



# *Humboldt County School District*

## *Student Handbook and Information Guide*

*Revised August 2017*

## Welcome to Humboldt County School District

This handbook outlines the rights and responsibilities of students and the standards for student conduct in Humboldt County School District. It also provides information about the District and its services. Students and parents or guardians need to read this handbook carefully and retain it for future reference. A more detailed listing of the School Board's policies and regulations can be found at the district's web site: [www.hcsdnv.com](http://www.hcsdnv.com). An overview of the public complaint process is outlined in this handbook.

Individual schools in the District have the authority to adopt and implement school rules to assist them in implementing the policies established in the District's policies. Schools are responsible for distributing their school specific procedures and rules, and students and families need to become familiar with them.

The School Board has instituted policies that ensure the fair treatment of students, families, and the general public. The Superintendent of Schools is responsible for following the governance policies of the School Board. The Superintendent and staff of the District strive to involve the public in all significant decisions that impact the school community and communicate proactively with all stakeholders.

**District's vision:** Every child will graduate: beginning with Kindergarten, each will be prepared and confident to succeed.

**District's mission:** As a community, we will instill in every child a vision to graduate, providing a comprehensive, safe, challenging and effective learning environment that prepares students to be career and college ready.

Humboldt County School District is a progressive public school system located in rural north-central Nevada, 170 miles east of Reno, Nevada. The district serves approximately 3,500 students in 11 schools—three K-4 schools, a 5-6 middle school, a 7-8 junior high, and a 9-12 high school located in the community of Winnemucca, as well as four K-8 schools and one K-12 school in rural areas throughout Humboldt County.

Humboldt County schools are routinely honored for their academic accomplishments, success that administrators attribute to strong leadership within the schools themselves, a core of talented and dedicated teachers and staff members as well as strong parental and community support. Over the course of the past several years, Humboldt County School District schools have been recognized as Distinguished Title I schools at the state and national level, and several sites have been recognized as 5 Star and reward schools.

The district supports several Early Childhood and Pre-K programs to ensure kindergarten readiness. Children in grades K-6 focus on core subjects such as reading, writing and math, science, and social studies. In addition to the core subjects, elementary students also participate in P.E., music, and computers.

Junior high school students enjoy a comprehensive academic curriculum, including the opportunity to gain high school credit in Algebra, as well as elective courses such as theater, arts, shop, agriculture education, home economics and weight lifting. Sports include basketball, cheerleading, dance, volleyball, wrestling, track and field.

High school students enjoy a comprehensive academic curriculum including many Advanced Placement and Honors courses, choral and instrumental music, visual and performing arts classes and vocational and technical educational opportunities. In addition, students have the opportunity to gain college credit through partnerships developed with Great Basin College. A full sports program is available and includes football, basketball, baseball, softball, wrestling, track, volleyball, soccer, golf, and cheerleading; a full array of club and extra-curricular activities ensures that every student has the opportunity to "belong." An alternative education program offers students another option to acquire a high school education.

Rural K-12 students thrive in an environment marked by strong academic expectations set amid close-knit communities with strong parental support. With a four-day, Monday through Thursday, schedule, rural students enjoy expanded family time.

HCSD expanded the learning options available to their students through the Options Program which includes Distance Education for students in grades 7-12 as well as an Adult Education Program.

If you have any questions about the contents of this handbook, you may contact your school's principal or call the Superintendent's Office at (775) 623-8100. We look forward to working with you and your children during the school year.

**Humboldt County School District**  
District Office  
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Judy Kritikos, Superintendent's Secretary  
[jkritikos@hcsdnv.com](mailto:jkritikos@hcsdnv.com)

**SCHOOL BOARD OF TRUSTEES**

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**SCHOOLS**

Grass Valley Elementary School  
Grades Pre-K through 4  
Kristen Holden, Principal  
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(775) 623-8150  
[kholden@hcsdnv.com](mailto:kholden@hcsdnv.com)

Sonoma Heights Elementary School  
Grades K through 4  
Lisa Weber, Principal  
1500 Melarkey Street  
(775) 623-8165  
[lweber@hcsdnv.com](mailto:lweber@hcsdnv.com)

Winnemucca Grammar School  
Grades K through 4  
Jonathan Reynolds, Principal  
522 Lay Street  
(775) 623-8160  
[jreynolds@hcsdnv.com](mailto:jreynolds@hcsdnv.com)

French Ford Middle School  
Grades 5-6  
Robert Lindsay, Principal  
5495 Palisade Drive  
(775) 623-8200  
[rlindsay@hcsdnv.com](mailto:rlindsay@hcsdnv.com)

Winnemucca Junior High School  
Grades 7-8  
Kelly Novi, Principal  
451 Reinhart Street  
(775) 623-8120  
[knovi@hcsdnv.com](mailto:knovi@hcsdnv.com)

Albert M. Lowry High School  
Grades 9-12  
Ray Parks, Principal  
5375 Kluncy Canyon Road  
(775) 623-8130  
[rparks@hcsdnv.com](mailto:rparks@hcsdnv.com)

McDermitt Combined School  
Grades K-12  
Doc Welter, Principal  
P.O. Box 98  
McDermitt, Nevada 89421  
(775) 532-8761  
[dwelter@hcsdnv.com](mailto:dwelter@hcsdnv.com)

Denio Elementary School  
Grades K-8  
Laura Molini, Principal  
P.O. Box 76  
Denio, Nevada 89404  
(775) 941-0376  
[lmolini@hcsdnv.com](mailto:lmolini@hcsdnv.com)

Kings River School  
Grades K-8  
Michelle Garrison, Principal  
Star Route 134  
Orovada, Nevada 89425  
(775) 859-0352  
[mgarrison@hcsdnv.com](mailto:mgarrison@hcsdnv.com)

Orovada School  
Grades K-8  
Lisa Weber, Principal  
P.O. Box 85  
Orovada, Nevada 89425  
(775) 272-3333  
[lweber@hcsdnv.com](mailto:lweber@hcsdnv.com)

Paradise Valley Elementary School  
Grades K-8  
Robert Lindsay, Principal  
P.O. Box 33  
Paradise Valley, Nevada 89426  
(775) 578-3382  
[rlindsay@hcsdnv.com](mailto:rlindsay@hcsdnv.com)

Options Program  
Grades 7-12 – Adult Ed  
Amy Nelson, Program Director  
731 Fairgrounds Road  
Winnemucca, NV 89445  
(775) 623-8277  
[anelson@hcsdnv.com](mailto:anelson@hcsdnv.com)

## District Departments

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Director of Opportunity  
Deanna Owens, Director  
310 E. Fourth Street  
(775) 623-8128  
[dowens@hcsdnv.com](mailto:dowens@hcsdnv.com)

Director of Performance  
Noel Morton, Director  
310 E. Fourth Street  
(775) 623-8100  
[nmorton@hcsdnv.com](mailto:nmorton@hcsdnv.com)

Finance/Accounting  
Ronda Havens, Supervisor  
310 E. Fourth Street  
(775) 623-8116  
[rhavens@hcsdnv.com](mailto:rhavens@hcsdnv.com)

Health Services  
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[mtyree@hcsdnv.com](mailto:mtyree@hcsdnv.com)

Food Service Coordinator  
Laura Jensen  
310 E. Fourth Street  
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Human Resources  
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310 E. Fourth Street  
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[dhagness@hcsdnv.com](mailto:dhagness@hcsdnv.com)

Maintenance  
Bryon Krell  
310 E. Fourth Street  
(775) 623-8110  
[bkrell@hcsdnv.com](mailto:bkrell@hcsdnv.com)

Director of Dining Services  
Michael Raven, Chartwells  
310 E. Fourth Street  
(775) 623-8109  
[mraven@hcsdnv.com](mailto:mraven@hcsdnv.com)

Technology  
Josiah Brown, Supervisor  
310 E. Fourth Street  
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Transportation  
Sara Garfinkle-Braun, Foreman  
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[sbraun@hcsdnv.com](mailto:sbraun@hcsdnv.com)

### *Disclaimer:*

***THE SCHOOL RULES IN THIS HANDBOOK ARE SUBJECT TO CHANGE, PLEASE SEE THE HUMBOLDT COUNTY SCHOOL DISTRICT WEBSITE FOR MOST UP-TO-DATE RULES, POLICIES, AND REGULATIONS.***

*Humboldt County School District makes every effort to keep the District Student Handbook and Information Guide updated annually. School Site Handbooks are provided as a quick guide to rules and regulations that facilitate the day to day operations at the individual school sites. Currently HCSD and the school sites are aligning the School Site Handbooks and the District Handbook and Information Guide to ensure consistency across the District.*

*Please be aware that school rules published in the School Site Handbooks and District Handbook and Information Guide are subject to change to maintain compliance with federal, state, and/or local regulations and are subject to review and alteration as becomes necessary for the routine operation of the school. The public is noticed of potential District Policy changes when they are placed on a School Board Agenda for discussion and action. Regulations are to help implement the Policy approved by the Board. The most current handbook will be available on the District website at [www.hcsdnv.com](http://www.hcsdnv.com) or contact the District Administrative Office at (775)623-8100 for assistance.*

## Table of Contents

STUDENT REGISTRATION INFORMATION .....	6
ASSESSMENTS .....	6
TEST SECURITY .....	8
TRANSPORTATION .....	8
ATTENDANCE   NRS 392.040 .....	10
HOMELESS STUDENTS.....	11
STUDENT DRESS CODE    HCSD POLICY 5190 .....	12
CODE OF HONOR   (SB214)   HCSD POLICY 5005 .....	13
STUDENT CONDUCT   HCSD POLICY 5035 .....	13
Off Campus Solicitation of Funds .....	15
SCHOOL DISCIPLINARY PROCEDURES .....	18
STUDENT RECORDS & INFORMATION AND CONFIDENTIALITY .....	20
“OPT OUT” DIRECTORY INFORMATION .....	21
HARASSMENT, DISCRIMINATION, VIOLENCE, BULLYING, & SCHOOL SAFETY .....	22
HEALTH AND WELLNESS .....	24
ASTHMA RESCUE INHALERS AND EPINEPHRINE AUTO-INJECTORS:.....	26
EPINEPHRINE DISTRICT POLICY .....	26
FOOD SERVICES .....	27
INSTRUCTION .....	27
EDUCATIONAL INVOLVEMENT ACCORD .....	27
VOLUNTEERS.....	28
TITLE I PARENT’S RIGHTS.....	28
TITLE III PARENTS’ RIGHTS .....	29
PUBLIC COMPLAINT POLICY .....	29
ELECTRONIC RESOURCES & DEVICES .....	29
INTERNET .....	30
ATHLETIC CODE .....	31
PARENT/STUDENT SIGNATURE AND ACKNOWLEDGMENT FORM .....	32
RELEASE OF STUDENT DIRECTORY INFORMATION OPT OUT FORM .....	34
STUDENT INTERNET ACCEPTABLE USE AGREEMENT .....	35
STUDENT RESIDENCY FORM .....	37

## STUDENT REGISTRATION INFORMATION

The District welcomes all students and their families to our learning community. Families will be provided information regarding student registration, the schools, family assistance programs, transportation, health and food services, special education and other community services. Families may call individual school sites to obtain more information regarding the registration process.

Parents/Legal Guardians are asked to bring the following information when registering their child:

- State issued birth certificate
- Medical information
- Proof of immunizations
- Parent/legal guardian's name, address and phone number
- Emergency phone numbers for when parents cannot be reached
- Family doctor's name if possible
- Previous school; name, address, phone, fax numbers
- Special Education information, if applicable
- Certified copies of Letter of Guardianship or Decree or Order Designating Custodial Parent, if applicable
- Notarized Statement of Parents/Court Appointed Guardians Allowing Temporary Authority to Enroll Student, if applicable

Enrollment for a kindergarten student takes place during a special registration session in May. Children must be five (5) years old on or before September 30<sup>th</sup> of the current year to enroll in kindergarten. New families moving to town may register their child online at any time by going to our website page: <http://www.hcsdnv.com/infinite-campus>.

### **Students Transferring from Other Districts**

When parents move to a different school zone within the district, they must bring in proof of address and fill out the records request form. Parents/legal guardians must also provide a state issued birth certificate, medical information, proof of immunizations, pertinent address and phone numbers of parents/legal guardians, emergency contacts and family doctors, special education information, if applicable, certified copies of "Letter of Guardianship or Decree or Order Designating Custodial Parent", if applicable, a Notarized Statement of Parents/Court Appointed Guardians Allowing Temporary Authority to Enroll Student, if applicable. New families moving to town may register their child online at any time by going to our website page: <http://www.hcsdnv.com/infinite-campus>.

### **Transfers within the District**

Occasionally parents/legal guardians wish to transfer their child from one school to another school in the district. The District's policy allows for transfers under certain circumstances if the enrollment of the school to which the parents/legal guardians wish their child transferred is not full and the administration of the schools feel it is in the child's best interest.

### **Student Retention**

Though retention in a grade is not always successful, it is one way to remediate under-achievement or give a student the opportunity to mature a year. Normally, if a student is retained, it is done in elementary school with the involvement and recommendation of the student's teacher(s) and parents/legal guardians.

## ASSESSMENTS

### **Humboldt County School District Assessment Program**

The HCSD Assessment Program supports teaching and learning by providing assessments administered as a part of the state's Nevada Proficiency Examination Program (NPEP). This comprehensive series of assessments, in various test formats with varying purposes, provides opportunities for our district, schools, teachers, students and parents to assess, monitor and improve student achievement.

### **District Level Assessments**

ACT

Writing, Reading, English, Math & Science (Grade 11)

All HCSD students take the ACT during their junior year. The ACT assessments are specifically designed to measure students' level of college and career readiness and provide valuable feedback to support the attainment of students' college and career goals. Currently participation is mandatory at least once in order to graduate, yet no passing score is required.

### **Measurement of Academic Progress - MAP**

#### **Reading & Mathematics (Grades K-8)**

MAP is a Nevada Academic Content Standards aligned, adaptive, and computerized assessment program that provides educators, students and parents with information that can be utilized to improve teaching and learning. Educators use the academic growth and achievement data provided by MAP to implement instruction focused specifically on students' needs. HCSD students in grades K-8 take the reading and math MAP at least two times during the school year. (Individual schools may choose to MAP test a third time during the year and some schools do not have Kindergarten students test in the fall.)

### **State Level Assessments**

#### **Career & Technical Education Assessments – CTE**

##### **CTE Program Completion Students**

HCSD annually administers two types of CTE assessments. The Workplace Readiness Skills Assessment measures the “soft skills” needed to be successful in all careers, and the End-of-Program Technical Assessment is program specific and measures the skill attainment of a student who has completed a program course sequence. High school students that enroll in certain CTE programs are required to take these assessments.

#### **English Language Proficiency Assessment - WIDA**

##### **All Limited English Proficient Students**

Students identified as limited English proficient must be assessed annually with the WIDA. This assessment is used to determine a student's English proficiency in five areas: speaking, listening, reading, writing, and comprehension.

#### **High School End-of-Course Assessments**

##### **English Language Arts & Mathematics (Grades 9-10)**

Beginning with the graduating class of 2017, Nevada students will no longer take the Nevada High School Proficiency Exams (HSPEs) in order to earn a standard or advanced high school diploma. Nevada has instead replaced the HSPEs with high school end-of-course assessments that will assess students' academic achievement in English language arts and mathematics. Currently there is a Math I EOC exam that aligns with Algebra I, a Math II exam that aligns with Geometry and English I and II exams that will be administered during the 10th grade year or after completion of English I and II. The graduating classes of 2017 and 2018 must participate in all 4 exams and pass the corresponding classes as well as earn all required credits to graduate. Those students graduating in 2019 and beyond will be required to pass the EOC exams as well as the corresponding courses and meet all other state requirements.

#### **High School Science Test**

##### **Science (Grade 10)**

In order to maintain an assessment of learning in science, Nevada will continue to administer a state science test in grade 10. The purpose is to provide feedback for schools, teachers, students and parents regarding mastery of the NVACS in Science. Students graduating in 2017, 2018 and 2019 are required to participate in this exam in order to graduate.

#### **State Academic Assessments**

##### **English Language Arts & Mathematics (Grades 3-8) Science (Grades 5 & 8)**

Beginning in the 2014-2015 school year, Nevada will no longer administer the traditional Reading and Mathematics Criterion Reference Tests (CRTs) in grades 3-8. Instead, students throughout the state will take online assessments. Results from the tests will show students' progress toward mastering the Nevada Academic Content Standards. Additionally, results will be used to help determine school's star rating for the state's school accountability system, the Nevada Schools Performance Framework.

##### **Science (Grades 5 & 8)**

Students in grades 5 and 8 will continue to participate in a CRT Science Exam each spring. The purpose is to provide feedback for schools, teachers, students and parents regarding mastery of the NVACS in Science.

#### **Nevada Alternate Assessment - NAA**

##### **All Eligible Students Grades 3-8 & 11**

The NAA is the alternate statewide assessment for students with significant cognitive disabilities. The NAA assesses student academic performance on Nevada Content Standards through direct observation of specific tasks.

## TEST SECURITY

In order to maintain the integrity of state and district assessments, students and parents are encouraged and school officials<sup>1</sup> are required to report any suspected testing irregularities. Testing irregularities may be committed by school officials, students or any other parties involved in the testing process.

A test administration irregularity is the failure to administer an examination in the manner intended by the person or entity that created the examination.

A test security irregularity is an act or omission that tends to corrupt or impair the security of an examination. Irregularities in testing security include such things as failing to comply with state and district security procedures or disclosing questions, or answers to questions, on an examination in a manner not otherwise approved by law.

Nevada law specifically prohibits any school official from directly or indirectly using his or her official authority to influence a student, parent, or another school official in an effort to interfere with the disclosure of information concerning a testing irregularity.\*

A person who willfully discloses untruthful information concerning testing irregularities may be guilty of a misdemeanor and subject to disciplinary action. A teacher or administrator may be demoted, suspended, not re-employed, or his or her license suspended for failure to observe and carry out state, school or district test security plans.

Issues of test security and procedures that ensure the security of the examinations are outlined in greater detail in Humboldt County School District's Test Security Plan. A copy of this plan may be viewed on the Humboldt County School District website, [www.hcsdnv.com](http://www.hcsdnv.com).

<sup>1</sup> School official is defined as a member of a board of trustees or a licensed or unlicensed person employed by the board of trustees of a school district.

\*Nevada Revised Statutes (NRS) 391.600 through 391.648 provide for specific rights and responsibilities of school district personnel with regard to the disclosure of irregularities in testing administration and testing security relative to all state and district mandated examinations. These rights and responsibilities can be viewed on the Nevada Legislature website, [www.leg.state.nv.us](http://www.leg.state.nv.us).

## TRANSPORTATION

### Transportation Information

Bus route information is available at each school, the Transportation Office and on the District web site, [www.hcsdnv.com](http://www.hcsdnv.com). Due to last minute student registrations during the first two weeks of school, bus routes and stop times may be altered. Only children eligible for transportation services will be transported.

School bussing in the State of Nevada is not mandated. However, Humboldt County School District provides this privilege as a service to students. The District operates transportation services for K through 12th students who live outside of the boundaries the HCSDBoard of Trustees has authorized for transportation. For K-6 students, transportation may be provided for students who live outside of a 1.25 mile radius of the school. For 7<sup>th</sup> and 8<sup>th</sup> grade transportation may be provided for students who live outside of a 1.5 mile radius of the school or outside the city limits. For high school students, transportation may be provided to those who reside outside a 2 mile radius or live outside the city limits. Students with disabilities may qualify for special transportation if they cannot access school on regular school bus routes. Special transportation must be included in the child's Individualized Education Plan (IEP).

It is the District's goal to provide safe and economical student transportation services. To accomplish this goal, there are responsibilities and rules for each member involved in the transportation system: staff, students and parents/legal guardians. We ask parents/legal guardians to become familiar with the rules and procedures and to discuss them with their child so that we can work as a cooperative team to make transportation successful.

Students are not allowed to ride a bus they are not normally assigned or be dropped off at another stop without a bus pass from the office. In order to receive a bus pass, a parent needs to call Transportation Services at 775-623-8115 prior to 1:00 to ensure that approval is then relayed to the school prior to departure. Bus passes will NOT always be approved and will be dependent on availability on the bus.

Children who are not enrolled in the District are not allowed to ride the bus. Parents/Legal guardians may not ride busses with their child. The phone number for Transportation Services is (775) 623-8115.



## **Video Cameras**

Video cameras have been installed in all school buses. They are used to monitor behavior on District vehicles transporting students to and from curricular and extracurricular activities. Students in violation of the District conduct rules shall be subject to disciplinary action in accordance with established school board policy and Nevada Administrative Codes governing student conduct and discipline. Video equipment is also used to monitor the performance of District employees in the fulfillment of their duties on District vehicles transporting students to and from curricular and extracurricular activities. Any illegal acts recorded in District vehicles will be turned over to the appropriate personnel and/or authorities. At no time are parents or students allowed to view video as other students are present and can be seen and heard on the recordings.

## **Student Conduct and Responsibilities**

The following rules for student conduct and discipline are contained in Nevada Administrative Code 392.300 and/or have been adopted by the School Board for the safety of the transported students. Students not choosing to obey these rules may be suspended or expelled from transportation services for up to one year. Please review these safety rules:

- Students being transported are under the direction of the bus driver.
- Fighting, wrestling, boisterous, or vulgar language or gestures and inappropriate written material or activity is prohibited on District vehicles.
- Students shall use the emergency door only in case of emergency.
- Students shall be on time for the bus both morning and afternoon.
- Fireworks, knives, explosives, guns, mace and/or any other instruments which can be used to damage property or cause injury, are not allowed on a vehicle. Look-alike instruments/weapons are treated as real articles.
- The following items are not allowed on the bus: animals, glass containers, aerosol cans, skateboards, fishing poles, snowboards, hockey sticks, weapons or look-alike weapons, golf clubs, helium balloons, skis, shovels, or laser pens. Roller blades must be transported in a duffle bag or backpack. Craft projects must be in a bag or box. Any item used in an unsafe manner may be confiscated, and the student must bring a parent/legal guardian to the Transportation Office to retrieve it. It is against school policy to have a skateboard at school; therefore, they are not allowed on a school bus.
- Instruct your child in the safe manner of walking to and from the bus stop.
- Instruct your child to stand to the side of the road, minimally ten (10) feet from the road when waiting for the bus.
- Students shall remain seated while the bus is in motion.
- When necessary to cross the road, students shall cross in front of the bus when instructed by the bus driver.
- Students shall not extend their hands, arms or head through bus windows.
- Written parental/legal guardian permission is required for students to exit the bus at a stop other than their regular stop.
- Students shall not open or close windows without permission of the driver.
- Students shall keep the bus clean, and shall refrain from causing damage to it.
- Students shall be courteous to the driver, students and community members.
- 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.
- 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 door and windows that set off alarms.
- Students shall not possess or use tobacco in any form including electronic cigarettes.
- Narcotics, drugs, or alcohol possession or use on the bus is prohibited.
- Students shall not light any type of combustibles on the bus.
- Students shall not throw objects on the bus.
- Students shall not eat or \*drink on the bus. \*Bottled water is allowed.
- Items, which cannot be safely transported while held in the pupil's lap or stowed in an empty seat or directly under the seat, are prohibited.

Emergency evacuation drills will be held twice per year; once in the fall and once in the spring.

## **Driver Requirements and Responsibilities**

In order to become a Nevada School Bus Driver, a person must meet specific requirements as set forth by federal and state law. Each District driver is CDL licensed and CPR and first aid certified. Drivers for the District are expected to maintain discipline while operating the bus in a safe manner.

## **What if... or FAQ's**

### ***My child is not on the afternoon bus?***

If your child fails to return home at his/her expected time, contact the District's Transportation Office at (775) 623-8115. If nobody answers at the transportation office, call (775) 623-8110, and a third option would be to reach (775) 623-8100. Please keep in mind there may be many reasons for a bus to be late on its route. A bus could be late if there is a substitute driver, if there are mechanical problems, traffic tie-ups, inclement weather, or poor road conditions.

### ***My child receives a bus citation?***

HCSD Transportation uses progressive discipline when dealing with student misbehavior on buses. The normal sequence is 1) The driver will contact parent/guardian seeking support in correcting the behavior. 2) A citation will be written that is reviewed by the Bus Foreman or designee and if warranted sent to the school site. This will lead to an administrative/student conference and parent notification. 3) Administrator/student conference, notification of parents and a 3 day suspension from the bus. 4) A 4th or 5th offense will lead to a 30 day bus suspension. Serious behavior, insubordination, or actions which will jeopardize the safety of others may result in more serious consequences even on the first offense. The length of each suspension will be at the discretion of the administrator and/or designee with the Bus Foreman/Driver and parents.

### ***I have a concern about the transportation service?***

We ask that you call the District's Transportation Office at (775) 623-8115. The staff at the Transportation Department will relay your message to the driver, and then he/she will contact you. If you are unable to resolve your concern, please discuss the situation with the Transportation Director.

### ***How will I know if schools will be open or buses will be running on time?***

The District will make a decision by 6:00 a.m. on whether the buses can transport students safely during bad weather. We ask that you listen to the local radio stations, and check the district's Facebook page. They are informed and updated as quickly as decisions are made. Local radio and television stations are your best source of information because phone lines may be busy. Please do not call the schools.

Area radio stations will announce school cancellations, delay of starting time or dismissal of school. If no announcements about Humboldt County Schools are made, schools are open. If schools are closed for emergency reasons for one day, they will be open the following day unless information to the contrary is announced.

Facebook: <https://www.facebook.com/HumboldtCountySchoolDistrict?fref=ts>

Website: [www.hcsdnv.com](http://www.hcsdnv.com)

Robocall

Buckaroo Radio 92.7 FM

MIX 102.7 FM

## **School Bus Law    NRS 484.357**

School bus drivers must follow all the traffic regulations individual motorists must follow. Nevada school buses are equipped with flashing amber and flashing red lights near the top of the bus on the front and on the rear of the bus. The flashing amber lights are turned on to warn other traffic that the bus is about to stop to load or unload children. When the red lights begin to flash, drivers meeting or overtaking the bus from either direction must stop before reaching the bus. Remain stopped until the flashing red lights are turned off. **The school bus law applies on a non-divided highway such as the US 95 Highway, Grass Valley Road or if you are on a highway with two, three or four lanes of traffic.**

## **ATTENDANCE    NRS 392.040**

The District schools in Winnemucca and McDermitt operate on a 180 day program and Denio, Kings River, Orovada and Paradise operate on a 150 day program (4-day school week). Nevada law (NRS 392.040) requires school age children to be enrolled in public school and attend on a regular basis. Except as otherwise provided by law, each parent, guardian, or other person in the State of Nevada having control or charge of any child between the ages of 7 and 18 years shall send the child to a public school during all the time the public school is in session in the school district in which the child resides. Absences should be pre-arranged when possible. Students must attend ninety percent (90%) of the time; therefore, a student may not miss more than ten (10) days per semester.

Children are also exempt from public school enrollment and attendance if they are enrolled in a private school, or if they are registered for homebound instruction through the District.

Regular attendance is essential if students are to receive full benefit from the educational opportunities. An absence means not only that the student misses the instruction that has been taught on that day, but also that the student usually misses key points and assignments for the next day. Frequent absences often result in the student becoming discouraged and resistant to school because the student loses continuity and understanding of the class work.

The following information concerning attendance will be helpful to parents:

- Attendance as well as achievement will determine successful completion of school classes.
- Within three (3) days of a student's absence, parents or legal guardians must notify the school of the absence in writing or by calling the school to excuse the absence.
- Absences are excused for illness and emergencies beyond student control and for other reasons where satisfactory arrangements are made in advance by a parent or legal guardian. All other absences are unexcused or truant.
- Parents/Legal guardians are urged to make doctor or dental appointments after school hours to minimize the loss of school time.
- Requests to leave school for any reason must be approved by a parent or legal guardian.

Every effort should be made to avoid keeping a student out of school for reasons other than real illness. Of course, when a student is ill, he/she should be kept at home. School staff is responsible for maintaining attendance records and reporting absences to parents by a notation on the report card, by a telephone call, or by a letter when a problem is evident.

Students enrolled in the distance education program are required to report to the Teacher of Record on a weekly basis either by a face-to-face meeting, a telephone call, or an e-mail communication. Failure to report will be deemed as an absence from the program and may result in the student being marked truant with the possibility of being referred to the Humboldt County Juvenile Probation Department.

### **Truancy**

A student is deemed truant when he/she is absent from school without the written approval of his/her teachers or principal. Unapproved absences for at least one period, or the equivalent of one period, may be deemed as truancy. In accordance with NRS 392.140, any student who has been declared a truant three or more times within one school year must be declared a habitual truant. Written notification of truancy shall be mailed to the student's parent/legal guardian and may result in a referral to Humboldt County Juvenile Probation Department authorities.

## **HOMELESS STUDENTS**

All students are guaranteed the rights of a free and appropriate education when experiencing homelessness as guaranteed in the McKinney-Vento Homeless Assistance Act. The definition of homeless children and youth is an individual who lacks a fixed, regular, and adequate nighttime residence and includes:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Living in a motel, hotel, trailer park, or camping ground due to the lack of alternative adequate accommodations.
- Living in an emergency or transitional shelter.
- Abandoned in a hospital.
- Awaiting foster care placement.
- Living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.

Under the McKinney-Vento Act, children in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled.
- Receive transportation to and from the school of origin.
- Enroll in school immediately, even if missing records and documents normally required for enrollment, such as a birth certificate, proof of residence, previous school records, or immunization/medical records.
- Enroll, attend classes and participate fully in all school activities while the school arranges for the transfer of records.

- Have access to the same programs and services that are available to all other students including transportation and supplemental educational services.
- Attend school with children not experiencing homelessness; segregation based on a student's status as homeless is prohibited.

The District has a homeless liaison and each school has a homeless liaison that will ensure immediate enrollment into a school without required documents. All students in the District are able to be bused to any school of enrollment. Students will receive additional academic support as needed, and additional services can be afforded the student as appropriate. To contact the Homeless Liaison, call the Office of Educational Opportunity, 775-623-8100.

### ***DRESS CODE AND GANG ACTIVITY OR ASSOCIATION***

Student dress and grooming is the responsibility of the individual and his/her parents/guardians in cooperation with the following District guidelines:

- Dress and grooming shall be clean and consistent with health, sanitary and safety practices.
- When a student is participating in special activities, his/her dress and grooming shall not disrupt the performance or constitute a health threat to him/herself or other students.
- Dress and grooming shall not disrupt the teaching-learning process. Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

## **STUDENT DRESS CODE HCS D POLICY 5190**

The purpose of the student dress code is to encourage students to dress for “success” and come to school properly prepared for participating in the educational process. The Humboldt County School District recognizes that, within certain limits, each student's mode of dress and grooming is a manifestation of individual and personal style and preference. The primary responsibility for dress and grooming rests with the student and the student's parent/guardian except where their choices affect the school's educational program or the health and safety of others. The school district reserves the right to insist that the dress and grooming of all students be within the limits of accepted community standards. Students shall be required to show proper attention to personal cleanliness. Fashions and fads that become a health or safety hazard to oneself or others will not be allowed.

Students' dress, personal appearance and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school, present a hazard to the health or safety of the student or others in the school, cause excessive wear or damage to school premises or property or to prevent the student from achieving his educational objective. Any style that tends to diminish instructional effectiveness or discipline control by teachers is not acceptable. The school administration shall have the right to designate which types of dress or appearance distracts or disrupts the educational program and may be considered a potential safety hazard.

Any student wearing or carrying gang, drug, or alcohol paraphernalia or symbols, or making gestures that symbolize gang membership shall be referred to the principal. The student's parent/guardian shall be contacted, and the student shall be sent home to change clothes if necessary.

Handbooks and/or newsletters prepared at each school level (elementary, middle or high) shall express specific requirements and prohibitions. Each school will be responsible for in-service activities to acquaint student and staff with the enforcement procedures of these requirements. Because of safety concerns, the administration may restrict certain articles of clothing, jewelry and/or footwear from being worn or brought to school. This could be done either on a temporary or permanent basis in order to protect students and staff.

The principal shall retain the authority to grant exceptions to the school dress policy for special occasions and/or special conditions.

### **Gang and Gang Activity HCS D Policy 5285**

It is the opinion of the Board of Trustees that the presence of gangs and gang activities can create a substantial disruption of or interference with school and school activities. It is the position of the Board to take a “zero tolerance” stance concerning gangs and gang activities in, on and around the school buildings and other school owned properties.

It is further concluded by the Board of Trustees that school safety is the primary objective regarding this policy. The zero tolerance position applies to any act or behavior that jeopardizes school safety and order mandated by all accepted rules of an educational facility.

For the purposes of this regulation a gang is defined as a group of two or more persons whose purposes include the commission of illegal acts or whose practices create and carry out acts of intimidation, disruption or interference with the everyday operation of a school or school activities.

## **CODE OF HONOR (SB214) HCSD POLICY 5005**

### **Nevada Department of Education – Code of Honor**

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

#### **What is cheating?**

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

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

#### **What is plagiarism?**

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

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source;
- Turning in purchased papers or papers from the Internet written by someone else;
- Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own; and
- Helping others plagiarize by giving them your work, even if you don't think it will be copied

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

Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed to your child's school administration and/or the District.

**\*\*\*Parent signature is required on the Parent/Student Signature and Acknowledgement Form.\*\*\***

## **STUDENT CONDUCT HCSD POLICY 5035**

The District has traditionally emphasized good student conduct. Rules and responsibilities governing discipline and conduct are presented in this document so that all members of the school community (students, parents, teachers and administrators) may know what is expected. By working together under clearly stated and consistently enforced regulations, we can continue to improve the District's tradition of firm and fair discipline. Our goal is for each student to develop strong character and become well-adjusted and self-disciplined toward the positive expectations of our society and other individuals.

HCSD students are entitled to express themselves in a manner consistent with the rights guaranteed by the First and Fourteenth Amendments to the United States Constitution, provided that such expression does not disrupt instruction at a public school, is not used to bully or intimidate any person and is not organized, broadcast or endorsed by the public school. (AB120).

### **Student Discipline**

“Discipline” means “to learn”. Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, rights and responsibilities. Ideal discipline is self-directed and self-controlled. Schools, the community, and parents/legal guardians share the responsibility for helping students develop self-discipline.

Discipline is necessary to assure an orderly environment in which each person may live and learn to his/her full capacity in harmony with others. The District goals cannot be achieved in an environment that is less than orderly. The District shall expect acceptable behavior on the part of all students who attend schools in the District. Discipline shall be enforced fairly and consistently, regardless of race, creed, sex, color, age or national origin. Such discipline shall be consistent with applicable federal and state laws. These regulations shall provide for the uniform implementation of board policy 5040 in the School District. The law charges every teacher and principal with maintaining order and discipline among students and provides that students who do not comply with reasonable rules may be recommended for disciplinary action. Actions taken to control and correct undesirable student behavior should take individual circumstances into account. Concern for the safety and educational welfare of all students must be the priority. When self-control falters and self-discipline fails, discipline must be imposed to protect the rights of others and for the individual’s own benefit.

Students receiving and students who have been identified as qualifying for Special Education and/or 504 services, shall be disciplined in accordance with provisions of Part B of the Individuals with Disabilities Act (IDEA) and section 504 of the Rehabilitation Act.

### **Rules of Behavior**

The violation of the following rules of behavior by a student “on school property” may result in appropriate discipline of the student:

- Malicious damage to school property.
- Willful disobedience to administrators, teachers or other school personnel.
- Possession of intoxicating liquor, a controlled substance or a counterfeit substance.
- Using or being under the influence of an intoxicating liquor, inhalants or a controlled substance.
- Hazing in connection with any school or social activity relating to school.
- Impairing the health, safety or welfare of teachers, students or other persons.
- Impertinent language toward administrators, teachers or other school personnel.
- Use of profane or vulgar language.
- Use of tobacco or electronic cigarettes.
- Sexual harassment of students, administrators, teachers or other school personnel.
- Being guilty of conduct which interferes with the maintenance of school discipline.
- Being guilty of conduct which warrants the reasonable belief that disruption of school operations will likely result.
- Violating the district’s technology acceptable use policy.
- Violating any other rules that the principal has deemed unacceptable and has published in the site handbook.
- Any action which the principal deems an educational disruption.

For the purposes of this policy, “on school property” includes conduct on school property, at an activity sponsored by the school, on a school bus, in a school vehicle, at a school function or otherwise off school property that adversely affects the operation of the school.

### **Student Responsibilities**

- Attend school regularly and punctually.
- Be self-controlled, reasonably quiet and non-disruptive on the school campus, at school-sponsored activities and on school vehicles.
- Be clean and dress in compliance with school rules of sanitation and safety and in a fashion that will not disrupt classroom procedures.
- Be reasonable, modest, self-controlled and considerate in your relationships with other students.
- Maintain relationships with teachers and all other school personnel that are mutually respectful. Comply with directions promptly and courteously.

- At all times, use language and gestures that are respectful.
- Respect private, public and school property.
- Possession and/or use of tobacco or e-cigarettes in any form by students on school property or while attending school-sponsored activities are illegal in the state of Nevada.
- Students, who use, possess, share and/or sell, or are under the influence of alcohol, narcotics or other dangerous drugs while under school jurisdiction, on District property, or any school-sponsored activity are subject to immediate suspension and may face an expulsion hearing consistent with District policy.
- Be familiar with the Student Code of Conduct. Understand that members of the school staff will correct student misconduct whenever the misconduct falls within school jurisdiction.

### **Teacher and Staff Responsibilities**

- Demonstrate enthusiasm for teaching, learning and genuine concern for the students.
- Plan each day so that it is interesting, challenging and rewarding.
- Guide learning activities so students learn to think and reason, assume responsibility for their actions and respect the rights of others.
- Recognize and accept responsibility for student discipline. Each teacher has the primary responsibility and authority for student safety and conduct.
- Participate in the establishment of school rules and regulations regarding student behavior. Explain these rules to students and require observance of them.
- Be fair, firm and consistent in enforcing school rules on the school campus, at school-sponsored activities and in school vehicles.

### **Site Administrator Responsibilities**

- Plan for and direct the receiving of teacher or counselor referrals of students with behavior problems. Confer with these students, communicate with parents and set cooperative procedures for bringing about modification of the inappropriate behavior. Follow up with the referring staff member.
- Be fair, firm and consistent in all decisions affecting students, parents/legal guardians and staff.
- Demonstrate by word and personal example, respect for law, order, self-discipline and genuine concern for all persons under your authority.
- Become acquainted with students by visiting classrooms and attending school activities.
- Maintain communications between the school and home.

### **School Board, Superintendent, and District Administrators' Responsibilities**

- Maintain an effective staff at all levels.
- Inform the community what is expected of Humboldt County School District students and the consequences if rules are violated.
- Give full support to the staff charged with the responsibility for enforcing discipline in accordance with District policy and Nevada law.
- Develop programs that provide for students with special needs.
- Be fair and consistent in making the final decisions regarding those students whose behavior problems have been appealed from individual schools to the Superintendent and School Board, in accordance with District policy and Nevada law.
- Become acquainted with the schools, staff and students by visiting buildings and attending school activities.

### **Age of Majority**

Every student eighteen (18) years of age or older is considered an adult and shall have the same rights and responsibilities as an adult. Adult students, like all other students, shall comply with Board policy, established rules, pursue a prescribed course of study and submit to the authority of teachers and the administration. When a student turns eighteen (18), all Board policies and regulations that refer to parents/legal guardians will be interpreted to refer to the student.

### **Off Campus Solicitation of Funds**

Students are not authorized to conduct door-to-door promotion or solicitation for a school or a school group.

## **Student Organizations**

Organized student groups joined together by common interest and purposes related to educational functions of the school are an integral part of the school system. When such groups are properly organized, they make important contributions to the life of the school and the student. According to school regulations, all organizations that carry out activities within the school must obtain approval of the principal or his/her designated representative.

## **Typical Illegal Acts and School Violations**

### **Arson**

Arson is the intentional setting of fire to property or facilities. Setting off false alarms is also grounds for disciplinary action.

### **Assault, Menacing or Bullying**

Physical violence or the threat of physical violence is referred to as assault, menacing or bullying. Included is fighting in a school building, on the school grounds or nearby vicinity, in District vehicles or at school-sponsored activities. "Menacing" is willfully threatening to assault a fellow student or a faculty member. The District considers the following types of behavior examples of bullying:

1. *Verbal Bullying*: Slandering, ridiculing, persistent name calling which is hurtful, insulting or humiliating.
2. *Physical Bullying*: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault
3. *Gesture Bullying*: Non-verbal threatening gestures or glances which convey threatening messages.
4. *Cyber Bullying*: Repeatedly tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting an employee or student using email, instant messaging, text messaging, or any other type of digital technology.

### **Coercion, Hazing or Intimidation**

Coercion or hazing includes threats or use of force to obtain money or other property, or to force someone to do something against his/her will. Intimidation is any behavior that contributes to a hostile educational environment.

### **Disruptive Behavior**

Persistent disruptive or abusive conduct that deprives other students of the right to learn or that interferes with the instructional program in the classroom will not be tolerated.

### **Drugs and Alcohol**

It is unlawful for a student to possess, purchase, use, distribute, or be under the influence of alcohol, an illegal substance or an imitation illegal substance; or to possess, purchase, use, distribute or be under the influence of a restricted or controlled substance for which the student does not have a prescription. It is also unlawful for a student to distribute his/her own prescription drug to others.

### **Forgery**

Forgery includes any attempt to deceive. Examples are signing another's name to an excuse, assignment or other document, as well as changing or altering school documents.

### **Gang Activity or Conduct**

Any student behavior promoting gang involvement or activity through attire, language or nonverbal gestures (including graffiti) is prohibited.

### **Profane Language and/or Indecent Gestures**

Such words and/or acts that infringe on the moral standards of most students cannot be tolerated in an atmosphere where attendance is required by law. Such words degrade the authority vested in District personnel.

### **Safety**

Safety is always our first concern. Once a student arrives on a campus, he/she is not allowed to leave without a parent's written notification. Parents who must take their child from school need to sign them out in the school office. If a student is returning to school, parents need to sign them back in at the office. All visitors to a school need to sign in at the school office. If staff does not know the visitor, proof of identification will be requested.

### **Theft**

Theft is the act of stealing personal or public property. Any pupil who commits or attempts to commit an act of theft against another pupil, the District, or any other party, will be subject to disciplinary action and referred to the appropriate law enforcement agency.



Students are urged not to bring valuables or large amounts of money to school. Beyond the teaching of personal responsibility and honesty, the school cannot assume direct responsibility for a pupil's personal belongings.

### **Tobacco**

The possession, use, distribution of tobacco or its imitation in any form by students violates Nevada law and District policy. Tobacco products will not be allowed on school property, in District vehicles, at school events and activities.

### **Trespassing**

Students who have been suspended or expelled from school and persons of school age who are not enrolled in the school may be subject to the appropriate state law or city ordinance related to trespass. Criminal trespass charges may be made when a person's presence has been denied or restricted from a campus.

### **Unlawful Interference with School Authorities**

Willful disobedience, insubordination, open defiance, intimidation or threat of force or violence against a school employee is a violation of state law.

### **Unsafe or Improper Use of a Vehicle**

While on school property, all vehicles will be used in a safe and non-disruptive manner. Parking regulations are enforced. Unsafe vehicle use leads to campus restrictions or law enforcement contact.

### **Vandalism**

Vandalism is defacing or damaging property. A student who commits an act of vandalism may be disciplined, suspended or expelled. The school may withhold the student's grade reports, diploma and/or records until the loss or damage has been paid. The parent or guardian of the student is liable for the payment for such damage if the student is younger than eighteen (18).

### **Weapons**

Nevada law defines an absolute, no tolerance policy toward weapons in the school environment.

Weapons include all types of firearms, plus any weapon, device, instrument, material or substance which under the circumstances in which it is used or attempted to be used or threatened to be used, that are capable of causing serious physical injury or death.

Consistent with Nevada law, a student who brings a weapon into a school environment or at any time is in possession of a weapon in a school environment shall be expelled for a minimum of one year, is prohibited from enrolling in any other Nevada school during the period of expulsion and may lose the opportunity of having a driver's permit or license until the age of twenty one (21). School environment includes all school campuses, all District vehicles and all school activities whether or not on school property.

### **Freedom of Expression on School Premises**

Freedom of expression is a constitutional right. It is guaranteed in the school within a context, which recognizes other basic rights of individual students, including the right to pursue their education without disruption. The opportunity for students to exercise freedom of expression within the law is an important element in the learning process.

Students bear responsibility in the exercise of their right of expression. They may not distribute or display materials which are libelous, obscene, dangerous, disruptive or which violate the law or regulations. Students shall not distribute or display material of a commercial nature.

Administrative approval is required for the distribution of materials on school premises. This policy shall be applied in a nondiscriminatory manner, allowing the dissemination of diverse viewpoints on political and social issues. The policy shall also be applied in a manner that encourages respect for individuals without regard to sex, race, religion, disability or national origin. Demonstrations or protests are permissible when they do not interfere with the school program or the rights of others. Students who engage in disruptive demonstrations will be ordered by the school administration to desist and disperse immediately. The students will be given no more than five minutes warning. Failure to comply with a directive to disperse will result in immediate suspension from school.

Suspended students who persist in interfering with the school process will be subject to immediate arrest for trespassing. Under no circumstances will school administrators be authorized to negotiate demands in order to end a demonstration.

## **Search and Seizure**

The District seeks to assure a safe and productive environment in our schools, which is appropriate for learning and which assures the safety and welfare of students and personnel. Searches and seizures may be conducted pursuant to the following standard:

If school officials have reasonable grounds for suspecting that a search will produce evidence that a student has violated, is violating or is about to violate either the law, or school rules and regulations, the official may search students and their possessions, their vehicle and any school property assigned to them. Evidence of violation may be seized. The scope of the search must be reasonably related to the circumstances initially justifying the search. School officials are not authorized to conduct strip searches. The use of dogs trained to search for drugs may be utilized for generalized, exploratory searches on an unannounced basis.

## **SCHOOL DISCIPLINARY PROCEDURES**

School staff is reluctant to remove students from the school environment. However, at times this action is necessary for the well-being of the student and or others.

Violation of school rules and regulations, based on severity and frequency, may result in reprimand and warning, detention, removal of privileges, suspension or expulsion. In matters other than minor and routine instances, parents/legal guardians will be involved and informed. In all cases of suspension or expulsion, due process procedures will be no less than those required by District policy and law. In addition to rules and regulations of the District detailed in this publication, students are expected to obey the laws of the State of Nevada and of the United States. On school property and at school-sponsored activities, violations of public laws will result in disciplinary action taken by school authorities regardless of whether or not criminal charges are pressed.

### **Suspension**      **HCSD Board Policy 5045**

Suspension temporarily removes from a student the privilege of attending school and all school activities until a reinstatement has occurred. Suspensions are made by the principal or his/her designee with the approval of the principal and do not exceed ten consecutive school days. Under special circumstances, the school administration may recommend in-school suspension. A suspension may be continued until specific pending action occurs, such as a court hearing, a medical or psychiatric evaluation or a review by a probation officer.

The following procedures shall be used in each case:

- The student shall be notified of the charge and the reason for the suspension.
- If possible, the student's parent/legal guardian will be notified by telephone prior to the student's dismissal.
- The student's parent/legal guardian will be requested to have a conference with the school administrator prior to the student's reinstatement.
- In the event the student or parent /legal guardian are dissatisfied with the suspension decision or the results of a parent/legal guardian conference, they may seek and obtain a conference with the school principal. Suspensions, as school-level discipline, may not be appealed to the Superintendent or School Board. However, if the parent or legal guardian is dissatisfied with the suspension decision after a conference with the principal, they may request that the Superintendent or designee review the decision to assure that due process was provided and to assure that the prescribed discipline is consistent with Nevada law and Board policy.

### **Expulsion**      **HCSD Board Policy 5045**

Expulsion denies the student attendance at school and at all school activities during the period of expulsion. Expulsion is typically for a period of a semester to one year. A one-year expulsion is required for a school weapons violation. The District School Board, Superintendent or hearings panel shall not expel a student without a hearing unless his/her parents/legal guardians (or the student, if eighteen (18) years old), waive the right to a hearing.

The following procedure shall be followed:

- A written notice of a disciplinary hearing will be hand delivered or sent by certified mail citing the specific acts that support the charge or charges. The notice will state when and where the hearing will take place. This notice will be mailed at least five (5) days prior to the hearing.
- Unless otherwise provided by the School Board, a hearing panel or the Superintendent of the School District will conduct the hearing.

- The student is permitted to have a representative present at the hearing to advise and represent him/her. The representative may be an attorney, parent/legal guardian or other person of the student's choosing.
- The student will be permitted to hear the evidence presented against him/her.
- The student will have the right to present his/her version of what precipitated the charges by means of oral testimony, affidavits, exhibits and witness testimony.
- The hearing panel will determine the facts of each case based upon the evidence presented at the hearing and will submit its findings and recommendation for disciplinary action to the Superintendent or designee.
- The hearing panel and the student may make a taped recording of the hearing.
- The Board reserves the right to review any and all decisions regarding expulsions made on its behalf by the Superintendent or designee. The parent/legal guardian or a student if age eighteen (18) or over, shall have the right to appeal an expulsion decision made by the Superintendent or designee for review by the Board. The request for appeal must be made in writing at least three work days before the next Board meeting. The Board will give notice of hearing to the appellant within the prescribed time lines and will conduct the hearing as provided in the policy. When appealed, the Board will affirm, modify or rescind the decision of the Superintendent or designee. The decision of the Board shall be final.

### **Student Arrest and Interview Policy      HCSD Policy 5050**

It is the desire and intention of the Board to maintain a spirit of cooperation between the Humboldt County School District and local law enforcement authorities. Consistent with the district's responsibility for the care and supervision of students during school hours, on school property, the following policy is hereby established relative to law enforcement access to students attending school.

#### **A. Arrest:**

1. A student may be removed from school grounds and taken into law enforcement custody upon notice to the school administration. The appropriate Release of Student forms shall be completed and placed in the school's file.
2. Upon notice from law enforcement authorities of an impending arrest, the student involved shall be summoned to the administrative offices of the school.
3. The arrest should take place within the administrative offices of the school and not in the view of uninterested parties. Every effort shall be made to assure that the arrest procedure is carried out in a manner that will not disturb classroom activities or call the arrest to the attention of other students. Law enforcement officers should enter the classroom or other areas of the school grounds only when requested to do so by the school administrators in response to an offense or incident occurring at the school.
4. Every reasonable effort shall be made by school authorities to notify the parent or guardian of any student removed from school and taken into police custody.

#### **B. Interview:**

1. Law enforcement access to students during school hours and/or removal of students from the classroom for interviews or other investigation will occur only when all other avenues of investigation have been exhausted.
2. Law enforcement investigation of a student may be undertaken within the school administrative office in the same manner as set forth above regarding arrest procedure.
3. Parents must be contacted prior to any law enforcement interview. Students will be advised of their legal rights including the right to have a parent present.

The foregoing is intended as general guidelines only. No effort has been made to encompass every situation in which law enforcement activity on school premises may occur.

The manner in which a particular policy/school situation is to be dealt with shall rest with the judgment of the school administration.

This policy does not pertain to child abuse and neglect cases whose policies are covered under NRS 432B.

### **Physical Restraint**

School employees and volunteers may use reasonable physical force upon a student when and to the extent the person believes is necessary to maintain order and when a student is endangering the safety of him/herself or others.

# STUDENT RECORDS & INFORMATION AND CONFIDENTIALITY

## **Student Records HCSD Policy 5095**

Student records will be maintained by the District for the benefit of the student. They will be used to promote the instruction, career development, guidance and educational progress of the student.

Student records must be maintained in the legal name of a student. In compliance with federal and state regulations, the following is a notice to parents/legal guardians and students who are eighteen (18) years of age or older ("eligible students") of their rights regarding student records.

### **Confidentiality**

Information contained in students' personal folders and health records shall be regarded as confidential by all school personnel.

### **Family Education Rights & Privacy Act - Parent-Student Rights Regarding Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

*(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.* Parents or eligible students should submit to the school principal or Superintendent a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

*(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.* Parents or eligible students who wish to request that the school amend a student's record should address the school principal or Superintendent in writing, clearly identifying the part of the record that they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student 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 parent or eligible student when notified of the right to a hearing.

*(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

*(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.*

The name and address of the office that administers FERPA is: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520 or visit the web at [www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)**

Parents may obtain a copy of the School District's policy regarding student education records.. All student records shall be periodically reviewed, and irrelevant material shall be discarded.

### **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-5920.**

## **“OPT OUT” DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Humboldt County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Humboldt County School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Humboldt County School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Humboldt County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1. If enrolled after October 1<sup>st</sup>, the written request is due within two weeks of the enrollment date. HCSD has designated the following information as directory information: [Note: An LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance

- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

**\*\*\*Parent signature is required on the Parent/Student Signature and Acknowledgement Form.\*\***

### **Progress Reports**

It is imperative that parents/legal guardians become involved in and stay apprised of their child's academic progress. Parent teacher conferences are strongly recommended for all students at the end of the first and third quarters. The schools will contact each parent about conference times. Parents/Legal guardians are encouraged to contact the schools any time they would like to confer about their child.

### **Student Progress Records**

Student progress records include a transcript of grades, courses taken, records of attendance, tests relating specifically to achievement or the measurement of aptitude and health records. The permanent record is that part of the progress record which contains the name of the student, birth date, names of parents or guardians, date of entry into school, previous schools attended, the date and reason for leaving school and such additional information as prescribed. This release form can be found on our website at [www.hcsdnv.com](http://www.hcsdnv.com).

Student progress records shall be available to the administrative and teaching staff, designated clerical staff, parents or legal guardians. Upon request of parents/legal guardians or a student eighteen (18) years of age or over, records are available to other agencies having a demonstrated interest in the student.

### **Transfer of Student Records    HCSD Policy 5095**

The District forwards educational records to other educational agencies upon the written request of parents/legal guardians. Student progress records shall be forwarded to other educational institutions upon notice of enrollment. Typically, behavioral and special education records may be released to other persons, agencies or institutions only if there is written consent from the student's parents or legal guardians specifying the records to be released.

The District may disclose information to other school district employees who have a legitimate educational need to know the information.

The District shall disclose student records, consistent with Administrative Regulations, to law enforcement, child protective services, courts and state and local juvenile justice agencies in matters of health and safety. Records will also be disclosed to enable these agencies to meet the needs of the student. Student records may be subpoenaed for court proceedings.

### **Disclosure of Information to Military Recruiters**

The District is required by federal law to release the names, addresses, and phone numbers of secondary students to military recruiters when they are requested. Parents/Legal guardians who do not want information released on their child must contact the school office with their written request before October 1<sup>st</sup> of each school year or within two weeks of enrolling in the School District. Forms requesting the non-release of directory information without your written consent may be obtained from your school site or on the HCSD website for submission to your student's school.

## **HARASSMENT, DISCRIMINATION, VIOLENCE, BULLYING, & SCHOOL SAFETY**

### **General Statement of Policy**

It is the policy of Humboldt County School District to maintain a learning and working environment that is free from unlawful harassment, discrimination, violence and bullying. The School District prohibits any form of unlawful harassment, discrimination, violence and bullying.

It shall be a violation of this Administrative Regulation for any pupil, teacher, administrator or other personnel of the School District to inflict, threaten to inflict or attempt to inflict unlawful harassment, discrimination, violence and bullying upon a pupil, teacher,

administrator or other school personnel either through conduct or communication of a sexual nature, or regarding religion or race as defined by this Administrative Regulation. (For purposes of this Administrative Regulation, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

The School District will act to investigate all complaints, either formal or informal, verbal or written, of unlawful harassment, discrimination, violence and bullying and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this Regulation.

The purpose of this Regulation is to communicate to all students and school personnel, including supervisors and managers, that the District will not tolerate unlawful harassment, discrimination, violence or bullying behavior which is committed in school facilities, on school grounds, during lunch or break periods, at any school-sponsored activities, on a school bus, at a bus stop or on the way to or from school. This also includes conduct off property that materially and substantially affects and disrupts school operations or causes school officials to reasonably believe it will do so. Students found in violation of this Regulation may be subject to disciplinary action.

### **Reporting Procedures**

Any person who believes he or she has been the victim of unlawful harassment, discrimination, violence and bullying, by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute unlawful harassment, discrimination, violence and bullying, toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this Regulation. The School District encourages the reporting party or complainant to use the report form that is available either from the principal of each building or from the School District Administration Office; however, oral reports shall be considered complaints as well. Nothing in this Regulation shall prevent any person from reporting harassment or violence either directly to a District Human Rights Officer or the Superintendent.

Every pupil is encouraged to report immediately any incidents of threats or acts of violence of which she/he is aware against any student, school staff, administrator, volunteer, visitor or other individual. Threats or acts of violence may include:

1. Discussing or depicting weapons or bringing them to the school.
2. Displaying overt signs of extreme stress, resentment, hostility, or anger.
3. Making threatening remarks, either verbally or in writing.
4. Sudden or significant deterioration of performance.
5. Displaying irrational or inappropriate behavior.

**In Each School Building:** The building principal is the person responsible for receiving oral or written reports of unlawful harassment, discrimination, violence and bullying, at the building level. Any adult School District personnel who receive a report of unlawful harassment, discrimination, violence and bullying shall inform the building principal immediately. Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any unlawful harassment, discrimination, or violence and bullying report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the reporting party or complainant shall file the complaint directly with the Superintendent or the School District Human Rights Officer.

**In the District:** The School Board will designate a School District Human Rights Officer to receive reports of complaints of unlawful harassment, discrimination, violence and bullying. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.

The School District shall conspicuously post the name of the Human Rights officer, including the mailing address and telephone number. Humboldt County School District Human Rights Officer, 310 E. 4th Street, Winnemucca, Nevada 89445, 775-623-8100.

If after investigating any complaint of unlawful harassment, discrimination, violence or bullying, the School District determines that the complaint is not bona fide and was not made in good faith or that a pupil has provided false information regarding the complaint, disciplinary action may be taken against the pupil who filed the complaint or who gave the false information. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades, or work assignments.

The School District will respect the privacy of the complainant; the individual(s) against whom the complaint is filed and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action and to conform to any discovery or disclosure obligations.



### **Investigations**

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging unlawful harassment, discrimination, violence and bullying, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents, post incidents, or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students, teachers and administrators or other school personnel pending completion of an investigation of alleged unlawful harassment, discrimination, violence and bullying.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination as to whether the allegations have been substantiated as factual, and whether they appear to be violations of this Regulation and/or state and federal law.

### **School District Action**

Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this Regulation will be consistent with requirements of applicable collective bargaining agreements, state and federal law and School District policies.

The result of the School District investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful harassment, discrimination, violence and bullying, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful harassment, discrimination or violence and bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **Title IX & Equal Education Opportunities**

Equal educational opportunity and treatment shall be provided to all students. No student legally enrolled in the District shall, on the basis of age, disability, national origin, race, religion, parental or marital status, or sex be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity administered or authorized by the District School Board. Parents/Legal guardians may challenge equal educational opportunities that relate to their student by contacting the Assistant Superintendent. The phone number is (775) 623-8100.

## **HEALTH AND WELLNESS**

All school sites have a designated health office for immediate first aid and temporary care for ill or injured students. If a student experiences illness or injury that requires school exclusion, every effort will be made to contact the student's parents/legal guardians followed by alternative emergency contacts. However, if a student experiences serious illness or injury, prompt action on behalf of the student may occur prior to notifying the parents or legal guardians.



Humboldt County School District Policy prohibits the administration to students of any medication, prescriptive or non-prescriptive, without written permission of the physician, parent or legal guardian and the school nurse/health assistant. Controlled substance medication must be brought to the school by a parent or legal guardian, and it must be contained in a pharmacy-labeled container. Secondary students are permitted to carry and self-administer over-the-counter medications.

Student's health will affect how they feel, look, and learn. Proper nutrition, a good night's sleep, exercise, and good hygiene should be encouraged at home. It is our goal in Health Services to make sure that health problems do not get in the way of your child's learning. This page will explain common problems and questions concerning school health.

### **Immunizations**

**All students** in Humboldt County School District **are to be in compliance with the Nevada State Law, [NRS 392.435](#)**, requiring immunizations.

**Beginning 6/30/2008, all students must have a Tdap immunization before starting 7<sup>th</sup> grade.**

Based on a decision by the Nevada legislature, students entering 7th grade in the State of Nevada will be required to show proof of immunization against tetanus, diphtheria and pertussis (Tdap) prior to school enrollment for the 2008-2009 school year.

Pertussis, also known as "whooping cough," is a highly contagious respiratory tract infection that can occur in places like middle schools, where there is close interaction among large numbers of students. Although most students are immunized against pertussis before enrolling in kindergarten, immunity wears off over time and leaves adolescents unprotected.

Parents are encouraged to review their child's shot record and make arrangements with their health care provider for vaccination prior to the busy 'Back to School' season.

**Important Immunization Information for Parents of ALL Students new to the Humboldt County School District, beginning 6/30/2011**, all students new to the Humboldt County School District must now have two Varicella (Chicken Pox) immunizations before school entry in any grade level.

### **Health Problems**

In order for your child to be safe and healthy in school, health problems, including, but not limited to the following, must be brought to the attention of the school nurse/health assistant:

<b>Diabetes</b>	<b>Eating Disorders</b>	<b>Blood Disorders</b>	<b>Kidney Problems</b>
<b>Depression</b>	<b>Cancer</b>	<b>Seizures</b>	<b>Severe Allergies</b>
<b>Ulcers</b>	<b>Asthma</b>	<b>Hearing Aides</b>	<b>New Glasses/Contacts</b>

### **Screening**

To comply with minimum state law requirements, [NRS 392.420](#), vision and hearing screening will be performed on all new students, all KG and 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grade students, and students in other grades who missed screening in previous grades or failed previous screening. Also, students referred by teachers, parents, or the student will be screened. Height and weight screening will be performed on all 4<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> grade students.

Scoliosis screening will be performed on all 7<sup>th</sup> grade students, and 8<sup>th</sup> graders who either missed screening in 7<sup>th</sup> grade or failed 7<sup>th</sup> grade screening. Scoliosis is a side-to-side curvature of the spine. In areas where screening has already been completed, spinal variations have been detected in about 4 to 10% of the adolescent population and 2% have required active treatment or continued observation. The purpose of this program is to recognize potential problems at the earliest stages so that the need for treatment can be determined.

Nurses who have been given special training will conduct scoliosis screening.

If there is a spinal concern, the parents of the student will be notified by the school nurse and will be asked to see their own physician for further evaluation.

Parents with concerns regarding the screening of their child's vision or hearing are encouraged to contact your school's Health Assistant prior to October 1st.

### **Too Sick for School**

Determining whether or not to send your child to school when they may be sick can be difficult. The following will help you to determine if you should keep your child at home:

1. If a rash is present that has not been evaluated by a physician.

2. If your child's oral temperature exceeds 100 degrees Fahrenheit, or 1 or 2 degrees above the child's normal temperature. A child with such a fever should remain home for 24 hours after the temperature returns to normal.
3. If your child vomits and continues to experience nausea and/or vomiting.
4. Diarrhea
5. If your child complains of severe, persistent pain, the symptoms should be referred to a physician for evaluation.
6. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
7. If there are signs of conjunctivitis ("[pink eye](#)") with matter coming from one or both eyes, itching, or crusts on eyelids; the child should be evaluated by a physician.
8. If there are open sores that have not been evaluated by a physician.
9. If there are signs of infestation with [lice](#) (nits in the hair, itchy scalp), the child should be evaluated for treatment with a pediculocide.

### **Medications at School**

#### **Prescription Medication:**

- The medication must have been prescribed by a licensed physician or licensed practitioner.
- Consent for Medication at School form (available from Health Assistant) must be filled out in entirety and signed by the parent/legal guardian, prescribing physician, and registered nurse or health assistant.
  - ❖ An order signed by the prescribing physician may be attached to the form in lieu of his/her signature.
- The medication must be contained in a pharmacy labeled container.
- Controlled substance medications must be brought to school by a parent or responsible adult.
- Any change in the dosage of the medication, or the time to be given requires a new written consent from your physician.
- The discontinuation of certain medication can have adverse side effects on your child. You may be asked by the school nurse/health assistant for a written physician order or physician's notification to discontinue or restart medication.
- Medication must be sent to school in the appropriate pharmacy container. School personnel will not give medication that is sent in a baggie or envelope.

## **ASTHMA RESCUE INHALERS AND EPINEPHRINE AUTO-INJECTORS:**

The parent/legal guardian of a student who has asthma or anaphylaxis may request permission for their child to carry and self-administer asthma rescue inhalers and epinephrine auto-injectors. Parental Consent form which states that the pupil is responsible for carrying and capable of self-administering the medication (available from school nurse/health assistant) must be filled out in entirety and signed by the parent/legal guardian, **prescribing physician**, and registered school nurse/health assistant.

## **EPINEPHRINE DISTRICT POLICY**

Anaphylaxis is a life-threatening condition in response to exposure to an allergen. This policy will describe the maintenance, storage, and use of both patient specific and non-patient specific epinephrine via auto-injectors. This policy also describes the policy for staff training regarding 1) the storage and administration of auto-injectable epinephrine, and 2) food allergies and anaphylaxis. Parents should see the specific Epinephrine in School Policy by going to our website at [www.hcsdnv.com](http://www.hcsdnv.com).

#### **Non-Prescription (Over-the-Counter) Medication:**

High School and Middle School students are permitted to carry and self-administer non-prescription over-the-counter medications. However, this privilege may be rescinded if abuse occurs. Abuses will be dealt with on an individual basis, reviewed by the site administrator and school nurse.

- In order to administer non-prescription medication to elementary students, the following requirements must be met:
  - ❖ Consent for Medication at School Form (available from the school nurse/health assistant) must be filled out in entirety and signed by the parent/legal guardian, the prescribing physician and registered school nurse/health assistant.
  - ❖ The medication must be in its original container.
- The school nurse/health assistant **will not** store over-the-counter medication in the health office for students to self-administer without a written order from a physician and written parental consent.

Please contact your school's nurse/health assistant if you have any questions.

## FOOD SERVICES

The District is committed to providing an environment where students can make healthy food choices that support lifelong health. Research has found a clear connection between good nutrition and student achievement. The policy outlines the food choices, physical activity and healthy choice education guidelines for students.

Research indicates that student learning is enhanced when students are healthy and well-fed. Nutritional breakfasts and lunches that comply with Federal and State guidelines are offered every school day at each of the school sites. Milk is offered as a part of the breakfast and lunch program. Free and reduced priced meals are available depending on a household's income level on the Federal Income Chart. A "Free and Reduced Price School Meals Family Application" form is sent home with each student at the beginning of the school year. If a family's income changes, or if there is a change of members in the household throughout the year, a new form is available at each school site or may be obtained by contacting the Food Services Office at (775) 623-8109. The Free and Reduced Price School Meals Family Application can also be accessed through the parent portal in Infinite Campus.

For students who would like to purchase an extra carton of milk, it is available for \$ .50 at each site.

## INSTRUCTION

The District believes it is essential to continually develop and modify the curriculum to meet the intent of the requirement for the Nevada School Performance Framework, the District's mission, the goals of the strategic plan and to meet the changing needs necessary for improving student achievement and success. The District acknowledges the need for a systematic, ongoing program of curriculum development in each content area that aligns to Nevada's statewide vision of students graduating college and career ready.

The Nevada Academic Content Standards are being implemented at various degrees across all grade levels to provide our students with high quality education. These standards will increase, improve, and enhance the rigor of classroom instruction practices and programs to improve the performance of students. The standards specify what students should know and be able to do at each grade level. Student progress toward mastery of the standards shall be measured through on-going assessments that include school, District, and State assessments that are used to drive daily instruction and remediation.

Instructional materials, which include textbooks, media, and library books, will be reviewed periodically for content and appropriateness to assure that they comply with the State approved book and materials' lists.

Please contact your child's school for more specific information about the curriculum, textbooks, resources, and supplies at each level and for the various content areas. The K-12 Nevada Academic Content Standards may be accessed via the internet at [http://www.doe.nv.gov/Standards Instructional Support/NV Academic Content Standards/](http://www.doe.nv.gov/Standards%20Instructional%20Support/NV%20Academic%20Content%20Standards/).

## EDUCATIONAL INVOLVEMENT ACCORD

During the 2005 Nevada Legislative session, Senate Bill 214, Section 17 directed the Nevada Department of Education to "prescribe a form for educational involvement accords to be used by all public schools in Nevada". We are required to distribute this Accord to all Humboldt County public school students and parents.

### Parent

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

- Reading to my child or encouraging my child to read;
- Being responsible for my child's on-time attendance;
- Reviewing and checking my child's homework;
- Monitoring the activities of my child, such as the amount of time spent watching television, using a computer, playing video games, etc.; and
- Contributing at least 5 hours of time each school year in the areas such as:

1. Attending school-related activities;

2. Attending organized parent meetings, such as PTA, PTO, or parent advisory committees;
3. Attending parent-teacher conference(s);
4. Volunteering at the school;
5. Chaperoning school-sponsored activities; and
6. Communicating with my child's teacher(s) regarding his/her progress, as needed.

## **Student**

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

- Arriving at school each day on time and being prepared;
- Showing effort, respect, cooperation, and fairness to all;
- Using all school equipment and property appropriately and safely;
- Completing and submitting homework in a timely manner; and
- Reading each day before or after school.

## **Teacher and School Staff**

We understand the importance of providing a supportive, effective learning environment that enables the children at our school to meet the State's academic achievement standards through our role as educators and models. Therefore, staff agrees to carry out the following responsibilities to the best of our ability by:

- Ensuring that each student is provided high-quality curriculum and instruction, supervision and positive interaction;
- Maximizing the educational and social experience of each student; carrying out the professional responsibility of educators to seek the best interest of each student; and
- Providing frequent reports to parents on their children's progress, and providing reasonable access of staff to the parents and legal guardians of students to discuss their concerns.

**\*\*\*Parent signature is required on the Parent/Student Signature and Acknowledgement Form.\*\*\***

## **VOLUNTEERS**

At Humboldt County School District, we encourage volunteering and wish to thank you in advance for your support. We need volunteers in many areas and want your volunteer experience to be positive! For the safety of all children, the District has a volunteer screening policy. We appreciate your patience and compliance in keeping our schools safe. Volunteers will need to complete an application, be screened, sign a confidentiality agreement, have a local background check completed and be approved by the principal of the school and the personnel office. Please contact your child's school for a volunteer application.

## **TITLE I PARENT'S RIGHTS**

### **Parents' Rights – Teacher Qualifications**

At the beginning of each school year, Title I funded schools shall notify the parents of each student that the parents may request information regarding the professional qualifications of the student's classroom teacher(s), including, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by a paraprofessional and, if so, the paraprofessional's qualifications.
- Information will be provided in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

### **Non-Highly Qualified Teacher**

A timely notification will be sent to the parents/legal guardians of any child assigned to a classroom in a Title 1 school where the child shall be taught for four or more consecutive weeks by a teacher who is not highly qualified. The notification, to the extent practicable, will be provided in a language that the parents/legal guardians can understand.

## **TITLE III PARENTS' RIGHTS**

### **Limited English Proficient**

Parents/Legal guardians must be informed of the reasons their child is identified as Limited English Proficient (LEP), how the student was assessed and their level of English proficiency, their academic achievement status on State academic assessments, the method of instruction used and other available language instruction programs. The parent/legal guardian must receive information regarding ways in which the program will help the child learn English and meet relevant academic achievement standards, specific program exit requirements, including expected rate of transition to general education classrooms, ways in which program meets IEPs of children with disabilities and information regarding parental rights in an understandable and uniform format and to the extent practicable provided in a language that the parents/guardians can understand.

## **PUBLIC COMPLAINT POLICY**

Parents/Legal guardians, educators and members of the public share the goal of making school experiences rewarding for all students. It is in the best interest of all parties to resolve concerns or conflicts as quickly and effectively as possible. Individuals with concerns should bring them to the attention of the employee, or the employee's supervising staff member. If the complaint cannot be resolved at that level, a written complaint form may be completed. The appropriate administrator will acknowledge the complaint of the concerned party within three (3) school days of receiving this form. After the administrator has conducted a thorough investigation, he/she will send a written report to all parties involved containing a recommendation for resolving the issue. Any complaints received at Levels 1, 2, or 3 will be addressed within a ten (10) school day time frame.

The public complaint procedures and the actual public complaint form can be found on our website at <http://www.hcsdnv.com/parent-forms>.

## **ELECTRONIC RESOURCES & DEVICES**

Electronic information resources offer access to computers and people throughout the world and are now available to students and staff in our District. The District believes that electronic communication is a tool for lifelong learning and that by providing these services we will promote educational and organizational excellence.

While electronic information resources offer tremendous opportunities and educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers and others, including parents/legal guardians. Students and staff must understand and practice proper and ethical use. All students and staff must be knowledgeable regarding procedures, ethics and security involving the use of electronic communication before receiving an account name and password that allows use of the system. District procedures are in place to protect students, to develop processes for the reporting of abuses and to design methods to prevent their recurrence.

It is important to understand that the use of the network is a privilege, not a right, which may be revoked at any time for abusive behavior. All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and those violations can lead to prosecution. For this reason, all users in the District who wish to access electronic information

resources are required to sign a contract which confirms that the user understands his/her responsibilities and has chosen to be accountable for his/her use of the district's electronic communication system. Contracts and guidelines for use of electronic information resources are available at school offices. You can find District policy regarding the use of electronic information resources on the District web site at [www.hcsdnv.com](http://www.hcsdnv.com)

The District requires students and parents/legal guardians to sign an internet access agreement before students are allowed to access approved internet web sites, the agreement is as follows:

## INTERNET

### **Internet Access Agreement: Student**

As a condition of the privilege to use Humboldt County School District access to any public or other networks such as the Internet for the current academic year, I understand and agree to the following:

1. I will follow all the guidelines and regulations of the Humboldt County School District's *Student Internet Acceptable Use Agreement*
2. The use of the Humboldt County School District network and access to the Internet or any other public networks is a privilege which may be revoked by the Humboldt County School District at any time for abusive conduct or violation of any of the conditions of use set forth herein, or in future written, electronic, or web-site based directions, policies, regulations, and guidelines that may be developed during this academic year. Humboldt County School District reserves the right to regulate time and access of personal use.
3. Humboldt County School District has a right to review and monitor any material created, stored, transmitted, or received via the Humboldt County School District network or access thereof to the Internet or other public network. Humboldt County School 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, or that may in any way compromise the integrity of the HCSD network, and I hereby waive any right of privacy which I may otherwise have in and to such material.
4. Humboldt 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 Humboldt County School District 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 Humboldt County School District, nor are they intended to refer to, or be applicable to any specific person, case or situation.
5. Humboldt County School District and/or Technology Department does not warrant the functions of its network or any of the networks accessible through Humboldt County School District access, will meet any specific requirements you may have, will be error free or uninterrupted, nor shall Humboldt County School District be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, profits) sustained or incurred in connection with the use, operation, or inability to use Humboldt County School District's network or access.
6. That in consideration for the privilege of using the Humboldt County School District access and network, I hereby release the Humboldt County School District, technology management, its staff, administrators, operators, and any institutions with which they are affiliated from any and all claims and damages arising from my use, or inability to use Humboldt County School District's network or access, including, without limitation, the types of damages identified in paragraphs 4 and 5 above.

Students may possess and use electronic signaling devices provided they do not disrupt the educational program or school activity. Signaling devices must be turned off during class or indoor school activity time.

### **Internet and Public Network Acceptable Use and Children's Internet Protection Act "CIPA"**

The District's Internet and Public Network Acceptable Use Policy, states:

The use of Humboldt County School District access to the Internet and public networks shall be for the purpose of facilitating the exchange of information consistent with the purpose and in the furtherance of district education objectives and in accordance with the latest and best research on K-12 curriculum and student learning.

Users of Humboldt County School District Internet and public network access shall not be used for commercial purposes, including the advertising of commercial offerings.



Humboldt County School District public network access shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation, or which is obscene, abusive or otherwise likely to be offensive or objectionable to the recipients thereof that may in any way compromise the integrity of the Humboldt County School District network.

Any use of Humboldt County School District public network access beyond the District itself shall conform to acceptable use policies of those sources. This includes, but is not limited to, District Policies and Administrative Regulations and procedures.

Furthermore, the District complies with the Children's Internet Protection Act "CIPA". The District will use technology protection measures to block or filter, to a practical extent, access to any material which the District, in its sole discretion, believes to be unlawful, obscene, pornographic and/or harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy and store or delete any electronic communication or files and disclose them to others as it deems necessary. Educators may use the Internet during class directed group demonstrations with or without parental consent. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

### **Terms and Conditions:**

**Privileges** - The use of the computer is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

**Responsibilities** - Technology (including the use of the Internet) can be an exciting adventure for students. Students, however, must be held responsible for reporting to parent, teacher, administrator, or any appropriate adult any inappropriate use of the Internet or any destruction of District property.

**Network Etiquette** - Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Do not bully or harass another person, never send, or encourage others to send, threatening or abusive messages (such as to bully another student, sexually harass another student, make any racial remarks, violate copyright laws, or to engage in any illegal or inappropriate uses etc.).
- Do not swear, use vulgarities or any other inappropriate language.
- Respect the rights of others. Do not vandalize or destroy the data of another user.
- Do not use the school's network to gain unauthorized access and do not attempt to bypass blocked Internet sites.
- Do not use the network in a disruptive manner (e.g., downloading video or music without the express consent of the teacher and printing multiple copies of one document, etc.).
- Do not tamper with the District's network or the school's computer hardware or software.
- Do not connect any devices to computers without the consent of a teacher and only under the direct supervision of a teacher. (This includes CD-ROM, flash drives, iPods, PDAs, etc.).
- Do not download, install, or run any programs unless specifically instructed by a teacher and only under a teacher's supervision, and do not knowingly introduce malicious code (viruses, Spyware, etc.).
- Do not reveal your personal address, phone numbers, social security number or school site.
- Never log on under another person's name; never let anyone know your password.
- All communications and information accessible via the network are subject to copyright law.

Humboldt County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Humboldt County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Students may be held responsible for any monetary costs incurred from misuse of equipment.

**\*\*\*Parent signature is required on the Parent/Student Signature and Acknowledgement Form.\*\*\***

## **ATHLETIC CODE**

The primary purpose of the athletic program in the District is to promote the physical, mental, social and moral well-being of the participants. The athletic programs are open to participation by all students. In addition to the rules and regulation for student in the District, the athletic code shall conform to the rules and regulation of the Nevada Interscholastic Activities Association (NIAA), and shall specifically encompass rules of conduct, due process, academic eligibility and school attendance requirements.

# Humboldt County School District Student Handbook 2017-2018

## PARENT/STUDENT SIGNATURE AND ACKNOWLEDGMENT FORM

***Please complete and return to your child's school.***

<b>Student Name</b>	<b>School</b>	<b>Grade</b>
<b>Nevada Department of Education Code of Honor</b>		
I have read and agree to uphold the intent of the Nevada Department of Education Code of Honor, page 13 of the HCSD District Handbook.		
_____	_____	_____
parent signature	date	student signature
<b>Nevada Department of Education Educational Involvement Accord</b>		
I have read and agree to uphold the intent of the Nevada Department of Education's "Educational Involvement Accord," page 27 of the HCSD District Handbook.		
_____	_____	_____
parent signature	date	student signature
<b>Humboldt County School District Student Internet Access Agreement and Children's Internet Protection Act "CIPA" and P6140.</b>		
I have read the Network and Internet Access Agreement and the District Policy and Administrative Regulation, page 30, and the Children's Internet Protection Act "CIPA" for my information, page 30, and agree to abide by the internet provisions. I agree that violations of these agreements and regulations may result in the revocation of my network access and related privileges. I also agree that I may suffer more serious disciplinary action for continued violations or for severe violations including, but not limited to, detention, suspension, expulsion and legal charges.		
_____	_____	
student signature	date	
<b>Parent consent is required if student is less than 18 years of age.</b>		
I have read the Network and Internet Access Agreement and the District Policy and Administrative Regulation, page 30, and the Children's Internet Protection Act "CIPA" for my information, page 30, and agree to abide by their provisions. I give permission to issue an access account for my child. I understand and agree that violations of these agreements may cause my child's access privileges to be revoked and result in the revocation of my child's network access and related privileges. I also understand that continued violations or severe violations may result in more serious disciplinary action including, but not limited to, detention, suspension, expulsion, and legal charges.		
_____	_____	
parent signature	Date	
<b>Humboldt County School District Release of Student Directory Information</b>		
I have read and understand HCSD District Release of Student Directory Information, page 21 of the HCSD District Handbook, and that my child's directory information will not be withheld unless the completed Release of Student Directory Information Opt Out Form page 35 is returned to my child's school.		
_____	_____	_____
parent signature	date	student signature
		_____
		date
If Opt Out Form is returned completed the student will <b>not</b> be included in the yearbook.		



<b>Media Release Form</b>			
<p>I give permission for my child's school to record, film, photograph, interview and/or publicly exhibit, distribute, or publish my child's name, appearance, and spoken words during the school year, whether undertaken by school or District staff, students, or media. This includes but is not limited to the yearbook, class composite picture, school/class newsletter, or on the HCSD web site. I agree that the school may use, or allow others to use, those works without limitation or compensation. I release the school and the District's staff from any claims arising out of my child's appearance or participation in these works. I understand that such films, photographs, or news articles will be used to promote community awareness.</p>			
<div style="border-bottom: 1px solid black; width: 100%;"></div> parent signature		<div style="border-bottom: 1px solid black; width: 100%;"></div> date	
<b>Health Information and Medical Permission</b>			
<p>In case of an accident or serious illness, I request that the school contact me. If the school is unable to reach me or one of the emergency contacts, I hereby authorize the school to call the physician indicated on the student information form and to follow her/his instructions. If it is impossible to contact this physician, the school may make whatever arrangements are necessary.</p>			
<div style="border-bottom: 1px solid black; width: 100%;"></div> parent signature		<div style="border-bottom: 1px solid black; width: 100%;"></div> date	
<b>Humboldt County School District Field Trip Permission</b>			
<p>I hereby consent to my child being taken on field/activity trips during the school year, and I hereby relieve, indemnify, save and hold harmless the District, the Board of Trustees of the District, and all agents or employees thereof from and against any and all liability or claims arising from injury or damage to person or property or both caused by or resulting from said child's acts, omissions or conduct while on said trips. I also release and relieve the aforementioned District and personnel from any and all liability or claims arising from injury or damage suffered or incurred by said child as a result of the acts, omissions, or conduct while on said trips. I also release and relieve the aforementioned District and personnel from any and all liability or claims arising from injury or damage suffered or incurred by said child as a result of the acts, omissions, or conduct of any person, other than the negligence of said District or personnel.</p> <p>It is further understood that I shall have the responsibility of advising said child of the risks, which are known or should be known, of such trips.</p> <p>I further agree to assume the responsibility of seeing that my child cooperates and conforms to the fullest extent with the school directions and instructions of the school officials in charge.</p>			
<div style="border-bottom: 1px solid black; width: 100%;"></div> parent signature		<div style="border-bottom: 1px solid black; width: 100%;"></div> date	
<div style="border-bottom: 1px solid black; width: 100%;"></div> student signature		<div style="border-bottom: 1px solid black; width: 100%;"></div> Date	
<b>Humboldt County School District Student Handbook</b>			
<p>I have read and am aware of the information contained in the Humboldt County School District Handbook for this school year.</p>			
<div style="border-bottom: 1px solid black; width: 100%;"></div> parent signature		<div style="border-bottom: 1px solid black; width: 100%;"></div> date	
<div style="border-bottom: 1px solid black; width: 100%;"></div> student signature		<div style="border-bottom: 1px solid black; width: 100%;"></div> date	

# HUMBOLDT COUNTY SCHOOL DISTRICT

## RELEASE OF STUDENT DIRECTORY INFORMATION OPT OUT FORM

According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by the district without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information; however, schools do use discretion when they receive requests for directory information and will not release such information if it is the principal's judgment that releasing such information would not be in the best interest of the student.

Examples of general directory information are:

- name, address, telephone listing, electronic mail address
- date and place of birth, photographs including yearbooks and newspaper articles
- participation in officially recognized activities and sports
- field of study
- weight and height of athletes
- enrollment status
- degrees and awards received
- dates of attendance
- most recent previous school attended
- grade level

This information will be made available to qualified agencies upon request. Qualified agencies include, but are not limited to colleges and universities, scholarship providers, trade/technical schools, and potential employers.

In addition, Federal No Child Left Behind legislation provides that all branches of the military have access to three directory information categories – names, addresses, and telephone listings – unless parents (or students) have advised the school that they do not want their student's information disclosed without prior written consent.

Parents have the right to have directory information withheld upon written request. If you prefer to deny release of your student's directory information, please complete the form below and return it to your child's school.

Only return this form to your child's school if you are requesting to withhold directory information.

\*\*\*\*\*

### **RELEASE OF STUDENT INFORMATION - REQUEST FOR WAIVER**

I request that directory information for my child **NOT** be released:

- ☐ Withhold directory information from all agencies and organizations
- ☐ Withhold information from Military only (**applies to high school students only**, parent signature not required)

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

School of Attendance \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_ Parent Signature \_\_\_\_\_

Date Signed \_\_\_\_\_ Date Received by School \_\_\_\_\_

**The written request to withhold directory information is due to the school the student is attending by October 1. If enrolled after October 1\*, the written request is due within two weeks of enrollment. The request to withhold directory information will be in effect from the date it is received by the school for the current school year.**

## Humboldt County School District

### STUDENT INTERNET ACCEPTABLE USE AGREEMENT

As a condition of the privilege to use Humboldt County School District access to any public or other networks such as the Internet for the current academic year, I understand and agree to the following:

1. The network may not be used to download, copy, or store any software, shareware, or freeware. In order to avoid copyright issues, this prohibition applies to any such downloading, copying or storage, regardless of copyright status, unless approved by a network administrator. Moreover, only the network administrator is authorized to consent to the terms of any software license with respect to downloaded programs.
2. That with the exception of District approved educational software, users may not add any software or applications to the School District's network or computers, or add to or modify any existing software or applications, without the express permission of the network administrator. Any software which is installed must be properly licensed from the copyright owner thereof, and any modifications must comply with the terms of the applicable license(s).
3. The network may not be used for any commercial purposes.
4. The network may not be used for advertising, political campaigning, or political lobbying.
5. The network may not be used for any activity, or to transmit any material, that violates United States, Nevada State or local laws. This includes, but is not limited to; fraudulent acts, violations of copyright laws, and any threat or act of intimidation or harassment against another person.
6. The School District is a place of tolerance and good manners. Use of the network or any School District computers or facilities for hate mail, defamatory statements, statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion is expressly forbidden. Network users may not use vulgar, derogatory, or obscene language. Network users may not post anonymous messages or forge e-mail or other messages.
7. Users are strongly advised to use caution about revealing any information on the Internet which would enable others to exploit them or their identities: this includes last names, home addresses, Social Security numbers, passwords, credit card numbers or financial institution account information, and photographs. Under no circumstances should a user reveal such information about another person without that person's express or prior consent.
8. Network users may not log on to someone else's account, attempt to access another user's files, or permit anyone else to log on to their own accounts without express permission to do so in unique circumstances. Users may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization. However, employees must be aware that any information stored on or communicated through the School District network may be susceptible to "hacking" by a third party.
9. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. Likewise, use of the network to access or process pornographic material (whether visual or written), or material which contains dangerous recipes, formulas or instructions, is prohibited.
10. Users may not engage in "spamming" (sending irrelevant or inappropriate electronic communications individually or en masse) or participate in electronic chain letters other than for official school district purposes.
11. Users who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to criminal prosecution as well as to disciplinary action by the School District, up to and including suspension and/or expulsion. This includes, but is not limited to; using proxy sites to bypass filtering and/monitoring, changing or deleting another user's account; changing the password of another user; using an unauthorized account; damaging any files; altering the district network system; destroying, modifying, vandalizing, defacing or abusing hardware, software, furniture or any School District property. Users may not develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system (e.g., create viruses, worms) is prohibited.

12. Users may not intentionally disrupt information network traffic or crash the network and connected systems; they must not degrade or disrupt equipment or system performance. They must not download or save excessively large files without the express approval of the network administrator.\
13. Users may not plagiarize, which is a serious academic offense. Plagiarism is “taking ideas or writings from another person and offering them as your own.” Credit must always be given to the person who created the article or the idea.
14. Users may not copy any copyrighted or licensed software from the Internet or from the network without the express permission of the copyright holder: software must be approved first and then purchased or licensed before it can legally be used.
15. Users may not take data, equipment, software or supplies (paper, toner cartridges, disks, etc.) for their own personal use. Such taking will be treated as theft. Use of School District printers and paper must be reasonable.
16. Humboldt County School District assumes no responsibility for student, faculty or staff websites created and hosted outside of the district network.

In consideration for the privilege of using Humboldt County School District access and in consideration for having access to the public networks, I hereby release the Humboldt County School District and its staff, administrators, operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use the Humboldt County School District access.

I have read the above Student Internet Acceptable Use Agreement and agree to abide by their provisions. I agree that violations of the agreement may result in consequences as detailed in Humboldt County School District Policy 3085.

Student Name: \_\_\_\_\_ School/Location \_\_\_\_\_  
Print: last Name, First Name

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

I have read the above Student Internet Acceptable Use Agreement and give permission for my child to use the Internet. I understand that violations of the agreement may result in consequences as detailed in Humboldt County School District Policy 3085.

Parent/Guardian Name: \_\_\_\_\_  
Print: Last Name, First Name

Parent Signature: Date: \_\_\_\_\_

# HUMBOLDT COUNTY SCHOOL DISTRICT

## STUDENT RESIDENCY FORM

This form is intended to address the requirements of the McKinney-Vento Act (Title X, Part C of the No Child Left Behind Act). The question below is to assist in determining if the student meets the eligibility criteria for services provided under the McKinney-Vento Act. In the event that the child is not staying with his/her parent(s) or guardian(s), use the caregiver authorization form to address guardianship issues.

Where does the student stay at night?

\_\_\_\_\_ in a shelter \_\_\_\_\_ in another location that is not appropriate for people  
(e.g., an abandoned building)

\_\_\_\_\_ in a motel/hotel  
\_\_\_\_\_ temporarily with more than one family in a house,  
mobile home, or apartment (because the family does not have a place of its own)

\_\_\_\_\_ in a car \_\_\_\_\_ other  
\_\_\_\_\_ at a campsite

Name of school: \_\_\_\_\_

Name of student: \_\_\_\_\_ Student's date of birth: \_\_\_\_\_

I, (name) \_\_\_\_\_

declare as follows:

I am the parent/legal guardian of (name of student) \_\_\_\_\_,  
who is of school age and is seeking enrollment in Humboldt County School District.  
Since (date) \_\_\_\_\_, our family has not had a permanent residence.

Under penalty of perjury under the laws of this state, I declare that the information provided here  
is true and correct and of my own personal knowledge and that, if called upon to testify, I would be  
competent to do so.

Name of person completing the form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_