# Mineral County School District
# Student and Parent
# Code of Conduct Handbook
# Preschool to Grade 12
# 2025-2026

**Mineral County School District**
**Board of Trustees**

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**INDEX** 2
**VISION STATEMENT AND INTRODUCTION** 3
**THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** 4
**ATTENDANCE** 5-11
**BUS RULES** 11-13
**MEAL CHARGE POLICY** 13
**CELL PHONE/ELECTRONIC DEVICES** 13
**COMPLAINT PROCEDURES** 14-15
**DRESS CODE** 15
**FIELD TRIPS** 15
**INSURANCE** 15
**MEDICATION** 15
**MONEY AND VALUABLES** 15
**PARENT AND OTHER VISITORS** 15
**ANIMALS** 15
**PICTURES** 16
**SAFE AND RESPECTFUL LEARNING ENVIRONMENT** 16
**TITLE IX OFFICER** 16
**SKATEBOARDS/BICYCLES/SCOOTERS, ETC** 16
**SOLICITATION** 16
**STUDENT DISCIPLINE** 16-23
**STUDENT HALL PASSES** 24
**TEXTBOOKS** 24
**UNAUTHORIZED PHOTOGRAPHY AND/OR RECORDING** 24
**UNLAWFUL DISCRIMINATION/HARASSMENT** 24-25
**WITHDRAWAL FROM SCHOOL** 25
**ADULT EDUCATION ALTERNATIVE EDUCATION** 25-26
**ACKNOWLEDGMENT INFORMATION** 26

# Mineral County School District

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

## Our Vision

Mineral County School District creates a safe and equitable learning environment that honors everyone's cultures and identities and provides all students the opportunities and support they need to thrive. We spark students' curiosity and prepare students with the academic, social, and emotional skills they need for college, career, and life. We uplift our students to be confident, kind, and loving community leaders who graduate ready for their future and are successful at whatever they choose.

With the Mineral County School District Mission, Vision and Beliefs in mind, the **Student and Parent Code of Conduct Handbook 2026-2026 was** developed to help students, parents and school personnel understand the guidelines for maintaining a safe and orderly learning environment. In addition, all students and employees of Mineral County Schools are charged with modeling the characteristics of citizenship, character education and literacy. Mineral County School District will develop its own rules and expectations for student conduct based on the district wide ***Progressive Discipline Plan.***

This Handbook applies to all MCSD students in pre-kindergarten through grade 12, including high school and school-age students attending either a community program for high school credit.
Each MCSD student must obey district rules.

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

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

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

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

**Students have a RIGHT to:**

- Pursue his or her educational development

**Students have a RESPONSIBILITY to:**

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

**MINERAL COUNTY SCHOOL DISTRICT**
**Notification of Rights under 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 a written request that identifies the record(s) they wish to inspect. The School principal or other 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 ask the School to amend a record should write to the School principal, clearly identify the part of the record 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); student teachers and related service interns; 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 the 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 federal Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Directory Information: 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. Directory information may be released to agencies, institutions, the military, or businesses for the purpose of providing students with yearbooks, class rings, graduation announcements, athletic apparel, school pictures, scholarship opportunities, or other purposes that benefit the student and/or school. Directory information will not be released when the purpose is primarily for commercial or sectarian use.

The Mineral County School District has designated the following information as directory information: student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study, grade level; dates of attendance (but not attendance on a particular day); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

Unless a written objection to release of such directory information is received by Mineral County School District from the parent or eligible student within 30 days of enrollment in any school year, any of the above information may be released in accordance with the purposes stated. All objections should be filed in writing with:

**MINERAL COUNTY SCHOOL DISTRICT**
**Box 1540**
**Hawthorne, NV 89415**

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

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

## INTRODUCTION***

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

## WHY CHRONIC ABSENTEEISM?

## CHRONIC ABSENTEEISM IN THE NEVADA SCHOOL PERFORMANCE FRAMEWORK NFPF

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

## THE DEFINITION OF CHRONIC ABSENTEEISM

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

## THE FEDERAL DEFINITION OF CHRONIC ABSENTEEISM THAT STATE EDUCATION AGENCIES MUST USE IN REPORTING ABSENTEEISM IS AS FOLLOWS:

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

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

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

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

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

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

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

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

## BUSINESS RULES FOR CALCULATING CHRONIC ABSENTEEISM

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

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

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

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

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

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

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

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

## APPENDIX A

| ***Mineral County School District*** | ***Attendance*** | ***Codes*** | | | ***2025-2026*** |
|---|---|---|---|---|---|
| **Description** | **Status** | **Excuse** | **State/District Code** | | **Chronic Absenteeism** |
| **EXCUSED ABSENT** | Absent | Excused | CIR | | **YES** |
| **Absent No Virtual Participation** | Absent | Unknown | U | | **YES** |
| **Check Out Early** | Less than 50% of period JH/High School | | COE | | **NO** |
| **Emergency Closure** | Wind/Road/ Smoke | | Done at District Level | | |
| **Participated Online** | **Present** | Exempt | | | **NO** |
| **Health Department Excluded Student NOT Online** | Absent | Excused | HDE | | **YES** |
| **Health Department Excluded Student Online** | **Present** | Exempt | HDED | | **NO** |
| **Temporary Educational Placement *Non Behavior** | **Present** | Exempt | AP | | **NO** |
| **Temporary Educational Placement** | **Present** | Exempt | TEP | | **NO** |
| **Medical reason and doctor note provided.** | Absent | Excused | MDP | | **YES** |
| **Out of School Suspension** | Absent | Excused | SUS | | **YES** |
| **SCHOOL ACTIVITY** | **Present** | Exempt | SA | | **YES** |
| **TARDY EXCUSED** | Tardy | Excused | TE | | **NO** |
| **TARDY** | Tardy | Unexcused | T | | **NO** |
| **ABSENT** | Absent | Unexcused | U | | **YES** |
| **TRUANCY** | Absent | Unexcused | UNV | | **YES** |
| **Run Away** | Absent | Unexcused | U | | **YES** |
| **JUV Juvenile Detention: Short term placement in juvenile facility** | Absent | Excused | JUV | | **YES** |
| **REL** | **Absent** | **Exempt** ** **Waiting for NDE guidance.** | **REL** | | **NO** |

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

AB 264 establishes the following expectations:

• A pupil in a public school will not be deprived of an award based on perfect attendance because of an approved

absence for the observance of a religious holiday.
• The days on which a pupil is not in attendance for the observance of a religious holiday must be credited toward the required days of attendance if the absence was approved pursuant to applicable NRS and the pupil has completed coursework requirements.
• If a pupil will be absent from school for the observance of a religious holiday, the parent, legal guardian, or caregiver shall notify the school in writing, in accordance with the policy established by the board of trustees of the school district, at least 3 days before the pupil will be absent from school.
• A maximum of these five absences may be approved within a school year.

**Absence Defined**

| Elementary: 5-Day/Week PreK-6th | 4-Day/Week PreK-6th |
|---|---|
| PreK-6th Up to 75 minutes late = Tardy | Up to 75 minutes late = Tardy |
| 76-170 minutes late = ½ Day Absent | 76-182.5 minutes late = ½ Day Absent |
| Over 170 minutes late = Full Day Absent | Over 182.5 min. late = Full Day Absent |

1. Secondary Absence (Grades 7-12): If a student misses 40% of a class period, he/she will be marked absent.
2. Alternative Education Absence (Grades 1-12): As an Alternative Program (NRS 388.537) the curriculum is provided as an online program. Students must be in attendance at least once weekly and show progress in the Learning Management System. If the student makes progress in the course during that week, they will be marked in attendance for the entire week. Students who do not make progress must be contacted by the instructor. If no contact is made, the student shall be marked absent for the week.

This policy shall be shared with parents upon initial enrollment in the Mineral County School District and in accordance with state and federal guidelines set forth by the Department of Education.
It is the position of the Board of School Trustees that regular attendance is critical to the education development of students and if a student is absent or misses instruction, the learning process is adversely affected since interaction in the classroom setting can seldom be duplicated by make-up work.

Therefore, it shall be the policy of Mineral County School District that:
1. Students who are enrolled for the full school year in MCSD must be in attendance for a minimum of ninety percent (90%) of the school days scheduled for instruction in order to be promoted to the next higher grade, or to earn secondary credits. Students who are enrolled for less than a full school year must be in attendance ninety percent (90%) of the period of their enrollment in order to be promoted to the next higher grade or earn secondary credits.
2. A student with a disability shall be excused from the requirement of this policy **if** the student is provided services in accordance with an Individualized Education Program (IEP) requiring an attendance schedule different from the requirements stated in this policy.
3. A student with a disability shall be excused from the requirements of this policy **if** the student is provided services in accordance with a Section 504 Accommodation Plan requiring an attendance schedule different from the requirements stated in this policy.

## TRUANCY DEFINED

Students are required by law to attend all their scheduled classes, and it is illegal for them to be truant. It is also considered a misdemeanor for parents/legal guardians to promote or allow students to be truant (NRS 392.210). As required by NRS 392.144, schools must report truancies to their local law enforcement agency for investigation and possible issuance of a citation.
Students risk being marked truant when a call or written note from a parent/legal guardian is not presented to the school within three (3) days of the absence. The definition of an absence includes; one entire class period, a partial day or a full day. These types of absences can all be marked truant if contact from the parent/legal guardian is not made within the three (3) day time limit.
Students will also be marked truant if it is found they were out of scheduled class (i.e., “cutting” or “ditching” class) without permission, and they missed more than 40% of the period.

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

## MINIMUM ATTENDANCE REQUIRED

| 5-Day Week = 180 Days per School Year | 4-Day Week = 146 Days per School Year |
|---|---|
| Maximum Absences Allowed: | |
| Elementary – 18 days per school year | Elementary - 14 days per school year |
| Secondary – 9 days per semester per class | Secondary – 7 days per semester per class |
| Maximum – 18 days we school year | Maximum – 14 days per school year |
| Alternative – 5 hours per week | |

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

## PREARRANGED ABSENCES

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

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

## CHRONIC ABSENTEEISM DEFINED

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

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

## TARDY DEFINED

1. Elementary Tardy: If a student arrives at school after the last tardy bell, the student must report to the school office and will be marked tardy by the office staff. If more than 75 minutes late it will be counted as ½ day absence.
2. Excessive Tardy Defined/Elementary: Ten (10) arrivals tardy to school per semester. Excessive tardies will be reviewed by the school and appropriate intervention will be determined.

3. Secondary Tardy: If a student arrives to class after the last tardy bell rings and before 40% of the class has passed, the student will be marked tardy by the teacher.
4. Excessive Tardy/Secondary: Either seven (70 arrivals tardy to any combination of classes in a semester, or any two (2) tardy arrivals in any one class in a quarter. Excessive tardies will be reviewed by the school, and appropriate intervention will be determined in accordance with the school's attendance policy.

## SCHOOL RESPONSIBILITIES

1. Each year, on a student's first day of enrollment, the student and his/her parent/legal guardian(s) shall be provided a copy of the school and district "handbook". This will serve to inform them of all policies, both state and local, for which compliance is mandatory. These include NRS 392.040, NRS 392.160, the MCSD District Attendance Policy, individual school attendance policies, and any other rules policies concerning attendance and truancy.
2. The school attendance secretary or designee will promptly inform parent/legal guardian on the day of the student's absence.
3. The school attendance secretary or designee will promptly inform parent/legal guardian of any known or suspected truancy involving his/her son or daughter via mail, text, or email.
4. Whenever a student's lack of attendance jeopardizes his/her continued educational progress, the school administration shall contact the parent/legal guardian and request a conference to determine causes and develop solutions.
5. Schools will indicate on academic warning notices, progress reports and/or report cards information regarding absences and missed instruction that may affect a student's progress.
6. If any student has reached the maximum number of absences detailed in this document, the school attendance secretary or designee shall inform, in writing, the parents/legal guardians of possible retention or withholding of credit. At that time, a mandatory hearing before the District Attendance Committee shall be scheduled as soon as possible.

## PARENT/LEGAL GUARDIAN RESPONSIBILITIES

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

## APPEAL OF DECISION TO FAIL/RETAIN DUE TO ATTENDANCE

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

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

1. The student is able to pass the course or can be promoted to the next grade based on his/her current grade status.

2. The administrator, counselor or Safe School Professional, and the teacher(s) in question must agree that the student can pass the class academically or be promoted, given what the student must accomplish academically and given the amount of time remaining in the semester or school year.
3. The student and parent/legal guardian agree, in writing that:
a. Any further avoidable absences or truant absence will result in an "F" for the course and the student risks not being promoted or earn credit for that course.
b. The student will successfully complete all make-up work according to a schedule developed cooperatively with the teacher(s).
c. The student will successfully complete all subsequent class and course/class requirements on time.
4. A final appeal may be made before the District Attendance Advisory Committee to discuss the legal issues involved in both state and district policies.

## BUS RULES /MINERAL COUNTY SCHOOL DISTRICT

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

**Bus Safety Equipment:**

- Mineral County School District uses audio-video cameras on all District operated school buses for the purpose of reducing discipline problems and thus providing a safer environment for the transportation of students. Camera recordings may be used to identify and determine discipline levels for unsafe or inappropriate behavior.
- Video and audio surveillance may be **in** operation on every school bus.

**Requesting alternate drop off within the student's school zone:**

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

**Parents/Guardians:**

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

**Passenger Conduct:**

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

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

**On the way to the bus stop:**

Parents are responsible for their student's route to the bus stop. Bus passengers should arrive at the bus stop five (5) minutes prior to the scheduled stop time. The bus will not wait. At the school, the bus will depart seven (7) minutes after the bell rings for school dismissal. Students are to be on the bus and seated within that seven (7) minutes. Again, the bus will not wait past the seven (7) minutes. The rules and regulations listed below also apply to student conduct at all bus stops.

**Items Not Allowed on the Bus:**

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

- Items that cannot be safely transported on a pupil's lap, stowed in an empty seat, or directly
- under the seat, are prohibited.

All sports equipment (e.g. balls, bats, skateboards, roller blades) must be fully enclosed in a backpack, bag or box.

**Reasons why the bus would not arrive to pick-up your student?**

Infinite Campus information is incorrect, i.e. phone numbers incorrect, incomplete address, etc. Student is a no-call/no-show for the morning pick-up for three (3) consecutive school days. To resume service a call from the parent is needed. Call the Transportation Department at 775-945-2911, requesting bus service to resume for your student for the next business day. Address change has been submitted for your student that is located out of the school zone.

### 4/2025 National School Lunch Program

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

MCSD is excited to extend our participation in the Community Eligibility Provision (CEP) to all of the Schools in the district. All students will receive breakfast and lunch at no cost. Families with students that attend a CEP school DO NOT need to fill out the NSLP Free and Reduced Lunch Program application to participate. Please contact Susan Butterfield at 751 A street Hawthorne, NV 89415 (775) 945-2403 ext. 1028, if you have any questions or would like additional information.

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint filing cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.
This institution is an equal opportunity provider.

## CELL PHONES AND ELECTRONIC DEVICES

- The use of electronic communication devices such as pagers, cell phones, digital and camera phones, camera devices, earbuds or two-way radios are **PROHIBITED** during school hours.
- If a student has an electronic communication device on campus, this device must be turned off and stored according to site expectations.
- Violation of this policy will result in consequences appropriate to the offense and of a progressive nature outlined in the Progressive Discipline Plan.

- If the electronic communication device is determined to be disruptive by ringing, vibrating or used in a malicious or inappropriate manner, it will be confiscated.

- Any student who willfully sends any email, text message, instant message or posts to any social networking Web site with the intent to threaten, intimidate or bully another student or school district/board employee will be charged with cyber-bullying and will face consequences outlined in the District Policy and the Progressive Discipline Plan below.

## STUDENT COMPLAINT PROCEDURES

- If a student believes he/she is subject to harassment or other complaints, the student should first consider telling the person that they do not like what is happening, that they consider it a violation of the School District policy on harassment, and that they want it stopped. In many cases, a clear statement that the student wants something stopped will be enough to take care of the situation. Students are not required, however, to confront the person in this way.
- The student has the right and is encouraged to report the problem immediately to the principal, or the first adult you feel comfortable with at their school. Students should not feel embarrassed, intimidated, or reluctant to file a valid harassment report.
- Any teacher. Counselor, administrator receiving a report of harassment from a student must report the incident to the school principal or designated administrator or/supervisor. The principal or designated administrator/supervisor has the responsibility to conduct a preliminary investigation when he/she receives an oral or written complaint, observes, or has reason to suspect sexual harassment.
- Students or staff may request a District-level investigation by submitting the written complaint to the Superintendent, or Human Resource Director.
- The complainant and the accused have the right to be represented by a person of their choice. at their own expense, during sexual harassment investigations and hearings. Complainants also have the register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights or the Anti-Discrimination Division/EEOC. Nothing in this policy shall be construed to limit the right of the complainant to file a lawsuit.

## RETALIATION PROHIBITION

Any act of reprisal against any person who opposes sexually harassing behavior, or who has filed a complaint, 1s prohibited and therefore subject to disciplinary action. Likewise, reprisal against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited and therefore subject to disciplinary action.

## FALSE COMPLAINTS

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

## TRAINING

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

## CONFIDENTIALITY OF RECORDS

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

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

- The right to review
- The right to a copy of the record (at a cost of $.25 cents per page)
- The right to privacy
- The right to contest information contained in the record at a hearing
- The right of waiver of access

## DRESS CODE- POLICY JFCA

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

- Disruption or interference with the classroom learning environment;
- Threat to the health and/or safety of the student concerned or of other students.
- Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met. The Administration reserves the right to determine whether a student's attire and appearance are appropriate and do not disrupt the educational environment for other students.

## FIELD TRIPS

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

## INSURANCE

Insurance information is provided at the beginning of the year.

## MEDICATION

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

## MONEY AND VALUABLES

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

## PARENTS AND OR OTHER VISITORS

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

## ANIMALS

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

## PICTURES

Student individual pictures will be taken according to the site calendar.

## SAFE AND RESPECTFUL LEARNING ENVIRONMENT- Policy JFCF

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

## TITLE IX OFFICER

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

## SKATEBOARDS, BICYCLES, SCOOTERS, ETC.

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

## SOLICITATION

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

# STUDENT DISCIPLINE

**Overview**

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

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

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

## PROGRESSIVE DISCIPLINE:

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

## DRUGS:

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

## NON-PRESCRIPTION MEDICINE

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

## POSSESSION OF ILLEGAL SUBSTANCES

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

**Tobacco:** It is unlawful for anyone under the age of 18 to use or have in possession tobacco or VAPE or other controlled substances, on or within 1,000 feet of a public or private elementary, middle or secondary school between the hours of 6:00 a.m. and midnight. If a student is found to have violated this provision, parents will be notified and the student may be suspended up to 10 days, repeated offenses may lead to long-term AP, suspension, or expulsion. **(See Progressive Discipline Plan for further guidance.)**

## THE USE OF TOBACCO and smoking ARE PROHIBITED ON ALL SCHOOL GROUNDS, on property or at any school sponsored activity by persons of any age- including adults or visitors. In accordance with NRS 202.2483

## STUDENT SEARCH AND SEIZURE

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

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

## WEAPONS PROHIBITED

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

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

## UNACCEPTABLE BEHAVIOR DEFINED

This document does not attempt to set societal standards. The criterion used for defining unacceptable behavior is whether or not it has the potential to disrupt the educational process.
This list is not all-inclusive; acts of misconduct not specified here shall also be subject to discretionary action by appropriate school personnel. The following definitions are condensed from the Nevada Revised Statutes. An asterisk (*) indicates a Civil or Criminal Offense.

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

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

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

**ASSAULT***: (NRS 200.471) An unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another.

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

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

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

1. Have the effect of:

a. Physically harming a person or damaging the property of a person; or

b. Placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or

2. Interfere with the rights of a person by:

a. Creating an intimidating or hostile educational environment for the person; or

b. Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or

3. Are acts or conduct described in paragraph (a) or (b) and are based upon the:

a. Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or

b. Association of a person with another person having one or more of those actual or perceived characteristics.

4. The term includes, without limitation:

a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;

b. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;

c. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;

d. Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;

e. Blackmail, extortion or demands for protection money or involuntary loans or donations;

f. Blocking access to any property or facility of a school;

g. Stalking; and

h. Physically harmful contact with or injury to another person or his or her property.

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

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

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

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

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

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

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

**What are the Forms of Bullying?**

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

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

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

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

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

**CYBER-BULLYING:** As defined by NRS 388.123 means bullying through the use of electronic communication. Students are prohibited from knowingly and willfully transmitting or distributing certain images of bullying.

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

**CHEATING/PLAGIARISM/FORGING SCHOOL DOCUMENTS:** (NRS 392.461) Use of a created production without crediting the source or to violate rules dishonestly.

**DESTRUCTION OF PROPERTY***(NRS 206.310 & 393.410): Willfully and maliciously destroying or injuring real or personal property of another.

**DISOBEDIENCE, INSOLENCE AND INSUBORDINATION**: Students not following the instructions of district personnel. Students must courteously and respectfully comply with the reasonable requests of any teacher, substitute teacher, staff member, security personnel, or administrator at all times while on any part of the school grounds, in a school vehicle, at any school sponsored activity or on any school sponsored trips. Students are expected to provide their correct name if asked by any staff member. Failure to comply with the directions of school personnel acting in the performance of their duties shall be considered insubordination and subject to immediate disciplinary action. Disrespect toward teacher, security or other staff members, will result in one or more days of in-house detention, or suspension depending on the severity of the event. Threatening school officials will result in suspension and referral for legal action. Any battery on staff members will result in suspension and suspension/expulsion hearing. Profanity directed toward staff will result in suspension.

**DISRUPTIVE CONDUCT**: **(NRS 392.463)** Conduct which interferes with the educational process or the safety of others. (Note: Serious situations may be handled under criminal sanctions.)

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

**DRESS CODE**: (NRS 386.85) Dress and appearance must not disrupt or detract from the educational environment of the school, including sexually suggestive clothing, gang-related apparel and clothing bearing lewd or profane slogans.

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

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

**ELECTRONIC DEVICES**: (NRS 392.4637) The MCSD Board of Trustees considers bringing electronic communication devices such as cellular telephones or pagers to school or extra-curricular activities a privilege. This includes travel time on school buses to and from school on regular route runs unless permission is obtained from the bus driver. Any violation of these provisions will result in the forfeiture of the electronic device. See Progressive Discipline Plan for detailed consequences of usage violations. Mineral County School District will not be held responsible for theft, loss or damage to cell phones or other devices.

**EXPLOSIVE DEVICES***: (NRS 202.265) the possession of explosive or incendiary devices.
EXTORTION*: (NRS 205.320) Falsely accusing a person of a crime; using threat of violence to extort or

gain information, money or other property from a person; or threatening to expose, libel or to impute any person.

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

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

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

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

**NRS 202.265 Possession of dangerous weapon on property or in vehicle of school or child care facility; penalty; exceptions.**

(a) An explosive or incendiary device;

**GANG-RELATED ACTIVITY:** (NRS 392.4635) Gang-related activity can be intimidating to students, faculty and staff and is disruptive to the educational process. Although this list is not all inclusive, examples of inappropriate and unacceptable behaviors are such things as gang graffiti on school property, intimidation of others, gang fights and/or initiation rituals or wearing gang attire or "colors." Since gang behavior, markers and colors are variable and subject to rapid change, site administrators and staff must exercise judgment and their individual discretion based upon current circumstances in their neighborhood schools when evaluating gang-related activity. Gang-related indicators which will be considered should include, but are not limited to: the student associates with admitted or known gang members the student wears attire consistent with gang dress the student displays gang logos graffiti and/or symbols on person or personal possessions the student displays gang hand signs or signals to others the student talks about gang activity to others.

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

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

**INTIMIDATION** (NRS 388.129) A willful act or course of conduct that is not otherwise authorized by law and: 1. Is highly offensive to a reasonable person; and 2. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person. (Added to NRS by 2001 1928)

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

**KNIVES**: (NRS 202.350) At administrative discretion (more restrictive consequences may be imposed by Site Administrator)

**LIBEL/SLANDER***: (NRS 200.510 & 207.180) A written or verbal malicious defamation expressed to impeach a person's honesty, integrity, virtue or reputation.

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

**OBSCENITY**: (NRS 201.255) (NRS 201.235): Displaying material which is indecent and has the potential of being disruptive.

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

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

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

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

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

**SEXUAL HARASSMENT/MISCONDUCT**: (NRS 200.604, NRS 201.265) MCSD prohibits and will not tolerate any form of sexual misconduct (including sexual abuse, sexual molestation, consensual sexual misconduct, and sexual harassment) toward students. The District also prohibits student to student sexual misconduct or sexual harassment. The Mineral County School District has defined two (2) general categories or levels of sexual misconduct or harassment. Level I: 1. Sexual gestures, verbal abuse, sexually oriented jokes, innuendos or obscenities. 2. Displaying of sexually suggestive objects, pictures, cartoons or posters. 3. Displaying of sexually suggestive letters, notes, threats or invitations. Level II: 1. Physical contact such as assault, attempted rape, impeding or blocking movement of another person, and unwelcome touching. 2. Hazing or daring a student to perform unsafe or unwanted practices. 3. Consensual sexual misconduct.

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

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

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

**TECHNOLOGY AGREEMENT VIOLATION**: Any action that breaks the technology MCSD Student Acceptable User Agreement. The MCSD Student Acceptable User Agreement is available on the MCSD Website.

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

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

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

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

Following NRS 392.130, a pupil shall be deemed a truant who is absent from school without the written approval of his teacher or the principal of the school. The teacher or principal shall give his written approval for a pupil to be absent if an emergency exists or upon the request of a parent or legal guardian of the pupil. Before a pupil may attend or otherwise participate in school activities outside the classroom during regular classroom hours, he must receive the approval of the teacher or principal. An unapproved absence for at least one period or the equivalent of one period of a school day may be deemed truancy for the purposes of this section. If a pupil is unable to attend school, the parent or legal guardian or other person having control or charge of the pupil shall notify the teacher or principal of the school orally or in writing in accordance with the policy established by the board of trustees of the school district within 3 days after the pupil returns to school**.**

**TOBACCO PRODUCTS**:(NRS 392.463) Possession, use, distribution of tobacco, tobacco products, and vapes on school property, or at a school sponsored activity. Lighters/matches are NOT allowed on school grounds and/or school sponsored activities and can be confiscated, subjecting the student to Progressive Discipline.

**TRAFFIC VIOLATIONS ON SCHOOL GROUNDS**: Mineral County School District regards the use of motor vehicles for travel to and from school as an assumption of responsibility by parents/legal guardians and students. High school students may drive motor vehicles to and from school. Vehicles may not be driven during the day without the consent of the parent/legal guardian and principal. A student may use the school parking lot subject to the following conditions: The student must possess a valid Nevada driver's license and must register the car in the school office. Students may not occupy a vehicle (without school permission) during the school day. In terms of student conduct rules, "possession" of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon shall also extend to a student's vehicle.

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

**WEAPONS***: (NRS 202.265) Possession of dangerous weapons on property or in a vehicle of school or child care facility; penalty; exceptions. Except as otherwise provided in this section, a person shall not carry or possess while on the property of the Nevada System of Higher Education, a private or public school or child care facility, or while in a vehicle of a private or public school or child care facility: An explosive or incendiary device A dirk, dagger or switchblade knife A nunchaku or trefoil A blackjack or billy club or metal knuckles A pistol, revolver or other firearm Any device used to mark any part of a person with paint or any other substance. In addition, violation of other federal or state criminal laws or local ordinances at school, at school sponsored activities or on district sponsored transportation is prohibited. Please refer to the Progressive Discipline matrix for the mandatory responses to specific violations.

**NOTE**: certain activities fall into a category of criminal or civil offenses for which the Mineral County School District is required to notify local, state or federal authorities whenever they take place.

## Procedures for Suspension

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

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

- Students shall be given notice of the charges against them and shall have an opportunity to present their explanation of the situation before any action is taken.

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

## STUDENT HALL PASSES

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

## TEXTBOOKS

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

## UNAUTHORIZED PHOTOGRAPHY AND/ OR AUDIO RECORDING

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

## UNLAWFUL DISCRIMINATION OR HARASSMENT-Policy JFCF, GBB28 AND GBB28-AR

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

## Definitions:

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

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

"Sexual Harassment" - is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature that creates a hostile learning environment.

"Discrimination based on race" means any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general regarding the race, color, culture, religion, language, ethnicity or national origin of a person that causes harm or creates a hostile work or learning environment, which may include, without limitation, jokes, threats, physical altercations or intimidation that occurs in person, online or in any other setting including, without limitation, in a course of distance education.

Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual.

Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance, or creating an intimidating, hostile or offensive work or school environment.

**EXAMPLES OF SEXUAL HARASSMENT - MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

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

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

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

| | |
|---|---|
| Lance West, SES Principal | 775-773-2323 |
| Claire Hayhurst, HES Principal | 775-945-1000 |
| Monica Keady, JHS/MCHS Principal | 775- 945-3332 |
| Stephanie Keuhey, Superintendent | 775-945-2403 |

## WITHDRAWAL FROM SCHOOL

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

**Adult Education/Alternative Education**
**Mineral County Adult Education**

Mineral County School District will provide Adult Education through an approved NDE Adult Education program. The program will follow the guidelines and procedures established by the NDE Adult High School Program Handbook and NRS and NAC Guidance (NRS 385, 388, 390, 392 NAC 387, 388, 390)

- Goals
- Provide free academic counseling and instruction to eligible students who lack a high school diploma.
- Encourage students earning a High School Equivalency (HSE) certificate to pursue an Adult High School Diploma (AHSD).
- Provide courses that prepare adults for the job market or further educational endeavors.

- Coordinate with community-based organizations for support services to facilitate a student's success within the AHS Program.

**Delivery of Instruction**

Instruction is delivered through , in-person , small group instruction, and tutoring. In general, for AHSD:

- Whenever possible instruction is year-round, from July 1 through June 30 (fiscal year). • Instruction takes place at convenient times to enable working adults to participate and utilize available resources.
- Any cost to the student for instruction or materials must be fair, reasonable, equitable, and not present a barrier to attending.
- Student Attendance Programs should have a written attendance policy that is communicated to all students.
- An effective attendance policy should have:
  Clear expectations for students.
- Steps for teachers to report non-compliance. • Stipulate consequences and options for students when the policy is violated.
- Detailed actions to be taken by administration.

## Alternative Education

Mineral County School District will offer an Alternative Education program under both elementary, intermediate, and secondary schools for students who are at risk of dropping out of school. NRS 388.537 and NAC 388.500. MCSD will establish procedures to support the guidelines in the June 2023-June 2028 MCSD Alternative Program Application.

# Student and Parent Code of Conduct Handbook

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

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

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

***More detailed rules and discipline procedures can be found in the school handbooks and the MCSD Progressive Discipline Plan.

Parents need to become involved in the education of their children and have the responsibility to provide the school with the current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) that may affect their child's ability to learn, to attend school regularly, or to take part in school activities. As a parent, you also authorize designated MINERAL County School District personnel and MINERAL County Health Department School Health personnel to provide emergency care for your child and to exchange medical information as necessary to support the continuity of care of your child. By your signature on the student information page, you acknowledge the above and the receipt of the Notice of Privacy Practices contained in this Student and PARENT Code of Conduct Handbook. Parents should also take special notice of the Attendance section of this Handbook as well as the Suspension and Expulsion provisions, which are in accordance with School Board Policy.
Parents and guardians will be notified through district communication when this Handbook is updated and have gone through the board approval process.