

**ACTION**

**ITEM #10**

# **Student Code of Conduct Student **and Parent** Handbook Preschool to Grade 12 2021-2022**



<p><b>Mineral County School District Board of Education</b></p> <p>Keith Neville, President Tyler Viani, Vice President Kathryn Castagnola, Clerk Candice Birchum, Board Member Juanita Diede, Board Member</p>		

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Tyler Viani, Vice President  
Kathryn Castagnola, Clerk  
Candice Birchum, Board Member  
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## Mineral County School District

### Student and Parent Code of Conduct Handbook ~~2017-2018~~ 2021-2022

Mineral County School District's mission is to promote a culture of student achievement generating life-long learners through professionalism and its accountability for an effective teaching and learning community.

*The vision of the Mineral County School District is to become the best system where graduates can be competitive for any degree or job they pursue. The Mineral County Board of Trustees believes in being united in working for the best education possible for our children. The District believes it is important to instill in our children a pride in our District and the education they receive here; and to prepare our students to compete in today's society.*

With the Mineral County School District Mission, Vision and Beliefs in mind, the **Student and Parent Handbook and Conduct Code** was developed to help students, parents and school personnel understand the guidelines for maintaining a safe and orderly learning environment. In addition, all students and employees of Mineral County Schools are charged with modeling the characteristics of citizenship, character education and literacy. ~~Each school~~ Mineral County School District will develop its own rules and expectations for student conduct based on the district wide ~~Student Conduct Code~~ Restorative Justice Plan.

This ~~Code Handbook~~ applies to all MCSD students in pre-kindergarten through grade 12, including high school and school-age students attending either a community program for high school credit.

Each MCSD student must obey district rules

- While on ~~or off~~ school grounds
- While being transported by school district transportation
- During school-sponsored events, such as field trips, athletic functions and similar activities

While students may be disciplined for infractions according to the responses outlined in this **Student Conduct Code Handbook**, be aware that there could be additional consequences through law enforcement for acts which violate the law.

This **Student Conduct Code Handbook** is based upon the School Board's policy governing student conduct and discipline (JFCF) and includes the following:

- Specific grounds for disciplinary action
- Procedures to be followed in disciplinary actions
- An explanation of the rights and responsibility of students with regard to attendance, respect of person and property, knowledge and observation of rules of conduct, the right to learn, free speech and student publications, assembly, privacy, and participation in school programs and activities

Students have a **RIGHT** to:

- Pursue his or her educational development

Students have a **RESPONSIBILITY** to:

- Treat others fairly and with respect
- Maintain a positive learning attitude in the classroom
- Cooperate with fellow students, teachers and staff members
- Use good judgment in making decisions concerning personal behavior
- Maintain a safe and clean environment in which to learn
- Engage in behavior that enhances everyone's self esteem and school spirit
- Respect the rights and property of others.

**The Family Educational Rights and Privacy Act**  
**Notice of Rights – (FERPA)**  
**Procedures for Collection, Maintenance and Disclosure of Student Data**

The Mineral County school District would like to inform parents of students attending Mineral County Schools of their policies and procedures regarding student educational records. Parents or eligible students have the following rights:

- The right to inspect and review the student's education records within forty-five days of the day Mineral County Schools receives a request for access.
- The right to request the record(s) they wish to inspect in writing to the school principal. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- If Mineral County Schools decides not to amend the record as requested by the parents or eligible student, Mineral County Schools will notify the parents or eligible students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible students when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is a disclosure to school officials with legitimate educational interests. Mineral County Schools' Procedures defines "school official" as the student's current teacher(s), school administrative staff, school counselors, psychologist, evaluators, board of education, central office administrative staff, and trained support personnel; secretaries, teacher aides with direct professional supervision, who are employed or contracted by the Mineral County Board of Education.
- A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- The right to know that, upon request, education records will be forwarded to other agencies or institutions in which a student seeks or intends to enroll.
- At age eighteen, all rights given to parents transfer to the student. The student will receive any notices sent to parents and may exercise these same rights, unless the student has been determined incompetent under state law.
- **The right to know that the following directory information may be disclosed without parental consent: student's name, parent/guardian's names, address, telephone listing, date and place of birth, major field of student, photograph, for participation in sports the student's weight/height of members of athletic teams, dates of attendance, degree received, awards received, and most recent educational agency or institution attended.**

**Parents must inform the school system within ten days of this notice if they refuse disclosure of this information, or if they refuse the disclosure of this information to the armed forces.**

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mineral County Schools to comply with the requirements of FERPA. Complaints can be filed through the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S. W., Washington, DC 20202-4605.

**Mineral County School District**  
**Student Attendance Rules and Regulations**  
**(Reference MCSD Policy JE – Attendance)**

**Introduction\*\*\***

The Nevada Department of Education (NDE) met with a broad-based stakeholder group to define absenteeism with a focus on uniform tracking and coding of absenteeism across the state. In order to issue fully informed guidance on these topics, the NDE also consulted numerous research sources, other state departments of education practices, federal guidelines, the Council for Chief State School Officers, and the U.S. Department of Education.

**Why Chronic Absenteeism?**

When the Nevada Department of Education wrote its "Every Student Succeeds Act Plan" there was broad stakeholder agreement on the need to include chronic absenteeism. Our stakeholders' desire to see chronic absenteeism is addressed supported by a significant amount



of evidence that positively associates student achievement with physical attendance in school. Attendance is a critical component of educational equity, it ensures all students can access the resources and support needed for educational success.

The connection between student attendance and learning is clear: A missed school day is a lost opportunity for students to learn. Research shows that consistent attendance supports student learning and is an important factor in student achievement. Absenteeism is related to lower student achievement.

Reliable attendance data, collected in a uniform and consistent manner, provides a clear understanding on where students are during the school day in each school, in each district across the state. The result is objective and actionable information from which educators can make specific improvement plans on an ongoing basis.

### **Chronic Absenteeism in the Nevada School Performance Framework (NSPF)**

Chronic absenteeism is a school quality measure that captures the total percentage of students who are absent for 10% or more of their enrolled days. Chronic absenteeism is a relatively small contributor to a school's star rating; currently it is between 5% and 10% depending on a school's level (Elementary, Middle or High). Schools with absenteeism rates between 0% and 3% earn full points for this measure and schools with rates up to 10%, earn half the points.

### **The Definition of Chronic Absenteeism**

In order to establish a uniform statewide data point on absenteeism, common attendance definitions and coding are required. These common understandings facilitate uniform reporting for the variety of educational settings that currently exist: Virtual schools, community schools; and work-study placements.

### **The Federal Definition of Chronic Absenteeism that State Education Agencies Must Use in Reporting Absenteeism is as follows:**

*A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether the absences are excused or unexcused. Students who are absent 10% or more of their enrolled school days are considered chronically absent.*

**\*Research supports the belief that children suffer academically if they aren't in class to learn. Making up work for a previous absence does not replace time missed in the classroom.**

The Nevada State Department of Education defines participating in instruction or instruction-related activities as:

*Activities that have been approved by the school, districts, and/or the Nevada Department of Education (e.g., field trips, work-study, and extracurricular activities) and activities that are part of a student's documented educational program. These may include specially designed instruction (SDI) and homebound instruction.*

Examples of “activities” include hospital or homebound instruction by a district designated instructor, as well as off-campus distance education in a nontraditional school setting with access to a district designated instructor.

In-school suspension typically falls within this category, but it also includes out-of-school suspension if instructional services are provided.

An example from Nevada would be students who are in the juvenile justice system. In some counties those students are enrolled in an educational program with access to a certified instructor, in other counties the student is not provided access to an education program that includes a certified instructor. In this example, the student with access to a certified instructor would not be absent while the student without access to a certified instructor would be marked absent.

Definitions and attendance rules were established through research, consultation with other State Education Agencies, and through a Nevada stakeholder group, the Absent and Absenteeism Committee, which represents a diverse group of state constituents including district technical experts, civil rights activists, and Nevada School Superintendents. **The committee supported a recommendation to align Nevada’s definition of “absent” with the federal definition.** The NDE is committed to supporting districts with best practices to effectively address attendance related issues.

### **Business Rules for Calculating Chronic Absenteeism**

*Local Education Agencies will count a student absent if they miss 50% or more of the school day. A student will be considered absent when he/she meets this threshold and is not receiving instruction or instruction-related activities.*

In the spring of 2018, NDE began the process to align NAC 387.185 with the above business rule. Additionally, NDE will work through the Infinite Campus Governing Board to establish the technical requirements and a reasonable timeline to implement this change.

*Local Education Agencies will track the amount of missed instruction for each student.*

Virtual schools with charter contracts or operating agreements that allow for alternative attendance tracking methods **must comply** with their approved attendance tracking protocols. *Local Education Agencies will ensure that attendance tracking in their local student information system conforms to the attendance codes provide in Appendix A of this memorandum.*

The NDE will work through the Infinite Campus Governing Board to establish the technical requirements and a reasonable timeline to implement this change.

*A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether the absences are excused or unexcused. Students who are absent 10% or more of their enrolled school days are considered chronically absent.*

The NDE will adopt and apply the above definition of chronic absenteeism when determining this rate for state and federal reporting purposes.

Appendix A of this memorandum provides the list of attendance codes and an indication of their contribution to the calculation of chronic absenteeism. The information in Appendix A represents the codes that are used in tracking attendance in Nevada, the definition of the specific instance of absenteeism, and whether this instance of absenteeism is counted toward a school's absenteeism rate.

### **APPENDIX A**

<b>Mineral County School District</b>	<b>Attendance</b>	<b>Codes</b>			<b>2020-2021</b>
<b>Description</b>	<b>Status</b>	<b>Excuse</b>	<b>State/District Code</b>		<b>Chronic Absenteeism</b>
<b>EXCUSED ABSENT</b>	Absent	Excused	CIR		<b>YES</b>
<b>Absent No Virtual Participation</b>	Absent	Unknown	U		<b>YES</b>
<b>Check Out Early</b>	Less than 50% of period JH/High School		COE		<b>NO</b>
<b>Emergency Closure</b>	Wind/Road/ Smoke		Done at District Level		
<b>Participated Online</b>	<b>Present</b>	Exempt			<b>NO</b>
<b>Health Department Excluded Student NOT Online</b>	Absent	Excused	HDE		<b>YES</b>
<b>Health Department Excluded Student Online</b>	<b>Present</b>	Exempt	HDED		<b>NO</b>
<b>IN SCHOOL SUSPENSION</b>	<b>Present</b>	Exempt	ISS		<b>NO</b>
<b>Medical reason and doctor note provided.</b>	Absent	Excused	MDP		<b>YES</b>
<b>Out of School Suspension</b>	Absent	Excused	SUS		<b>YES</b>
<b>SCHOOL ACTIVITY</b>	<b>Present</b>	Exempt	SA		<b>YES</b>
<b>TARDY EXCUSED</b>	Tardy	Excused	TE		<b>NO</b>
<b>TARDY</b>	Tardy	Unexcused	T		<b>NO</b>
<b>ABSENT</b>	Absent	Unexcused	U		<b>YES</b>
<b>TRUANCY</b>	Absent	Unexcused	UNV		<b>YES</b>
<b>Run Away</b>	Absent	Unexcused	U		<b>YES</b>
<b>JUV Juvenile Detention: Short term placement in juvenile facility</b>	Absent	Excused	JUV		<b>Yes</b>

\*\*\*Information obtained from the Nevada Department of Education, Revised Guidance Memorandum #18-06

#### **Absence Defined**

##### **1. Elementary: 5-Day/Week PreK-6th**

- PreK-6th Up to 75 minutes late = Tardy
- 76-170 minutes late = ½ Day Absent
- Absent

##### **4-Day/Week PreK-6<sup>th</sup>**

- Up to 75 minutes late = Tardy
- 76-182.5 minutes late = ½ Day



➤ Over 170 minutes late = Full Day Absent  
Absent

Over 182.5 min. late = Full Day

1. Secondary Absence (Grades 7-12): If a student misses 40% of a class period, he/she will be marked absent.
2. Alternative Education Absence (Grades 1-12): As an Alternative Program (NRS 388.537) the curriculum is provided as an online program. Students must be in attendance at least once weekly and show progress in the Learning Management System. If the student makes progress in the course during that week, they will be marked in attendance for the entire week. Students who do not make progress must be contacted by the instructor. If no contact is made, the student shall be marked absent for the week.
3. Distance Learning (Grades K-12):
  - a. Parent and student understand that student is required to log in daily or a parent/guardian is required to call in my absence to the school. (Jr. High and High School-lack of signing in to EACH class I am enrolled in will be considered an absence for that class.)
  - b. Student understands that online assignments will be graded according the MCSD Grade Scale and will count toward grading period percentage and letter grade. There is no Pass/Fail for online learning.
  - c. Student understands that if they fail to participate and make adequate progress in any one of my classes it could negatively impact my attendance and lead to truancy, and may result in a failing grade for the course.
  - d. Student understands that they must successfully complete their courses, with passing grades, in order to be able to move to the next grade level/graduate and remain in Distance Learning.
  - e. Student understands that classes will not be extended into the next semester. All grades are final at each semester's end.
  - f. Student understands they must meet the above requirements to maintain my enrollment in Distance Learning. If students fail to meet the above requirements, my Distance Learning may be revoked.

This policy shall be shared with parents upon initial enrollment in the Mineral County School District and in accordance with state and federal guidelines set forth by the Department of Education.

It is the position of the Board of School Trustees that regular attendance is critical to the education development of students and if a student is absent or misses instruction, the learning process is adversely affected since interaction in the classroom setting can seldom be duplicated by make-up work.

Therefore, it shall be the policy of Mineral County School District that:

1. Students who are enrolled for the full school year in MCSD must be in attendance for a minimum of ninety percent (90%) of the school days scheduled for instruction in order to be promoted to the next higher grade, or to earn secondary credits. Students who are enrolled for less than a full school year must be in attendance ninety percent (90%) of the period of their enrollment in order to be promoted to the next higher grade or earn secondary credits.
2. A student with a disability shall be excused from the requirement of this policy if the student is provided services in accordance with an Individualized Education Program (IEP) requiring an attendance schedule different from the requirements stated in this policy.

3. A student with a disability shall be excused from the requirements of this policy if the student is provided services in accordance with a Section 504 Accommodation Plan requiring an attendance schedule different from the requirements stated in this policy.

### **Truancy Defined**

Students are required by law to attend all their scheduled classes, and it is illegal for them to be truant. It is also considered a misdemeanor for parents/legal guardians to promote or allow students to be truant (NRS 392.210). As required by NRS 392.144, schools must report trancies to their local law enforcement agency for investigation and possible issuance of a citation.

Students risk being marked truant when a call or written note from a parent/legal guardian is not presented to the school within three (3) days of the absence. The definition of an absence includes; one entire class period, a partial day or a full day. These types of absences can all be marked truant if contact from the parent/legal guardian is not made within the three (3) day time limit.

Students will also be marked truant if it is found they were out of scheduled class (i.e., "cutting" or "ditching" class) without permission, and they missed more than 40% of the period.

Habitual truant, as defined by NRS 392.140, is any student who has been declared truant three (3) or more times within one school year. Any student who has once been declared a habitual truant, 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.

### **Minimum Attendance Required**

5-Day Week = 180 Days per School Year

4-Day Week = 146 Days per

School Year

Maximum Absences Allowed:

Elementary – 18 days per school year

Elementary - 14 days per school year

Secondary – 9 days per semester per class  
class

Secondary – 7 days per semester per

Maximum – 18 days we school year

Maximum – 14 days per school year

Alternative – 5 hours per week

\*All absences require parent contact within three (3) days of the absence to avoid being marked as truant. Absence may still affect Chronic Absenteeism resulting in loss of secondary credit and possible retention in a grade.

### **Prearranged Absences**

A parent/legal guardian may request a prearranged absence that may, or may not, be considered excused per guidelines set out by the Nevada Department of Education. Refer to Appendix A for what may or may not be considered. Furthermore:

1. The request may not exceed ten (10) days per school years for elementary school, or five (5) days per semester for secondary schools.
2. The request is made no fewer than three (3) days before the beginning of the absence. The request must be made in writing to the principal of the school and contain:
  - a. A description of the circumstances and rationale for requesting the absence
  - b. A plan to obtain and to complete coursework that will be missed
  - c. Proof of adequate academic progress as measured by standardized test scores, current grades, and teacher approval
  - d. Appropriate school behavior and good study habits
3. The principal and student's teachers approve the request in writing based on the information presented.

4. Excused absences are still counted towards the affected student's chronic absenteeism.

### **Chronic Absenteeism Defined**

1. Chronic Absenteeism – 5-Day Week: is defined as any student who is absent for more than 18 days (9 days per semester) or periods in the same class during the school year. After eight (8) absences in a semester, the parent and student will be referred to the appropriate Attendance Committee and required to attend a Chronic Absenteeism Hearing.
2. Chronic Absenteeism – 4-Day Week: is defined as any student who is absent for more than 14 days (7 per semester) or periods in the same class during the school year.
3. After six (6) absences in a semester, the parent and student will be referred to the appropriate Attendance Committee and required to attend a Chronic Absenteeism Hearing.

\*Required minimum attendance for students is 90% of their enrollment in order to be promoted to the next higher grade or to earn credit. The appropriate procedures will be used when applying the 90% rule pursuant to **NRS 392.122**, which is explained in the Minimum Attendance Required section of this document.

### **Tardy Defined**

- Elementary Tardy: If a student arrives to school after the last tardy bell, the student must report to the school office and will be marked tardy by the office staff. If more than 75 minutes late it will be counted as ½ day absence.
- Excessive Tardy Defined/Elementary: Ten (10) arrivals tardy to school per semester. Excessive tardies will be reviewed by the school and appropriate intervention will be determined.
- Secondary Tardy: If a student arrives to class after the last tardy bell rings and before 40% of the class has passed, the student will be marked tardy by the teacher.
- Excessive Tardy/Secondary: Either seven (7) arrivals tardy to any combination of classes in a semester, or any two (2) tardy arrivals in any one class in a quarter. Excessive tardies will be reviewed by the school, and appropriate intervention will be determined in accordance with the school's attendance policy.

### **School Responsibilities**

1. Each year, on a student's first day of enrollment, the student and his/her parent/legal guardian(s) shall be provided a copy of the school and district "handbook". This will serve to inform them of all policies, both state and local, for which compliance is mandatory. These include NRS 392.040, NRS 392.160, the MCSD District Attendance Policy, individual school attendance policies, and any other rules policies concerning attendance and truancy.
2. The school attendance secretary or designee will promptly inform parent/legal guardian on the day of the student's absence.
3. The school attendance secretary or designee will promptly inform parent/legal guardian of any known or suspected truancy involving his/her son or daughter via mail, text, or email.
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 develop solutions.

5. Schools will indicate on academic warning notices, progress reports and/or report cards information regarding absences and missed instruction that may affect a student's progress.
6. If any student has reached the maximum number of absences detailed in this document, the school attendance secretary or designee shall inform, in writing, the parents/legal guardians of possible retention or withholding of credit. At that time, a mandatory hearing before the District Attendance Committee shall be scheduled as soon as possible.

### **Parent/Legal Guardian Responsibilities**

1. The parent/legal guardian will provide an oral or written statement explaining the cause of the absence within three (3) days after the student returns to school. NRS 392.130, Section 3 – "If a pupil is physically or mentally unable to attend school, the parent or legal guardian or other person having control or charge of the pupil 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 pupil returns to school".
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 the notification is to discuss possible educational alternatives (MCSD policy).
3. It is the parent/legal guardian's responsibility to attend conferences relating to attendance if requested by the school.
4. (NRS 392.210): Failure of parent or guardian to comply with provisions is a misdemeanor: "Any parent, guardian, or other person who has control of any child and to whom notices have been given of the child's truancy as provided in (NRS 392.130 and 392.140), and who fails to prevent the child's subsequent truancy within that school year, is guilty of a misdemeanor".

### **Appeal of Decision to Fail/Retain Due to Attendance**

If it is determined a student is failing a class or classes or not being promoted because he/she has absences in excess of 10%, the student's parent or legal guardian upon notice from the school, may appeal this decision, in writing, to the school principal. At this time a meeting of the school counselor or Safe School Professional, parent or legal guardian, and the student will be scheduled.

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

1. The student is able to pass the course or can be promoted to the next grade based on his/her current grade status.
2. The administrator, counselor or Safe School Professional, and the teacher(s) in question must agree that the student can pass the class academically or be promoted, given what the student must accomplish academically and given the amount of time remaining in the semester or school year.
3. The student and parent/legal guardian agree, in writing that:
  - a. Any further avoidable absences or truant absence will result in an "F" for the course and the student risks not being promoted or earn credit for that course.
  - 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 and course/class requirements on time.



4. A final appeal may be made before the District Attendance Advisory Committee to discuss the legal issues involved in both state and district policies.

By signing below, I acknowledge that I have read and understand the Mineral County School District Attendance Policy:

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(Print Student's Name)

It is the student and parent/legal guardian(s) responsibility to read, discuss, and understand the information provided. Please return this with your student to be turned in to his/her teacher. Thank you.

---

(Parent Signature)

(Date)

---

(Student Signature)

(Date)

### **Mineral County School District Attendance Policy**

**Purpose and Background:** This document has been prepared and submitted by the MCSD Attendance Advisory Committee as an alternative to the current district policy.

**Applicability:** Pre-K—12<sup>th</sup>; All school sites

**Monitoring Responsibility:** Principals, attendance secretaries, counselors, and individual school attendance committees

#### **A. Attendance Philosophy**

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 and parents/legal guardians, school staff, and the community.

#### **B. Absence Defined**

- |   |   |
|---|---|
| 1. <u>5-Day Week/Elementary PreK-6</u>  | <u>4-Day Week/PreK—6<sup>th</sup> PreK-6 Up</u> |
| to 75 minutes late = Tardy              | Up to 75 minutes late = Tardy                   |
| 76-150 minutes late = ½ Day Absent      | 76-170 minutes late = ½ Day Absent              |
| Over 150 minutes late = Full Day Absent | Over 170 minutes late = Full Day Absent         |

2. Secondary Absence (Grades 7-12): If a student misses 40% of a class period, he/she will be marked



absent.

3. ~~Alternative Education Absence (Grades 1-12): As an Alternative Program (NRS 388.537) the curriculum is provided as an online program. Students must be in attendance at least once weekly and show progress in the Learning Management System. If the student makes progress in the course during that week, they will be marked in attendance for the entire week. Students who do not make progress must be contacted by the instructor. If no contact is made, the student shall be marked absent for the week.~~

### **ATTENDANCE POLICY**

This policy shall be shared with parents upon initial enrollment in the Mineral County School District and in accordance with NRS (392.040).

It is the policy of Mineral County School District that enrolled students attend regularly in accordance with the Nevada Revised Statutes. It is the position of the Board of School Trustees that regular attendance is critical to the educational development of students and if a student is absent or misses instruction, the learning process is adversely affected since interaction in the classroom setting can seldom be duplicated by make-up work.

Therefore, it shall be the policy of the Mineral County School District that:

1. ~~Students who are enrolled for the full school year in MCSD must be in attendance for a minimum of (90%) of the school days scheduled for instruction in order to be promoted to the next higher grade, or to earn secondary credits. Students who are enrolled for less than a full year must be in attendance for ninety percent (90%) of the period of their enrollment in order to be promoted to the next higher grade.~~
2. ~~For the purpose of this policy, an absence shall be for all, or part of a day as defined in the District Attendance Regulations.~~
3. ~~A student shall be excused from the requirements of Section 1 of this policy if the parent or legal guardian submits a certificate, in writing, to the principal of the school from a qualified physician, acting within his authorized scope of practice, stating the student is unable to attend school, the reason for such condition, and the dates for which the condition has occurred.~~
4. ~~A student with a disability shall be excused from the requirements of this policy if the student is provided services in accordance with an Individualized Education Program (IEP) requiring an attendance schedule different from the requirements stated in this policy.~~
5. ~~A student with a disability shall be excused from the requirements of this policy if the student is provided services in accordance with a Section 504 Accommodation Plan requiring an attendance schedule different from the requirements stated in this policy.~~

### **C. Truancy Defined**

Students are required by law to attend all their scheduled classes, and it is illegal for them to be truant. It is also considered a misdemeanor for parents/legal guardians to promote or allow students to be truant (NRS 392.210). As required by NRS 392.144, schools must report truanies to their local law enforcement agency for investigation and possible issuance of a citation.

Students risk being marked truant when a call or written note from a parent/legal guardian is not presented to the school within three (3) days of an absence. The definition of an absence includes: one entire class period (NRS 392.130), a partial day or a full day (Section B). These types of absences can all be marked truant if contact from the parent/legal guardian is not made within the three (3) day time limit.

Students will also be marked truant if it is found they were out of a scheduled class [i.e. "cutting" or "ditching" class] without permission, and they missed more than 40% of the

period.

Habitual truant, as defined by NRS 392.140, is any student who has been declared truant three (3) or more times within one 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.

#### **D. Minimum Attendance Required**

NRS 392.122 requires each school district to prescribe a minimum number of days that a pupil must be in attendance for the pupil to obtain credit or to be promoted to the next higher grade. MCSD requires students to be in attendance more than 90% of the school year.

##### **5-Day Week = 180 Days per School Year**

Maximum Absences Allowed: \_\_\_\_\_

Elementary — 18 days per school year \_\_\_\_\_

Secondary — 9 days per semester per class \_\_\_\_\_

Maximum — 18 days per school year \_\_\_\_\_

Alternative — 5 hours per week

##### **4-Day Week = 146 Days per School Year**

Maximum Absences Allowed: \_\_\_\_\_

Elementary — 14 days per school year

Secondary — 7 days per semester per class

Maximum — 14 days per school year

\*All absences require parent contact within three (3) days of the absence to excuse the missing day and avoid being marked truant (NRS 392.130).

**Absences that do not count** against the student when applying the 90% minimum attendance rule (NRS 392.122):

1. An absence when the student is physically or mentally unable to attend school. This must be verified in writing by doctor, district nurse or designee (with accompanying form letter to be filled out and sent home), or public health official, and where parent contact is made within three (3) days of the absence are exempt
2. Prearranged absences (Section E) with the approval of the school principal and/or the individual school attendance committee pursuant to NRS 392.130; or
3. Time out of a class due to a school activity that is:
  - Sponsored by the school or school district;
  - Part of the program of the school or school district; and
  - Personally supervised by an employee of the school district.
4. Absences due to modified schedule for an IEP or 504 Plan (NRS 392.050).

NRS 392.122, Section 2 — "For the purposes of this section, the days on which a pupil is not in attendance because the pupil is absent for up to 10 days per year for the elementary schools or 5 days per semester in the secondary schools with the approval of the teacher(s) and principal of the school pursuant to NRS 392.130, must be credited towards the required days of attendance if the pupil has completed coursework requirements.

5. A student in grades PreK through 6th may be exempt from the requirements of the 90% minimum attendance requirement of this policy if he/she meets the following criteria:
  - a. As determined through a communication between the teacher, administrator, parents and the



student (as appropriate).

#### **E. Prearranged Absences**

A parent may request a prearranged absence that may be considered exempt under the following conditions:

1. The request may not exceed ten (10) days per school year for elementary school, or five (5) days per semester for secondary schools.
2. The request is made no fewer than three (3) days before the beginning of the absence. The request must be made in writing to the principal of the school and contain:
  - a. A description of the circumstances and rationale for requesting the absence
  - b. A plan to obtain and to complete coursework that will be missed
  - c. Proof of adequate academic progress as measured by standardized test scores, current grades, and teacher approval.
  - d. Appropriate school behavior and good study habits
3. The principal and student's teachers approve the request in writing based on the information presented.

#### **F. Chronic Absenteeism Defined**

1. Chronic absenteeism—5-Day Week: is defined as any student who is absent for more than 18 days (9 days per semester) or periods in the same class during the school year. After eight (8) absences in a semester, the parent and student will be referred to the appropriate school Attendance Committee and required to attend a Chronic Absenteeism Hearing.
2. Chronic absenteeism—4-Day Week: is defined as any student who is absent for more than 14 days (7 days per semester) or periods in the same class during the school year.
3. After six (6) absences in a semester, the parent and student will be referred to the appropriate school Attendance Committee and required to attend a Chronic Absenteeism Hearing.

\*Required minimum attendance for students is 90% of their enrollment in order to be promoted to the next higher grade or to earn credit. The appropriate procedure will be used when applying the 90% rule pursuant to NRS 392.122, which is explained in the Minimum Attendance Required (Section D).

#### **G. Tardy Defined**

- Elementary Tardy: If a student arrives to school after the last tardy bell, the student must report to the school office and will be marked tardy by the office staff. If more than 75 minutes late it will be counted as ½ day absence.

Excessive Tardy Defined/Elementary: Ten (10) arrivals tardy to school per semester. Excessive tardies will be reviewed by the school and appropriate intervention will be determined.

- Secondary Tardy: If a student arrives to class after the tardy bell rings and before 40% of the class has passed, the student will be marked tardy by the teacher.

Excessive Tardy Defined/Secondary: Either seven (7) arrivals tardy to any combinations of classes in a semester, or any two (2) tardy arrivals in any one class in a quarter. Excessive tardies will be reviewed by the school, and appropriate intervention will be determined in accordance with the school's attendance policy.

#### **H. School Responsibilities**

1. Each year, on a student's first day of enrollment, the student and their parents/legal guardians shall be provided a copy of the school and district "Handbook". This will serve to inform them of all policies, both state and local, for which compliance is mandatory. These include NRS 392.040, NRS 392.160, the MCSD District Attendance Policy, individual school attendance policies, and any other rules policies



- concerning attendance and truancy.
- ~~2. The school attendance secretary or designee will attempt to contact the parent/legal guardian on the day of the student's absence.~~
  - ~~3. The school attendance secretary or designee will promptly inform the parent/legal guardian of any known or suspected truancy involving his/her son or daughter via mail, text, or email.~~
  - ~~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.~~
  - ~~5. If any student has reached the maximum number of absences detailed in section D the school attendance secretary or designee shall inform, in writing, the parents/legal guardians of possible retention or withholding of credit. At that time, a mandatory hearing before the school attendance committee shall be scheduled as soon as possible.~~
  - ~~6. Schools will indicate on academic warning notices, progress reports and/or report cards information regarding absences and missed instruction that may affect a students' progress.~~
  - ~~7. A list of current attendance codes will be provided to assist parents and legal guardians in following their student's attendance.~~

#### **I. Parent/Legal Guardian Responsibilities**

- ~~1. The parent/legal guardian will 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, Section 3—"If a pupil is physically or mentally unable to attend school, the parent or legal guardian or other person having control or charge of the pupil 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 pupil returns to school."~~
- ~~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 the notification is to discuss possible educational alternatives (MCSD policy).~~
- ~~3. It is the parent's/legal guardian's responsibility to attend conferences relating to attendance if requested by the school.~~
- ~~4. (NRS 392.210): Failure of parent or guardian to comply with provisions is a misdemeanor:~~

~~—"Any parent, guardian, or other person who has control or charge of any child and to whom notice has been given of the child's truancy as provided in (NRS 392.130 and 392.140), and who fails to prevent the child's subsequent truancy within that school year, is guilty of a misdemeanor."~~

#### **J. Appeal of Decision to Fail/Retain Due to Attendance**

~~If it is determined a student is failing a class or classes or not being promoted because he/she has absences in excess of 10% (Section D), the student's parent or legal guardian upon notice from the school, may appeal this decision, in writing, to the school principal. At this time a meeting of the school attendance committee, parent or legal guardian, and the student will be scheduled.~~



At the discretion of the Principal, school Attendance Committee, 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 is able to pass the course or can be promoted to the next grade based on his/her current grade status.
2. The administrator, Attendance Committee, and the teacher(s) in question must agree that the student can pass the class academically or be promoted, given what the student must accomplish academically and given the amount of time remaining in the semester or school year.
3. The student and parent/legal guardian agree, in writing, that:
  - a. Any further avoidable absence or truant absence will result in an "F" for the course 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.
4. A final appeal may be made before the district Attendance Advisory Committee to discuss the legal issues involved in both state and district policies.

#### **K. Selected Sections of Nevada Revised Statutes (NRS)**

**NRS 392.122 Minimum attendance requirements; school district authorized to exempt medical absences from requirements; notice and opportunity for parent to review absences before credit or promotion is denied; information to parents concerning duty to comply.**

— 1. The board of trustees of each school district shall prescribe a minimum number of days that a pupil who is subject to compulsory attendance and enrolled in a school in the district must be in attendance for the pupil to obtain credit or to be promoted to the next higher grade. The board of trustees of a school district may adopt a policy prescribing a minimum number of days that a pupil who is enrolled in kindergarten or first grade in the school district must be in attendance for the pupil to obtain credit or to be promoted to the next higher grade.

— 2. For the purposes of this section, the days on which a pupil is not in attendance because the pupil 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 pupil has completed course work requirements. The teacher or principal of the school may approve the absence of a pupil for deployment activities of the parent or legal guardian of the pupil, as defined in NRS 392C.010. If the board of trustees of a school district has adopted a policy pursuant to subsection 5, the 10-day limitation on absences does not apply to absences that are excused pursuant to that policy.

— 3. Except as otherwise provided in subsection 5, before a pupil is denied credit or promotion to the next higher grade for failure to comply with the attendance requirements prescribed pursuant to subsection 1, the principal of the school in which the pupil is enrolled or the principal's designee shall provide written notice of the intended denial to the parent or legal guardian of the pupil. The notice must include a statement indicating that the pupil and the pupil's parent or legal guardian may request a review of the absences of the pupil and a statement of the procedure for requesting such a review. Upon the request for a review by the pupil and the pupil's parent or legal guardian, the principal or the principal's designee shall review the reason for each absence of the pupil upon which the intended denial of credit or promotion is based. After the review, the principal or the principal's designee shall credit towards the required days of attendance each day of absence for which:

— (a) There is evidence or a written affirmation by the parent or legal guardian of the pupil that the pupil was physically or mentally unable to attend school on the day of the absence; and

— (b) The pupil has completed course work requirements.

— 4. A pupil and the pupil's parent or legal guardian may appeal a decision of a principal or the principal's designee pursuant to subsection 3 to the board of trustees of the school district in which the pupil is enrolled.

— 5. The board of trustees of a school district may adopt a policy to exempt pupils who are physically or mentally unable to attend school from the limitations on absences set forth in subsection 1. If a board of trustees adopts a policy pursuant to this subsection:

— (a) A pupil who receives an exemption pursuant to this subsection is not exempt from the minimum number of days of attendance prescribed pursuant to subsection 1.



- (b) The days on which a pupil is physically or mentally unable to attend school must be credited towards the required days of attendance if the pupil has completed course-work requirements.
- (c) The procedure for review of absences set forth in subsection 3 does not apply to days on which the pupil is absent because the pupil is physically or mentally unable to attend school.
- 6. A school shall inform the parents or legal guardian of each pupil who is enrolled in the school that the parents or legal guardian and the pupil are required to comply with the provisions governing the attendance and truancy of pupils set forth in NRS 392.040 to 392.160, inclusive, and any other rules concerning attendance and truancy adopted by the board of trustees of the school district.
- (Added to NRS by 1997, 2488; A 1999, 3454; 2003, 1341; 2005, 94, 521; 2009, 2622)

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

NRS 392.130(4) "An absence which has not been approved pursuant to subsection 1 or 3 shall be deemed an unapproved absence. In the event of an unapproved absence, the teacher, attendance 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 child. The written notice must be delivered to the parent, legal guardian or other person who has control of the child. The written notice must inform the parents or legal guardian of such absences in a form specified by the Department."

Legal Reference(s): NRS Chapter 392.040; 392.130

~~This policy supersedes policy previously adopted~~

#### BUS RULES/MINERAL COUNTY SCHOOL DISTRICT

##### Due to the COVID -19 Pandemic.

Masks will be worn on the School bus at all times.

1. Students must fall within the designated mileage perimeter to be eligible to ride the school bus to and from school each day.
2. Students will remain seated at all times on the bus until their designated stop and the bus has come to a complete stop.
3. Students are under the direct supervision and authority of the busdriver.
4. Students shall be on time for the bus, both morning and afternoon.
5. Students shall remain seated while the bus is in motion.
6. Students are required to form a line before boarding the bus, and stay at least 15 feet away from the bus.
7. Students shall not push or scuffle when the bus is loading and or unloading.
8. Students may be required to sit in seats assigned by the bus driver.
9. Students who must cross the road after being discharged from the bus are to do so in FRONT of the bus on the signal from the bus driver. They are to stay at least 15 feet away from the bus after departing.
10. Students shall not open or close windows without permission from the driver. Pupils must keep hands, arms, and heads inside the bus.
11. Students will not throw objects inside or out of the bus.
12. Students will keep books, packages, equipment or other objects out of the aisles at all times. Articles should be placed under the seats or held in the lap.
13. Students are required to have written permission to leave the bus other than at home or school.
14. Students may converse in normal tones. Loud or vulgar language is not allowed and will be reported to the building principal for action.
15. Students must help keep the bus clean, and refrain from damaging the bus in any manner. Damage to the bus will be paid for by the offender.
16. Students are not permitted to bring live animals on the bus.
17. Students must keep their hands and feet to themselves at all times.
18. STUDENTS WHO REFUSE TO OBEY THE DIRECTIONS OF THE DRIVER PROMPTLY OR REFUSE TO OBEY THE RULES, FORFEIT THEIR PRIVILEGE TO RIDE THE BUS.
19. THERE IS NO EATING OR DRINKING ALLOWED ON THE BUS.

20. Students not obeying the rules will be given a disciplinary report that has to be signed by a parent or guardian and returned within three (3) days to keep bus privileges.

PLEASE COMPLETE THE INFORMATION BELOW AND SIGN AT THE END OF THIS DOCUMENT THAT YOU  
HAVE READ AND UNDERSTAND THESE RULES AND PROCEDURES.

Students who are not assigned to a bus and or a student needing to ride a different bus and or be dropped off at a different stop than the assigned stop MUST have a BUS PASS approved by the school administration prior to boarding the bus. There **will be** no exceptions.

**To obtain a BUS PASS, the parent must write a note to the school office staff requesting a BUS PASS. Passes are only good for one day. No phone calls are accepted.**

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Student Physical Address: \_\_\_\_\_

Contact Phone for Parent: \_\_\_\_\_

Emergency Contact#: \_\_\_\_\_

Signature of Student Acknowledging Bus Rules:      Date .

\_\_\_\_\_

Signature of Parent Acknowledging Bus Rules:      Date .

\_\_\_\_\_

**DOCUMENT MUST BE RETURNED TO BUS DRIVER**

**BY SEP 1st OR STUDENT WILL FORFEIT THEIR RIDING PRIVILEGE UNTIL DOCUMENT IS SIGNED AND RETURNED**

## Mineral County School District 2021-

### 2022 School year

- **COVID Guidelines**

- o *All students required to wear face coverings*
- o All students will be assigned seating
- o Air Flow is required on the bus. Windows, air vents and roof hatches will be open at all times weather permitting
- o Masks will be provided on bus.
- o All buses will be disinfected between deliveries of student groups.

### **Bus Safety Equipment:**

- Mineral County School District uses audio-video cameras on all District operated school buses for the purpose of reducing discipline problems and thus providing a safer environment for the transportation of students. Camera recordings may be used to identify and determine discipline levels for unsafe or inappropriate behavior.
- Video and audio surveillance is always in operation on every school bus.
- The driver has no control over its operation. To be eligible to ride a Mineral County School District General Education School Bus, an elementary student MUST reside one mile or more from school. A middle school student MUST reside one mile or more from school. A high school student MUST reside one mile or more from school.

**Requesting alternate drop off within the student's school zone:** Special permission to ride a different zoned bus or exit at another existing zoned bus stop may be granted if the room is available on the zoned bus for a day. A parent or guardian must send a written note to the school with their student. The note must include the date, assigned student bus stop, requested bus stop, contact number, and the reason for the request. If riding home with another student, please include the name of the other student. The school office needs to approve and sign the note to be presented to the driver. Written parental/legal guardian permission is required for students to request long-term or permanent changes to be dropped off or picked up at an existing zoned bus stop that is not the student's neighborhood zoned stop. This needs to be approved and signed off by the school office and the Transportation Department in writing.

**Parents/Guardians:** Remember that the bus is an extension of the classroom. Behaviors and property not allowed in the classroom are not allowed on the bus. Please take a few minutes and review the rules below with your student. These rules apply to all bus routes, field trips, and athletic or school-sponsored events. Our responsibility is the safe transportation of your student in our care. Bus routes and bus stops will be limited to state and county maintained roads and city streets. At the beginning of the school year, students will be given a Transportation Information Form that must be filled out and returned back to the driver the next day. This applies to all new riders throughout the year.

**Passenger Conduct:** Riding a school bus is a privilege. Students are expected to follow bus rules and driver directions. Rules for bus riders help ensure that every student has a safe ride to and from school. Proper and appropriate behavior keeps our buses safe. Following the Bus Safety Rules and Regulations will ensure safety, prompt arrivals and departures of buses, and positive attitudes on the part of the students on the bus. The bus driver has the authority to assign seats if needed to keep a safe environment. Failure to comply can result in a loss of riding privileges.

If you have any questions about the rules below or actions on a bus, please call the Transportation Department at 775-945-2911.

**On the way to the bus stop:** Parents are responsible for their student's route to the bus stop. Bus passengers should arrive at the bus stop five (5) minutes prior to the scheduled stop time. The bus will not wait. At the school, the bus will depart seven (7) minutes after the bell rings for school dismissal. Students are to be on the bus and seated within that seven (7) minutes. Again, the bus will

not wait past the seven (7) minutes. The rules and regulations listed below also apply to student conduct at all bus stops.

*General Bus Rules:*

- Students are to know and follow all Bus Safety Guidelines .
- Students transported on a district bus are under the direction of the bus driver. The driver has the authority of a classroom teacher on the bus. Students must listen to the driver and follow the driver's directions.
- Students who refuse to obey the directions of the bus driver promptly or refuse to obey regulations may forfeit their privilege to ride the bus.
- Always be respectful and cooperate with all bus drivers including substitutes.
- Students are to conduct themselves on the bus in such a way that will not distract the driver. Distracting the driver puts everyone on the bus at risk.
- Outside of ordinary conversation in a nonnal tone, classroom conduct is to be observed when on the bus. The driver has the authority to prohibit any conversation if it is distracting the driver from operating the bus safely. Students shall be courteous to the driver, students, staff, and community members.
- Respect others by keeping your hands to yourself.
- Pupils may be assigned seats by the bus driver for safety or student management issues.
- If the bus driver asks a student to sit in a particular seat, the student should follow that request.
- Do not take photos or videos of students or the driver without their pennission.
- Participate in all bus evacuation procedures.
- Be aware that other students, the bus driver, or other District staff may have allergies to scents such as perfume, etc.
- Unless being used for acceptable educational or entertainment purposes with a headset or on silent mode, all personal electronic devices must be turned off and out of sight.
- If you are using a cell phone, use it appropriately and with the pennission of the driver so that, it does not create a disturbance for the driver or other students.
- Do not abuse or deface the bus or bus equipment. Parents/Guardians will be held liable for any damages.
- Students shall not interfere with any of the school bus operating controls except in an emergency or as instructed by the driver. This shall include the service door, which could deactivate the school bus safety warning system and the emergency exits that set off alanns. Emergency exits include doors, windows, roof hatches, etc.
- Students are not to touch the emergency equipment on the bus. This includes body fluid/first aid kits, two-way radios, etc., except as directed by the driver or during an actual emergency. Have student school identification ready to show the driver when boarding the bus or at any time the driver asks for identification.
- Sit in only one seat; do not save seats for others.
- If there is a seat belt, keep it fastened.
- Help keep the bus clean by using the trashcans provided or by taking your trash with you.
- Keep the aisles of the bus clear of backpacks, band instruments, litter, etc.
- Keep cases, band instruments, and other belongings under control at all times.
- You must get off at your assigned stop unless written permission is granted fromparent or guardian and school officials.
- Students must ride their assigned bus to and from their assigned stop. Switching buses for any reason is strictly prohibited unless approved by School Officials and the Transportation Department.



#### *Behavior Rules on the Bus:*

- Bullying, fighting, wrestling, boisterous activity, vulgar or foul language or gestures, and inappropriate written material or activity is prohibited in any school bus or district vehicle. (Bullying and Cyber Bullying is Prohibited in Public Schools and on School Buses- NRS 388.134).
- Students are not to use abusive language or profanity, obscene or rude gestures or spit while on the bus.
- Students shall not possess or use tobacco, pipes, vapes, or electronic cigarettes in any form.
- Narcotics, drugs, or alcohol possession or use of said items on the bus is prohibited. Students shall not possess or use drug paraphernalia in any form on the bus.
- Students shall not light any type of combustibles on the bus.
- Students are not to throw objects of any kind either inside the bus, out of the bus, or around the bus.
- Students must remain out of the driver's seat area and refrain from unnecessary conversation with the driver while the bus is in motion.

#### *Safety Rules at the Stops:*

- Walk to and from the bus stop. Never run to or from the bus. Be safe.
- Behavior at the bus stop must be orderly. Practice safe, appropriate behavior at bus stops.
- Be respectful of the neighbor's property at the stop and going to and from the stop. Be respectful of other students' property while at the stop.
- Never crawl under or pick up anything around the bus.
- Stand to the side of the road, at least ten (10) feet from the road, when waiting for the bus.
- If on a sidewalk, stand back from the curb a safe distance and keep your hands and feet to yourself.
- When waiting at a bus stop, wait in a line that starts well back from the curb.
- Do not push or shove in line at the bus stop. Be respectful of one another.
- When it is necessary to cross the road, students shall cross in front of the bus only when the driver makes eye contact with them and instructs or motions them to cross in front of the bus. Students should always cross at least ten (10) giant steps in front of the bus.
- If crossing the street to board the bus, students MUST look both left and right for cars, make sure the RED lights are flashing on the bus.
- Before boarding and after exiting the bus, students must keep a safe distance from the bus. Keep at least 10 feet away from the bus in clear view of the driver.
- Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at school.
- Students should remain in line and wait until the bus comes to a complete stop and the door opens before moving toward it.
- Do not run up to the bus after the doors have closed.

#### *Safety Rules on the Bus:*

- Assigned seating is used on Elementary and Middle School buses for safety identification in an emergency as well as for student management.
- Stay seated until the bus door is completely open.
- Enter or exit the bus one person at a time. Use the handrail. Walk; do not run up the steps.
- Students are to enter the bus promptly, immediately take their seats and stay seated.
- Students must remain properly seated at all times (Back to Back; Bottom to Bottom; Bookbag on the lap).
- Students MUST sit in their seats, not stand or get up on their knees when the bus is moving.



- Students are not allowed to walk on the bus while the bus is in motion.
- The bus windows should not be opened without permission from the driver.
- Students shall not extend any part of their body (including hands, arms, legs, or head) through the bus windows, hatches, or doors at any time. Be safe.
- Students shall keep the bus clean and shall refrain from causing damage to the bus. Parents/Guardians will be held accountable for any damage caused by their student.
- Students shall not eat (this includes chewing gum) or drink on the bus. \*Bottled water is allowed. This rule protects students or drivers that have food allergies and prevents choking.
- There will be absolute quiet at all railroad crossings so the driver can listen for oncoming trains.

*Items Not Allowed on the Bus:*

- Illegal or prohibited items. These include tobacco, alcohol, drugs, drug paraphernalia, electronic cigarettes, vapes, etc. Fireworks, knives, martial arts weapons, batons, explosives, guns, mace, harmful chemicals, Tasers, and/or any other instruments which can cause injury or property damage are not allowed on a district bus. Lookalike instruments/weapons are treated as real articles.
- The following items are not allowed on a district bus: balloons, glass containers or objects, aerosol cans, fishing poles, snowboards, hockey sticks, unicycles, vaulting poles, golf clubs, skis, or shovels. Large school projects and craft projects must be in a bag or box.
- Students may NOT bring large musical instruments onto the bus.
- Animals including reptiles, insects, spiders, rodents, and other animals except for service animals cannot be transported on the bus.
- Any item used in an unsafe manner may be confiscated and the student must bring a parent/legal guardian to the School Office to retrieve the item(s).
- Do not bring anything onto the bus that could affect the safety of other bus riders. This includes laser pens, breakable containers of any type, straps or pins sticking out from clothing, anything flammable, etc.
- Any object that cannot be safely controlled by the student in the seat or upright on the floor between their knees. The bus driver has the authority to make the final decision if the object can be on the bus or not.
- Items that cannot be safely transported on a pupil's lap, stowed in an empty seat, or directly under the seat, are prohibited.
- All sports equipment (e.g. balls, bats, skateboards, roller blades) must be fully enclosed in a backpack, bag or box.

**BUS RULES/MINERAL COUNTY SCHOOL DISTRICT**

1. ~~Students must fall within the designated mileage perimeter to be eligible to ride the school bus to and from school each day.~~
2. ~~Students are under the direct supervision and authority of the bus driver.~~
3. ~~Students shall be on time for the bus, both morning and afternoon.~~
4. ~~Students shall remain seated while the bus is in motion.~~
5. ~~Students are required to form a line before boarding the bus, and stay at least 15 feet away from the bus.~~
6. ~~Students shall not push or scuffle when the bus is loading and/or unloading.~~
7. ~~Students may be required to sit in seats assigned by the bus driver.~~
8. ~~Students who must cross the road after being discharged from the bus are to do so in FRONT of the bus on the signal from the bus driver. They are to stay at least 15 feet away from the bus after departing.~~
9. ~~Students shall not open or close windows without permission from the driver. Pupils must keep hands, arms, and heads inside the bus.~~
10. ~~Students will not throw objects inside or out of the bus.~~

11. ~~Students will keep books, packages, equipment or other objects out of the aisles at all times. Articles should be placed under the seats or held in the lap.~~
12. ~~Students are required to have written permission to leave the bus other than at home or school.~~
13. ~~Students may converse in normal tones. Loud or vulgar language is not allowed and will be reported to the building principal for action.~~
14. ~~Students must help keep the bus clean, and refrain from damaging the bus in any manner. Damage to the bus will be paid for by the offender.~~
15. ~~Students are not permitted to bring live animals on the bus.~~
16. ~~Students must keep their hands and feet to themselves at all times.~~
17. ~~STUDENTS WHO REFUSE TO OBEY THE DIRECTIONS OF THE DRIVER PROMPTLY OR REFUSE TO OBEY THE RULES, FORFEIT THEIR PRIVILEGE TO RIDE THE BUS.~~
18. ~~THERE IS NO EATING OR DRINKING ALLOWED ON THE BUS~~
19. ~~Students not obeying the rules will be given a Disciplinary report that has to be signed by parent Or Guardian and returned within three(3) days To keep bus privileges~~

**PLEASE SIGN ON THE STUDENT INFORMATION PAGE THAT YOU HAVE READ AND UNDERSTAND THESE RULES AND PROCEDURES.**

**~~Students who are not assigned to a bus and or a student needing to ride a different bus and or be dropped off at a different stop than the assigned stop MUST have a BUS PASS prior to boarding the bus. There will be no exceptions.~~**

**~~To obtain a bus pass the parent must call or write a note to the school office staff requesting a BUS PASS. Passes are only good for one day.~~**

#### **~~CAFETERIA~~**

~~Every school has a lunch program available to all eligible students. Please take advantage of our school lunch program. If you are unaware of how to pay your lunch bill or have questions please contact the National School Lunch Program Manager, currently Spring Blazewich, at the District Office at 775-945-2403 Ext. 11, or by e-mail [blazewichs@mineral.k12.nv.us](mailto:blazewichs@mineral.k12.nv.us).~~

#### **MEAL CHARGE POLICY**

Mineral County School District (MCSD) is pleased to announce our participation in the National School Lunch Program (NSLP), and School Breakfast Program (SBP).

MCSD is excited to extend our participation in the Community Eligibility Provision (CEP) to All Schools this year to include; Hawthorne Elementary, Schurz Elementary, Hawthorne Jr. High, and Mineral County High School. What does that mean to you and your family? All students will receive free breakfast and lunch at no cost to the household. Families with students attending CEP schools **DONOT** need to fill out the NSLP Free and Reduced Lunch Program application to participate. Please contact Spring Blazewich at 751 A Street Hawthorne, NV 894115, (775) 945-2403 ext 11, [blazewick.spring@nvmcs.org](mailto:blazewick.spring@nvmcs.org) if you have any questions or would like additional information.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.



To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.ascr.usda.gov/complaint_filing_cust.html) (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](https://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue SW  
Washington, DC 20250-8410;
- (2) fax: (202) 690-7442; or
- (3) email: [programintake@usda.gov](mailto:programintake@usda.gov)

This Institution is an equal opportunity provider

## **I. Purpose**

The goal of Mineral County School District (MCSD) is to ensure that students have access to nutritious meals to support their academic success through the National School Lunch Program at designated campuses. At the same time, it is imperative that the financial stability of each campus' nutrition program be protected. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures for MCSD campuses participating in the National School Lunch Program (NSLP). The provisions of this policy pertain to full-priced lunches only.

MCSD will maintain records to demonstrate how the policy was implemented and communicated to households.

## **II. Policy**

**A. Full-Priced Meals**—Elementary, Middle and High School student's parents/guardians will pay for meals at the identified and published amount for the school year. Payment will be conducted online or through payment in the district office. Students will be allowed to charge a maximum of 8 meals to their account after the balance reaches zero. Students who charge a meal will receive a reimbursable meal.

**B. Free Meal Benefit**—Students identified as eligible to receive free meals will be allowed to receive one (1) free reimbursable meal during lunch and breakfast each day. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the District office in advance of the scheduled lunchtime.

**C. Reduced Meal Benefit**—Students identified as eligible to receive reduced-price meals will be allowed to receive one (1) free reimbursable meal during lunch and breakfast each day. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the District office in advance of the scheduled lunchtime.

**D. Parents/Guardians**—The responsibility for meal payments to the district belongs to the parent/guardian. Lunches are to be prepaid online or through the District office in advance of the meals being served. Funds should be maintained in student's lunch accounts to minimize the possibility that a student may be without meal money on any given instructional day.

At the end of the school year, any remaining funds for a particular student will be carried over to the next school year unless the parent/guardian requests a refund in writing. Parents/guardians may provide the District with a written request to have the remaining funds of a withdrawn or graduating student refunded. Parents/guardians will be given the option to transfer the remaining funds of a graduating student to a sibling's account with a written request.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians are

encouraged to apply for free or reduced-price lunches for their child(ren) at any time over the course of the school year.

### **III. ~~Notifications to Households of Low or Negative Balances in Campus Lunch Accounts~~**

~~Notices of low or deficit balances will be sent to parents/guardians at the following specified times:~~

- ~~A. The student's household will be notified when a student charges his/her fourth meal.~~
- ~~B. The campus will notify households of low or negative balances via email, voice mail and text notifications sent through the parent portal of infinite campus.~~
- ~~C. Notifications to households will include the amount of unpaid meal charges, the consequences of non-payment and where to go for questions or assistance.~~
- ~~D. The consequences of non-payment will be determined on a case-by-case basis.~~
- ~~E. The person responsible for managing unpaid meal charges is the campus administration or their designee. Unpaid meal charges will be electronically tracked through the student information system's point-of-sale system.~~

### **IV. ~~Delinquent Meal Charge Debt~~**

~~Delinquent meal charge debt is allowable in the school's nutrition program and may be carried over to one successive school year. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of a school year. Bad debt is unallowable in the campus' nutrition program and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using nutrition program funds and must be offset by non-federal sources.~~

- ~~A. Efforts to collect delinquent and/or bad debt will be handled by the campus administration or their designee through email, letter, phone call, and Required Parent Conferences.~~

## **CELL PHONES AND ELECTRONIC DEVICES**

The use of electronic communication devices such as pagers, cell phones, digital and camera phones, camera devices, ~~carbuds~~ or two-way radios are prohibited during school hours.

**If a student has an electronic communication device on campus, this device must be turned off and not visible.**

Violation of this policy will result in consequences appropriate to the offense and of a progressive nature outlined in the Restorative Justice Plan ~~Discipline matrix below.~~

- **If the electronic communication device is determined to be disruptive by ringing, vibrating or used in a malicious or inappropriate manner, it may be confiscated.**
- **Any student who willfully sends any e-mail, text message, instant message or posts to any social networking Web site with the intent to threaten, intimidate or bully another student or school district/board employee will be charged with cyber-bullying and will face consequences outlined in the Discipline Matrix below.**

## **COMPLAINT PROCEDURE**

~~Informal discussion—~~if a student believes there is a basis for a complaint, he or she shall discuss the complaint with his or her immediate teacher or a school administrator (except in cases of discrimination or harassment allegations involving the teacher or a school administrator, in which case they are to report and discuss the issue with a member of the Equity Committee) within sixty (60) days.

~~Level one—~~if the complainant is not satisfied with the informal discussion, he or she may, within ten (10) days, file a formal complaint with his or her principal. If the complaint involves the principal, it may be filed with the Equity Committee. The principal, or the committee, as the case may be, shall communicate an answer in writing to the complainant within ten (10) days after receipt of the complaint. Complaints involving an administrator above the building level may be filed by the complainant at level two.

~~Level two—~~if the complainant is not satisfied with the resolution at level one, he or she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. Within ten (10) days of receipt of the complaint, the Superintendent shall indicate his or her disposition in writing to the complainant.



~~Board Appeal – if the complainant is not satisfied with the resolution by the Superintendent, he or she shall have the right to appeal the Superintendent's decision to the School Board, provided request for placement on Board agenda is filed within ten (10) days.~~

## STUDENT COMPLAINT PROCEDURES

If a student believes he/she is subject to harassment, the student should first consider telling the person that they do not like what is happening, that they consider it a violation of the School District policy on harassment, and that they want it stopped. In many cases, a clear statement that the student wants something stopped will be enough to take care of the situation. Students are not required, however, to confront the person in this way.

The student has the right and is encouraged to report the problem immediately to the principal, or the first adult you feel comfortable with at their school. Students should not feel embarrassed, intimidate, or reluctant to file a valid harassment report.

Any teacher, Counselor, administrator receiving a report of harassment from a student must report the incident to the school principal or designated administrator or supervisor. The principal or designated administrator/supervisor has the responsibility to conduct a preliminary investigation when he/she receives an oral or written complaint, observes, or has reason to suspect sexual harassment.

Students or staff may request a District-level investigation by submitting the written complaint to the Superintendent, or Human Resource Director.

The complainant and the accused have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. Complainants also have the register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights or the Anti-Discrimination Division/EEOC. Nothing in this policy shall be construed to limit the right of the complainant to file a lawsuit.

## Retaliation Prohibition

Any act of reprisal against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and therefore subject to disciplinary action. Likewise, reprisal against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited and therefore subject to disciplinary action.

## False Complaints:

False, malicious, or frivolous complaints of harassment will result in corrective or disciplinary action taken against the accuser.

## Training

Principals in each school and program directors shall be responsible for informing students and staff of the terms of this policy, including the procedures for investigation and resolution of complaints.

## Confidentiality of Records

Under state and federal regulations, the School District of Mineral County is required to inform all parents of policies for protecting the confidentiality of child identification data. As part of this policy, the Mineral County School District must maintain confidentiality consistent with procedures developed by the school district. **The District and its staff will not permit non-custodial persons of students to gain access to student records.** From time to time, student photos, work and/or directory information contained on enrollment form may be published in newspapers, newsletters, etc. Military recruiters and other agencies often request directory information and it will be shared unless you ~~opt out indicate otherwise at the end of this handbook on Student Information Sheet.~~

These procedures include the parent(s), legal guardian, or eligible student:

- The right to review
- The right to a copy of the record (at a cost of \$.25 cents per page)
- The right to privacy



- The right to contest information contained in the record at a hearing
- The right of waiver of access

#### **DRESS CODE- POLICY JFCA**

Personal appearance and dress are the responsibility of parent(s)/guardian(s) and the student. Students will be required to adhere to the specified guidelines established by the administration of each school. The district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

- Disruption or interference with the classroom learning environment;
- Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standard and may be denied the opportunity to participate if those standards are not met. The Administration reserves the right to determine whether a student's attire and appearance are, appropriate and do not disrupt the educational environment for other students. ~~(See Discipline Matrix below for further guidance and consequences for violating the code.)~~

#### **FIELD TRIPS**

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the year with approval from the school principal. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will be given prior notice for student activity trips and be required to sign the Field Trip Release form.

#### **INSURANCE**

Insurance forms are provided in the student packets.

~~The school district does not provide insurance for students. Forms which allow the purchase of optional student accident insurance will be sent home at the beginning of the school year. The cost is set by the vendor and parents are encouraged to consider this service.~~

#### **MEDICATION**

If a child needs to take a prescribed medication during the school day, a parent or guardian must bring the original bottle of medication to the office and complete a parental authorization form. A doctor's note is also required for dispensing over-the-counter drugs such as Tylenol or cough syrup.

#### **MONEY AND VALUABLES**

~~Common sense and consideration are the best guidelines in determining whether or not a person should bring personal possessions to school.~~ The school, the district, and or employees shall not be responsible for valuables, which students bring to school. Students should not bring items of value to school at any time. The school, the school district, employees and or service providers are not responsible for lost or stolen personal items. Guidance from parents is requested so that students will abide by this rule. Students found with items of value will be directed to the principal's office for appropriate procedures.

#### **PARENTS AND OR OTHER VISITORS**

Parents are invited and welcomed into our schools. Occasional visits simply require pre-approval from school administration by signing in at the school office. Should a parent or ~~citizen-visitors~~ wish to attend school activities or volunteer regularly, he or she will be asked to complete a volunteer application and undergo a background check so that the District may assure the safety of our students at all times. ~~Campus visits could be changed due to health restrictions.~~

#### **PETS/ANIMALS**

While pets are great at home, pets ~~or any animals~~ are not allowed at school without permission from the school administration. Potentially dangerous pets are not permitted on school grounds at any time.

#### **PICTURES**

~~Student individual pictures will be taken according to site calendar, sometime during the month of September. These pictures will be available for purchase within four to six weeks from the date they were taken.~~

#### **SAFE AND RESPECTFUL LEARNING ENVIRONMENT- Policy JFCF**

The District believes in and has taken steps to implement a policy that provides for a safe and respectful learning environment for all students and employees. Any form of harassment, intimidation, bullying, menacing or hazing is strictly prohibited. Students, parents, and staff members should report any situations that are unsafe or not respectful toward any member of our educational environment to the school administration immediately for investigation and appropriate disciplinary action.

Title IX Officer

Each school district has one individual within the district designated as the school district Title IX Officer to receive reports of harassment or intimidation. If the report involves the school district Title IX Officer, the reporter shall refer the complaint directly to the superintendent. The Principal at each school site, or the Superintendent, will serve as the Mineral County School District Title IX Officer.

#### **SKATEBOARDS, BICYCLES, SCOOTERS, ETC.**

- Bicycles, scooters, and skateboards are not allowed to be used on school grounds at any time.
- Skateboards must be put away in each school's designated area(s). They may not be used on school grounds at anytime.
- Walk bicycles, etc. across intersections and at all times when on school property.
- Lock your bicycle when it is left in the bike rack. The school is not responsible for lost or stolen bikes.
- Rollerblades must be removed and carried, scooters must be folded and carried, and skateboards must be carried when you reach school property
- Shoes with wheels ("Heeleys") are not allowed on school property.

**SOLICITATION** Students are not allowed to solicit for money unless the project has been approved by the ~~principal~~ Superintendent.

## **STUDENT DISCIPLINE**

### **Overview**

Every student is subject to state and federal law, State Board of Education rules and the rules and policies of the school district during the time:

- He/she is transported to or from school, or is presumed by law to be attending school
- He/she is attending school or a school sponsored activity
- He/she is on the school premises
- **MCHS Open and closed campuses**

Student disciplinary infractions and the responses to them will be progressive in nature and are outlined in the Discipline Matrix.

#### **Progressive Discipline:**

When deciding what disciplinary action should be taken, the principal or designee will refer to the Discipline Matrix and guidelines therein.

#### **Drugs:**

- "Drugs" shall include any controlled substance or prescription or non-prescription drug used for non-medical purposes. Further, common or other commercially available products that are otherwise legal, shall, to the extent possible, be considered a "drug" when used for the unintended purposes of modifying mood or behavior.

#### **Non-Prescription Medicine**

Administration of medications during school hours is not permitted except through the nurse's office. The term "medication" includes both prescription and non-prescription ("over-the-counter") medication. All prescription and non prescription medication administered by the school at the elementary, middle and high school levels must be directed by a physician who has determined that a student's health and well being requires medication during school hours. All non-prescription medication in the possession of students at the middle and high school levels which are not administered by the school requires written permission from the parent to the school. Written permissions must be on file with administration prior to medication being brought on campus. Students in possession of non-prescription medication without permission from the school administrator will be subject to consequences outlined in the Discipline Matrix.

#### **Possession of Illegal Substances**

The use, possession, distribution, or sale of alcohol, tobacco or other drugs, whether on school property or at a school function, will not be tolerated.

**Tobacco:** It is unlawful for anyone under the age of 18 to smoke tobacco or **vape** in, on or within 1,000 feet of a public or private elementary, middle or secondary school between the hours of 6:00 a.m. and midnight. If a student is found to have violated this provision, parents will be notified and the student may be suspended up to 9 days. (See Discipline Matrix for further guidance.)

## **THE USE OF TOBACCO and smoking ARE PROHIBITED ON ALL SCHOOL GROUNDS, on property or at any school sponsored activity by persons of any age.**

### **Student Search and Seizure**

School personnel may conduct a search of a student, a student's possessions, a student's locker, and any other storage area on school property or student vehicle when school personnel have reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be concealed in such location. However, school personnel are encouraged to attempt to obtain consent from a student before the search but may proceed with a search without a student's consent. Such search may include assistance from law enforcement personnel and/or K-9 dogs.

"Other areas" subject to search by school authorities include automobiles, trucks, vans, or other transportation means located or operated on School ~~Beard~~ property. Students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

### **Weapons Prohibited**

Any student who is determined to have brought a firearm, to school, any school function, or on any school-sponsored transportation will be subject to consequences of a civil or criminal offense including a referral to law enforcement immediately.

It is a felony for a person to exhibit, in a rude and threatening manner, any firearm or destructive device, or other weapon within 1000 feet of school during school hours or during the time of a sanctioned school activity. **All toy pistols, water guns, or facsimile guns are prohibited from school.**

## **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) 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) An unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another.

**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:** “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 (a) or (b) 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.

4. 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.

Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending him or herself.

Bullies often feel justified in inflicting hurtful behavior because they think their victims deserve the mistreatment.

Students who are repeatedly victimized experience more physical and psychological problems than non-bullied peers.

Bullying occurs both with and without a teacher or another adult present.

Bullies appear to be concerned with their own wants, pleasures, and needs.



Bullies are more likely than non-bullies to be involved in vandalism, fighting, theft, substance abuse, truancy, or to have an arrest by young adulthood.

Victims can withdraw and become depressed if bullying continues over time. Some victims could take extreme measures and seek violent revenge or consider suicide.

#### **What are the Forms of Bullying?**

**Physical:** Physical bullying involves harmful actions against another person's body. Examples include: biting, kicking, pushing, pinching, hitting, tripping, pulling hair, and any form of violence or intimidation. Physical bullying also involves the interference with another person's property including damaging or stealing. (See NRS 388.122.1 paragraph a,b above)

**Verbal:** Verbal bullying involves speaking to a person or about a person in an unkind or hurtful way. Examples include: sarcasm, teasing, put-downs, name-calling, phone calls, spreading rumors or hurtful gossip. (See NRS 388.122.2 paragraph a above)

**Emotional:** Emotional bullying involves behaviors that upset, exclude, or embarrass a person. Examples include: nasty notes, saying mean things using technology (e.g., cyber bullying using emails, instant messaging, chat rooms, text messaging), intentional exclusion from games or activities, tormenting, threatening, humiliation, or social embarrassment. (See NRS 388.122.2 paragraph b above)

**Sexual:** Sexual bullying singles out a person because of their gender and demonstrates unwarranted or unwelcome sexual behavior. Examples include: sexual comments, abusive comments, unwanted physical contact. (See NRS 388.122.1 paragraph c above)

**Racial:** Racial bullying involves rejection or isolation of a person because of ethnicity. Examples include: gestures, racial slurs or taunts, name-calling, making fun of customs/skin color/accent/food choices. (See NRS 388.122.1 paragraph c above)

**CYBER-BULLYING:** As defined by NRS 388.123 means bullying through the use of electronic communication. Students are prohibited from knowingly and willfully transmitting or distributing certain images of 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 & 393.410):** 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:** 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 cellular phone, a computer or any similar means of communication. (Added to NRS by 2009, 687, effective July 1, 2010) NRS 200.604 (See also Cellular Telephones, Pagers, or Electronic Devices)

**ELECTRONIC DEVICES:** The MCSD Board of Trustees considers bringing electronic communication devices such as cellular telephones or pagers 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. Mineral County School District will not be held responsible for theft, loss or damage to cell phones or other 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 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.

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

**HARASSMENT\*:** (NRS 388.155) A willful act or course of conduct that is not otherwise authorized by law and is: 1. Highly offensive to a reasonable person; and 2. Intended to cause and actually causes another person to suffer serious emotional distress. (Added to NRS by 2001, 1928) 3. Threat of bodily injury verbal or written threats to cause physical damage to another's property or threat of physical confinement or restraining the person by words or conduct places the person receiving the threat in reasonable fear that the threat will be carried out. (NRS 200.571) 35

**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** (NRS 388.129) 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 & 207.180) A written or verbal malicious defamation expressed to impeach a person's honesty, integrity, virtue or reputation.

**MARIJUANA/CONTROLLED SUBSTANCE/NARCOTICS/PARAPHERNALIA\*:** (Chapter 453 of Nevada Revised Statutes): The possession, distribution, sale or use of narcotics/marijuana/controlled substance/or related paraphernalia.

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

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

**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 conduct is guilty of sexual assault.

**SEXUAL HARASSMENT/MISCONDUCT:** (NRS 200.604, NRS 201.265) MCSD 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 Mineral County School District 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:** Any action that breaks the technology contract.

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

**THREAT:** (NRS 205.320, NRS 392.4655 [HDP]) Intimidating or threatening to injure a person or property.

**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.

**TRUANCY\*:** (NRS 392.210 to NRS 392.210) A parent, guardian or other person who has control or charge of any child and to whom notice has been given of the child's truancy as provided in NRS 392.130 and 392.140 and who fails to prevent the child's subsequent truancy within that school year is guilty of a misdemeanor. As required by law (NRS 392.144), if a pupil is a habitual truant pursuant to NRS 392.140, the principal of the school shall report the pupil 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 pupil shall be deemed a truant





ASSAULT* NRS 200.471 1 <sup>st</sup> Offense	M	R	DN	M				R
2 <sup>nd</sup> Offense	M	DN	DN	M		M		M
BATTERY* NRS 200.481 Any Offense	M	R	DN	M				R
BOMB THREAT* (REAL OR FALSE) NRS 202.840 Any Offense	M	R	DN	M		M		M
BULLYING (INCLUDING CYBER-BULLYING) 1 <sup>st</sup> Offense	M	R	R	R				R
2 <sup>nd</sup> Offense	M	R	DN	M				R
BURGLARY* NRS 205.060 Any Offense	M	R		R			M	R
CELLULAR TELEPHONES/PAGERS/ (OTHER ELECTRONIC DEVICES) NRS 392.4637 1 <sup>st</sup> Offense/2 <sup>nd</sup> Offense	M							
3 <sup>rd</sup> Offense	M	R						R
CHEATING/PLAGIARIS M/ FORGING SCHOOL DOCUMENTS 1 <sup>st</sup> Offense	R	R	R					R
2 <sup>nd</sup> Offense	R	R		R				R
DESTRUCTION OF PROPERTY* NRS 206.310, 393.410 1 <sup>st</sup> Offense	M			R			M	R
2 <sup>nd</sup> Offense	M	DN	DN	M		R	M	M
DISOBEDIENCE/ INSUBORDINATION 1 <sup>st</sup> Offense	R			R				R
2 <sup>nd</sup> Offense	R		DN	M				R
DISRUPTIVE CONDUCT 1 <sup>st</sup> Offense	R			R				R
2 <sup>nd</sup> Offense	R		DN	M				R

DISTURBING THE PEACE* NRS 203.010 1 <sup>st</sup> Offense	M			R				R
2 <sup>nd</sup> Offense	M	DN	DN	M				
DRESS CODE Any Offense	R	R	R	R	R			R
EXPLOSIVE DEVICES* NRS 202.265 1 <sup>st</sup> Offense	M	DN	DN	M				M
2 <sup>nd</sup> Offense	M	DN	DN	DN		M	M	M
EXTORTION* NRS 205.320	M	R		R			M	M

<i>Any Offense</i>								
<b>FALSE FIRE ALARM* 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 Initiation—1<sup>st</sup> Offense Initiation—2<sup>nd</sup> Offense</i>	<b>M</b> <b>M</b> <b>M</b>	<b>R</b> <b>R</b> <b>R</b>		<b>R</b> <b>R</b> <b>R</b>	<b>R</b>			
<b>FIREWORKS</b> <i>1<sup>st</sup> Offense 2<sup>nd</sup> Offense</i>	<b>M</b> <b>M</b>	<b>R</b> <b>R</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* NRS 200.571</b> <i>1<sup>st</sup> Offense 2<sup>nd</sup> Offense</i>	<b>M</b> <b>M</b>	<b>R</b> <b>R</b>	<b>DN</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* NRS 201.220</b> <i>1<sup>st</sup> Offense 2<sup>nd</sup> Offense</i>	<b>M</b> <b>M</b>		<b>DN</b>	<b>R</b> <b>M</b>				<b>R</b> <b>M</b>
<b>KNIVES</b>	<b>M</b>	<b>M</b>						
<b>LIBEL/SLANDER* NRS 200.510, 207.180</b> <i>1<sup>st</sup> Offense 2<sup>nd</sup> Offense</i>	<b>M</b> <b>M</b>		<b>DN</b>	<b>R</b> <b>M</b>				<b>R</b> <b>M</b>

<b>MARIJUANA* (POSSESSION/CONSUMPTION) NRS 453</b> <i>1<sup>st</sup> Offense 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>DN</b> <b>DN</b>	<b>M</b> <b>M</b>		<b>R</b>		<b>M</b> <b>M</b>
<b>MARIJUANA* NRS 392.466 (SALES/DISTRIBUTION) Any Offense (Possible Referral to Drug Ed. Program)</b>	<b>M</b>	<b>M</b>	<b>DN</b>	<b>M</b>		<b>M</b>		<b>M</b>
<b>NARCOTICS/PARAPHERNALIA CONTROLLED SUBSTANCE* (POSSESSION/CONSUMPTION) NRS 453</b> <i>Any Offense (Possible Referral to Drug Ed. Program)</i>	<b>M</b>	<b>M</b>	<b>DN</b>	<b>M</b>		<b>M</b>		<b>M</b>

NARCOTICS/PARAPHERNALIA CONTROLLED SUBSTANCE* NRS 392.466 <i>Any Offense</i> <i>(Possible Referral to Drug Ed. Program)</i>	M	M	DN	M		M		M
NARCOTICS/PRESCRIPTION MEDICATION/DISTRIBUTION <i>Any Offense</i> <i>(Possible Referral to Drug Ed. Program)</i>	M	M		R				R
OBSCENITY <i>1<sup>st</sup> Offense</i> <i>2<sup>nd</sup> Offense</i>	M M		DN	R M				
PROFANITY <i>1<sup>st</sup> Offense–2<sup>nd</sup> Offense</i> <i>3<sup>rd</sup> Offense</i>	R R	M		R				
RESISTING OFFICER* NRS 199.280 <i>Any Offense</i>	M		DN	M				M
ROBBERY* NRS 200.380 <i>1<sup>st</sup> Offense</i> <i>2<sup>nd</sup> Offense</i>	M M		DN DN	M M		M	M M	M M
ROUT/RIOT NRS 203.070 <i>Any Offense</i>			DN	M				M
SEXUAL ASSAULT* NRS 200.366 <i>Any Offense</i>	M	M	DN	M		M		M
SEXUAL HARASSMENT/MISCONDUCT <i>1<sup>st</sup> Offense</i> <i>2<sup>nd</sup> Offense</i>	M M	R M	DN	R M				M
STALKING* NRS 200.575 <i>Any Offense</i>	M		DN	M				M
STOLEN PROPERTY* NRS 205.275 <i>Any Offense</i>	M	M	DN	M			M	M
TAMPERING WITH MOTOR VEHICLES* NRS 205.274 <i>1<sup>st</sup> Offense</i> <i>2<sup>nd</sup> Offense</i>	M M		DN	R M	M		M M	R M
TECHNOLOGY AGREEMENT VIOLATION <i>Any Offense (No Computer Use)</i>	M			R				
THEFT* NRS 205.0832								





### **Procedures for Suspension**

When a student is suspended or expelled from school, he/she is not allowed on any school board property during that time of suspension. Violation of this rule may result in a trespassing citation.

Suspension, also referred to as out-of-school suspension, is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal's designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student's parent or legal guardian with specific homework assignments for the student to complete. Suspension days are considered unexcused absences.

- Students shall be given notice of the charges against them and shall have an opportunity to present their explanation of the situation before any action is taken.
- When a suspension is necessary, the principal or designee will make every reasonable effort to contact the parent(s) or legal guardian immediately by telephone.
- It is the responsibility of the student to complete all coursework, tests, and quizzes and turn them in to the appropriate teacher.
- A student shall have one day to complete and turn in the work for each day the student is absent (i.e., three days unexcused absences; the student has 3 days to complete and turn in assignments) and may only earn 50% credit. Tests and quizzes can be made up at 100% credit.
- Coursework, tests and quizzes not completed and turned in within the allotted time frame will earn no credit.
- There is no expectation that the student's teacher recreate lessons, lectures or labs for unexcused absences.

**\*I HAVE READ AND UNDERSTAND THE MINERAL COUNTY SCHOOL DISTRICT DISCIPLINE SYSTEM.  
PLEASE SIGN AT THE END OF THIS DOCUMENT THAT YOU HAVE READ AND UNDERSTAND  
THESE RULES AND PROCEDURES.**

### **STUDENT HALL PASSES**

Any student who is out of class during class time is required to have a valid pass and show it to any school personnel who requests to see it. Disciplinary action may be taken for failure to have a pass for abusing a hall pass.

### **TEXTBOOKS**

Mineral County Schools will supply textbooks each year for the students, as appropriate. Students are responsible for the care of all school books and [technology](#) materials and will return them in good condition. If a book is lost, misused beyond reasonable wear, the student shall be fined accordingly.

### **UNAUTHORIZED PHOTOGRAPHY AND/ OR AUDIO RECORDING**

Both students and teachers have the right to not be photographed. Cameras, video and/ or audio recording equipment of any kind or size is not permitted to be used in a school setting.

### **UNLAWFUL DISCRIMINATION OR HARASSMENT-Policy JFCF**

The Board and the Superintendent recognize that unlawful discrimination and sexual harassment are inappropriate in our schools and prevent students from achieving at their highest level. Problems are solved as they arise by sincere efforts of all persons concerned to work toward constructive solutions of such problems in an atmosphere of courtesy and cooperation. Whenever a student feels that he or she has a complaint concerning unlawful discrimination or sexual harassment, every effort will be made to arrive at a satisfactory resolution of the problem on an informal basis. When this is not successful, a student can resort to the more formal procedures as provided herein.

#### **Definitions:**

"Complaint" – shall be any dispute or disagreement involving the interpretation or application of existing Board Policy or practice concerning unlawful discrimination or sexual harassment.

"Unlawful Discrimination" - occurs when a student is excluded from participation in, is denied the benefits of, or is subjected to discrimination under any education program or activity conducted by this School District, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, social and family background or use of a language other than English by Limited English Proficiency (LEP) students (except when allowed by law).

"Sexual Harassment" - is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance, or creating an intimidating, hostile or offensive work or school environment.

**Examples of sexual harassment - may include, but are not limited to, the following:**

- Verbal harassment or abuse of a sexual nature
- Subtle pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes or sexual activity, etc.)
- Unwelcome or inappropriate physical contact (e.g., patting, pinching, or unnecessary touching)
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats
- Display of sexually suggestive objects, pictures, or written materials

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Equity Committee" - is a group of District Employees who are involved in resolving issues of unlawful discrimination and sexual harassment. The members of the Equity Committee and their telephone number(s)/e-mail(s) are:

Lance West, Mike Domagala, SES Principal	773-2323
Stephanie Keuhey, HES Principal	945-1000
Jeff Wales, JHS/MCHS Principal	945-3332
Andre' L. Ponder Walt Hackford, Superintendent	945-2403

"Day" - shall mean a working/school day.

Time Limits - the number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

## **WITHDRAWAL FROM SCHOOL**

There are necessary forms to be filled out if you are withdrawing from school. Please contact the school if you know you are leaving. This will help you in enrolling your student at the new school and can ease the confusion of transferring of records and moving.

## **TECHNOLOGY**

### **ACCEPTABLE USE PROCEDURES AGREEMENT FORM**

Upon signing this agreement, I, a user of the digital network, acknowledge that I clearly understand the agreement and have no further questions as to the content and delivery of this Acceptable Use Procedure and agree to abide by agreement.

As a condition of my right to use the Mineral County School district network and access the Internet or any other public network for the 2021-2022 academic year, I understand and agree to the following:

- I will follow all guidelines and regulations set forth by the instructor or District Policy and will refrain from use for any illegal, inappropriate, use, including bullying or intimidating.
- I understand that the use of the Internet or any other public network within the District is a privilege which may be revoked at any time by my instructor or the administration of the District for abusive conduct or violation of any of the conditions set forth herein, in District Policy, by the instructor or administration, or in future written, electronic, or web-site based directions, policies, regulations and guidelines that may be developed during this academic year.
- The District reserves the right to limit and regulate my access for personal use.
- The Mineral County School District has the right to review and monitor any material created, stored, transmitted, or received via the Mineral County School district network or access thereof to the Internet or other public network.
- The District has the right to remove any material which the District, in its sole discretion, believes may be harmful to minors, obscene, pornographic, abusive, unlawful, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have in and to such material.
- The Mineral County School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained, created, transmitted, created, and/or obtained via use of the District's network.



or access thereof to the Internet or other public networks. Information and services contained on the Internet and other public networks in no way are intended to reflect the beliefs or philosophy of Mineral County School District, nor are they intended to refer to, or be applicable to any specific person, case or situation.

- The District does not warrant the functions of its network or any of the networks accessible through Mineral County School District access, will meet any specific requirement you may have, will be error free or uninterrupted, nor shall the District be liable for any direct or indirect, incident, or consequential damages (including lost data, information, profits) sustained or incurred in connection with the use, operation or inability to use the Mineral County School District's network or access.
- That in consideration for the privilege of using the District's access and network, I hereby release the Mineral County School District, its staff, administrator, operators, and any institutions with which they are affiliated from any and all claims and damages arising from y use, or inability to use the District's network or access, including, without limitation, the types of damages identified in items 6 and 7 above.
- (For Staff Only) I agree to supervise and monitor use of the network and Internet by students in my care by visually monitoring and verbally stressing the importance of proper use of the network and Internet. I agree that students in my care will not be left unattended while using the network and/or Internet, and to report student misuse or abuse of equipment or the network and violation of policy and regulations.

***Parent/Guardian Permission***

***(Required for students to operate or access District technology resources)***

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As the parent or guardian of this student, I have read, understand, and agree to the school district procedures relating to acceptable use of the Mineral County School District Digital Network and the Internet. I hereby give permission for my child to use the Mineral County School District Digital Network using the aforementioned procedures and certify that the information contained on this form is correct.

**PLEASE SIGN THE STUDENT INFORMATION PAGE INDICATING THAT YOU HAVE READ AND UNDERSTAND THESE RULES AND PROCEDURES.**

## **2018—2019 2021-2022 STUDENT and PARENT CONDUCT CODE**

### **Parent/Student Acknowledgment Student's Rules and Regulations of Operation**

Your signature means that you have received this **Code Handbook** of Student and **PARENT** Conduct booklet and you know what the rules are.

Students, parents/guardians, teachers, counselors, administrators, and office staffs all have important roles to play in our schools. With so many people working together, problems may occur from time to time. Rules have been made to address these problems. Like laws, rules apply to everyone, and they work only when everyone knows what they are.

This booklet lists the district rules for students in MINERAL County. The rules apply to all activities occurring on school grounds, on other sites being used for school activities and for any vehicles authorized for the transporting of students. Please read them. Since parents/guardians can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if the rules are broken. Parents, students, school faculty and staff need to know the rules.

Parents need to become involved in the education of their children and have the responsibility to provide the school with the current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) that may affect their child's ability to learn, to attend school regularly, or to take part in school activities. As a parent, you also authorize designated MINERAL County School District personnel and MINERAL County Health Department School Health personnel to provide emergency care for your child and to exchange medical information as necessary to support the continuity of care of your child. By your signature on the student

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information page, you acknowledge the above and the receipt of the Notice of Privacy Practices contained in this Student and PARENT Conduct Code Handbook. Parents should also take special notice of the Attendance section of this Booklet as well as the Suspension and Expulsion provisions, which are in accordance with School Board Rule.

Signed forms must be part of every student's record. Your signature means that you have received this booklet and understand the rules. (It does not mean that you agree or disagree with them.) All forms must be signed by parent/guardian and student and returned to school.

**PLEASE COMPLETE ALL INFORMATION ON THE STUDENT INFORMATION PAGE AND SIGN AT THE END OF THE SIGN-OFF DOCUMENT THAT YOU HAVE READ AND UNDERSTAND THESE RULES AND PROCEDURES.**

MINERAL COUNTY SCHOOL DISTRICT  
STUDENT INFORMATION SHEET ~~2017-2018~~ 2021-2022 SCHOOLYEAR

STUDENT NAME: \_\_\_\_\_ GRADE \_\_\_\_\_ School (check one) HES K-6 Schurz K-6 HJH/MCHS  
**EMERGENCY SCHOOL CLOSURE INFORMATION** Please complete the following: **SCHOOL FORMS CHECKLIST** Please complete the following:

On occasion it is necessary to close the school for emergency reasons.

<p><b>In case of emergency school closure</b>  <b>Students who walk should (check one):</b></p> <p><u>Go home</u> _____</p> <p><u>Go stay with</u> _____</p> <p>Address _____</p> <p>Phone _____</p> <p><u>Go with student</u> _____</p> <p>Grade _____</p> <p><b>EMERGENCY CONTACT NUMBERS</b></p> <p>Parent/Guardian: _____</p> <p>Parent/Guardian: _____</p> <p>Other: _____</p> <p>Other: _____</p> <p>Medical Provider: _____</p>	<p><b>In case of emergency school closure</b>  <b>Students who ride bus should (check one):</b></p> <p><u>Ride bus home</u> _____</p> <p><u>Ride bus/stay with</u> _____</p> <p>Address _____</p> <p>Phone _____</p> <p><u>NOT to ride bus walk to</u> _____</p> <p><u>Stay with</u> _____</p> <p>Address _____</p> <p>Phone _____</p> <p><b>IF EMERGENCY &amp; BUSES CANNOT RUN:</b></p> <p><u>Walk/stay with</u> _____</p> <p>Address _____</p> <p>Phone _____</p> <p><u>Go with student</u> _____</p> <p>Grade _____</p>
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FORM DESCRIPTION	YES	NO	Parent Initial	Student Initial
TECHNOLOGY & ACCEPTABLE USE POLICY My child may use the internet while at school. We have read, agree to adhere to MCSD TECHNOLOGY & ACCEPTABLE USE PROCEDURES				
EMAIL AUTHORIZATION My child may use email. We have read and agree to adhere to MCSD TECHNOLOGY & ACCEPTABLE USE PROCEDURES.				
HUMAN DEVELOPMENT/FAMILY LIFE ED. My child may participate in this education, Grade 5 & up				
EDUCATIONAL TRIPS & SCHOOL ACTIVITIES My child may participate in field trips and school activities as described in the Student /Parent Handbook.				
PICTURES/DIRECTORY INFORMATION Photos, student work and/or directory information regarding my child may be published and shared appropriately				
We have read and we agree to adhere to the Nevada Department of Education Code of Honor & Educational Involvement Accord.				
We have read and we agree to adhere to the Mineral County School District Code of Conduct; including POLICIES AND PROCEDURES on ATTENDANCE, CELL PHONES, BUS RULES AND DISCIPLINE .				

By signing below, I acknowledge that it is my responsibility to notify the school of any updated information concerning my child. MCSD Personnel is authorized to provide emergency care to my child. I acknowledge I have received a copy of all information listed above and acknowledge receipt of the Notice of Privacy Practices. All rules as outlined in the Student **Code** of Conduct apply to all school activities occurring on school grounds, during school sponsored activities, on any other site being used for school activities and for any vehicles authorized for the transporting of students.

**\*SPECIAL NOTES\*\***

To maintain a safe and orderly learning environment, during school hours, it is necessary for all Parents/Guardians/Visitors to sign in at the office and obtain a VISITOR'S PASS before entering classrooms, playground area, cafeteria and/or any other buildings on school grounds. All students MUST be signed in and out at the office. \_\_\_\_\_ Parent Initial

Parent /Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS FORM COMPLETED IN ITS ENTIRETY TO THE SCHOOL AS SOON AS POSSIBLE.**