer Prescribed Medication(s) Form (available in each school's health office). The Form must be entirely completed, including the signature of the attending physician. Written verification by the attending physician is required before a student shall be allowed to self-administer prescribed medication for asthma, diabetes or anaphylaxis. Incomplete forms will not be accepted. Verbal approval by a physician will not be honored.

It is the responsibility of the site administrator to ensure the Pupil Authorization - Self-Administer Prescribed Medication(s) for Asthma and Anaphylaxis Form is fully completed and on file at the school. Authorization is valid for the current school term only, regardless of date of inception.

### **AGE REQUIREMENT [NRS 392.040]**

Children who are 5 years old on or before September 30<sup>th</sup> may be enrolled for kindergarten at the opening of the school year. **There are no exceptions to the age requirement to enroll a student in kindergarten.**

Children who are 6 years old on or before September 30<sup>th</sup> will be enrolled in Grade 1 if they have passed kindergarten or passed a district assessment that indicates the student is developmentally prepared for Grade 1.

### **TEMPORARY GUARDIANSHIP INFORMATION**

1. Unless the child is of legal age or emancipated, the child's parent, legal guardian, temporary guardian (whether court or non-court appointed), or foster parent (upon verification from the social worker) must be physically present and involved with enrollment of a student.
2. Legal guardianship is proven by producing certified court documents that state the name of the minor and the legal guardian.
3. A person who enrolls a student and who has a note or a notarized note from the parent is not a legal guardian unless he/she is named the legal guardian in a court document.
4. A copy of the certified court document identifying the person as the legal guardian must be filed in the student's cumulative file.
5. By Nevada law, temporary guardianship expires at the end of six (6) months.

(Further specifics regarding Temporary Guardianship are in NCSA Administrative Regulations 7510R. Temporary Guardianship forms are on the district website [www.nye.k12.nv.us](http://www.nye.k12.nv.us).)

### **FOREIGN EXCHANGE STUDENTS**

International students may be enrolled and attend Nye County schools without charge if they meet the following district entrance requirements:

1. Recommendation by an organization specifically designated by the U. S. Information Agency or an approved local organization
2. Appropriate documentation
3. Appropriate immunizations required by NRS 392.435
4. Participation in a foreign exchange program that is on the NCSA's approved list

### **STUDENT INSURANCE**

NCSA does not provide medical insurance coverage for school accidents. Therefore, parents/legal guardians are responsible for any medical expenses if your student is injured during school or at any after school activities.

There is coverage available for your student through an independent plan broker. Brochures on the student insurance are available at the various school sites and also on-line at [www.sas-mn.com](http://www.sas-mn.com) administered by Student Assurance Services, Inc. at (800) 328-2739 or (651) 439-7098.

### **ATHLETIC INSURANCE**

The parent/legal guardian of students participating in athletic activities must give evidence to the school that they have health insurance before the student is permitted to participate in any athletic activities. The parent/legal guardian must sign a statement releasing the district from any obligation.

### **CONCUSSIONS AND HEAD INJURIES (NCSA Policy 7473R)**

NCSA annually distributes a head injury information sheet to all parents/legal guardians of student-athletes trying out or participating in competitive sports or cheerleading. The parent/legal guardian and

student-athlete must return a signed acknowledgment indicating that they have reviewed and understand the information provided before the student-athlete may try out or participate in any sports activity. Students will take a baseline test prior to the first practice of the season. District personnel and coaching staff will regularly remind student-athletes to immediately inform coaching staff and/or other district personnel if a blow to the head or the area near the head has been sustained by the student-athlete or teammate, or if a concussion or other head injury is suspected.

**SCHOOL BREAKFAST/LUNCH PROGRAM**

The NCSD operates a school breakfast and lunch program in all schools. It is administered by the Food Service Coordinator under the general supervision of the Chief Operating Officer.

Free and Reduced Price Meal Applications are available at each school and on NCSD’s website. Elementary and middle school students who have charged two days of meals will be provided an alternative meal until charges are paid in full. The alternative meal may consist of fruits, vegetables and milk. High school students will not be allowed to charge meals. If you have any questions please call 775-727-7743, Ext. 260 or 877-727-7707.

	Reduced Meals		Full Price Meals		Adult Prices	
	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch
All Grades	\$0.30	\$0.40	-----	-----	-----	-----
Elementary Schools	-----	-----	\$1.00	\$2.50	-----	-----
Middle Schools	-----	-----	\$1.00	\$2.50	-----	-----
High Schools	-----	-----	\$1.50	\$3.00	-----	-----
All Schools	-----	-----	-----	-----	\$2.00	\$3.50

**PARENT/LEGAL GUARDIAN INVOLVEMENT (NCSD Policy 1200)**

NCSD welcomes and supports parents/legal guardians and primary care giver involvement in the schools. In order to ensure this involvement, the NCSD Board of Trustees:

1. requires effective and meaningful two-way communication between the home and school;
2. promotes and supports responsible parenting;
3. recognizes that parents/legal guardians play an integral role in student learning;
4. encourages schools that are open and inviting to parents/legal guardians;
5. requires parents/legal guardians, to be actively involved in decisions that affect their student’s education;
6. works with the community to better serve the educational opportunities for students.

NCSD welcomes parent/legal guardian and community volunteers. Please contact the Volunteer Coordinator at 775-727-1875 for more information.

**STUDENT RIGHTS (NCSD Policy 7632)**

All students have the right to an educational setting that is safe, orderly, educationally efficient, and free from disruption of normal teaching-learning functions.

Students are protected in the exercise of their constitutional rights of free speech, press, and assembly. The exercise of such rights, however, must be conducted in a manner that does not disrupt the educational process, and must be within NCSD’s Policy.

## STUDENT RECORDS

NCSD maintains the following education records directly related to students:

1. academic records;
2. personal information records;
3. attendance records;
4. health records;
5. progress records;
6. standardized testing records.

Access to education records is limited to:

1. parents/legal guardians of students under 18;
2. parents/legal guardians of students 18 and over if such student is a dependent as defined in the Internal Revenue code;
3. students;
4. officials of this school district who have a legitimate educational interest;
5. state and local officials to whom information is required to be reported;
6. certain testing organizations;
7. accrediting organizations;
8. appropriate persons in connection with an emergency;
9. pursuant to subpoena or court order;
10. any person with the written consent of the parent/legal guardian of students under 18 or the student 18 and over;
11. a school or schools in which a student seeks or intends to enroll.

Educational records are kept to an essential and relevant minimum. Records are reviewed at the end of each school year, and non-essential or irrelevant material is deleted.

**NOTE: Copies can be made available to entitled persons at 25 cents per page. Copies of records will be available at no cost for students and parents/legal guardians unable to pay (for the first set). Questions regarding educational records should be directed to the principal of the school the student is attending.**

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ACCESS TO STUDENT RECORDS

In compliance with federal law (Family Educational Rights and Privacy Act, 1984), any parent/legal guardian of a student under 18 who wishes to review his/her student's records may do so by making a request to the school principal. Adult students 18 and over will sign a Release of Information form stating who may have access to their records.

If you feel an item in the record is inaccurate and misleading, you may ask to have it corrected or you may add your comments to the record.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent/legal guardian the right to:

1. Inspect and review his/her student's educational records.
2. Make copies of these records.
3. Receive a list of all individuals having access to those records.
4. Ask for an explanation of any item in the records.
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the student's rights.
6. A hearing on the issue if the school refuses to make the amendment.



## **WHAT SHOULD YOU DO IF YOU FEEL YOUR RIGHTS HAVE BEEN VIOLATED?**

Education is a right guaranteed to the student. The courts have defined the basis on which the denial of that right is justified. The conditions of denial carry with them the guarantee of due process. It is the intent of the Board that every reasonable effort is made on behalf of the student's education, even in the case of suspension or expulsion.

## **RELEASING STUDENT RECORDS AND INFORMATION**

With a few exceptions, we will not release personally identifiable information from student educational records to persons or agencies without written consent. Under one exception, we are authorized to forward student records to schools in another district where a student seeks to enroll, or to colleges or educational institutions to which a student is applying.

## **RELEASING DIRECTORY INFORMATION**

Certain information about your student is defined by the Family Educational Rights and Privacy Act as "directory information". Directory information includes:

1. the student's name, address and telephone number;
2. date and place of birth;
3. major field of study;
4. participation in officially recognized activities and sports;
5. weight and height of members of athletic teams;
6. dates of attendance;
7. degrees and awards received;
8. the most recent previous educational agency or institution attended by the student.

In most cases, requests for this type of information come from the news media. Unless you request that directory information not be released, it will be made available on request. Your written request to withhold directory information should be noted on the annual registration form. It is the policy of the Nye County School District not to release any directory information for commercial purposes.

## **PHOTOGRAPHS**

Occasionally, we take photographs of students for use in district or school-produced publications or for use by the news media. If you choose to grant permission for the use of your student's photograph, please check the appropriate box on the enrollment/update form. If you DO NOT wish to grant permission, please check the appropriate box on the form and let the principal of your student's school know in writing. Published photos in yearbooks, student newspapers, school handbooks, etc., are considered public domain and can be reproduced by the news media.

## **COMPLAINTS**

If you have any complaints regarding the failure of the district or one of its schools to comply with the Family Educational Rights and Privacy act, you may contact the principal or the Pahrump District Office, (775) 727-7743, ext. 224, or (877) 727-7705, Ext 224, or file a complaint with the U.S. Department of Education. Copies of the regulations implementing the Family Rights and Privacy Act and District policy on student records are available by calling the district office.

## **STUDENT DUE PROCESS RIGHTS**

It is the intent of the Board of Trustees that students and their parents/legal guardians be informed of the regulations regarding due process procedures affecting students within the school. Faculty, parents/legal guardians and students shall attempt resolution of problems affecting students and the education process by informal means. If any student or parent/legal guardian feels that the conditions of the school or decisions made by its staff are not fair or reasonable, a conference shall be afforded with the principal or designee to discuss the matter. If the student or parent/legal guardian is not satisfied, the student or parent/legal guardian shall be afforded the opportunity to confer with the Associate

Superintendent/Superintendent and subsequently with the Board of Trustees if not satisfied with the disposition of the matter. There is no appeal process for a student who has been deemed a Habitual Discipline Problem (NRS 392.4655).

## PRIVACY

1. **Custody:** Except in the most extreme circumstances, custody of a student shall not be relinquished by school personnel to any person without the approval of the parent/legal guardian, unless the student is placed under legal authority. In the case of arrest, the school authorities must attempt to notify the student's parent/legal guardian.
2. **Questioning of Students:** The school will permit the interrogation of a student by law enforcement officers provided the officer has notified the student's parents/legal guardians except in the case of student abuse/neglect when the student is the victim and further exceptions as stated in (c). When interviewing or questioning of students by law enforcement officers occurs, the following should be observed:
  - a. As far as possible, law enforcement authorities should interrogate a student at his/her home. If the officer has not notified the student's parents/legal guardians, every effort shall be made by the school authorities to notify the parent/legal guardian. In the event either of the above conditions cannot be met, the student shall be made available to the officer in the presence of the principal/designee. The roles of the school official are that of observer and in loco parentis. The only exception is when the investigator invokes the provision of NRS 432B.270(1), Child Abuse and Neglect.
  - b. If the student chooses not to be questioned or interviewed without a parent/legal guardian present, the student's request will be honored with the exception of conditions set forth below.
  - c. Permission from the parent/legal guardian shall be obtained prior to the questioning, and every effort made for them to be present, except no parental/legal guardian permission shall be required in the following cases:
    - i. Continuing interviews conducted by a probation department of a student on probation.
    - ii. Cases involving crimes allegedly committed by a student's parent/legal guardian in which the student is the victim.
    - iii. Child abuse cases.
    - iv. Emergency situations in which the health or safety of another person is at issue.
    - v. Emergency situations in which the identity or apprehension of a criminal offender other than the student being questioned or a member of his/her family is at issue.
    - vi. Situations in which the student is the victim of a crime.
    - vii. Situations in which the student is a witness and not a suspect.
    - viii. Cases involving referrals made by the individual school or the school district.
  - d. Any information obtained by school personnel shall be considered privileged and will not be the sole bases for any disciplinary action by the school.
3. **Student Records:** Student records kept by the NCS D will be open to review by parents/legal guardians and/or students and will be treated in a confidential manner, as prescribed by Board Policy 7800 and the Family Educational Rights and Privacy Act of 1974 (FERPA).
4. **School Locker:** The schools will, insofar as possible, provide lockers for the storage of items needed during the school day and will inform the students that these lockers may be searched without their consent. However, lockers assigned to students will not be opened

by school authorities except for general housekeeping purposes and in instances when, in the judgment of the principal, the health, safety or general welfare of the student or school requires such action. Neither the school nor the district can assume any responsibility for items stored in these facilities.

5. **Search of Person or Vehicle:** Searches of a student's person, property, or vehicle on school property or at a school function may be conducted if a school employee (certified or classified) notices or is suspicious of the arrangement of student's clothing, possessions, or actions which give reasonable suspicion to believe that a crime or breach of the disciplinary code is or may be committed by the student.
6. **Physical Searches:** Physical searches of a student's person may be conducted only by a principal or designee, who is of the same sex as the student and, except where circumstances render it impossible, may be conducted only in the presence of another authorized person of the same sex.

### **CONTROVERSIAL ISSUES**

1. Students shall have the right to encounter diverse points of view. They may have opportunities to hear speakers and view presentations representing a wide range of views in classes, clubs and assemblies under guidelines established by the school district.
2. If it is established that a student and/or parent/legal guardian objects as a matter of principle to participation in an activity assigned by school personnel, an alternative activity will be assigned without penalty or embarrassment to the student.
3. As a public institution, the schools have a commitment to objectivity and the presentation of all sides of an issue.

### **SECTION 504 NONDISCRIMINATION**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has an intellectual or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working)
2. Has a record of such impairment
3. Is regarded as having such impairment [34 CFR 104.3(j)].

In order to fulfill obligations under Section 504, the school district is responsible for nondiscrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability shall knowingly be permitted in any of the programs and practices of the school system.

NCSD has responsibilities under Section 504, which include the obligations to identify, evaluate and, if the learner is determined to be eligible under Section 504, afford access to appropriate educational services. If the parent/legal guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

## **STUDENT RESPONSIBILITIES**

### **ALL STUDENTS ARE EXPECTED TO BE SAFE, RESPONSIBLE AND RESPECTFUL**

1. **Attend school to receive an education.** Schools cannot educate students who do not attend. Students must attend school daily unless ill or legally excused.
2. **Be on time for all classes.** Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to be successful in the world of work.

3. **Come to class with the necessary materials.** A teacher should not have to delay instruction because a student comes to class unprepared. This interferes with the rights of others to learn and study.
4. **Complete all in-class and homework assignments, and meet all deadlines.** The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete all assignments.
5. **Obey school rules and school personnel.** No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.
6. **Cooperate with school staff.** Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
7. **Respect the person and property of others.** Respecting the rights and properties of others and demonstrating personal integrity should guide student behavior at school, on the way to and from school, and at school sponsored events. Always be a “good neighbor”.
8. **Respect public property.** Schools are a community investment and resource for young people. People who damage school property will be held responsible.
9. **See that school correspondence to parents/legal guardians reaches home in a timely manner.**
10. **Keep textbooks in good condition, inside and out.** This includes: refraining from marking textbooks up with pen or pencil; keeping pages free from fingerprints; ensuring textbook does not become soiled or damaged by weather; refraining from tearing pages, turning down pages or otherwise damaging pages; keeping textbook protected with a book cover. Student/Parent/Legal guardian will accept liability for any loss, abuse, or damage to textbook in excess of that which would be considered normal use (to be determined by issuing teacher and handled at the school level).
11. **Adhere to the Nevada Department of Education Code of Honor** regarding academic honesty and integrity.
12. **Adhere to the Nevada Department of Educational Involvement Accord.** The intent of the Accord is to make parents/legal guardians, students and staff aware of their roles in the learning process.

## SAFE AND RESPECTFUL LEARNING ENVIRONMENT

### **NCS D POLICIES 0211, 6110, 7020**

NCS D is committed to providing all students and employees with a safe and respectful learning environment in which persons of differing beliefs, characteristics and backgrounds can realize their full academic and personal potential. It is the intent of this policy to ensure that all administrators, principals, teachers and other personnel of the district demonstrate appropriate behavior on the premises of any of its public schools. NCS D will treat all people, including students, with civility and respect, and refuses to tolerate harassment and intimidation.

Any form of harassment or intimidation seriously interferes with the ability of teachers to teach, pupils to learn and other employees to complete their assigned duties. No employee, volunteer, student or member of the Board of Trustees shall engage in acts of harassment or intimidation on the premises of any public school, school-sponsored event, or school bus in the district or on any school-sponsored activity outside the county.

All students, employees, Board members and members of the public are entitled to maintain their own beliefs and to respectfully disagree without resorting to violence, harassment or intimidation. This policy neither advocates nor requires the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but does require that individuals with differing beliefs be free from harassment and abuse (see Appendix A).

## **HARASSMENT/SEXUAL HARASSMENT/INTIMIDATION**

It is the policy of the NCS D to maintain a learning and working environment free from discrimination. NCS D prohibits the form of discrimination known as sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student. Discrimination adversely affects employee morale and productivity and interferes with the student's ability to learn. The district, therefore, also prohibits harassment of any person on the basis of that person's race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or natural origin as defined by this policy and regulation. Such behavior is just cause for disciplinary action. The district will not tolerate harassing behavior in general - sex-based or sexually harassing behavior between members of the same or opposite sex. The district will act promptly on reports, complaints, and grievances of harassment and sexual harassment or intimidation (including informal reports), which come to the attention of the district.

NCS D prohibits retaliation against any employee or student because he/she has made a report of alleged harassment or sexual harassment, or against any employee or student who has testified, assisted or participated in the investigation of a report. Such retaliation is itself a violation of federal regulation prohibiting discrimination and will lead to disciplinary or other appropriate action against the offender.

This policy applies to harassment/sexual harassment by any individual and/or of any employee or student on district property, while on district business or at any school-sponsored event, regardless of location. This policy applies to any student.

These statements have been adopted by the NCS D Board of Trustees. Copies of these policy statements and hearing procedures will be made available to each student. Copies of the comprehensive administrative regulations are available for review by students and their parents/legal guardians at each school office and on the district website. Suggested amendments or additions will be reviewed by the Board of Trustees each school year for consideration.

## **GUN FREE SCHOOLS ACT**

In accordance with the Federal Gun-Free Schools Act of 1994, if an expulsion recommendation results from a student's possession of a firearm (any weapon which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive or other propellant as defined by the act, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer), or destructive device, explosive, incendiary, or poison gas, said expulsion from a regular school program shall be for a period of not less than one year. Said recommendation may only be modified by the Board of Trustees on a case-by-case basis.

**NOTE:** The Federal Gun-Free Schools Act of 1994 does not affect the requirement that discipline of students with disabilities who violate school regulations/policies regarding firearms or destructive devices must still comply with Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

## **STUDENT DRESS FOR SUCCESS**

Students' dress, personal appearance and conduct are required to be of such character as to not disrupt or detract from the educational environment of the school. Weather and safety **MUST** be considered in the selection of clothing and shoes.

This dress code is established to ensure and maintain an orderly, non-disruptive school environment free from health and safety issues. Exacerbating messages and provocative displays, whether intentional or unintentional, are forbidden. These provisions are also designed to prevent students from carrying concealed weapons or for providing a means for staff to immediately identify students by preventing

clothing that allows students to obscure any part of their head or face. Please obey the following requirements for all NCS D students:

1. Administration will have the discretion to determine the appropriateness of school attire.
2. No skin shall be visible beyond 4" above the knee when wearing shorts, skirts, pants, 'skorts', dresses or any other "below the waist" attire.
3. No sagging pants. Over-sized pants need to be worn with a belt. Pants, shorts and skirts are to be worn on hips or above.
4. Undergarments (boxers, bras, briefs, gym shorts, etc.) should NOT BE VISIBLE OR SEEN AT ANY TIME.
5. Leggings/yoga pants **must be** covered by skirt, shorts, or shirt to no more than 4" above the knee.
6. Pajama pants and slippers are forbidden at school.
7. No see-through or bare belly shirts or blouses (this includes off-color bras that bring attention to the undergarments of an individual).
8. Shirts are not allowed to be low cut, or loose and revealing, showing any part of the chest or torso.
9. Tops must cover at least 3" of the shoulder.
10. Appropriate comfortable, safe shoes with soles (i.e. dress shoes, sneakers and sandals with straps). No shoes with wheels.
11. Hats/head coverings are to be worn in the fashion intended for the particular head covering, and no head covering will be worn inside a building, including any hood.
12. No bandanas, bandana-like headwear, or Do-rags are to be worn or displayed.
13. Accessories that could be used as a weapon or pose a danger are forbidden due to safety concerns.
14. Any clothes, armbands, handkerchiefs or jewelry that display gang affiliation, lewd or profane slogans, hate language, ethnic slurs, and/or promote violence, sex, drugs, tobacco or alcohol are forbidden.
15. Piercings that interfere with the educational environment or pose a danger are forbidden.

Any student who violates the dress code will be sent to the office, may have his/her parents/legal guardians contacted, and the student will only be allowed to return to the school environment after complying with the dress code.

The school administration shall have the right to designate which types of dress, fashion and fads are acceptable at school as well as retain the authority to grant exceptions for special occasions and/or special conditions, which will be reported in each school's Parent/Student Handbook. Failure to comply with the approved NCS D dress code will result in disciplinary action in accordance with the NCS D progressive discipline plans and the NCS D Discipline Matrix.

## TRANSPORTATION

### **AUTOMOBILE USE**

NCS D regards the use of motor vehicles for travel to and from school as an assumption of responsibility by parents/legal guardians and students.

High school students may drive motor vehicles to and from school. Vehicles may not be driven during the day without the consent of the parent/legal guardian and principal. A student may use the school parking lot subject to the following conditions:

1. The student must possess a valid Nevada driver's license and must register the car in the school office.
2. Students may not occupy a vehicle (without school permission) during the school day.

3. In terms of student conduct rules, "possession" of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon shall also extend to a student's vehicle.
4. Students will operate the vehicle by the same rules/laws as if the parking lot were a public roadway/street.

### **BICYCLE USE**

The principal or site administrator at each school will set rules for students who ride bicycles to and from school. The privilege of riding a bicycle to school may be withdrawn if a student fails to observe these rules.

### **SCHOOL BUS TRANSPORTATION**

Transportation of students by bus will be considered under the following conditions:

1. For all students, if the shortest walking distance is more than one (1) mile for elementary schools or two (2) miles for middle and high schools.
2. Parents must fill out and submit to the Transportation Department an Application/Registration Form each year that they want their children to ride the bus.
3. Students will be assigned bus transportation from home to school/school to home on one bus to/from one assigned stop.
4. Any request for a permanent or temporary variance to the student's regularly assigned bus and/or stop must be submitted in writing to the Transportation Department. (Do not send notes to the bus or school).
5. Students that qualify for specialized transportation will be assigned transportation services as agreed to in their IEP or 504 plan.
6. Transportation will be provided for students in the school for which they will be regularly zoned.
7. Kindergarten and Pre-Kindergarten students must be met at the bus stop by a parent/legal guardian or pre-identified and authorized, responsible adult or high school age sibling.

### **RULES OF PASSENGER CONDUCT**

1. School transportation is a privilege, not a right. The privilege may be denied at any time for cause.
2. The safety of school bus passengers is the most important consideration of the school bus operation. Parents/legal guardians and students must be familiar with the Rules of the Bus and Rules at the Stop which are given to them with each year's Application/Registration form.
3. The school bus is considered an extension of the classroom.
4. Students who fail to abide by the published rules or fail to follow the direction(s) of the bus driver or aide (if applicable) will receive a school bus incident report commonly known as a Referral.
5. Rules of conduct are expected to be followed and will be enforced while en route to and from the bus stop.
6. Buses are equipped with video/audio recording devices.

### **RESPONSIBILITY OF ADMINISTRATORS**

The transporting of students in district-owned or operated transportation equipment is regarded as an extension of the school property/classroom and as such, the principal of the school of attendance has full disciplinary jurisdiction. The principal will notify the parents/legal guardians and the Transportation Department of action taken.

## RESPONSIBILITY OF DRIVERS

1. District school buses will be operated only by school bus drivers who hold a current State of Nevada Commercial Driver's License Class A or B, with a "P" passenger and "S" School Bus endorsements. School bus drivers must be certified annually.
2. Drivers have full responsibility and authority for the safety of students while on or around a bus. They will make every effort to drive safely and encourage good student behavior on the bus so that they may devote their attention to driving. The bus will be operated in a safe and prudent manner at all times.
3. Drivers will not operate the bus of students without having first obtained a complete list of names, addresses, date of birth and phone numbers, provided by the school, of everyone being transported. In case of accident, the police will require this information.
4. Drivers will enforce established student conduct regulations. Drivers are to take proper precautions to avoid physical injury to students. This does not preclude taking adequate defensive measures if the safety of the driver or students is involved.
  - a) Whenever a passenger's conduct potentially affects the safety of the driver or other passengers on the bus, the driver must stop. If, in the driver's best judgment, the incident is of a critical nature, the offending passenger(s) will be removed from the bus by an appropriate administrator or law enforcement officer and provided an alternate means of transportation for the remainder of the trip.
  - b) When the student is guilty of misconduct, the driver will give the completed School Bus Incident Report to the school administrator. After disposition of the report, copies will be distributed to the student, parent/ legal guardian, Transportation Manager and the driver.

## BEHAVIOR GUIDELINES AND CONSEQUENCES

### Class I Infraction:

1. Spitting on bus.
2. Excessive noise.
3. Horseplay/mischief/distracting behavior.
4. Eating/drinking/littering on bus.
5. Leaving seat/standing without permission from driver.
6. Misuse of liquid containers in any form.
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material.
8. False identification/refusal to identify oneself.
9. Riding unassigned bus or using unassigned bus stop.
10. Opening rear two windows of bus.
11. Riding or attempting to ride any bus during a bus suspension.
12. Disrespectful or disobedient to the driver/para-educator.
13. Class I level of inappropriate personal electronic device (PED) use. If the driver believes the level of inappropriate PED use is a "Class II Infraction", a NCSA Administrator and/or Transportation Official will review the inappropriate conduct on a case-by-case basis and then either confirm the conduct as a Class II or relegate to a Class I Infraction.

### Class II Infraction:

1. Spitting on/at a person.
2. Any body part outside of window.
3. Throwing/shooting of any object.
4. Bullying and/or physical aggression against any person.
5. Profanity/threats directed toward bus driver/para-educator.



6. Possession/use of tobacco, electronic cigarettes or any controlled substance.
7. Vandalism to bus (restitution will be made).
8. Holding onto or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement.
9. Lighting of matches, lighters or any flammable object or substance.
10. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment.
11. Possession or threat of weapons/explosives/flammables.
12. Possess/use of laser pens or pointers.
13. Class II Level of inappropriate PED use.

Suspension of transportation privileges **does not** excuse your student from school attendance as required by Compulsory Education Laws of the state of Nevada (NRS 392.040).

**Class I – First Infraction:** Driver holds a face-to-face conference with the student to identify the infraction. Driver documents date of infraction and conference with student. Incident will be documented in Infinite Campus.

**Class I – Second Infraction:** Driver holds a face-to-face conference with the student, identifies the infraction, and documents the behavior warning. Incident will be documented in Infinite Campus. Bus driver/Transportation contacts parent/legal guardian and provides a copy of the behavior warning.

**Class I – Third Infraction:** Bus driver holds a face-to-face conference with the student, identifies the infraction, and documents the behavior referral. Incident will be documented in Infinite Campus, driver/Transportation contacts parent/legal guardian. Mandatory parent/legal guardian and student conference with bus driver/Transportation must be held and copy of the behavior referral provided.

**Class I – Fourth Infraction:** Driver holds a face-to-face conference with the student, identifies the infraction, and documents the behavior referral. Incident will be documented in Infinite Campus, copy provided to the parent/legal guardian and the school administrator will be notified. The administrator contacts the parent/legal guardian, reviews the student's behavior record and issues a bus detention, or suspends the riding privilege. Student's Infinite Campus record will be updated; Transportation will be notified changes have been made. All succeeding infractions in the Class I category will be treated as a Class I – Fourth Infraction for the remainder of the current school year.

**Class II – First Infraction:** Driver holds a face-to-face conference with the student, identifies the infraction, and writes the behavior referral. Incident will be documented in Infinite Campus, copy provided to the parent/legal guardian and school administrator will be notified. The respective administrator contacts the parent/legal guardian, reviews the behavior incident, and issues bus detention or suspends the student's riding privileges. Student's Infinite Campus record will be updated; Transportation will be notified changes have been made.

**Class II – Second Infraction:** The same procedure will be followed as outlined in the first infraction.

**Class II – Third Infraction:** The same procedure will followed as outlined in the first infraction. However, the riding privileges will be suspended for a minimum of five (5) days. Any succeeding infractions may result in immediate suspension of all riding privileges.

**Dangerous Behavior Clause:** If a student performs an act that obviously jeopardizes the safe operation of the bus or endangers the safety of others on the route, transportation may suspend the student from riding the bus. Transportation must notify the parent/legal guardian and the respective administrator of the action. Transportation will document the incident in Infinite Campus and provide a copy to the parent/legal guardian immediately following the next morning's route. Riding privileges will not be

reinstated until a conference is arranged and held by a Transportation representative to include a parent/legal guardian, student and respective administrator. The severity of unacceptable behavior will be interpreted by the administrator and at any time may result in the maximum penalty or suspension. Student's Infinite Campus record will be updated by Transportation.

If the infraction is a violation of the law, the proper authorities will be notified. If the infraction results in property damage, the restitution must be paid or a plan for restitution must be agreed upon, before the riding privileges are reinstated.

## NYE COUNTY SCHOOL DISTRICT BUS BEHAVIOR EXPECTATIONS

	<b>Waiting for the Bus</b>	<b>Loading &amp; Unloading</b>	<b>Riding the Bus</b>	<b>Evacuation</b>
<b>Respect Yourself</b>	<ul style="list-style-type: none"> <li>* Walk and wait in the safe zone</li> <li>* Stay where the driver can see you</li> <li>* Stay off the road until it is safe to load</li> <li>* Wait for driver's signal to cross or board</li> </ul>	<ul style="list-style-type: none"> <li>* Go directly to your seat</li> <li>* Stay in your seat until time to depart the bus</li> <li>* Enter and exit in an orderly manner, using the handrail</li> </ul>	<ul style="list-style-type: none"> <li>* Body parts inside the bus</li> <li>* Stay seated facing forward and out of the aisle</li> <li>* Watch for your stop</li> </ul>	<ul style="list-style-type: none"> <li>* Leave belongings on the bus</li> <li>* Stay quiet, listen, and follow instructions</li> </ul>
<b>Respect Others</b>	<ul style="list-style-type: none"> <li>* Use kind language</li> <li>* Wait in designated area</li> <li>* Be on time</li> <li>* Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Follow bus driver's directions</li> <li>* Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Follow bus driver's directions</li> <li>* Stay in your personal place</li> <li>* Use Voice Level 2 and kind words</li> <li>* Keep belongings on your lap</li> <li>* Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Listen for directions</li> <li>* Help others as needed</li> <li>* Stay calm</li> <li>* Exit quickly and safely, one row at a time</li> <li>* Keep hands, feet, and objects to yourself</li> </ul>
<b>Respect Property</b>	<ul style="list-style-type: none"> <li>* Keep bus stop clear of litter</li> <li>* Keep your belongings near you</li> <li>* Be a good neighbor</li> <li>* Leave other's belongings alone</li> </ul>	<ul style="list-style-type: none"> <li>* Keep your belongings with you</li> <li>* Leave other's belongings alone.</li> </ul>	<ul style="list-style-type: none"> <li>* Keep belongings, food and drink inside your backpack</li> <li>* Keep the bus clear of litter</li> <li>* Keep seat cushions free of cuts, tears, and writing</li> <li>* Leave other's belongings alone</li> </ul>	<ul style="list-style-type: none"> <li>* Leave other's belongings alone.</li> </ul>

## NCS D RULES OF THE BUS

1. Required to follow the rules and directions of the bus driver.
2. Behave in an orderly manner while en route to, waiting for, entering, riding, exiting, or en route home.
3. Remain properly seated at all times and especially when the bus is in motion.
4. Be at the bus stop five minutes prior to the scheduled trip.
5. Keep your heads, hands and all body parts inside the bus at all times.
6. Absolutely forbidden to throw or propel objects in or about the bus, or out of the bus.
7. No food or drink (other than a clear plastic bottle of water with a closable lid) on the bus. Bus driver may make exceptions for athletic runs and special occasions.
8. Never tamper with or damage the bus, or any of its component parts or equipment. Never tamper with or damage another student's property.
  - a. Restitution will be required for all damages in addition to the assigned consequence.
9. No skateboards, large instruments/sports equipment or any other item that cannot be held on lap or could interfere with passenger safety. No animals, glass containers, weapons, liquor, tobacco or drugs.

10. Refrain from loud talking, use of profanity, displaying obscene gestures, scuffling/horse play, spraying perfume/cologne, hairspray, etc., standing or changing seats, or any other action which creates a safety hazard or which distracts the attention of the driver.
11. Follow the bus driver's directions and signals when crossing the road, and while entering or departing the bus.
  - a. Crossing behind the bus is prohibited. Do not touch the outside of the bus.
12. Students will only ride their assigned bus. Students will only board and disembark from the bus at their assigned bus stop and school.
13. Kindergarten students must be met at the bus stop by an approved parent/legal guardian/adult.
14. Refrain from any type of activity which may be detrimental to the safety, and well-being of those individuals on the bus.

### **SEVERE DISRUPTION**

The following inappropriate behavior may result in immediate removal from the bus and suspension of transportation privileges:

1. Physical harm or threat of harm to another student.
2. Physical harm or threat of harm to bus driver.
3. Fighting, carrying weapons, smoking, use of drugs or alcohol.
4. Property damage (damage will be paid by offender).
5. Refusal to obey bus driver.

### **DISCIPLINE QUESTIONS**

All discipline questions shall be directed to the School Administrator.

### **TRANSPORTATION COMPLAINTS**

All transportation issue complaints shall be directed to the NCSD Transportation Department at (775) 727-2443.

## **ZONE VARIANCES**

All zone variance requests are valid for the current school year only per NCSD Policy 7030, and will expire on the last day of the current school year. If parents/legal guardians intend to request a zone variance for the following school year, they are required to submit a new Zone Variance Request form to the principal of the zoned school. Late zone variance requests will not be approved until after the first week of the school year. **Transportation for students on a zone variance is solely the responsibility of the parents/legal guardians and is NOT provided by the district. There are no exceptions to this rule.**

Zone variances are not guaranteed. The principal at the requested school and the Superintendent have the final approval of zone variances. All zone variance requests will be reviewed on an individual basis, and approved or denied based on the following areas: class sizes, student attendance, grades, behavior and reason for request.

At the end of the school year all students on zone variances will be automatically withdrawn and rolled-over for the next school year at the zoned school. All students are expected to attend their zoned school unless a zone variance has been approved. Due to stringent class size mandates, all approved variances may be withdrawn with very little notice if maximum numbers are in danger of being exceeded.

## APPENDIX A

### NEVADA DEPARTMENT OF EDUCATION MODEL SCHOOL DISTRICT POLICY SAFE & RESPECTFUL LEARNING ENVIRONMENT (SRLE)

#### SAFE AND RESPECTFUL LEARNING ENVIRONMENT

- I. Bullying, Cyber-bullying, Harassment, and/or Intimidation are Prohibited in Public Schools
  - A. The NCSDD is committed to providing all students and employees with a safe and respectful learning environment in which persons of differing beliefs, characteristics, and background can realize their full academic and personal potential. It is the intent of this policy to ensure that all administrators, principals, teachers, and other personnel of the NCSDD demonstrate appropriate behavior on the premises of any public school, at a school-sponsored event, or on a school bus. NCSDD will treat all people, including students, with civility and respect, and by refusing to tolerate harassment and intimidation.
  - B. No member of the NCSDD's Board of Trustees, employee of the NCSDD's Board of Trustees, including, with limitation, administrators, principals, teachers or other staff members, nor students, shall engage in acts of bullying, cyber-bullying, harassment, and/or intimidation on the premises of any public school, at a school-sponsored event, or on a school bus.
  - C. It is the intent of this policy that all persons in the NCSDD are entitled to maintain their own beliefs and to disagree respectfully without resorting to violence, bullying, cyber-bullying, harassment, and/or intimidation. This policy does not advocate nor require the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but does require that all persons with differing beliefs be free from harassment and abuse.
  - D. The NCSDD will provide the appropriate training to all administrators, principals, teachers and all other personnel employed by this district as prescribed by this policy under the heading "Professional Development".
- II. Requirements and Methods for Reporting Violations of NRS 388.135
  - A. The NCSDD shall assure that any person who believes that he or she has been a victim of bullying, cyber-bullying, harassment and/or intimidation as defined by NRS 388.125 and/or NRS 388.129 by any or all individuals as specified by NRS 388.135 is encouraged and instructed to adhere to the following reporting mechanism:
    1. Students: It is the policy of the NCSDD to encourage students who are targets of bullying, cyber-bullying, harassment and/or intimidation and students who have first-hand knowledge of such bullying, cyber-bullying, harassment and/or intimidation to report such claims. Students should report any incident(s) to a teacher, counselor or school administrator, or on the district/school on-line Sprigeo bullying reporting website.
    2. Employees: Any NCSDD employee, who witnesses, overhears or receives a report, formal or informal, written or oral, of bullying, cyber-bullying, harassment and/or intimidation at school, at a school-sponsored event, or on a school bus, shall report it to the principal or the principal's designee. If the report involves the school principal, the reporter shall make a report directly to the school district Affirmative Action Officer or superintendent. Contact information on current Affirmative Action Officer/Title IX Officer is available on the Department of Education's Web site at

[www.doe.nv.gov/TitleIX.htm](http://www.doe.nv.gov/TitleIX.htm). If the report involves a NCSB Board of Trustees member or the NCSB Superintendent, the reporter shall contact the Nevada Department of Education's Equity Coordinator.

III. Notice: Bullying, Cyber-bullying, Harassment and/or Intimidation are Prohibited in Public Schools

The NCSB superintendent shall use all reasonable means to inform students, employees and parents or guardians that the district will not tolerate harassment. The NCSB shall include the text of the provisions of NRS 388.125 to 388.135, inclusive, and the reporting procedures for violations outlined in Section II above, within each copy of the rules of behavior for pupils that the school district provides to students.

IV. Professional Development

- A. The superintendent shall develop methods of discussing the meaning and substance of this policy with staff in order to help prevent harassment.
- B. In addition to informing staff and students about the policy, the superintendent shall develop a plan, including requirements and procedures, to assure that the following professional development be provided to all administrators, principals, teachers and other personnel employed by the Board of Trustees of the NCSB:
  - 1. Awareness concerning the various types of bullying, cyber-bullying, harassment and/or intimidation; how the bullying, cyber-bullying, harassment and/or intimidation manifests itself; and the devastating emotional and educational consequences of bullying, cyber-bullying, harassment, and/or intimidation.
  - 2. Training in the appropriate methods to facilitate positive human relations among students without the use of bullying, cyber-bullying, harassment and/or intimidation so that students may realize their full academic and personal potential.
  - 3. Methods to improve the school environment in a manner that will facilitate positive human relations among students.
  - 4. Methods to teach skills to students so that the students are able to replace inappropriate behavior with positive behavior.

V. Reporting

The NCSB superintendent or designee shall report annually to the Superintendent of Public Instruction on any violations that occurred during the previous school year that resulted in personnel action against an employee or expulsion of a student, if any. In addition to this information, the superintendent or designee shall include in the report a description of the reporting process utilized by the district to collect such information from students and staff.

**NRS STATUTES REGARDING BULLYING/CYBER-BULLYING**

NRS 388.122 "Bullying" means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and

- 1. Have the effect of:
  - a) Physically harming a person or damaging the property of a person; or
  - b) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or

2. Interfere with the rights of a person by:
  - a) Creating an intimidating or hostile educational environment for the person; or
  - b) Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
3. Are acts or conduct described in paragraph 1 or 2 and are based upon the:
  - a) Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or
  - b) Association of a person with another person having one or more of those actual or perceived characteristics.

The term includes, without limitation:

1. Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;
2. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;
3. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;
4. Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;
5. Blackmail, extortion or demands for protection money or involuntary loans or donations;
6. Blocking access to any property or facility of a school;
7. Stalking; and
8. Physically harmful contact with or injury to another person or his or her property.

**388.132 The Legislature** declares that:

1. Pupils are the most vital resource to the future of this State;
2. A learning environment that is safe and respectful is essential for the pupils enrolled in the public schools in this State and is necessary for those pupils to achieve academic success and meet this State's high academic standards;
3. 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;
4. Any form of bullying or cyber-bullying seriously interferes with the ability of teachers to teach in the classroom and the ability of pupils to learn;
5. The use of the Internet by pupils in a manner that is ethical, safe and secure is essential to a safe and respectful learning environment and is essential for the successful use of technology;
6. The Legislature hereby declares that it will ensure that:
  - (a) The public schools in this State provide a safe and respectful learning environment in which persons of differing beliefs, races, colors, national origins, ancestries, religions, gender identities or expressions, sexual orientations, physical or mental disabilities, sexes or any other distinguishing characteristics or backgrounds can realize their full academic and personal potential;
  - (b) All administrators, principals, teachers and other personnel of the school districts and public schools in this State demonstrate appropriate and professional behavior on the premises of any public school by treating other persons, including, without limitation, pupils, with civility and respect, by refusing to tolerate bullying and cyber-bullying, and by taking immediate action to protect a victim or target of bullying or cyber-bullying when witnessing, overhearing or being notified that bullying or cyber-bullying is occurring or has occurred;
  - (c) The quality of instruction is not negatively impacted by poor attitudes or interactions among administrators, principals, teachers, coaches or other personnel of a school district;

(d) All persons in public schools are entitled to maintain their own beliefs and to respectfully disagree without resorting to bullying, cyber-bullying or violence; and

(e) Any teacher, administrator, principal, coach or other staff member or pupil who tolerates or engages in an act of bullying or cyber-bullying or violates a provision of NRS 388.121 to 388.145, inclusive, and sections 2, 3 and 4 of this act regarding a response to bullying or cyber-bullying will be held accountable; and

7. By declaring this mandate that the public schools in this State provide a safe and respectful learning environment, the Legislature is not advocating or requiring the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but is requiring that pupils be free from physical, emotional or mental abuse while in the care of the State and that pupils be provided with an environment that allows them to learn.

**NRS 388.1351** 1. A teacher, administrator, principal, coach or other staff member who witnesses a violation of NRS 388.135 or receives information that a violation of NRS 388.135 has occurred shall [verbally] report the violation to the principal or his or her designee as soon as practicable, but not later than a time during the same day on which the teacher, administrator, principal, coach or other staff member witnessed the violation or received information regarding the occurrence of a violation.

2. Upon receiving a report required by subsection 1, the principal or designee shall immediately take any necessary action to stop the bullying or cyber-bullying and ensure the safety and well-being of the reported victim or victims of the bullying or cyber-bullying and shall begin an investigation into the report. The investigation must include, without limitations:

(a) Except as otherwise provided in subsection 3, notification provided by telephone, electronic mail or other electronic means or provided in person, of the parents or guardians of all pupils directly involved in the reported bullying or cyber-bullying, as applicable, either as a reported aggressor or a reported victim of the bullying or cyber-bullying. The notification must be provided not later than:

(1) If the bullying or cyber-bullying is reported before the end of school hours on a school day, 6 p.m. on the day on which the bullying or cyber-bullying is reported; or

(2) If the bullying or cyber-bullying was reported on a day that is not a school day, or after school hours on a school day, 6 p.m. on the school day following the day on which the bullying or cyber-bullying is reported.

(b) Interviews with all pupils whose parents or guardians must be notified pursuant to paragraph (a) and with all such parents and guardians.

3. If the contact information for the parent or guardian of a pupil in the records of the school is not correct, a good faith effort to notify the parent or guardian shall be deemed sufficient to meet the requirement for notification pursuant to paragraph (a) of subsection 2.

4. Except as otherwise provided in this subsection, an investigation required by this section must be completed not later than 2 school days after the principal or designee receives a report required by subsection 1. If the principal or designee is not able to complete the interviews required by paragraph (b) of subsection 2 within 2 school days after making a good faith effort because any of the persons to be interviewed is not available, 1 additional school day may be used to complete the investigation.

5. A principal or designee who conducts an investigation required by this section shall complete a written report of the findings and conclusions of the investigation. If a violation is found to have occurred, the report must include recommendations concerning the imposition of disciplinary action or other measures to be imposed as a result of the violation in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district. Subject to the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232g, and any regulations adopted pursuant thereto, the report must be made available, not later than 24 hours after the completion of the written report, to all parents or guardians who must be notified pursuant to paragraph (a) of subsection 2 as part of the investigation.

6. Not later than 10 school days after receiving a report required by subsection 1, the principal or designee shall meet with each reported victim of the bullying or cyber-bullying to inquire about the well-being of the reported victim and to ensure that the reported bullying or cyber-bullying, as applicable, is not continuing.

7. To the extent that information is available, the principal or his or her designee shall provide a list of any resources that may be available in the community to assist a pupil to each parent or guardian of a pupil to whom notice was provided pursuant to this section as soon as practicable. Such a list may include, without limitation, resources available at no charge or at a reduced cost. If such a list is provided, the principal, his or her designee, or any employee of the school or the school district is not responsible for providing such resources to the pupil or ensuring the pupil receives such resources.

8. The parent or guardian of a pupil involved in the reported, violation of NRS 388.135 may appeal a disciplinary decision of the principal or his or her designee, made against the pupil as a result of the violation, in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district. Not later than 30 days after receiving a response provided in accordance with such a policy, the parent or guardian may submit a complaint

to the Department. The Department shall consider and respond to the complaint pursuant to procedures and standards prescribed in regulations adopted by the Department.

## APPENDIX B

### NEVADA CODE OF HONOR AND THE EDUCATIONAL INVOLVEMENT ACCORD

In accordance with NRS 392.461, the Nevada Code of Honor and the Educational Involvement Accord must be used by all NCSD. The Nevada Code of Honor and the Educational Involvement Accord form, along with the materials listed below, are required to be distributed to each student's parents/legal guardians at the beginning of each school year, or upon a student's enrollment as applicable.

1. Information describing how the parent/legal guardian may contact the student's teacher and the principal of the school in which the student is enrolled;
2. The curriculum of the course or standards for the grade in which the student is enrolled, as applicable, including, without limitation, a calendar that indicates the dates of major examinations and the due dates of significant projects, if those dates are known by the teacher at the time that the information is distributed ([www.doe.nv.gov](http://www.doe.nv.gov), or course syllabus);
3. The homework and grading policies of the student's teacher of school;
4. Directions for finding resource materials for the course or grade in which the student is enrolled, as applicable;
5. Suggestions for parents/legal guardians to assist students in the schoolwork at home;
6. The dates of scheduled conferences between teachers or administrators and the parents/legal guardians of the student;
7. The manner in which reports of the student's progress will be delivered to the parent/legal guardians and how a parent/legal guardian may request a report of progress;
8. The classroom rules and policies;
9. The dress code of the school, if any (if the school does not have a dress code);
10. The availability of assistance to parents/legal guardians who have limited proficiency in the English language;
11. Information describing the availability of free and reduced-price meals, including, without limitation, information regarding school breakfast, school lunch, and summer meal programs;
12. Opportunities for parents/legal guardians to become involved in the education of their children and to volunteer for the school or class; and
13. The code of honor related to cheating prescribed pursuant to NRS 392.461.

Schools will provide the Educational Involvement Accord to each student's parent/legal guardian and provide the parent/legal guardian with a reasonable timeline to sign the Educational Involvement Accord and return it to school. Additional guidelines regarding the implementation of these requirements are available on the Nevada Department of Education website at <http://www.doe.nv.gov/parents/accord.html>.



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