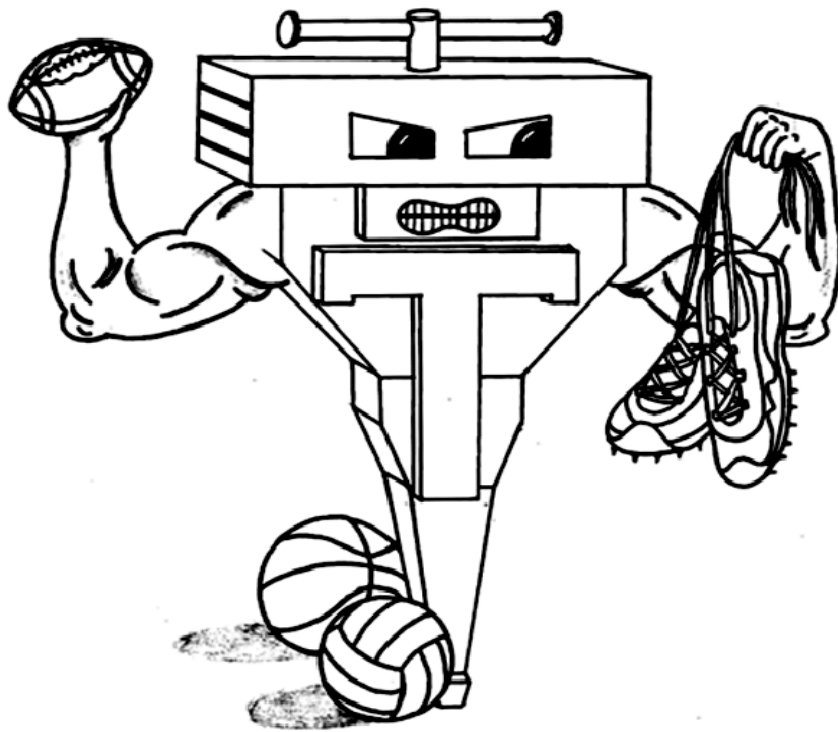


# TONOPAH

Elementary and Middle School

# JACKHAMMERS



## PARENT/STUDENT HANDBOOK 2013-2014

## ADMINISTRATORS' MESSAGE

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Tonopah Elementary and Middle Schools. The faculty and staff at Tonopah Elementary and Middle Schools are outstanding educators, and I am sure that you will enjoy working with them throughout the year. We look forward to having you as part of the TE/MS family. We hope that this will be a successful and satisfying year for you and your children.

The pages of this handbook are filled with important information regarding school policies and procedures. We suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program. **Please note that page 20 and 21 of this handbook MUST be returned to the school on or before Friday, August 30<sup>th</sup>, 2013.**

We welcome your participation and support during the school year and solicit your assistance in making this a better school. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

Mrs. Holly Lepisto, Principal

**NYE COUNTY SCHOOL DISTRICT  
*EVERY CHILD A SUCCESS!***

**TONOPAH ELEMENTARY AND MIDDLE SCHOOLS  
MRS. HOLLY LEPISTO, PRINCIPAL**

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**BOARD OF TRUSTEES**

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**AN EQUAL OPPORTUNITY EMPLOYER**

# JACKHAMMER PROMISE



**AS A TONOPAH JACKHAMMER I PLEDGE TO:**

- **LISTEN AND LEARN FROM MY TEACHERS!**
- **FOLLOW DIRECTIONS!**
- **KEEP MY HANDS, FEET AND UNKIND WORDS TO MYSELF!**
- **ALWAYS SAY PLEASE AND THANK YOU!**
- **TAKE PRIDE IN MY WORK, MY SCHOOL AND MYSELF!**

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## **ATTENDANCE**

Please call the school in the morning ASAP to report your child's absence. Please send a note with your child when they return to school with an explanation for every absence or tardy. A student must have a valid reason for an absence as defined in the Nye County School District Handbook. **You have three days from the date of return to school to report the reason for the absence to the school.** If you know ahead of time that your child will be absent for three or more consecutive days, you need to submit a prearranged absence form no less than 2 days prior to the absence (available on the TE/MS Website) which will then be sent through the proper channels for approval. NEVADA REVISED STATUTES require every child between the ages of 7 and 17 to attend school. See the Nye County School District Handbook for further details.

## **TARDINESS**

We want to encourage students to be on time to school. Coming late puts a child behind and creates a disruption for the class. The quarterly report card will indicate the number of times your child has been tardy. Teachers must record all tardiness of students. After the third unexcused tardy in a grading period, the office attendance clerk will make a parent contact. After the eighth unexcused tardy in any grading period, a referral may be made to the appropriate social service agency. **Students must check into the office prior to going to their classroom if they arrive at school after 8:00a.m.**

## **LICE**

This school has a "No Nit Policy," which means that a child with lice will only be allowed to return to school after treatment and thorough combing to remove all nits. The student must be checked by the Health Aide before returning to the classroom. Lice are very contagious. No student will be permitted to ride the bus with lice or nits.

## **BIKE RIDING**

If a student rides a bike to school it should be locked for the duration of the school day. We are not responsible for damaged or stolen bikes. Bikes are not to be ridden on the playground anywhere on campus. Bikes must be walked until they are off campus.

## **BUSES & TRANSPORTATION**

Students must turn in a completed School Bus Application form to the office as well as qualify to be an eligible bus rider according to the Nye County School District's Transportation guidelines. In order to guarantee your child, and all children riding the bus, the safe transportation they deserve, we are utilizing the following discipline plan. We believe all students can behave appropriately and safely while riding a school bus. We will not tolerate students preventing drivers from doing their job or interfering with other students having safe transportation. It is in your child's best interest that we work together in a relationship that provides safe transportation. Bus transportation is a privilege, not a right.

## **BUS RULES**

If you ride the bus, make sure that you know all of the bus rules that are outlined with the transportation application. Some, but not all, of the rules are:

- Follow the directions of the Driver or Bus Aide.
- Stay in your seat facing forward.
- Keep all parts of your body in the bus and out of the aisles.
- Pushing, shoving, or bullying is not allowed at any time.
- Eating or drinking is not allowed.

## **CONSEQUENCES OF VIOLATING BUS RULES**

1<sup>st</sup> Incident: Warning or Suspension from bus for one to three days

2<sup>nd</sup> Incident: Suspension from bus for one to three days

3<sup>rd</sup> Incident: Long-term suspension from bus for four to ten days

4<sup>th</sup> Incident: Removal from bus for the remainder of the school year

The following inappropriate behavior will result in immediate suspension of transportation privileges:

- Physical harm to another student.
- Physical harm or threat of physical harm to the driver or to another student.
- Property damage.
- Refusal to obey the driver.
- Disruption of the driver.

If a student loses his or her bus riding privilege it becomes the responsibility of the parent or guardian to transport the student to and from school.

## **TRANSPORTATION CHANGES**

If your child rides a bus to and/or from school, and you want to pick them up from school, **you must** send a written note to your child's teacher. **If you are not at the school at dismissal time or if a written note was not received, your child will be put on the bus.**

The following is from the transportation office:

"Our basic procedure is to transport only those students who live along this school's designated route. We do not allow students other than regular riders on the bus for space and liability reasons. Only occasionally do we allow a child to get on a different bus if it is determined to be an emergency type situation. Then, only with proper written request from a parent to the school AND approval by transportation. **THE BUSES ARE NOT A TAXI SERVICE.**"

## **DISCIPLINE**

Each staff member at Tonopah Elementary and Middle Schools accepts responsibility for the maintenance of discipline and for the promotion of an effective learning environment. A student's behavior should conform to acceptable standards of conduct as established by the principal, teachers, and school staff.

## **WE HAVE ESTABLISHED SIMPLE RULES AT OUR SCHOOL**

1. Students do not interfere with the teaching process.
2. Students do not interfere with any other student's learning.
3. Students do not cause any kind of disruptions in the learning environment.
4. No running in the hallways or cafeteria.
5. Follow school district dress code.
6. No knives, weapons or toy weapons of any kind at school.
7. Keep the school clean and pick-up any trash.
8. No gum chewing

## **"THE BIG FOUR"**

1. **HANDS AND FEET TO YOURSELF!** Do not place your hands or feet on another student **for any reason**, this includes kicking and tripping.
2. **NO THROWING OF ANYTHING!** Do not throw **ROCKS**, paper, pencils, cans, books, food, etc.
3. **NO INAPPROPRIATE LANGUAGE!** This includes no swearing, name-calling, or disrespectful language of any kind. Follow the rule, "If you do not have something nice to say, do not say anything at all!"
4. **NO HARASSMENT!** Saying or doing anything to a person to make them feel uncomfortable is harassment.

## **ZERO-TOLERANCE BEHAVIORS**

Consequences will be given on the **FIRST OFFENSE** for the following behaviors:

- Fighting
- Inappropriate, abusive, or threatening language
- Refusing to follow the directions of an adult
- Bus incidents that are documented by the bus driver
- Disregard for the safety of self or others
- Deliberate destruction of property
- Use or possession of drugs, alcohol, or weapons
- Bullying behaviors



## CAFETERIA RULES

- No sharing lunches.
- No cutting or pushing in line.
- Remain at your table. You must ask permission before leaving your table for any reason.
- No yelling or shouting. Use inside voices.
- Respect the cafeteria workers and all adults on duty.
- Leave quietly when you are dismissed. NO RUNNING!

## RESTROOMS

- Paper towels are to be put ONLY in the trash can.
- Make certain the toilets are flushed after use.
- Wash hands. Please encourage this not only at school but at home as well!
- No pencils, pens, crayons, or markers are to be taken to recess, lunch, or in the restroom.
- No playing in the restrooms.

## PLAYGROUND RULES

### **Play in designated areas only.**

- Become familiar with school boundaries.
- Do not play in front of the school.
- Do not play in the parking lots.

### **Follow the directions of the duty teacher or aide.**

- No arguing, fighting, use of bad language or teasing.
- No throwing of any object, kicking or tripping.

### **Play authorized games only.**

- No contact sports.
- No bicycles, skateboards or roller blades/skates.
- Keep kick balls away from school and other students.
- Only basketball is to be played on the basketball courts.
- Do not interfere with other students' activities.

### **Use authorized equipment only.**

- No hard balls or bats.
- No sharp objects.
- No personal equipment from home.

### **Swings**

- Only one person on a swing at a time.
- No swinging on the frame work.
- No standing on the swing, stay seated.
- No dismounting while swing is in motion.
- No high, dangerous swinging.
- Non-swingers should remain away from the swings.
- No swinging side to side.

### **Climbing apparatus.**

- No jumping from high positions.
- No pushing or holding on to a person who is on the apparatus.
- Clothing or ropes should not be tied to any apparatus.

## DRESS FORE SUCCESS

(NCSD 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.

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, undisrupted, 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 NCSD students:)

- ✓ Administration will have the discretion to determine the appropriateness of school attire.
- ✓ No skin shall be visible beyond 2" above the knee when wearing shorts, skirts, pants, skorts, dresses or any other "below the waist" attire.
- ✓ No sagging pants-oversized pants need to be worn with a belt. Pants, shorts, and skirts are to be worn on hips or above. )
- ✓ Undergarments (boxers, bras, tighty-whitey's, gym shorts, etc.) should not be visible or seen at ANY TIME.
- ✓ Pajama pants and slippers are forbidden at school.
- ✓ No see-through or bare belly shirts or blouses (this includes off-color bras that bring attention to the undergarments of an individual.)
- ✓ Shirts are not allowed to be low cut, or loose and revealing, showing any part of the chest or torso.
- ✓ Tops must have sleeves.
- ✓ Shoes will be worn at all times.
- ✓ 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.
- ✓ No bandanas, bandana-like headwear, or Do-rags are to be worn or displayed.
- ✓ Accessories that could be used as a weapon or pose a danger are forbidden due to safety concerns.
- ✓ Any clothes, armbands, handkerchiefs, or jewelry that display gang affiliation, lewd or profane slogans, hate language, ethnic slurs, and/or promote violence, weapons, sex, drugs, tobacco, or alcohol are forbidden.

- ✓ 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 contacted, and 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. 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 disciplinary matrix.

### **EMERGENCY DATA**

It is essential for the school to have **UPDATED** home and emergency telephone numbers and your current mailing address so that you may be notified immediately in case of accident or illness. If this information changes during the school year, PLEASE notify the school office. If your child is injured (broken arm, etc.) during the school day and we can not contact you or the emergency person, the school will call 911 for an ambulance.

### **HEALTH REQUIREMENTS**

Immunizations: **"No Shots, No School."** All students entering for the first time are required to have proof of immunization against Diphtheria, Pertussis, Tetanus, Polio, Mumps, Measles, Rubella, Varicella, Hepatitis A and Hepatitis B. The only exceptions to this policy are for those whom the board has granted an exemption.

### **SCHOOL HOURS**

Classes begin at 8:00 a.m. and ends at 2:35 p.m on Monday, Tuesday, Thursday and Friday. On Wednesdays there is early release at 2:00p.m. Supervision will be provided by school personnel between the hours of 7:30 a.m. and 2:45 p.m. Students are **not to be on school campus before 7:30 a.m.** They are to follow the instructions of the school staff on duty at all times. **STUDENTS MAY NOT BE LEFT AT SCHOOL BEFORE 7:30 a.m., and all students MUST go directly home after school unless arrangements to stay on campus have been made.**

### **PICKING UP CHILDREN DURING THE SCHOOL DAY**

Parents coming to school to pick up their children during school hours **must sign them out at the office.** **Teachers CANNOT and WILL NOT release students to any adult.** Protocol states that students will be called from the classroom and will meet the parent or guardian in the lobby of the office. **Parents will not be permitted to go to the classroom to get his or her child during school hours.** **Persons other than parents or guardians will not be allowed to pick up students unless they are listed in their files.**

## **STUDENT INSURANCE**

Student insurance is available to all students: Check with the school office for information.

## **MEDICATION**

If a physician has prescribed medication for your child, to be taken during the school day, a form must be obtained from the Health Aide and completed by the parent or guardian before the medication will be administered. **This also applies to students taking Tylenol.** All medication must be in the original prescription container with the child's name on it.

## **SCHOOL TELEPHONE**

Office phones are not to be used by students except for emergencies. Please make sure your child is aware of his or her after-school procedure (walk home, bus, parent pick-up, or go to daycare, etc.)

## **SCHOOL BREAKFAST AND LUNCH**

Send your money in a sealed envelope to the cafeteria on Monday morning. Write on the outside of the envelope the student's name, teacher's name, and the amount enclosed. If more than one child, list each child's name, each teacher's name and the amount enclosed. Students absent on Monday will follow the above procedure on Tuesday. Credit will be given if a student is absent during the week.

Meals may be purchased on a daily basis. The money will be collected as the children go through the meal line.

Cost of meals will be: \$1.00 for breakfast and \$2.20 for lunch for grades K-5, and \$1.25 for breakfast and \$2.40 for lunch for grades 6-8. To help our lunch program operate efficiently, it is requested that your child's lunches be purchased on a weekly basis. Free and reduced lunches are available to students who qualify, please obtain an application from the school office.

Due to the large number of charges not being paid, students will only be allowed to charge two (2) meals. Charges must be paid promptly.

## **HOMEWORK**

The Nye County School Board of Trustees considers homework as a legitimate extension of meaningful classroom activity to help students develop responsibility and independent study skills. The trustees maintain that the purpose of homework is to reinforce, enrich, and/or extend the concepts, which are taught in the classroom. Homework will be regularly assigned to meet student needs and will be appropriate to grade level, subject area, and ability.

The Tonopah Elementary and Middle Schools Staff understand that the completion of homework is generally dependent on parental guidance. We also realize that families have activities and schedules that may fill after school hours. With those two important conditions in mind, the following guidelines will apply:

1. Most homework is a carry over from the regular classroom where a student has not completed the class work during the allotted time. Students are encouraged to use their time effectively at school and complete assigned work. Assignments not completed at school and due the next day will need to be finished at home.
2. The best plan for completing homework is for students to work at a particular time and in a particular place. Parent monitoring is encouraged. If questions about homework occur, parents are encouraged to make contact with the classroom teacher.
3. Students in grades one and two will not be assigned homework that will exceed thirty minutes a night. Students in grades three, four, and five will not be assigned homework that will exceed 60 minutes a night.
4. Homework will generally be assigned Monday through Friday.

### **TEXTBOOKS/LIBRARY BOOKS**

Textbooks and library books are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks or library books. Students may not check out another library book until a damaged or lost one is paid for completely.

### **TOYS/ELECTRONICS**

Students are not to bring toys or handheld electronic devices (Game-Boys, CD Players, MP3 Players, etc.) to school. We are not responsible for stolen or damaged items.

### **CELLPHONES**

Students **may not** use cellphones during the school day. The phones may not be in their desks or on their person. Cellphones **must** be in the student's backpack or lockers and must be turned off.

### **CONFERENCES**

Parent/teacher conferences can be arranged by contacting the teacher throughout the school year. Check the school calendar for scheduled parent/teacher conference dates.

### **VISITORS**

Students visiting from other areas, or younger children at home, **May Not Attend** classes with your child. **All outside persons entering the school during the school day must report to the office, sign in and receive a visitor's badge.**

# Tonopah Elementary and Middle Schools

## Discipline Plan

Nevada Revised Statutes 392 requires the principal of each school to establish a plan to provide for the progressive discipline of pupils. Nye County School District has adopted Student Behavior Handbooks for elementary and secondary schools. The intent of those handbooks will be adopted in the Tonopah Elementary and Middle Schools Discipline Plan. The emphasis is on progressive discipline procedures dependent on repetition and severity of the offense. The following procedures will be used:

### PROCEDURES:

**I. Philosophy:** Good learning takes place in an orderly, caring environment.

Staff and administration have incorporated the following three vital elements in an effective discipline policy:

- A. Firmness
- B. Consistency
- C. Positive Environment

**All are important. One element missing can cause the spirit of effective discipline to be out of sync.**

### II: Minor Problems of Discipline:

#### A. Preventive:

1. Positive learning environment
2. Preventive discipline techniques
3. Classroom discipline plan and expectations will be installed the first week of school.

#### B. Teacher's Action:

1. First level offense—teacher counseling and warning to student of inappropriate behavior and review expectations.
2. Second level offense—teacher counseling and warning to student with appropriate classroom discipline.
3. Third level offense—communication with parent and appropriate minor discipline.
4. Fourth level offense—written referral to the building principal/assistant principal.

#### C. Assistant Principal/Principal's Action:

1. Communication with parent.

2. Appropriate disciplinary action. (*Actions could include scolding, loss of privileges, after school detention, student contract, counseling or other*).

### **III. Major Problems of Discipline:**

#### **A. Examples:**

1. Willful disobedience
2. Disruption of school related activities
3. Intimidation of any person with the threat of bodily harm
4. Extortion by force or threat to obtain money or property from another student.
5. Vandalism
6. Stealing
7. Causing physical injury to another student
8. Fighting
9. Possessing weapons or dangerous playthings
10. Using vulgar or profane language
11. Using tobacco products on school premises
12. Use of any illegal substances
13. Truancy
14. Habitual minor offenses

**B. Teacher's Action**—refers to principal/assistant principal with written statement.

#### **C. Assistant Principal/Principal's Action:**

1. Administrative action will take place within three days after teacher report has been filed.
2. Staff member that referred the student will be notified of the action taken.
3. Communication with parent.
4. Any action considered under minor offenses, plus possible probationary status, in-school detention, suspension or referral for legal action.

#### **D. Habitual Disciplinary Student:**

1. **Explanation:** Legislation identifies how teachers and administrators can deem a pupil a habitual disciplinary problem.
2. **Identification**
  - (a) Student has five suspensions in current school year.
  - (b) Student has two fights in current school year.
  - (c) Teacher requests student to be identified as a habitual disciplinary problem because of continuous discipline problems.

**3. Behavior Plan:**

- (a) School discipline committee and parents may develop an individual behavioral plan designed to prevent the pupil from being deemed a habitual disciplinary problem.
- (b) If the pupil violates the conditions of the plan or commits the same act for which he entered the behavioral contract, the pupil shall be deemed a habitual disciplinary problem.

**4. Action:**

- (a) Referral will be made to the Nye County School District Disciplinary Committee.
- (b) Recommendation will be made for an expulsion for a period equal to at least 1 school semester.

**E. Removal of Pupil from a Classroom:**

1. **Philosophy:** All students have a right to a safe and orderly classroom environment. Disruptive behavior that detracts from the orderly classroom is not acceptable.

2. **Teacher's Responsibility:** A student being removed from the classroom is a last resort. The removal could come because of the following two situations:

- (a) **Continuous Minor Disciplinary Problem.** Teacher will follow minor action appropriate with minor problems of discipline.
- (b) **Major Disciplinary Problem.** Major disruption such as a fight, outright defiance and major disrespect to teacher are examples that could require a student being removed from the classroom.

3. **Administrative Action:** School Assistant Principal/Principal will do the following:

- (a) Student will be separated from all other students until issue is resolved.
- (b) The school principal will call a conference with parents, student, teacher and counselor to resolve discipline problem.
- (c) A discipline contract will be constructed, agreed and signed off by all parties.
- (d) If all parties do not agree with solution, the matter could be referred to the school discipline committee, district office staff or the board of trustees.



**IV. School Discipline Committee:**

- A. Will be comprised of the school principal, two teachers, and an alternate selected by the staff.
- B. Can review the school discipline plan and make recommendations for any revisions.
- C. May review a discipline conference action where parties don't resolve the problem.
- D. May confer with parents when students have excessive unexcused absences.

**V. Other Related Items:**

- A. **Corporal Punishment of Pupils:** The use of corporal punishment is a violation of School Board Policy and State Statutes.
- B. **Due Process Procedure:** (Must be afforded to any student whose misconduct may lead to suspension or expulsion.) The following items must be included:
  - 1. Students must be given written and oral notice of the charge against them.
  - 2. Students must be given an opportunity to present their version of the incident in question.
  - 3. Students should be advised of their right to appeal to a higher authority.

This plan of progressive discipline is also posted at Tonopah Elementary and Middle Schools in the foyer on the bulletin board and is also available for public inspection in the administrative office of the school.

Dear Parents/Guardians:

During the 2005 Nevada Legislative session, Senate Bill 214, Section 17.5, directed the Nevada Department of Education to write a "Code of Honor" policy that defines cheating on examinations and coursework. This policy is required to be distributed to all Nevada public school students in order to make students and families aware of Nevada's policy regarding academic honesty and integrity.

As you know, all children grow and learn at different rates, and it is important to keep this in mind when approaching the concepts of cheating and dishonesty with young children. It is during the early childhood years (birth to eight years old) that children begin to distinguish the difference between right and wrong, and fact from fantasy. So, do not be alarmed if your child has what you might consider a rather inconsistent understanding of cheating and dishonesty. This is typical and normal for young children; however, it is not too early to introduce the concept of honesty.

With the addition of this Code of Honor policy, it is important to communicate with our parents regarding expectations for our students. Likewise, it is equally important to keep in mind age-appropriate expectations relating to the Code of Honor. As educators and parents, we will work together to introduce and promote good work habits in all of our students, including our youngest. If you have any questions, please do not hesitate to contact your child's teacher or any of our staff here at this school.

Sincerely,

Mrs. Holly Lepisto, Principal

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, 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:

- Taking or copying answers on an examination or any other assignment from another student or other source
- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work.
- Collaborating on exams, assignments, papers and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- 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 work 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:

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

Dear Parent/Guardian:

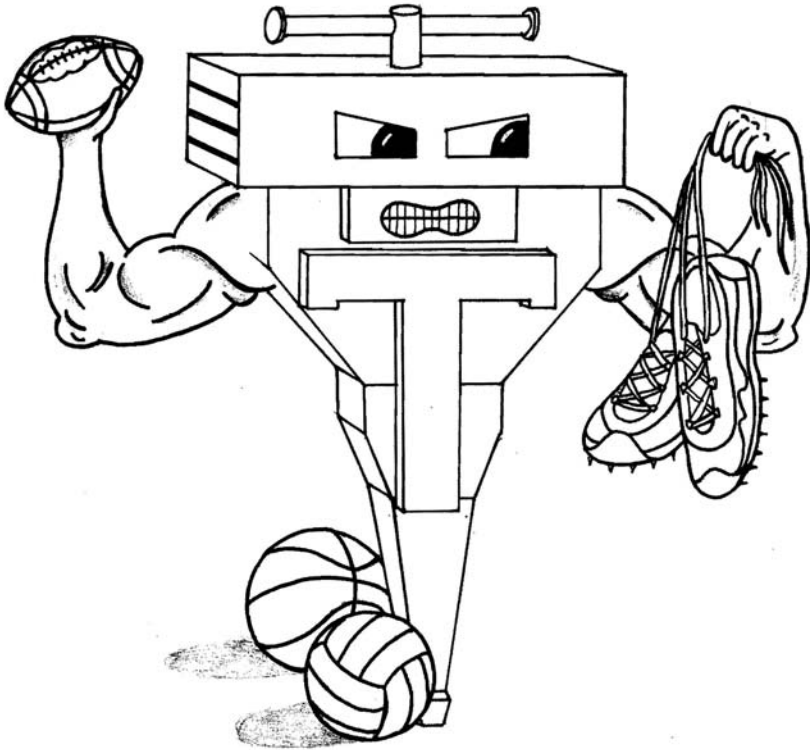
We ask that you please review the Parent/Student Handbook with your child. There is valuable information enclosed. Once you have read it, please complete the information below and on the opposite page and return this page to your child's classroom teacher. Thank you!

\*\*\*\*\*

My child, \_\_\_\_\_ and I have reviewed and understand the policies and procedures outlined in the Student Handbook for the 2013-2014 school year.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_



# Parents, please sign ☆ this page and return to school



## Tonopah Elementary and Middle Schools School Educational Involvement Accord



The School leadership council and parents have jointly developed, agreed upon and distribute an Educational Involvement Accord. We believe that the standards for learning should be both challenging and attainable for each student. There has to be shared responsibility between parents and school staff in order for students to attain the high level of performance necessary to meet the state’s student performance standards. As a partner in your child’s education, please review this accord with your child, sign and return it to your child’s teacher. His or her teacher will also sign the accord and it will be kept on file in the school office. Copies are available upon request.

### PARENT

I understand that as my child’s first teacher, my participation in my child’s education will help his/her achievement. Therefore, to the best of my ability, I will continue to be involved in his/her education by:

- Reading to my child or encouraging my child to read
- Encouraging my child to excel in all subject areas
- Being responsible for my child’s daily on-time attendance
- Reviewing and checking my child’s homework
- Monitoring the activities of my child, such as the amount of time spent watching television, using a computer, playing video games, etc.
- As my schedule permits, contributing time each school year in areas such as:
  - Attending school related activities
  - Attending organized parent meetings or parent advisory committees
  - Attending parent teacher conferences
  - Volunteering at the school
  - Communicating with my child’s teacher regarding his/her progress, as needed.

☆ Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### STUDENT

I know that my education is important. I agree to carry out the following responsibilities to the best of my ability by:

- Following the Bobcat Pledge
- Being prepared and ready to learn each day
- Showing effort, respect, fairness, and cooperation to all
- Completing and submitting homework in a timely manner
- Reading each day
- Using all school property safely and respectfully

☆ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### TEACHER

I understand the importance of providing a supportive, effective learning environment that enables the children at our school to meet the State’s academic achievement standards through my role as an educator and model. Therefore, I agree to carry out the following responsibilities to the best of my ability by:

- Ensuring that each student is provided high-quality curriculum and instruction, supervision, and positive interaction
- Maximizing the educational and social experience of each student
- To the best of my professional ability, looking out for the best interest of each student
- Providing frequent reports to parents on their child’s progress, as well as being accessible to parents and legal guardians of students to discuss their concerns using various forms of communication, including telephone conversations, e-mail, and parent teacher conferences.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_