

# Moapa Valley High School



## STUDENT/PARENT HANDBOOK



# Moapa Valley High School

## Mission Statement

Moapa Valley High School community prepares students for post-secondary education, careers of their choice and to excel as productive, responsible citizens.

## The Belief Statements

- All students are capable of being prepared to succeed in post-secondary education.
- Students learn best when they are actively engaged in the learning process.
- Everyone shares the responsibility for preparing and shaping the leaders of tomorrow.
- Higher Education is a valuable asset that improves a person's quality of life.
- Students can succeed regardless of their background or circumstances.
- Self-respect is built upon achievement and integrity.

## Statement of Non-Discrimination

In compliance with Title VI of the Civil Rights Act, Title IX of the Education amendment of 1972, Section 504 of the Rehabilitation Act of 1975, the Clark County School District will not knowingly discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, handicap, or age in admission, or access to, or treatment or employment in, or participation in, its programs and activities.

**School Website: <http://www.moapavalleyhs.com>**

For assistance in any school related matter in a language other than English please call the school at 702-397-2611 ext. 4500 or 4022.

Para asistencia en cualquier asunto con respeto a la escuela en cualquier idioma, incluyendo español, por favor llame a la escuela al 702-397-2611 ext. 4500 or ext. 4022.

## School History



A combination Moapa Valley High School and Overton Elementary opened its doors in 1917. This was in a gothic style two-story masonry building. Mr. Liljenquist was the first principal of Moapa Valley High School. Due to growth in the valley, a second building was added in 1922 which included a 250 seat auditorium and a gymnasium. Later a second gymnasium was added with the help of the Federal Government in the 1930's. The two-story gymnasium was then converted into the school library. Moapa Valley High School became a part of the Clark County School District in 1956.

*Information courtesy of Lynn Bowler*

### Moapa Valley High School Fight Song

We love Moapa High School,  
dear Gold and Blue.  
We love thy colors,  
to thee our hearts are true as blue,  
we love every inch of you.  
Cheer for MV High School,  
fight Team, never say die.  
We'll fight for our high school,  
Moapa High!

**(Cheer)**  
With a hip hurrah!  
MV rah, rah, MV rah, rah  
There's nothing the matter with us, rah, rah

We love Moapa High School,  
dear Gold and Blue.  
We love thy colors,  
to thee our hearts are true as blue,  
we love every inch of you.  
Cheer for MV High School.  
Fight team, never say die.  
We'll fight for our high school,  
Moapa High!

## Leaving Campus

Students who need to leave campus for any reason during the school day **MUST** check out through the attendance office. **A note or parent contact must be received in order for the student to be released.** If a student is ill they **MUST** go to the Health office where proper treatment and parent notification will be made prior to releasing the student. Students will not be released to go home to get homework or class materials. Students who leave campus without checking out through the attendance office will be considered truant.

## Visitor Policy

All visitors to the campus are required to report to the office for a visitor's pass. Parents are always welcome, but are requested to first inform the administration 24 hours prior to their visit. Students from other school, i.e. cousins, friends, etc., **ARE NOT** allowed to attend classes with students. They are welcome to visit after school, but not while school is in session.

## Campus Deliveries

Class **WILL NOT** be interrupted for the delivery of messages to students unless there is an emergency. No flowers, singing telegrams, etc., will be delivered during class time.

## Family Rights and Privacy Act (FRPA)

The family Rights and Privacy Act of 1974 provides confidentiality of student records. No one may be allowed access to the student's records without the written permission of the parent or legal guardian. The parent or legal guardian must be on the student's person record (CCSD 703 form).

## Health Office

Please contact the school nurse at 702-397-2611 ext. 4022 to obtain further information concerning the availability of health services to students with disabilities. If a student is ill they **MUST** go to health office where proper treatment and parent notification will be made prior to releasing the student. If a student goes home due to illness and does not go through the Health office, the absence will be unexcused. **At all times an emergency phone number and contact name needs to be kept current on student records.** Please make sure this information is accurate.

## Homework Requests

Homework requests must be made to the Attendance Office **24 hours prior to desired pick up.** Requests may be made by telephone at 702-397-2611 ext. 4035. They can also be made through Canvas with the teacher.

## Lockers/PE Lockers

No sharing or switching of lockers is permitted. Valuables are not to be placed in lockers, as the school assumes no responsibility for the loss of items from lockers. Lockers are to be kept neat and free of graffiti. Stickers are not to be placed on lockers. A \$35 fee will be assessed to lockers that have stickers stuck on them at the end of the year. Use transparent tape if you want to decorate! School lockers remain the property of the school. School authorities have the right to examine the contents of any locker without notice. Please **LOCK YOUR PE LOCKER and DON'T SHARE YOUR COMBINATION.** *Moapa Valley HS is not responsible for lost or stolen articles.*

## Library

Students may visit the library during class time with a pass from their instructors. The library is open for use by students during their open periods, lunch and after school until 2:05 p.m. Students must be actively engaged in school related assignments and respect the learning space by keeping conversations to a minimum and in low voices.

## Lunch/Cafeteria

Breakfast will be served in the cafeteria in the mornings. During lunch students have a choice of eating in the student cafeteria or leaving campus. The cost for breakfast and lunch is available online. Money can be put into an account in the cafeteria. The food services manager will also handle all free and reduced price meals applications. Students may bring their own lunches to school. It is the policy of the school to provide food services on a non-profit basis. If you have any questions please feel free to call the cafeteria at 702-397-2611 ext. 4036.

## Open Period Policy

Only seniors are permitted to have an open period. A parent signature is required. **Students with an open must be in the library working on homework or off campus.**

## Parent Volunteers

If you would like to volunteer at the school, please contact Camille Christensen at 702-397-2611 ext. 4200.

## Parking

Each student who drives an automobile or motorcycle to school must have a valid driver's license and must park in the student-assigned parking area. The east, northwest and southwest lots are for students. We ask students to adhere to proper parking etiquette in order to prevent damage to vehicles or injury to students. **CAMPUS SPEED LIMIT IS FIVE (5) MILES PER HOUR.** Any form of transportation should be properly secured to prevent theft. **The school is not responsible for lost or stolen property and assumes no liability for fire, damage or loss to the vehicle, articles, or injury to any person or property in or by said vehicle.** Cars parked in an inappropriate place may be towed away at the owner's expense and/or the owner may be cited. Continued violation of parking procedures may result in denial of parking privileges.

## Posters/Signs/Advertisements

Any posters for campaigns, signs of coming events, advertisements for coming events, advertisements for food sales, yearbooks, newspapers, dances, etc. or any other form of solicitation on campus must be approved by an administrator prior to placing on any wall of the school.

## Cell Phones and Other Personal Electronic Devices

### Cell Phone Use Policy

Clark County School District Policy (P-5136) *Personal Technology and Communication Devices* states specifically:

- I. The Board of School Trustees recognizes that student-owned or student-provided technology and communication devices can enhance instruction and student achievement.
  - A. The Clark County School District strives to maintain appropriate procedure for implementing the use of student-owned or student-provided personal technology and communication devices for reviewing and evaluating their effect on instruction and student achievement.
- II. The use by student of personal technology and communication devices such as cell phones, laptops, tablet computers, or other similar electronic devices is permitted during scheduled nutrition or lunch periods, and school-sponsored activities at all District school campuses and while on District buses. *During the instructional day, students may only use these devices with the approval of the principal or their classroom teacher.* Use that violates state or federal law, any District policies or regulations, or the Clark County School District Acceptable Use Policy is prohibited.
  - A. Students must access the Internet using the Clark County school District network. Network filters will be applied to access the Internet and may not be circumvented.
- III. Students who violate this policy will be disciplined as provided for in the Clark County School District Behavior Guidelines for Secondary Students. This discipline can range from having the phone given to the classroom teacher for the remainder of the period up to police involvement and possible expulsion. Examples of improper use of personal technology and communication devices include but are not limited to the following:
  - A. Interference with or disruption or obstruction of the instructional or educational environment, lawful mission, process, or function of the District.
  - B. Academic dishonesty, plagiarism, using AI, or violation of intellectual property laws.
  - C. Accessing files or internet sites, which are not relevant to the classroom curriculum.
  - D. Sending or displaying offensive messages, pictures, or language (e.g., sexting or use in a manner that is profane, indecent, obscene, or vulgar)
  - E. Cyberbullying, harassing, intimidating, coercing, threatening. Or attacking others.
  - F. Intruding into a person's physical solitude and making public private information without consent.
  - G. Engaging in commercial activities.
  - H. Damaging computers, networks, or other electronic devices.

- I. Intentionally wasting network resources.
- IV. Existing District policies and regulations regarding District-owned technology, networks, and devices are unchanged by the Policy.
  - Per CCSD Policy (P-5136), Moapa Valley High School prohibits students from using their cell phones to photograph, video and/or voice record ANY student or school employee. Students found in violation of this rule are subject to suspension and/or expulsion. Additionally, students found to be using their personal phones during instructional time without permission will have their phone taken away. On a first offense, the student may retrieve it at the end of the day from the student success office. On a second offense, the parent must come pick it up from the student success office. On a third offense, the student will be placed on RPC and the parent and student will need to meet with the discipline administrator. In the case parents need to contact their student(s) during the instructional day, they are encouraged to call the front office (702) 397.2611 ext. 4500.

## Textbooks

Textbooks are provided to students by the district free of charge. However, all library books and textbooks remain the property of the school. Students will be charged for lost or damaged books. Any lost or stolen books must be paid for before another book is issued.

## Attendance

After an absence, a student must provide written notice to the school explaining the reason for the absence within three (3) days after their return. Explanations should include: first and last name of the student, date student was absent, reason the student was physically or mentally unable to attend and how the absence related to the student's disability, or the nature of the emergency. If a student/parent does not submit a written note as to the reason for the absence absent within three days of returning to school, the absence becomes truancy. A student has three days to submit homework following their return from an absence.

## Prearranged Absence

To set up a prearranged absence, a parent/guardian must submit a written request to the school in advance of the absence. Forms are available from the attendance office or online at <http://www.moapavalleyhs.com/pre-arranged-absence-form.html>. A parent's request for prearranged absences cannot be denied by the school no matter what reason the parent has for prearranging the absence (e.g., babysitting, hunting, vacation, etc.) Each student is allowed ten prearranged absences for the school year.

**EA Emergency Awareness** – This information is disseminated to your student in case of mass disturbance or when directed by member of the administrative team.

## **Student Responsibility during Mass Disturbances**

1. In the event of trouble, go immediately to a classroom (preferably the one you are assigned to that hour, or your next class if the disturbance happens during a break or at lunch).
2. Do not watch or move toward the location of any problem on campus.
3. Report to the office any act which is against school rules, such as attempted extortion, intimidation, fighting, being struck, or any other behavior you feel is threatening or undesirable. Provide the office with the names and the incident details by writing down the information on a voluntary statement form. This information will be kept confidential.
4. Follow all directions during disturbances immediately and without question.
5. All students on campus that refuse to follow directions or will not report to their class during the disturbance may be suspended or expelled.

## **Fire Drills**

Posted in each classroom is a map of the school showing the emergency exit route for that particular classroom. Each student should become familiar with these routes. In the event of a fire drill, students should follow the direction of their teacher. If a fire drill occurs during lunch time, evacuation maps are located in the student center. If you are outside please move away from the main campus area. Areas to congregate are the grass area west of the tennis courts, the grass area by the softball fields, the landscaping area north of the campus, or the sidewalk area east of campus by the football field. Please stay out of the parking lot; these areas need to be kept clear for emergency vehicles.

## **Activities/Athletic Information**

### **NIAA Policy**

Note: NIAA Policy is in effect 24/7. Any action outside of campus is also subject to disciplinary actions. Please refer to the athletic packet for a complete description of the policy..

### **Tobacco or Vaping**

Any student using tobacco or vaping may be denied the privilege of participation in all extracurricular activities as determined by the CCSD and NIAA, and will be placed on RPC and/or suspended.

### **Alcoholic Beverages**

Any student using or in possession of an alcoholic beverage will be denied the privilege of participation in all extracurricular activities as determined by the CCSD and NIAA.

### **Controlled Substance and Narcotics**

Any student using or in possession of an alcoholic beverage will be denied the privilege of participation in all extracurricular activities as determined by the CCSD and NIAA.

## **Absence**

Any student absent from ANY class on the day of an activity will NOT be permitted participation in the activity or athletic event that day or evening unless prior authorization for a medical reason is received in the athletic office the day before the event or activity.

## **Truancy**

Any student who is declared truant will be ineligible from participating in the games for a period of one (1) week after the infraction is discovered.

## **Required Parent Conference (RPC)**

Students on RPC or suspension may not participate in any scheduled activity until a conference is held or the suspension time is over.

## **Suspension School Discipline Referral**

Any student referred to the office for school rule violation may be denied the privilege of participation in all extracurricular activities for a period to be determined by the school principal. This eligibility suspension will not exceed one (1) year.

## **Law Enforcement Referral**

Any student referred to law enforcement authorities by school officials for school rule violations may be denied the privilege of participation in all extracurricular activities for one (1) year.

## **Arrest**

Any student, who is arrested for a felony or gross misdemeanor during school hours, school functions, and on the way to or from participation in a school event, may be denied the privilege of participations in all extracurricular activities for a period determined by the principal.

## **Scholarship and Academic Information**

### **Guidance & Counseling**

Guidance and counseling services are available to all students. The main purpose of guidance is to enable every student to better understand himself/herself in developing educational programs. We recognize that among students of any age there is a wide range of ability, maturity, and rate of learning, and that each student has the right to an equal opportunity in education. A great deal of time is devoted to helping juniors and seniors meet their post-high school goals. Since their required courses are few, the selection of electives during these two critical years should, as closely as possible, correspond to future career and educational goals.

We encourage students with a need, whether personal, social, or academic to arrange for assistance from the counseling office. We hope parents and students will feel free to talk to the counselor at any time concerning school or personal problems, future plans, plans for their high school course of study, or any other area where they might be of help

## Parent-Teacher Conference

Parents desiring to consult with teachers should telephone the counseling office at 702-397-2611 ext. 4500.

## Homework

Whenever possible, students should make a prearranged absence and obtain homework from each of their teachers in advance (see prearranged absences.) When students are unavoidably absent for three (3) or more days, a homework request may be made by contacting the counselor clerk at 702-397-2611 ext. 4500. Homework will be made available **24 hours** after the request is made.

## Progress Reports/Report Cards

Moapa Valley High School has a website where parents may review their child's progress and attendance. The school website is: <http://www.moapavalleyhs.com/>. Progress reports may also be requested through the counseling office by calling 702-397-2611 ext. 4500.

Report cards are issued to students following each nine-week period. Subjects are marked in five grades: "A" and "B" are above average, "C" is considered average, "D" is considered passing but below average, and "F" denotes the student's failure to pass the course.

## School Activities and Athletics

Moapa Valley High School offers a variety of clubs, extracurricular activities and athletic programs in which students are encouraged to participate. In order for these programs to run smoothly, there must be guidelines to govern the student's participation. **Therefore, athletes, student council members, club members, etc. who wear a uniform or represent Moapa Valley High School at any time, are governed by all student activity rules and are subject to all penalties provided.**

## School-Wide Discipline Plan

### School-Wide Rules

At Moapa Valley High School, we expect all students to behave appropriately while at school and during extracurricular activities. In order to guarantee an excellent learning environment for all students, the following school-wide discipline plan has been formulated. It is based on the following expectation:

1. Students will not interfere with teacher instruction.
2. Students will not interfere with another student's learning.
3. Students will not engage in any behavior that is not in his/her best interest or in the best interest of others.

**School-Wide rules will be in effect at all school activities – ON or OFF campus.**

- A. Bullying or Hazing of students will not be tolerated. Any student who subjects others to acts, which tend to disgrace or degrade is guilty of bullying.**

- B. **MOAPA VALLEY HIGH SCHOOL HAS A ZERO TOLERANCE POLICY TOWARDS use or possession of Controlled Substances and weapons.** If you are found in possession or under the influence of any controlled substance, including alcohol, you may be suspended; be enrolled in Substance Abuse Assistance Program Behavior School in Las Vegas for a period of four to nine weeks; or withdrawn from MVHS and enrolled in APEX for the period of one semester, Parents/Guardian would be required to provide transportation to behavior school in Las Vegas. Law enforcement may also become involved.
- C. In addition to individual classroom behavioral expectations, students must exhibit polite behavior in assemblies, the library, the cafeteria, the hallways, and on campus grounds. Disruption in assemblies may result in student discipline procedures and loss of privileges to attend.
- D. Students will not be permitted to enter and interrupt another class without written administrative or faculty approval. Students entering a class without permission should be referred to the dean. If the student(s) refuse to leave or identify themselves, security will be summoned and an automatic RPC will be issued as soon as their identity is established.
- E. Students will not be permitted to bring electronic devices, laser lights, beepers, or other items that could be deemed nuisance items to school. If an item is deemed to be disrupting the educational process, the student will be asked to turn the item over to a school official. The items will be returned to parents or guardians only. Students who choose to bring these items to school, do so at their own risk. Any nuisance items lost, damaged, or stolen at school are the responsibility of the student to replace.
- F. Students may use cell phones, electronic devices, etc. before school, during passing periods, during lunch and after school. **Students are not allowed to use cell phones for texting, communication or as listening devices unless directed to by the teacher.** If there is an emergency, parents or guardians should contact the school office and a message will be delivered immediately to the student. If a student must make an urgent call during school, he or she will come to the office to make the call. Students who violate this policy will be subject to disciplinary action as follows: One the first violation of the rule, the cell phone or iPod will be confiscated and the students may retrieve the item from the Dean's office at the end of the school day. The second offense requires a parent to pick-up the cell phone from the Dean's office. The third and subsequent infraction has an RPC.
- G. Students must be in class prior to the tardy bell or a penalty will be assessed through the student success office.
- H. Students will refrain from displaying inappropriate physical affection. This means no kissing or excessive hugging.
- I. Internet: Student's must use the Internet with integrity and follow school district guidelines. School chromebooks are monitored on campus network as well as home. If a student misuses the internet, parents will be notified and the student may lose internet privileges for the remainder of the school year.

## **Tardy Policy**

1<sup>st</sup> Tardy – Warning

2<sup>nd</sup> Tardy – Warning

3<sup>rd</sup> Tardy – Warning – Parent Link

4<sup>th</sup> Tardy – Lunch Detention

5<sup>th</sup> Tardy – Parent Conference 2 Lunch Detentions

6<sup>th</sup> Tardy – RPC – In-School Suspension for insubordination

7<sup>th</sup> Tardy- Suspension for insubordination

## **Student Conference**

On the student's first referral they are sent to the student success office where the incorrect behavior is discussed. Options on how to better handle the situation are reviewed and in most cases the student remains in the office for the remainder of the period.

## **Detention**

Moapa Valley High School utilizes a 20-minute lunch detention as a second step in its progressive disciplinary process. Students are given 24 hour notice to make arrangements for lunch detention. Students must bring material to work on during this assigned detention.

## **Required Parent Conference (RPC)**

1. The student, if present, is called to the dean's office and signs the RPC form.
2. One copy of the RPC is given to the student to take home and one copy is sent home.
3. Depending upon the nature of the infraction a student may be allowed to remain in school until the end of the day, or be sent home immediately.
4. Upon notification of RPC, the parent must call the school to arrange an appointment with the dean within three (3) days. The main purpose for a required parent conference is to allow administration, teachers and parents to discuss a student's inappropriate behavior and develop a plan of intervention that can possibly improve behavior and learning. While on RPC or Suspension, the student is not allowed on school property or at school events.

## **Suspension**

A Notice of Suspension will be used in cases of a serious nature when circumstances may warrant further action or investigation. Upon returning to school after a suspension, a student will be allowed (and expected) to make up work missed within a time-frame specified by the teacher. While on suspension, a student should not be on school premises or attend school activities.

## Expulsion

Expulsion shall mean the termination of enrollment as the result of behavior so serious that future attendance in the schools of the district, other than court continuation school, is not contemplated. As Moapa Valley no longer has a behavior school students may be suspended for 15 days; referred to Behavior School in Las Vegas (with parents providing transportation); or withdrawn to AIS for no less than one semester.

## Habitual Discipline Problem (AB 14)

### NRS 392.4655 and NRS 392.466

A student shall be deemed a habitual disciplinary problem if the school in which the student is enrolled has evidence, which documents that in one school year:

1. A student has threatened or extorted, or attempted to threaten or extort another student, teacher, or other personnel employed by the school..
2. A student has a record of five (5) suspensions from school for any reason.

*The law requires that a student with a habitual disciplinary problem be expelled from school for a period equal to at least one semester (18 weeks). Expulsion is defined as removal from a public school, with alternative educational options, home schooling or enrollment in a private school at the parent's expense.*

To be in compliance with AB 14, the following procedures will be followed:

1. When a student is suspended, the parent/guardian will receive written notification concerning AB 14 and the possible ramifications of additional suspensions.
2. Before a school deems a student a habitual discipline problem, if a student is suspended four times within one school year, a plan of behavior may be developed with the parent/guardian and student. A student may enter into one behavior plan per school year. The parent/guardian may appeal to the Board of Trustees the contents of the behavior plan.
3. If a student enters into a behavior plan and commits the same act, the student shall be deemed a habitual discipline problem.
4. The school will provide due process notification. The notification will be provided at least seven (7) days before the school deems the student a habitual discipline problem.
5. The student will then be suspended or expelled from school for a period equal to or at least one semester for that school.
6. For the period of the suspension or expulsion, the student must receive equivalent instruction authorized by the state board pursuant to NRS 392.070.

## AB 521 Procedures

This Bill provides for the development of a progressive discipline plan; allows temporary removal of disruptive students; requires parent notification; requires alternative academic opportunities; and establishes a school-based committee to review alternatives for disruptive students.

If a teacher deems a student has engaged in behavior that seriously interferes with their ability to teach and the ability of other students to learn, the student will be placed in the In-House

Suspension room. The teacher will then complete the discipline referral describing the inappropriate behavior and its debilitating effect on classroom instruction and send it to the Deans office.

Student information and behavior is then entered into the AB 521 log and the following procedures will then take place;

1. The Dean will meet with the student and discuss the behavior.
2. The student has the opportunity to respond to the referral.
3. The student remains in the IHS room for the remainder of the period.
4. Parental notification will occur within 24 hours. The student will not be allowed back into the classroom until a parent conference has been held.
5. Within 3 days a conference will be held with the parent/guardian, student, teacher who removed the student, and administrative designee in attendance.

During the conference, the teacher provides the student and parent/guardian with an explanation of the reason for the removal of the student. The student and the parent/guardian must be granted an opportunity to respond. Upon conclusion of the conference, the administrative designee recommends whether to return the student to the classroom or continue alternative placement.

6. If the administrative designee recommends returning the student to the classroom, and the teacher does not agree, the administrative designee must continue the temporary placement of the student and convene a meeting of a committee.
7. A school committee is then organized to review the circumstances of the students' removal. The committee will assess the data presented and determine without limitation, whether the student is;
  - a. Returned to the classroom
  - b. Assigned to another appropriate classroom
  - c. Assigned to an alternative program of education
  - d. Recommended for suspension or expulsion in accordance with NRS 392.467
  - e. Engaged in other appropriate disciplinary action.
8. Pursuant to this Bill, actions cannot be taken against students with disabilities unless the action complies with:
  - a. Individuals with Disabilities Education Act (IDEA)
  - b. Age Discrimination in Employment Act (ADEA of 1990)
  - c. Any other federal law applicable to children with disabilities and;
  - d. The procedural policy adopted by the Board of School Trustees.

## **Dress and Appearance**

Moapa Valley High School's dress code is subject to principal's approval and is in accordance with CCSD Regulation 5131, which specifies, but is not limited to:

1. Requires the wearing of shoes with solid or rubber/leather soles (No character or fuzzy slippers.)
2. Clothing must conceal undergarments.
3. Sleeveless shirts must have straps 3" wide.
4. No crop tops (bare midriffs.)

5. No tops with minimal coverage.
6. No lace or mesh tops/shirts with holes larger than 1/8 inch.
7. No sleeveless tops for males.
8. Hems skirts/shorts/dresses must be no more than fingertip length.
9. Sagging pants are not allowed.
10. Jeans and pants cannot have large tears or holes above mid-thigh without a second layer underneath to cover bare skin. (undergarments may not be shown)
11. No disruptive slogans or advertising.
12. No attire or physical appearance that is deemed disruptive.
13. Spikes or studded clothing and jewelry are prohibited.
14. No trench coats or coats that hang below the waist.
15. Headphones that cover the entire ear are not allowed on campus during school hours due to safety concerns.

Any student violating the dress code will be escorted to the Dean's office where progressive discipline will be followed. Students will be asked to change into attire that meets school standards. If the student does not choose to remedy the dress code violation they will have the option to wear designated clothing provided by the office or the student may phone home to have appropriate clothing brought to the school. Multiple dress code violation may result in a RPC.

## **Cheating Prevention Policy**

Cheating is any attempt to circumvent the evaluation process. Many times, teachers are placed in the position of looking at a student behavior and having to make a determination of whether cheating is occurring. Therefore, IF YOU DO NOT WANT TO BE ACCUSED OF CHEATING DO NOT PARTICIPATE IN BEHAVIORS THAT CAUSE OTHERS TO WONDER WHAT YOU ARE DOING. In order to prevent the problem we will abide by the following policy:

## **Testing Guidelines**

- No giving or receiving of information will be allowed. You are equally guilty for giving as for receiving answers.
- No talking or turning around in seats. Once the test is finished students may read or study silently.
- Students must remain in their seats unless directed otherwise by the teacher.
- No notes, books or other material shall be within view until after completion of the test. The only exception to this is if the teacher directs some materials to be used on the test.
- Students are not to look around the room, look towards other student's papers or desks, or communicate in any way with others in the room.
- If a cell phone is out during a test, it may be deemed that the student is cheating.

## **Homework Guidelines/Cheating**

Sharing answers, homework or other assignments is cheating. You are equally guilty for giving as for receiving answers. You are responsible for knowing the difference between group work and individual assignments.

## **Rules of Conduct for School Bus Riders**

The students on the bus are under the immediate supervision of the bus driver and are, therefore, subject to the rules set by the Clark County Board of School Trustees and the State of Nevada. Any infraction of these rules by a student is to be documented on a School Bus Incident Report to parents issued by the bus drivers concerning the disciplinary infraction with copies distributed to the dean, the parents, and the Clark County School District Transportation Office.

## **Rules of Conduct**

In order to provide for safety to passengers and effective, efficient use of buses, the following rules of conduct are established:

- Bus passengers must stand in an orderly single-file line at pick-up points until the bus comes to a complete stop.
- Passengers must board the bus in an orderly fashion and go directly to a seat.
- All passengers must remain seated until the bus has fully stopped, then enter the aisle and go directly to the front exit door. Exit through the front exit door after the bus has come to a complete stop.
- If you must cross the road, walk forward 10 ft. or more and wait for the driver's signal, then cross when it is safe to do so.
- Any distracting action by the passenger creates a safety hazard by demanding unnecessary attention of the driver. Such actions are forms of misconduct. Specifically, loud talking, use of profanity, fighting, throwing things, smoking, damaging the bus or bus seats, standing, and eating or drinking, are examples of misconduct that may result in disciplinary action.

## **Misconduct**

Misconduct at the bus stop or on the bus is considered a violation. When a student is guilty of misconduct on the bus, it will be reported to the principal of the student's school.

Parents will be held responsible for any bus damage that may result from the student's misconduct.

Misconduct may be cause to deny the privilege of transportation to the student for a limited, specified time.

Continued misconduct may result in loss of riding privileges.

## **Conformance**

In conformance with the rules of conduct, the site administrator will address infraction in the following manner.

Confer with the student, the parent/guardian, or appropriate transportation staff, as necessary, to resolve student conduct problems.

Designate students as ineligible for transportation services when warranted and notify the Transportation Department and the parent or guardian of the action taken.

**Category I - Infractions** include but not limited to behavior regarded as mischievous or annoying. Generally, the driver is expected to resolve infractions determined by the guidelines from the transportation department.

**Category II - Infractions** include but are not limited to behavior, which could jeopardize the safety and well-being of students, employees or public. The expected disciplinary action to be taken depends on the student's overall record and result of the misbehavior.

**Category III - Infractions** include but are not limited to behavior which is injurious in jeopardizes the safety and well-being of students, employees or public and requires immediate intervention by the school administrator. These infractions require severe disciplinary action such as denying transportation and may be arrestable offenses, which could result in other legal action.

## **FAQ About Attendance – Secondary**

### ***Who must attend school?***

Students between the ages of 7 and 17 years of age must enroll and attend school for the full time the school is in session. Students who are 6 years of age by September 30 must attend if enrolled. ALL students enrolled must follow the rules of the school district including those relating to school attendance. However, students who are 17 are subject to the state truancy laws until they reach their 18<sup>th</sup> birthday. However, students who are 17 cannot be forced to enroll in school, and students who are 18 cannot be cited for truancy because their parents want them to be cited.

### ***What happens if a student is late to school or class?***

Students who are late will be marked tardy. Each school is responsible for establishing a tardy policy that defines tardiness and establishes the consequences for students who are late to class. In addition, secondary students who miss more than 30 minutes of any class period are counted absent for that period only.

### ***What is the procedure that should be followed after an absence?***

Students who have been absent must provide written notice to the school explaining the reason the absence within three days after their return from an absence. Explanations should include the following information:

1. The first and last name of the student;
2. The date(s) the student was absent;
3. The reason the student was physically or mentally unable to attend, how the absence related to the student's disability, or the nature of the emergency.

The principal or principal designee determines whether the absence is classified as approved or unapproved.

Students or parents/guardians are allowed three days after the return from an absence to request homework, and schools must allow at least three days for the assignments to be completed and submitted.

### ***Are parents required to bring documentation from a physician if the excuse provided states the student was absent because of a medical appointment?***

Not usually. In most cases, the parent's explanation that the student needed medical attention should be enough. If the principal or his designee has reason to believe that the excuse is not valid, further documentation from the parent can be requested.

### ***What happens if notification regarding the absence is not provided to the school within three days?***

If an acceptable explanation of the absence is not provided in writing within three days, the absence is unapproved and, in accordance with state law, is deemed a truancy. School personnel have the right to request further information from the parent regarding the nature of the absence. Schools are required by State law to send a notice of truancy (CCF-602) for any unapproved absence.

### ***What are the consequences for exceeding the limitation of absences?***

Secondary students will receive a failing semester/trimester grade and denial of credit for any course in which the limitation of absences has been exceeded. Students in grades 9-12 who fail three or more courses may be referred to an alternative education program. Students cannot be withdrawn to an alternative program, however, unless the student is accepted. When the alternative sites are full, secondary students under the age of 17 must remain enrolled at their home schools. A secondary student may also be retained in the current grade.

### ***How do parents prearrange an absence?***

Parents/guardians must submit a written request to the school in advance of the absence. This can be done through <https://www.moapavalleyhs.com/> Forms are to be available at each school. A parent's request for prearranged absences cannot be denied by the school, no matter what reason the parent has for prearranging the absence (e.g., babysitting, hunting, vacation, etc.). Schools cannot divide up the number of allowable prearranged absences and limit

students to a certain number each semester or trimester (e.g., 5 prearranged absences each semester).

***Are there any restrictions placed on the use of prearranged absences?***

Yes. Students are allowed up to ten days of prearranged absences each school year that do not count toward the limitation of absences. Any prearranged absences in excess of 10 and any prearranged absences for which the makeup work was not completed, however, count toward the absence limitation.

***If a student does not complete the makeup work for an approved absence, does the absence become unapproved and count toward the absence limitation?***

No. Approved absences remain approved. The only exception to this is that prearranged absences in excess of 10 or those for which the makeup work was not completed count toward receiving a failing grade, loss of credit for a course, and possible retention in the current grade.

***Is there any way to address the loss of credit, failing grade, retention, or referral to an alternative education program?***

Extenuating circumstances, issues that may have led to the excessive absences or mistakes in the record should be addressed to the school principal or principal designee for consideration.

***When attendance problems arise, is assistance available to students and parents?***

Each school is required by CCSO Regulation 5113 to develop an *Attendance Incentive Plan*. Each school has also compiled a list of resources and interventions that may be helpful when students are having attendance problems.

***What is the difference between an unverified absence and an unapproved absence?***

An unverified absence means the student is absent but the school doesn't know why. An unapproved absence means the students did not bring an acceptable excuse for the absence within three days of his return to school.

## **FAQ About Truancy**

***When an absence is considered a truancy?***

When a student is absent from school without a valid excuse or did not secure prior permission for the absence, the absence is unapproved. In accordance with state law, an unapproved absence is deemed a truancy.

***Is an unapproved tardy a truancy?***

No. State law requires that a student be absent unapproved for at least one class period before the absence from class can be considered a truancy. Please note: If a student is absent from any class for more than 30 minutes, the student is absent, not tardy.

### ***Do prearranged absences in excess of 10 count as trancies?***

Excessive prearranged absences cannot be used to refer a student for truancy. However, when a truancy referral is made, this information would be extremely valuable as part of the summary information provided by the dean.

### ***At what ages can student be cited for truancy?***

Secondary students ages 11 to 18 can be issued a misdemeanor citation for truancy. Enrolled students who are 17 are subject to the state truancy laws until they reach their 18<sup>th</sup> birthday. However, students who are 17 cannot be forced to enroll in school, and students who are 18 cannot be cited for truancy just because their parents want them cited.

### ***What responsibilities do schools have when a student is truant?***

Schools are required by State law and CCSD Regulation 5113 to send a written notice (CCF-602) to the parent/guardian. Schools are also required by law and regulation to attempt intervention for any student who has one or more unapproved absences.

Schools are also responsible for verifying the truancy of the student **before** referring the student to law enforcement for issuance of a misdemeanor citation. Because the student is being charged with a crime, the burden of proof rests with the school, not the student. An attendance check should be done with each teacher before the CCF-803 is completed.

### ***What happens if a student continues to be truant?***

When a student has three or more unapproved absences (truancies), the student is declared a habitual truant, and the school must report the student to the local law enforcement agency or school police for the issuance of a misdemeanor citation.

### ***What are the consequences for being cited as a habitual truant?***

The consequences for a student who is cited for habitual truancy are set by state law and cannot be appealed through the school. The possible consequences that may be imposed are as follows: for the first offense-a fine of \$100 or 8-16 hours of community service and suspension of the student's driver license for 30 days to 6 months or a delay of 30 days from the date a student can apply for a first-time license; for subsequent citations-\$200 fine and/or 10 hours of community service, and 60 days to 1 year suspension of driving privileges.

In addition, students who exceed the limitation of absences are also subject to the penalties imposed by the school district's attendance regulation, 5113, and the promotion/retention regulation, 5123.

### ***What happens if the habitually truant student is cited again for truancy?***

Another misdemeanor citation is issued to the student. In addition, if the parent/guardian, to whom notice of the habitual truancy has been given, fails to prevent the child's subsequent truancy within that school year, that person(s) is guilty of a misdemeanor.

***What can happen to parents who do not attempt to insure their children's school attendance?***

The parents of habitually truant students who do not attempt to insure their children's regular attendance at school can be referred Child Protective Services for investigation of educational neglect or to law enforcement for issuance of a misdemeanor citation. These actions cannot, however, be initiated by the school.

**NRS 388.122**

**"Bullying"** means a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:

1. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
2. Exploits an imbalance in power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
3. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
4. Places the person in reasonable fear of harm or serious emotional distress; or
5. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

**NRS 388.123**

**"Cyber-bullying"** means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, "sexual image" has the meaning ascribed to it in NRS 200.737.

All personnel of the school district have the responsibility for reporting acts of bullying and/or cyberbullying.

A. Any student who is considered to be bullying and/or cyberbullying may be suspended or removed from school immediately, subject to the following conditions:

1. An investigation of the allegations of bullying and/or cyberbullying should begin immediately.
2. Once the allegation has been determined to be a bullying and/or cyberbullying incident, written notification must be sent to the parent/legal guardian of the target, the bully, and the witnesses to the incident within one (1) school day.

B. Any student who is considered to be the bully will be subject to disciplinary action and may be suspended and removed from school immediately, subject to the following conditions:

1. The student is given an explanation of the reasons for his suspension and removal,
2. The student is afforded an opportunity to explain his conduct,
3. A recommendation for suspension or expulsion of the student is initiated immediately, and
4. A hearing is conducted as soon as practicable thereafter, but in no case more than three (3) school days after the student has been suspended and removed, and a written decision, if the decision is to recommend expulsion, is issued within two (2) school days after the hearing is conducted

## MVHS Phone Directory (702-397-2611)

| <b>Title</b>             | <b>Name</b>         | <b>Extension</b> |
|--------------------------|---------------------|------------------|
| Principal                | Hal Mortensen       | 4100             |
| Assistant Principal      | Duane McMinn        | 4200             |
| Assistant Principal      | Mitchell Ozaki      | 4202             |
| Office Manager           | Heather Larsen      | 4100             |
| Athletics Secretary      | Camille Christensen | 4200             |
| Registrar                | Louise Culler       | 4065             |
| Attendance Clerk         | Shelie Jensen       | 4035             |
| Counselor                | Christie Lewis      | 4301             |
| Counselor                | Geniel Ozaki        | 4302             |
| College & Career Advisor | Teresa Kruse        | 4303             |
| College & Career Advisor | Donna Swanson       | 3211             |
| FASA                     | Brittney Lawrence   | 4022             |