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# Behavior Guidelines
## *for*
# Secondary Students



CCSD
CLARK COUNTY
SCHOOL DISTRICT

675

# BEHAVIOR GUIDELINES FOR SECONDARY STUDENTS

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## NOTICE OF STUDENT SEARCHES

Students are hereby informed that they will be subject to search when they enter campus after the beginning of the school day. This includes, but is not limited to, unauthorized returns. This notice does not exclude personnel, however, from searching a student at any time should there be reasonable suspicion of wrongdoing.

## STUDENT CODE OF ETHICS

As a secondary student in the Clark County School District, I will, at all times, strive to demonstrate the seven qualities of moral character fundamental to human conduct: **Respect, Integrity, Responsibility, Empathy, Courage, Manners, and Justice**.

***Respect*** -- Students demonstrate respect by being considerate of others and for the property of others. Students demonstrate respect for themselves through adherence to these character traits.

***Integrity*** -- Students demonstrate integrity through honest and sincere interactions with others. Students demonstrate academic honesty by producing work that is theirs alone.

***Responsibility*** -- Students demonstrate responsibility by being dependable, accountable, and taking ownership for their actions.

***Empathy*** -- Students demonstrate empathy by being considerate of and sensitive to racial, ethnic, cultural, and community values.

***Courage*** -- Students demonstrate courage by expressing their thoughts and feelings in a responsible and respectful way.

***Manners*** -- Students demonstrate good manners by being conscientious of and respectful to adults and to each other at all times.

***Justice*** -- Students demonstrate justice by treating others in a fair and equitable way.

# CODE OF CONDUCT FOR SECONDARY STUDENTS

Our schools reflect an image of what occurs in our communities; therefore, it is essential that schools prepare students academically and morally to meet today's challenges. The Clark County School District (CCSD) has an obligation to provide a proper academic and social structure so that all who participate in the educational process can do so in a productive and positive educational environment. Qualities of respect, integrity, responsibility, empathy, courage, manners, and justice are fundamental to human conduct. Students are expected to demonstrate these character traits at all times.

Most students are very serious about taking full advantage of the time they spend in school. They are conscientious about their academic endeavors and their school behavior. They have a good attitude toward school. Students who come to school to learn and participate in school activities seldom have difficulty complying with school rules.

Unfortunately, there are some students who are less sincere about school. They experience difficulty in maintaining a reasonable attitude toward school rules, and the resulting inappropriate behavior creates problems for themselves as well as for fellow students, parents, and school personnel. Student behavior that disrupts the educational process must be addressed and corrected. To this end, the Clark County School District Board of School Trustees has promulgated policies and regulations upon which this Student Code of Conduct is based.

Education is a process which requires reasonable order and decorum. Conduct is the manner in which students are expected to act so that order and decorum can be maintained. Students have certain basic rights under the Constitution of the United States and Nevada State Law. Those rights, however, do not extend to infringement on the rights of teachers to teach and other students to learn. Those rights cannot be exercised in an environment of disturbance and fear.

It is the responsibility of each principal to take appropriate actions as necessary to protect students and school personnel from dangerous or socially detrimental actions of students. A student who obstructs any teaching, administrative, or extra-curricular activity is subject to such disciplinary actions as set forth in this **BEHAVIOR GUIDELINES FOR SECONDARY STUDENTS** handbook, or in Clark County School District Regulation 5141.1 Discipline: Control of Dangerous and Antisocial Behavior. Every student is strictly accountable for his/her conduct in school or school-related functions, away from school property or off school property when that conduct directly impacts the health, welfare, and safety of students or school employees.

To assist students, parents, and staff in maintaining such an environment, this **STUDENT CODE OF CONDUCT** has been developed. Disciplinary offenses and consequences set forth herein are based upon CCSD Regulation 5141.1 Discipline: Control of Dangerous and Antisocial Behavior.

This handbook describes only major behavior areas. At any time, students may be corrected and counseled by teachers, administrators, or other school district personnel regarding their behavior. Students will be informed as to what they need to do to correct inappropriate behavior.

After reading the **BEHAVIOR GUIDELINES FOR SECONDARY STUDENTS**, students are asked to share it with their parents or guardians. It is a basic code of conduct designed to assist and support students by providing an atmosphere where they have full freedom to learn.

Special education students are also responsible for complying with the **STUDENT CODE OF CONDUCT** and will be disciplined in accordance with the guidelines set forth under the Individuals with Disabilities Education Act (IDEA).

## HOW TO USE THIS PUBLICATION

Through careful reading of this booklet, students and parents should be able to understand the expected **Code of Conduct**, and be aware that inappropriate behavior will result in correction of such behavior through constructive and corrective disciplinary action.

It is advisable that the reader first become familiar with the **Student Code of Ethics** (*see page 2*) and **Table of Contents** (*see page 1*).

This booklet is divided into three main sections:

The first section identifies three progressive behavior TIERS. Each behavior TIER provides a definition, list of applicable behavior infractions, possible interventions, and progressive resolutions.

School officials accept responsibility for administering appropriate consequences from the list of corrective disciplinary actions. The decision regarding the consequence will be based on circumstances unique to each individual behavior infraction. Factors such as the cause and severity of the offense, the student's attitude, length of time since the last incident, and the student's past behavior records may influence the disciplinary action to be taken. A good record of behavior can result in the administration of minimal disciplinary actions while the student who is more frequently involved in problem behavior can expect more severe consequences. A single incident of severe inappropriate behavior may require application of more than one consequence (*example:* for Controlled Substance Distribution, a student would be placed on a RPC, Suspended, Recommended for Expulsion, and referred to the Substance Abuse Awareness Program).

The second section identifies applicable behavior TIERS and provides definitions for specific behavior infractions that are cause for disciplinary action to be taken by school officials.

The third section provides descriptions of corrective disciplinary resolutions that may be administered in the event of a behavior infraction.

When a behavior infraction violates law, school officials will take appropriate disciplinary action as well as make a referral to law enforcement and Clark County Juvenile Justice Services authorities for criminal misconduct. Any action law enforcement authorities might take, such as a citation or arrest, is separate from any action taken by the school. If the student is arrested, law enforcement officials will normally transport the student to the Clark County Juvenile Detention Center. In accordance with juvenile court practices, the parent is notified by the Clark County Juvenile Justice Services personnel when a child is detained. In accordance with CCSD regulation, the decision to notify parents/legal guardians that a child has been taken into protective custody will be made by the person taking the child into custody. If a parent/legal guardian requests information concerning the child, the parent/legal guardian must be referred to the person who made the decision to take the child into protective custody.

The remainder of this booklet contains information regarding: Rules of Conduct for School Bus Riders, Student Dress Code, Understanding the Warning Signs of Violence, Nevada Code of Honor, Educational Involvement Accord, and Bullying/Cyberbullying.

**BEHAVIOR TIERS**

# Clark County School District's Tiers of Behavior

## TIER ONE

### Definition:

- Minor behavior infractions that violate school or classroom rules, policies or procedures.

### Behaviors:

- ✓ Absence
- ✓ Acceptable Use Policy
- ✓ Aggressive Behavior
- ✓ Auto Misuse
- ✓ Bus Infraction
- ✓ Cheating
- ✓ Class Disruption
- ✓ Closed Campus
- ✓ Disregard Rules/Regulations
- ✓ Dress Code Violation
- ✓ Forgery/Dishonesty
- ✓ Insubordinate
- ✓ No Show – Detention
- ✓ No Show – Office
- ✓ Non-Dress PE
- ✓ Nuisance Item
- ✓ Out of Seat
- ✓ Outbursts
- ✓ Personal Communication Device
- ✓ Plagiarism
- ✓ Public Display of Affection
- ✓ Tardies
- ✓ Tardy Lockouts/Sweeps
- ✓ Truancy
- ✓ Unacceptable Language

### Interventions:

- Reminder
- Redirection
- Rule Review
- Conference with Student
- Counseling Referral
- Behavior Contract

### Resolutions:

- Warning
- Timeout
- Phone Conference with Parent/Guardian
- Detention
- Required Parent Conference (RPC)

**(follow progressive discipline)**

***Participation in graduation ceremonies is a privilege for graduating seniors. Offenses of school and/or CCSD regulations may result in loss of the privilege to participate in the graduation ceremony.***

**BEHAVIOR TIERS**

# Clark County School District's Tiers of Behavior

# TIER TWO

## Definitions:

- Tier One behavior infractions that are severe in nature or are repeated three or more times during the school year (discretion of site administration).
- Major behavior infractions that violate CCSD policy or regulation, impact student or staff safety, are subject to law enforcement involvement, and/or cause property damage.
- Includes all discretionary expellable offenses.

## Behaviors:

- ✓ Alcohol – Possession (1st Offense)
- ✓ Alcohol – Use (1st Offense)
- ✓ Arson
- ✓ Assault – Staff
- ✓ Assault – Student (bullying type)
- ✓ Battery – Student (bullying type)
- ✓ Bullying
- ✓ Campus Disruption
- ✓ Controlled Substance – Possession (1st Offense)
- ✓ Controlled Substance – Use (1st Offense)
- ✓ Cyberbullying
- ✓ Drug Paraphernalia
- ✓ Extortion (bullying type)
- ✓ Fighting
- ✓ Fire Alarm Pull
- ✓ Gambling
- ✓ Gang Involvement
- ✓ Graffiti
- ✓ Habitual Truancy Citation
- ✓ Hazing
- ✓ Hitting
- ✓ Immoral Conduct
- ✓ Inappropriate Touching
- ✓ Robbery
- ✓ Theft
- ✓ Threat – School
- ✓ Threat – Staff
- ✓ Threat – Student
- ✓ Tobacco – Possession
- ✓ Tobacco – Use
- ✓ Trespassing
- ✓ Vandalism
- ✓ Verbal Abuse
- ✓ Verbal Confrontation

## Interventions:

- Parent/Guardian Conference
- Peer Mediation
- Behavior Mentor
- Counseling Referral
- Social Worker Referral
- Threat Assessment Referral
- Substance Abuse Awareness Program (SAAP)
- Enrollment in On-Site HOPE$^2$ Program

## Resolutions:

- In-House Suspension
- Suspension
- STAR-On/Corresponding On-Site Alternative Placement
- Behavior School Recommendation
- Discretionary Expulsion Recommendation

**(follow progressive discipline)**

**BEHAVIOR TIERS**

# Clark County School District's Tiers of Behavior

## TIER THREE

**Definition:**

- Behavior infractions identified as mandatory expellable offenses and sexual assault.

**Behaviors:**

- ✓ Alcohol – Distribution
- ✓ Alcohol – Possession (2nd Offense)
- ✓ Alcohol – Use (2nd Offense)
- ✓ Battery – Staff
- ✓ Battery – Staff with Injury
- ✓ Battery – Student with Injury (bullying type)
- ✓ Controlled Substance – Distribution
- ✓ Controlled Substance – Possession Repeated
- ✓ Controlled Substance – Possession with Intent
- ✓ Controlled Substance – Use (2nd Offense)
- ✓ Possession of Weapons
- ✓ Possession/Use of Weapons with Injury
- ✓ Possession of Weapons with Threat
- ✓ Sexual Assault

| **Interventions:** | **Resolution:** |
|---|---|
| • Substance Abuse Awareness Program (SAAP)<br>• Department of Pupil Personnel Services Involvement<br>• Law Enforcement Involvement<br>• Student Services Division Involvement | • Mandatory Expulsion Recommendation |

***Participation in graduation ceremonies is a privilege for graduating seniors. Offenses of school and/or CCSD regulations may result in loss of the privilege to participate in the graduation ceremony.***

| BEHAVIOR TIERS & PROGRESSIVE RESOLUTIONS | | |
|---|---|---|
| **TIER ONE**<br>**Progressive Resolutions:**<br>• Warning<br>• Timeout<br>• Phone Conference<br>• Detention<br>• Required Parent Conference (RPC) | **TIER TWO**<br>**Progressive Resolutions:**<br>• In-House Suspension<br>• Suspension<br>• STAR-On/On-site Alternative Placement<br>• Behavior School Recommendation<br>• Discretionary Expulsion Recommendation | **TIER THREE**<br>**Mandatory Resolution:**<br>• Mandatory Expulsion Recommendation |

| BEHAVIOR INFRACTION DEFINITIONS | IC Code | TIER ONE | TIER TWO | TIER THREE |
|---|---|---|---|---|
| **ABSENCE**<br>Not present; missing.<br>*Note One: Arriving more than 30 minutes after the scheduled start of class.*<br>*Note Two: A student may not be suspended or removed from school for absences.* | **DAB** | ✓ | ✓<br>**(repeated)** | |
| **ACCEPTABLE USE POLICY**<br>Any unauthorized, unacceptable, or inappropriate use of computer activities, access, software, equipment; and/or any activity that affects or disrupts the school or CCSD computer hardware, software, or computer systems. | **AUP** | ✓ | ✓<br>**(repeated or severe)** | |
| **AGGRESSIVE BEHAVIOR**<br>Hostile and/or destructive behavior. | **DAG** | ✓ | ✓<br>**(repeated or severe)** | |
| **ALCOHOL – DISTRIBUTION**<br>Any sale, distribution, sharing, or possession with intent to distribute, any form or amount of alcoholic beverages or substances represented to be alcohol.<br>*Note One: The student and a parent or guardian must attend and complete CCSD's Substance Abuse Awareness Program (SAAP).*<br>*Note Two: Students who distribute alcohol must be recommended for expulsion and may be subject to law enforcement involvement.* | **DDA** | | | ✓ |
| **ALCOHOL – POSSESSION**<br>Possession of alcoholic beverages or substances represented to be alcohol.<br>*Note One: The student and a parent or guardian must attend and complete CCSD's Substance Abuse Awareness Program (SAAP).*<br>*Note Two: The principal or designee, will for the first such incident, take appropriate disciplinary action other than recommending removal (behavior school or expulsion). Student may be subject to law enforcement involvement.* | **DAP** | | ✓<br>**(first offense)** | ✓<br>**(additional offenses)** |

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| **ALCOHOL – USE**<br>Use of alcoholic beverages or substances represented to be alcohol.<br>*Note One: The student and a parent or guardian must attend and complete CCSD's Substance Abuse Awareness Program (SAAP).*<br>*Note Two: The principal or designee, will for the first such incident, take appropriate disciplinary action other than recommending removal (behavior school or expulsion). Student may be subject to law enforcement involvement.* | **DUA** | | ✓<br>**(first offense)** | ✓<br>**(additional offenses)** |
| **ARSON**<br>Intentionally setting fire, or attempting to set fire, or intentionally engaging in conduct which may reasonably be foreseen to set fire to property of another, participating in, or encouraging another person to participate in such conduct.<br>*Note: May be subject to restitution and law enforcement involvement.* | **DAR** | | ✓ | |
| **ASSAULT – STAFF**<br>Attempt to cause physical injury intentionally or behave in such a way as could reasonably cause physical injury to a person or group of persons.<br>*Note: May be subject to law enforcement involvement.* | **DAL** | | ✓ | |
| **ASSAULT – STUDENT**<br>**(Bullying Type: See BULLYING, page 10)**<br>Attempt to cause physical injury intentionally or behave in such a way as could reasonably cause physical injury to a person or group of persons.<br>*Note: Bullying investigation must be opened and may be subject to law enforcement involvement.* | **DB2** | | ✓ | |
| **AUTO MISUSE**<br>Inappropriate use of an automobile on school property or during school events. | **DAC** | ✓ | ✓<br>**(repeated or severe)** | |
| **BATTERY – STAFF**<br>Any willful and unlawful use of force or violence against a CCSD employee.<br>*Note: Students who commit battery on a school employee must be recommended for expulsion and may be subject to law enforcement involvement.* | **DBF** | | | ✓ |
| **BATTERY – STAFF – WITH INJURY**<br>Any willful and unlawful use of force or violence against a CCSD employee resulting in injury.<br>*Note: Students who commit battery on a school employee with injury must be recommended for expulsion and may be subject to law enforcement involvement.* | **DBE** | | | ✓ |
| **BATTERY – STUDENT**<br>**(Bullying Type: See BULLYING, page 10)**<br>Any willful and unlawful use of force or violence against a CCSD student.<br>*Note: Bullying investigation must be opened and may be subject to law enforcement involvement.* | **DB2** | | ✓ | |

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| **BATTERY – STUDENT – WITH INJURY**<br>**(Bullying Type: See BULLYING, page 10)**<br>Any willful and unlawful use of force or violence against a CCSD student resulting in significant injury, where a clear imbalance of power has been established.<br>*Note: Students who commit battery on another student with injury must be recommended for expulsion; bullying investigation must be opened and may be subject to law enforcement involvement.* | **DB2** | | | ✓ |
| **BULLYING**<br>**(Types: Assault-Student, Battery-Student, Battery-Student-with Injury, Disability, Extortion, Gender, Gender Identification/ Sexual Orientation, Other, Race, Religion, Sexual Harassment, Stalking)**<br>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 (*see page 29*).<br>*Note: Bullying investigation must be opened and may be subject to law enforcement involvement.* | **DB2** | | ✓ | ✓<br>**(Battery-Student-with Injury)** |
| **BUS INFRACTION**<br>Refusal to obey bus rules, and/or any action which creates a safety hazard or distracts the attention of the driver. (*see page 22 – RULES OF CONDUCT FOR BUS RIDERS*) | **DBI** | ✓ | ✓<br>**(repeated or severe)** | |
| **CAMPUS DISRUPTION**<br>Participating in or causing a disturbance at school or school-related activities, e.g., riots, fights, false fire alarms, bomb threats, or similar disturbances. | **DCR** | | ✓ | |
| **CHEATING**<br>Cheating involves the improper taking of information from and/or giving of information to another student, individual, or other source. | **DCP** | ✓ | ✓<br>**(repeated)** | |
| **CLASS DISRUPTION**<br>Causing or participating in an event or action which interrupts or disrupts instruction. | **DCD** | ✓ | | |
| **CLOSED CAMPUS**<br>The unauthorized leaving of school campus during the school day. | **DCC** | ✓ | ✓<br>**(repeated)** | |
| **CONTROLLED SUBSTANCE – DISTRIBUTION**<br>Any sale, distribution, or sharing of any form or amount of drugs/controlled substances or substances represented to be drugs/controlled substances.<br>*Note One: The student and a parent or guardian must attend and complete CCSD's Substance Abuse Awareness Program (SAAP).*<br>*Note Two: Students who distribute a controlled substance must be recommended for expulsion and may be subject to law enforcement involvement.* | **DPS** | | | ✓ |

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| **CONTROLLED SUBSTANCE – POSSESSION**<br>Possession of drugs/controlled substances or substances represented to be drugs/controlled substances.<br>*Note One: The student and a parent or guardian must attend and complete CCSD's Substance Abuse Awareness Program (SAAP).*<br>*Note Two: The principal or designee, will for the first such incident, take appropriate disciplinary action other than recommending removal (behavior school or expulsion). Student may be subject to law enforcement involvement.* | **DCS** | | ✓ **(first offense)** | |
| **CONTROLLED SUBSTANCE – POSSESSION – REPEATED**<br>Possession of drugs/controlled substances or substances represented to be drugs/controlled substances on more than one occasion while enrolled in CCSD.<br>*Note One: The student and a parent or guardian must attend and complete CCSD's Substance Abuse Awareness Program (SAAP).*<br>*Note Two: Students who possess a controlled substance on more than one occasion must be recommended for expulsion and may be subject to law enforcement involvement.* | **DRC** | | | ✓ |
| **CONTROLLED SUBSTANCE – POSSESSION WITH INTENT**<br>Possession of drugs/controlled substances with the intent to sell, distribute, or share.<br>*Note One: The student and a parent or guardian must attend and complete CCSD's Substance Abuse Awareness Program (SAAP).*<br>*Note Two: Students who possess a controlled substance with the intent to distribute must be recommended for expulsion and may be subject to law enforcement involvement.* | **DCI** | | | ✓ |
| **CONTROLLED SUBSTANCE – USE**<br>Use of drugs/controlled substances or substances represented to be drugs/controlled substances.<br>*Note One: The student and a parent or guardian must attend and complete CCSD's Substance Abuse Awareness Program (SAAP).*<br>*Note Two: The principal or designee, will for the first such incident, take appropriate disciplinary action other than recommending removal (behavior school or expulsion). Student may be subject to law enforcement involvement.* | **DUS** | | ✓ **(first offense)** | ✓ **(additional offenses)** |
| **CYBERBULLYING**<br>Bullying through the use of electronic communication. *(see page 30)*<br>*Note: Bullying investigation must be opened and may be subject to law enforcement involvement.* | **DC2** | | ✓ | |
| **DISREGARD OF RULES AND REGULATIONS**<br>Behavior that disrupts the learning environment or is contradictory to school or classroom rules, policies and procedures. | **DSR** | ✓ | ✓ **(repeated or severe)** | |

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| **DRESS CODE VIOLATION**<br>Failure to observe the school's dress code as defined in CCSD Regulation 5131 Dress and Appearance.<br>(*see page 24 – STUDENT DRESS CODE*) | **DDC** | ✓ | ✓<br>**(repeated)** | |
| **DRUG PARAPHERNALIA**<br>Equipment, products, and materials, of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, concealing, containing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.<br>*Note One: The student and a parent/guardian must attend and complete CCSD's SAAP.*<br>*Note Two: The principal or designee, will for the first such incident, take appropriate disciplinary action other than recommending expulsion. Student may be subject to law enforcement involvement.* | **DHP** | | ✓ | |
| **EXTORTION**<br>**(Bullying Type: See BULLYING, page 10)**<br>Solicitation of money, information, or something of value from another person in return for protection, or in connection with a threat to inflict harm, or through intimidation.<br>*Note: Bullying investigation must be opened and may be subject to restitution and law enforcement involvement.* | **DB2** | | ✓ | |
| **FIGHTING**<br>Engaging in physical contact for the purpose of inflicting harm on another person.<br>*Note: May be subject to law enforcement involvement.* | **DFH** | | ✓ | |
| **FIRE ALARM PULL**<br>Falsely pulling the school's fire alarm system.<br>*Note: May be subject to law enforcement involvement.* | **DPA** | | ✓ | |
| **FORGERY/DISHONESTY**<br>Writing and using the signature or initials of another person for an illegal or unauthorized purpose. | **DDF** | ✓ | ✓<br>**(repeated or severe)** | |
| **GAMBLING**<br>Participating in games of chance for the purpose of exchanging money and/or other valuables.<br>*Note: May be subject to law enforcement involvement.* | **DGB** | | ✓ | |
| **GANG INVOLVEMENT**<br>Wearing any clothing or displaying any symbol on CCSD property that denotes membership in or an affiliation with a criminal gang, or engaging in activity that encourages participation in a criminal gang, or facilitates illegal acts of a criminal gang.<br>*Note: May be subject to law enforcement involvement.* | **DGI** | | ✓ | |
| **GRAFFITI**<br>Writing, drawings, or symbols scribbled, scratched, or sprayed illicitly on CCSD property.<br>*Note: May be subject to restitution and law enforcement involvement.* | **DGT** | | ✓ | |

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| **HABITUAL TRUANCY CITATION**<br>Three or more unapproved/unexcused absences (on separate days) from school. Habitual truants are referred to law enforcement for the issuance of a citation. Students 14-17 years of age will also receive DMV Administrative Sanctions. *Note: A student may not be suspended or removed from school for truancies.* | **DTZ** | | ✓ | |
| **HAZING**<br>An activity in which a person intentionally or recklessly endangers the physical health of another person for the purpose of initiation into or affiliation with a student organization, academic association, or athletic team of a school. | **DHZ** | | ✓ | |
| **HITTING**<br>Bringing one's hand or implement into contact with (someone or something) quickly and forcefully in order to cause harm, distress, or damage (to someone or something). | **DHG** | | ✓ | |
| **IMMORAL CONDUCT**<br>Behavior which the administration determines is not in conformity with the accepted principles of right and wrong and which is contrary to the moral standards of the community. This includes inappropriate, suggestive, or explicit sexual behavior. | **DIM** | | ✓ | |
| **INAPPROPRIATE TOUCHING**<br>Touching or physical contact that is not suitable for the school environment. | **DIN** | | ✓ | |
| **INFORMATION ONLY**<br>Facts about a situation, person, event - Not punitive. | **DIO** | | | |
| **INSUBORDINATE**<br>A refusal to obey a direct or implied order, reasonable in nature, and given by and with proper authority; defiant of authority; disobedient to orders. | **DIS** | ✓ | ✓<br>**(repeated or severe)** | |
| **LEFTOVER STUDENT**<br>A student who missed the bus, was not picked up after school, or does not have a way home.<br>*Note: Follow After School Care Plan.* | **LEF** | | | |
| **NO SHOW – DETENTION**<br>A student who is expected to serve a detention, but does not show-up, attend, and/or properly reschedule. | **DSD** | ✓ | ✓<br>**(repeated)** | |
| **NO SHOW – OFFICE**<br>A student who is expected to present himself to an office/appointment/meeting, but does not show-up, attend, and/or properly reschedule. | **DSO** | ✓ | ✓<br>**(repeated)** | |
| **NON-DRESS PE**<br>A student who does not comply with the required, school PE uniform. | **DND** | ✓ | ✓<br>**(repeated)** | |
| **NUISANCE ITEM**<br>Items which are disruptive to the educational/learning environment. | **DNI** | ✓ | ✓<br>**(repeated)** | |

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| **OTHER**<br>This category should only be used if none of the other behavior events are suitable. | **DOT** | | | |
| **OUT OF DISTRICT REMOVALS**<br>Student enrolling in CCSD with pending discipline from another school district, charter school, or private school.<br>*Note One: Must contact Director, Department of Pupil Personnel Services.*<br>*Note Two: Tier depends on behavior infraction.* | **OOD** | | | |
| **OUT OF SEAT**<br>Any incident in which a student leaves his or her seat without permission. | **DOS** | ✓ | ✓<br>**(repeated)** | |
| **OUTBURSTS**<br>Any vocalization without permission that is above normal conversation for the given setting. | **DOO** | ✓ | ✓<br>**(repeated or severe)** | |
| **PERSONAL COMMUNICATION DEVICE**<br>The unauthorized use of cell phones, laptops, tablet computers, or similar electronic devices on CCSD property during the instructional day. | **PCD** | ✓ | ✓<br>**(repeated)** | |
| **PLAGIARISM**<br>Plagiarism is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. | **DCP** | ✓ | ✓<br>**(repeated)** | |
| **POSSESSION OF WEAPONS**<br>Possession of a firearm, including a weapon defined by the Gun-Free Schools Act as set forth below, or a Dangerous Weapon, which includes, without limitation, a blackjack, slungshot, billy, sand-club, sandbag, metal knuckles, dirk or dagger, a nunchaku, switchblade knife or trefoil, a butterfly knife or any other knife described in NRS 202.350, or any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause, bodily injury to person. Under NRS, while on school grounds, an Air Soft Gun, BB Gun, Paint Ball Gun, and Pellet Gun are all considered weapons.<br>*Note One: Principals may, in their discretion, take appropriate disciplinary action other than recommending expulsion for possession of prohibited weapons, except those listed above, which are not used under dangerous circumstances or in a threatening manner.*<br>*Note Two: Students who possess, use, transmit, or conceal any operable or inoperable dangerous weapon listed above must be recommended for expulsion and may be subject to law enforcement involvement.* | **DWH** | | ✓<br>**(see Note One)** | ✓<br>**(see Note Two)** |
| **POSSESSION/USE OF WEAPONS WITH INJURY**<br>Any willful and unlawful use of force or violence involving a weapon (see definition above) against a student or staff member resulting in injury.<br>*Note: Students who possess and use a weapon resulting in injury must be recommended for expulsion and may be subject to law enforcement involvement.* | **DWI** | | | ✓ |

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| **POSSESSION OF WEAPONS WITH THREAT**<br>Any statement of an intention to inflict pain, injury, damage, or other hostile action using a weapon (see definition above) against a student or staff member.<br>*Note: Students who possess and use a weapon to threaten must be recommended for expulsion and may be subject to law enforcement involvement.* | **DWT** | | | ✓ |
| **PUBLIC DISPLAY OF AFFECTION**<br>Acts of physical intimacy deemed inappropriate for the school environment. | **PDA** | ✓ | ✓ **(repeated)** | |
| **ROBBERY**<br>Unlawfully taking property through the use of force or the threat of force.<br>*Note: May be subject to restitution and law enforcement involvement.* | **ROB** | | ✓ | |
| **SEXUAL ASSAULT**<br>Forced, unwarranted, or unsolicited sexual penetration of any part of a person's body.<br>*Note: May be subject to law enforcement involvement - Contact Education Services Division for guidance.* | **DSA** | | | ✓ |
| **TARDIES**<br>Arriving to class after the scheduled start time.<br>*Note: A student may not be suspended or removed from school for tardies.* | **DTR** | ✓ | ✓ **(repeated)** | |
| **TARDY LOCKOUTS/SWEEPS**<br>Students who are gathered to receive an immediate disciplinary consequence for their tardiness.<br>*Note: A student may not be suspended or removed from school for tardies.* | **DLS** | ✓ | ✓ **(repeated)** | |
| **THEFT**<br>Taking property that does not belong to the taker.<br>*Note: May be subject to restitution and law enforcement involvement.* | **DTH** | | ✓ | |
| **THREAT – SCHOOL**<br>A statement of an intention to inflict pain, injury, damage, or other hostile action against a specific school or the occupants of a specific school.<br>*Note: May be subject to law enforcement involvement.* | **TTS** | | ✓ | |
| **THREAT – STAFF**<br>A statement of an intention to inflict pain, injury, damage, or other hostile action to a staff member.<br>*Note: May be subject to law enforcement involvement.* | **DTT** | | ✓ | |
| **THREAT – STUDENT**<br>A statement of an intention to inflict pain, injury, damage, or other hostile action to another student.<br>*Note: May be subject to law enforcement involvement.* | **DTS** | | ✓ | |
| **TOBACCO – POSSESSION**<br>Possession of tobacco on any CCSD property or at any school sponsored activity or event. | **DPT** | | ✓ | |
| **TOBACCO – USE**<br>Use of tobacco on any CCSD property or at any school sponsored activity or event. | **DUT** | | ✓ | |

| | | | | |
|---|---|---|---|---|
| **TRESPASSING**<br>Unauthorized presence on CCSD property or at a school sponsored activity or event without express prior permission of the principal, and/or a refusal to leave the property after having been directed to do so.<br>*Note: May be subject to law enforcement involvement.* | **TSS** | | ✓ | |
| **TRUANCY**<br>A student who is absent from school for one or more class periods during the school day without the written approval of his/her teacher or the principal of the school, unless the student is physically or mentally unable to attend (NRS 392.130).<br>*Note: A student may not be suspended or removed from school for truancy.* | **DTU** | ✓ | | |
| **UNACCEPTABLE LANGUAGE**<br>Language which is disruptive to the school environment considered to be vulgar, abusive, and/or indecent. Coarse language is defined as any vocalization consisting of or including vulgarities, expletives, or words that are not age-appropriate. | **DUL** | ✓ | ✓<br>**(repeated)** | |
| **UNACCEPTABLE SCHOOL BEHAVIOR**<br>Use **Disregard of Rules and Regulations** or other listed specific behavior infraction **(Cheating, Forgery, Insubordinate, Nuisance Item, Outbursts, Out of Seat, Personal Communication Device, Plagiarism, Unacceptable Language, etc.)** | **USB** | | | |
| **VANDALISM**<br>Willfully and maliciously destroying, defacing, or mutilating the property of another, or intentionally engaging in conduct which could reasonably result in destruction or damage to the property of another. This includes tagging.<br>*Note: May be subject to restitution and law enforcement involvement.* | **DVD** | | ✓ | |
| **VERBAL ABUSE**<br>The excessive use of language to undermine someone's dignity and/or security through insults and/or humiliation, in a sudden and/or repeated manner. | **DVA** | | ✓ | |
| **VERBAL CONFRONTATION**<br>A disagreement between students consisting of words alone without action. | **DVC** | | ✓ | |

| **BEHAVIOR TIERS & PROGRESSIVE RESOLUTIONS** | | |
|---|---|---|
| **TIER ONE**<br>**Progressive Resolutions:**<br>• Warning<br>• Timeout<br>• Phone Conference<br>• Detention<br>• Required Parent Conference (RPC) | **TIER TWO**<br>**Progressive Resolutions:**<br>• In-House Suspension<br>• Suspension<br>• STAR-On/On-site Alternative Placement<br>• Behavior School Recommendation<br>• Discretionary Expulsion Recommendation | **TIER THREE**<br>**Mandatory Resolution:**<br>• Mandatory Expulsion Recommendation |

## CORRECTIVE BEHAVIOR RESOLUTIONS

Discipline is the combination of a mental attitude and a system of personal self-control that results in a standard of behavior demonstrated by appropriate conduct in all situations. In education, it is a process which strengthens, molds, and corrects student behavior through a system of essential rules, and when necessary, just and constructive consequences.

| INFINITE CAMPUS BEHAVIOR RESOLUTIONS | | |
|---|---|---|
| **IC Code** | **IC Title** | **Definition** |
| **SSD** | **45 Day Placement** | Up to a 45 Day placement at an Academic Center, per Student Services Division approval. |
| **ANS** | **Accusation Not Supported** | When a declaration or statement that another person is guilty of some offense or misconduct is unfounded. |
| **ADP** | **Administrative Placement** | Placement at a non-zoned or home school, per School Associate Superintendents or central office administration. |
| **ALG** | **Allegation Only** | Any declaration of something to be true without giving any proof. |
| **SRY** | **Apology** | A statement of regret and responsibility for an act or omission; an expression of remorse and an acceptance of responsibility for an act or omission. |
| **AOT** | **Appeal Overturn** | Upon following due process at the school level, a consequence is reversed. |
| **AUP** | **Appeal Upheld** | Upon following due process at the school level, a consequence is maintained. |
| **ARR** | **Arrest** | The detainment and/or restraint of a student by law enforcement due to suspicion of criminal activity. |
| **BEH** | **Behavior School/Alternative Educational Program** | Alternative educational programs provide instruction for students in grades 6 through 12 who have had behavior problems in a comprehensive school. Placement duration is a minimum of nine weeks with the opportunity to return to the student's comprehensive school dependent upon positive student performance in this more restrictive program. |
| **BSS** | **Bus Suspension** | A student is banned from accessing the school bus as a means of transportation to and from school. |
| **CIT** | **Citation** | A summons due to alleged illegal activity from law enforcement. |
| **CWP** | **Conference with Parent** | A meeting with a parent/guardian and one or more school officials. |
| **CWS** | **Conference with Student** | A meeting with a student and one or more school officials. |
| **CON** | **Contract** | A written agreement between a student and an adult that is directed toward changing the student's behavior. |

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| **DET** | **Detention** | The loss of privileges during the school hours for a student and/or being kept at school after hours. |
| **ADM** | **DMV Administrative Sanctions** | Loss of driving privileges, or the ability to obtain driving privileges, due to citation for habitual truancy. |
| **IDP** | **Drug Program Referral** | When the behavior is related to alcohol/controlled substance distribution, use, or possession, the student and a parent must attend the Substance Abuse Awareness Program (SAAP) - Involves participation in SAAP sessions totaling six (6) hours of instruction. |
| **ENR** | **Educational Neglect Referral** | A referral to the Department of Child and Family Services for non-attendance. |
| **ESD09** | **ERB-Accepted** | Upon meeting with an Expulsion Review Board, a recommendation for expulsion has been upheld. |
| **ESD10** | **ERB-Modified** | Upon meeting with an Expulsion Review Board, a recommendation for expulsion has been adjusted to an alternative consequence. |
| **ESD01** | **ESD-Abeyance** | Students with pending out-of-school discipline who do not respond to repeated attempts to schedule the appropriate meeting with ESD personnel. *Note: Any student who is placed in abeyance must meet with ESD personnel prior to returning to a comprehensive CCSD school.* |
| **ESD03** | **ESD-Accepted** | Upon meeting with ESD personnel, a recommendation for expulsion has been upheld. |
| **ESD04** | **ESD-Modified** | Upon meeting with ESD personnel, a recommendation for expulsion has been adjusted to an alternative consequence. |
| **ESD05** | **ESD-Overturned** | Upon meeting with ESD personnel, a recommendation for expulsion has been denied. |
| **EXP** | **Expulsion** | *Limited:* Long-term termination of enrollment in the comprehensive schools in the Clark County School District, with the potential that a student may return to a comprehensive school campus, under the provisions of a trial enrollment, following a period of a successful alternative educational program. Placement duration is a minimum of 18 weeks. *Permanent:* Total termination of enrollment in the comprehensive schools in the Clark County School District, with potential future enrollment only in an alternate educational program. |
| **EXPOS** | **Expulsion Out of District** | Honoring a board ratified expulsion from another school district for a newly enrolled CCSD student. |

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| **HDE** | **Habitual Discipline Expulsion** | Pursuant to NRS 392.466(3), a student who is expelled from any Clark County School District (CCSD) school for habitual discipline as defined by NRS 392.4655, and as set forth in these guidelines, may be suspended for a period not to exceed one school semester or expelled. The student must then enroll in a private school, be home-schooled, or enroll in an alternative academic setting. |
| **HTR** | **Habitual Truancy Referral** | Referral to law enforcement for habitual truancy disposition on occasion of third incidence of truancy. |
| **IHS** | **In-House Suspension** | The temporary removal of a student from his or her regularly-scheduled class for a designated amount of time for violating school policies or procedures. |
| **INV** | **Incident Investigation** | Gathering of evidence pertaining to incidents or allegations of misconduct. |
| **INT** | **Intervention** | Providing early, systematic, and appropriately intensive assistance to students prior to punitive responses. |
| **DTL** | **Lunch Detention** | The loss of lunch privileges during a student's assigned lunch period. |
| **ESD06** | **Panel Accepted** | Upon meeting with the Expulsion Hearing Panel, a recommendation for expulsion has been upheld. |
| **ESD07** | **Panel Modified** | Upon meeting with Expulsion Hearing Panel, a recommendation for expulsion has been adjusted to an alternative consequence. |
| **ESD08** | **Panel Overturned** | Upon meeting with the Expulsion Hearing Panel, a recommendation for expulsion has been denied. |
| **PIC** | **Parent in Class** | Parents attending class(es) with their child, so as to assist the student with corrective interventions prior to punitive responses. |
| **PEM** | **Peer Mediation** | A process by which two or more students involved in a dispute meet in a private, safe and confidential setting to work out problems with the assistance of a trained student mediator. |
| **PHN** | **Phone Conference with Parent** | A conversation with a parent/guardian over the phone. |
| **RPC** | **Required Parent Conference** | A required meeting with a parent/guardian of a student to discuss school related concerns or issues. |
| **RJC** | **Restorative Justice Council** | Site specific peer based alternative to suspension or expulsion. |
| **RJT** | **Restorative Justice Tribunal** | Site specific peer based alternative to suspension or expulsion. |
| **RVT** | **Revoked Trial Enrollment** | If a student on trial enrollment fails to meet the standards determined by a behavior contract signed during the trial enrollment process at the school, the trial enrollment may be revoked. School administration must meet with parent/guardian regarding the incident leading to the revocation. |

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| **SSB** | **School Beautification** | School beautification as a consequence. |
| **SDT** | **School Detail** | School beautification as a consequence. |
| **SRR** | **School Rescinded** | After an expulsion recommendation has been submitted, the referring school retracts the recommendation. |
| **SSD** | **SSD-Not Supported** | Student Services Division overturns recommendation for expulsion for students receiving special education or 504 services. |
| **STO** | **STAR-On** | A temporary, alternate educational placement on a comprehensive school's campus assigned to a student as a consequence during which time the student is not allowed to attend regular school lessons and/or after-school activities. |
| **SNR** | **Subsequent Educational Neglect Referral** | A subsequent referral to the Department of Child and Family Services for non-attendance within the same school year. |
| **STR** | **Subsequent Habitual Truancy Referral** | Any additional truancy after receiving a Habitual Truancy Referral within a calendar year. |
| **SUS** | **Suspension** | Suspension is defined as the temporary removal of a student from school to (1) seek problem resolution, or (2) ensure that the student's presence at the school does not constitute a danger to himself/herself or others, or (3) accomplish stringent disciplinary actions such as a behavior school referral or expulsion. A student may be suspended for up to ten school days for a pending behavior school referral or expulsion recommendation which must be made in accordance with CCSD Regulation. Students on suspension status are not allowed on a school campus or at any school sponsored activity for any reason without the express prior permission of the school principal. |
| **TOC** | **Timeout in Class** | The temporary separation in a classroom of a student from an environment where unacceptable behavior occurred. |
| **TOO** | **Timeout in Office** | The temporary separation in an office of a student from an environment where unacceptable behavior occurred. |
| **WRG** | **Warning** | To give notice to a student of additional consequences for further incidents and/or misbehaviors. |
| **WIT** | **Witness Only** | A bystander who is able to provide information regarding an incident. This is not punitive. |

PUB-306
Rev. 8/16

# THE FOLLOWING OFFENSES MUST BE RECOMMENDED FOR

# *EXPULSION*

## BATTERY ON A SCHOOL EMPLOYEE

Physical abuse directed at a school employee;

## BATTERY TO A STUDENT

Physical abuse to any student with significant injury, where a clear imbalance of power has been established;

## DRUGS, ALCOHOLIC BEVERAGES, USE, POSSESSION, & DISTRIBUTION

Use, possession and/or distribution of a controlled and/or illicit substance or any substance represented to be such;

## WEAPONS

Possession, use, transmittal, or concealment of ANY operable or inoperable weapon. Weapons are defined as firearms, knives, explosives, inflammable materials, or other items that may cause bodily injury or death. An Air Soft Gun, BB Gun, Paint Ball Gun, and Pellet Gun are all considered weapons. The Gun-Free Schools Act and NRS 392.466 specify expulsion requirements based on the type of weapons, and/or circumstances surrounding the infraction.

**WHEN A VIOLATION OF LAW IS BELIEVED TO HAVE OCCURRED, THE STUDENT WILL BE REFERRED TO THE APPROPRIATE LAW ENFORCEMENT AGENCY.**

CCSD
CLARK COUNTY
SCHOOL DISTRICT

*CLARK COUNTY SCHOOL DISTRICT*

675

# RULES OF CONDUCT FOR SCHOOL BUS RIDERS

The students on the bus are under the immediate supervision of the bus driver and are, thus, subject to the rules set by the Clark County Board of School Trustees and the State of Nevada. Any offense 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 offense with copies distributed to the principal/designee, the parents, and the Clark County School District Transportation Office.

## Rules of Conduct:

- Bus students must stand in an orderly, single-file line at pickup points until the bus comes to a complete stop.
- Students must board the bus in an orderly fashion and go directly to a seat.
- All students must remain seated while the bus is in motion. Students must remain seated until the bus has fully stopped, then enter the aisle and go directly to the front exit door. Students must exit through the front exit door after the bus has come to a complete stop. If a student must cross the road, walk forward 10 feet or more; wait for the driver's signal, then cross when it is safe to do so.
- Any distracting action by a student which creates a safety hazard by demanding unnecessary attention of the driver may result in disciplinary action (loud talking, use of profanity, fighting, throwing objects, smoking, standing, eating, drinking, and/or damaging the bus or bus seats).

In conformance with the rules of conduct, the site administrator will address bus misconduct in the following manner:

1. Confer with the student, the parent/guardian, or appropriate transportation staff, as necessary, to resolve student conduct problems.
2. Designate students as ineligible for transportation services when warranted and notify the Transportation Department and the parent or guardian of the action taken.

## Students Who Drive a Personal Vehicle to School:

When driving a personal vehicle, it is unlawful to pass a school bus with flashing red lights and stop arms activated (unless a median separates your portion of the roadway from the portion of the roadway where the bus is loading/unloading).

It is unlawful to cross any portion of a crosswalk within the school-crossing zone until all students and the crossing guard have cleared the entire crosswalk. When traveling within the school zone, you must ensure that you are traveling at the appropriate posted speed limit. Always be alert and watch for children.

The school bus loading/unloading zones are designated for school buses only.

## CCSD SCHOOL BUS OFFENSES/RESOLUTIONS

| CATEGORY I OFFENSES | CATEGORY II OFFENSES | CATEGORY III OFFENSES *(Immediate administrative response required)* |
|---|---|---|
| • Deliberate littering<br>• Excessive noise/outbursts<br>• Continuous eating/drinking<br>• Failing to sit in assigned seat<br>• Failing to remain seated<br>• Rude, discourteous conduct<br>• Riding unauthorized bus<br>• Getting on or off the bus at an unassigned stop<br>• Repeatedly late to the bus<br>• Other behavior that has not improved after driver has given several verbal warnings | • Hanging out of window and/or door<br>• Refusing to obey driver<br>• Improper boarding and/or departing<br>• Bringing unauthorized objects aboard the bus<br>• Inappropriate language<br>• Other behavior resulting in the drivers attention being taken off the road | • Possession of a weapon<br>• Arson or smoking on bus<br>• Fighting<br>• Pushing<br>• Tripping<br>• Destruction of property<br>• Tampering with bus equipment<br>• Verbal or physical assault<br>• Indecent exposure |

## MINIMUM ADMINISTRATIVE RESOLUTIONS

(In accordance with CCSD Regulation 3533 Safety of Students: Transportation Vehicles)

| | CATEGORY I OFFENSES | CATEGORY II OFFENSES | CATEGORY III OFFENSES *(Immediate administrative response required)* |
|---|---|---|---|
| ***First Offense*** | Student-School Conference *and* Parent Notification | Student-School Conference *and* Parent Notification | Three-day Bus Suspension *and* Required Parent Conference |
| ***Second Offense*** | Student-School-Driver Conference *and* Detention or In-house Suspension | Three-day Bus Suspension *and* Required Parent Conference | Loss of Riding Privileges for Remainder of School Year |
| ***Third Offense*** | Three-day Bus Suspension *and* Required Parent Conference | Loss of Riding Privileges for Remainder of School Year | |

***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.***

***Parents will be held responsible for any bus damage resulting from misconduct.***

## STUDENT DRESS CODE

The Clark County School District Basic Dress Code serves to provide guidelines for student dress and appearance at all District schools (whether or not they adopt Standard Student Attire). Students are to be dressed in such a manner that their appearance in the school contributes to the learning environment. Exemption from the CCSD Basic Dress Code may be permitted for medical or religious reasons. Students have a responsibility to dress in alignment with the Clark County School District dress and appearance guidelines.

- Require the wearing of shoes with soles. House slippers and shoes with wheels are not permitted.
- All clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
- Require that all shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.
- All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
- Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) is not permitted on campus except for designated school approved uniforms, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school sanctioned activities.
- Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited.
- Any clothing, jewelry, buttons, and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats are prohibited.
- Spiked or studded clothing, jewelry, and/or accessories are prohibited.
- Outerwear such as coats, mittens, and scarves must be removed upon entering the classrooms/buildings. Administrators, teachers, and staff may use their discretion as appropriate based on the temperature in the facility.

The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard. The principal shall retain the authority to grant exceptions for spirit days, special event dress days, and school wide free dress days. On those CCSD/school sanctioned exception days, schools will notify the students and parents/guardians of the unique dress provisions. Additional information regarding student dress and appearance, including Standard Student Attire, is contained in CCSD Regulation 5131 Dress and Appearance.

## UNDERSTANDING THE WARNING SIGNS OF VIOLENCE – Parent Tips

The information listed below is to acquaint you with the warning signs of violence and some tips for prevention. This information should be used as a guideline only. The presence of one or more of these warning signs does not mean that a young person will exhibit violent behavior. It is important to keep in mind that there are many possible factors that could contribute to youth violence. Please contact a school counselor for an appropriate community referral.

| VIOLENCE WARNING SIGNS | TIPS FOR PREVENTING VIOLENCE |
|---|---|
| • Abusive language, especially aimed at authority figure or friend<br>• Bullying and intimidating<br>• Continued failure to take responsibility for actions<br>• Difficulty controlling anger<br>• Engaging in racial or other ethnic conflict<br>• Engaging in sexual harassment<br>• Little or no remorse for actions<br>• Plans to get back at or even with others<br>• Previous aggressive behavior<br>• Punching or fighting<br>• Suicidal plans, thoughts or ideation<br>• Threatening physical harm<br>• Treatment of others as personal property<br>• Vandalizing school property<br>• Violent outbursts<br>• Withdrawn - little social interaction with peers | • Teach students that reporting violence or threats of violence is important<br>• Parents are encouraged to communicate with schools, especially when a child is experiencing problems<br>• Work with school personnel to address early behavior which may lead to violence<br>• Talk to young people about violence in advance<br>  ○ Do not wait until the issue comes up because of a specific incident<br>• When a violent incident occurs, discuss how it might have been prevented<br>  ○ What constructive choices might have been available?<br>• Encourage students to get involved in school activities<br>• Watch for any unusual behavior and report it to appropriate school personnel<br>• Set expectations for appropriate student behavior and communicate consequences<br>• Set a good example |

### FOR MORE INFORMATION

**Clark County School District**

- *Department of Pupil Personnel Services*
  702-855-9775
- *Guidance Services*
  702-799-8441
- *Operation Crime Free Schools Hotline*
  702-799-0228
- *Psychological Services*
  702-799-7465
- *School Police Dispatch*
  702-799-5411
- *Safe & Drug Free Schools*
  702-799-8411

**County Police Crime Prevention**

- *Boulder City*
  702-293-9224
- *Henderson*
  702-267-5000
- *Las Vegas Metropolitan*
  702-828-3111
- *North Las Vegas*
  702-633-911
- *Clark County Neighborhood Justice Center*
  702-455-3898
- WestCare
  702-385-3330

# NEVADA CODE OF HONOR AND THE EDUCATIONAL INVOLVEMENT ACCORD

In accordance with NRS 392.461, the following two pages provide samples of forms (the ***Nevada Code of Honor*** and the ***Educational Involvement Accord***) which must be used by all CCSD schools. These two forms, along with the materials listed below, are required to be distributed to each student's parent(s) or guardian(s) at the beginning of each school year or upon a student's enrollment in the class, as applicable.

- Information describing how the parent or legal guardian may contact the pupil's teacher and the principal of the school in which the pupil is enrolled;
- The curriculum of the course or standards for the grade in which the pupil is enrolled, as applicable, including, without limitation, a calendar that indicates the dates of major examinations and the due dates of significant projects, if those dates are known by the teacher at the time that the information is distributed;
- The homework and grading policies of the pupil's teacher or school;
- Directions for finding resource materials for the course or grade in which the pupil is enrolled, as applicable;
- Suggestions for parents and legal guardians to assist pupils in their schoolwork at home;
- The dates of scheduled conferences between teachers or administrators and the parents or legal guardians of the pupil;
- The manner in which reports of the pupil's progress will be delivered to the parent or legal guardian and how a parent or legal guardian may request a report of progress;
- The classroom rules and policies;
- The dress code of the school, if any;
- The availability of assistance to parents who have limited proficiency in the English language;
- Information describing the availability of free and reduced-price meals, including, without limitation, information regarding school breakfast, school lunch, and summer meal programs;
- Opportunities for parents and legal guardians to become involved in the education of their children and to volunteer for the school or class; and
- The Code of Honor relating to cheating prescribed pursuant to NRS 392.461.

Schools will provide the ***Educational Involvement Accord*** to each student's parent/legal guardian and provide the parent/legal guardian with a reasonable timeline to sign the ***Educational Involvement Accord*** and return it to school. Additional guidelines regarding the implementation of these requirements are available on the Nevada Department of Education website at http://www.doe.nv.gov/Family_Engagement/School_Resources/accord/.

# CODE OF HONOR

## Nevada Department of Education

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

### What is cheating?

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

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

### What is plagiarism?

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

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

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

*Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child's school administration.*

# EDUCATIONAL INVOLVEMENT ACCORD

## Nevada Department of Education

**PARENT**

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

- Reading to my child or encouraging my child to read;
- Being responsible for my child's on-time attendance;
- Reviewing and checking my child's homework;
- Monitoring the activities of my child, such as the amount of time spent watching television, using a computer, playing video games, etc.; and
- Contributing at least 5 hours of time each school year in the area such as:
  - Attending school-related activities;
  - Attending organized parent meetings, such as PTA, PTO, or parent advisory committees;
  - Attending parent-teacher conference(s);
  - Volunteering at the school;
  - Chaperoning school-sponsored activities;
  - Communicating with my child's teacher(s) regarding his/her progress, as needed.

Parent/Legal Guardian Signature_____ Date:_____

**STUDENT**

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

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

Student Signature_____ Date:_____

**TEACHER AND SCHOOL STAFF**

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

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

School Staff Designee Signature_____ Date:_____

**BULLYING and CYBERBULLYING**
Bullying and Cyberbullying are prohibited in Public Schools

The Nevada laws related to bullying and cyberbullying were revised during the 2017 Legislative Session by the Nevada Legislature in Senate Bill 225 (SB 225) and Assembly Bill 292 (AB 292). *The law requires the District to include a copy of the bullying/cyberbullying policy (P-5137) and text of NRS 388.121 to 388.1395 inclusive.*

**CCSD Policy 5137**
**SAFE AND RESPECTFUL LEARNING ENVIRONMENT: BULLYING AND CYBERBULLYING**

**I. Introduction**

The Clark County School District is committed to providing a safe, secure, and respectful learning environment for all students and employees at all District facilities, school buildings, in school buses, on school grounds, and at school-sponsored activities. The school district strives to address bullying and cyberbullying so that there is no disruption to the learning environment and learning process.

**II. Definitions**

A. Definition of Bullying

1. Under 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:
    a. Have the effect of:
        1) Physically harming a person or damaging the property of a person; or
        2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or
    b. Interfere with the rights of a person by:
        1) Creating an intimidating or hostile educational environment for the person; or
        2) Substantially interfering with the academic performance of a student or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
    c. Are acts or conduct described in paragraph (a) or (b) and are based upon the:
        1) Actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person; or
        2) Association of a person with another person having one or more of those actual or perceived characteristics.
2. The term "bullying" 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 age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, 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.

B. Under NRS 388.123, "cyberbullying" 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 which is any visual depiction, including, without limitation, any photograph or video of a minor simulating or engaging in sexual conduct, or of a minor as the subject of a sexual portrayal.

C. Under NRS 388.124, "electronic communication" means 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.

D. A student who is a minor who knowingly and willfully transmits or distributes an image of bullying, electronically or using another means, with the intent to encourage, further, or promote bullying:
1. For a first violation is considered a child in need of supervision, as that term is used in Title 5 of the NRS.
2. For a second or subsequent violation, commits a delinquent act, for which a court may order the detention of the minor in the same manner as if the minor had committed an act that would have been a misdemeanor if committed by an adult.

E. The provisions of the bullying and cyberbullying law do not apply to a violation committed by:
1. An employee of a school or school district against another employee of a school or school district;
2. An adult who is not a student or employee of a school or school district against another adult;
3. A student who is enrolled in prekindergarten if the behavior is addressed through measures intended to modify the behavior of the student; or
4. A student who was determined to have previously violated the bullying or cyberbullying law as a result of their disability, and who subsequently displays the same or similar behavior if the behavior is addressed in the student's individualized education program (IEP) and the school takes measures to protect the safety of the alleged victim.

F. For purposes of the bullying and cyberbullying law and this policy, school hours and school days are determined by the schedule established by the Board of Trustees.

## III. Bullying and Cyberbullying are Prohibited in Public Schools

No member of the Board of Trustees, employee of the school district, member of a club or organization which uses District facilities (regardless of whether the club or organization has any connection to the District), or any student shall tolerate or engage in bullying or cyberbullying at any District facilities, school buildings, in school buses, on

school grounds, or at school-sponsored activities. This includes classrooms, hallways, locker rooms, cafeterias, restrooms, gymnasiums, playgrounds, athletic fields, school buses, parking lots, and other areas on the premises of a school.

## IV. Reporting of Bullying and Cyberbullying

A. Students

It is the policy of the Clark County School District to encourage students who are subjected to, witness, or overhear incidents of bullying and cyberbullying to report such incidents. Students should report any incident(s) of bullying and cyberbullying to a teacher, counselor, or school administrator. Students are also encouraged to report knowledge of bullying and/or cyberbullying via the CCSD "Say No to Bullying" Web site that allows individuals to anonymously report unlawful activities. However, students should be aware that the CCSD "Say No to Bullying" Web site is not monitored after school hours, or during weekends and holidays.

B. Employees

Any Clark County School District teacher, administrator, principal, coach, or other staff member who witnesses or receives information about an incident of bullying and/or cyberbullying at any District facility, on school grounds, in school buildings, on school buses, or at school-sponsored activities shall report it to the principal or the principal's designee as soon as practicable, but not later than a time during the same day on which the teacher, administrator, principal, coach, or other staff member witnesses or receives information about the incident.

C. No cause of action may be brought against a student, an employee, or volunteer of a school who reports a bullying and cyberbullying incident unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.

D. If the principal determines that the report was false and that the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law, the principal may recommend the imposition of disciplinary action or other measures against the person in accordance with District policies that govern disciplinary action.

## V. Investigation of Reported Violation

A. Upon receiving a report of bullying or cyberbullying, the principal or designee shall immediately take any necessary action to stop the bullying or cyberbullying and ensure the safety and well-being of the reported victim or victims of the bullying or cyberbullying and shall begin an investigation into the report. If the principal or designee does not have access to the reported victim of the alleged violation, the principal or designee may wait until the next school day when he or she has such access to the reported victim to take the action required by this paragraph.

When ensuring the safety and well-being of the reported victim, the principal or designee will not take action to cause harm to the reported victim such as requiring the reported victim to change classrooms or isolating the reported victim from his or her peers.

B. Notification of Reported Violation of Bullying

1. The investigation must include notification provided by telephone, electronic mail or other electronic means, or provided in person, of the parents or guardians of all students directly involved in the reported bullying or cyberbullying, as applicable, either as a reported aggressor or a reported victim of the bullying or cyberbullying. The notification must be provided:

a. If the bullying or cyberbullying is reported before the end of school hours on a school day, before the school's administrative office closes on the day on which the bullying or cyberbullying is reported; or
b. If the bullying or cyberbullying was reported on a day that is not a school day, or after school hours on a school day, before the school's administrative office closes on the school day following the day on which the bullying or cyberbullying is reported.

2. If the incident of bullying or cyberbullying was reported via the CCSD "Say No to Bullying" Web site, the principal or designee shall be deemed to have received information about the incident on the next school day after which the student or parent reports the incident using the Internet Web site. After the principal or designee is deemed to have received the information, the regular timelines set forth in paragraph (1) commence.
3. The notification may not include personally identifiable student information other than the name of the parent's child to whom the notice is addressed, and is not required to label the student's alleged role in the incident.
4. The notification must include a statement that the principal or designee will be conducting an investigation of the reported violation and that the parent or guardian may discuss with the principal or designee any counseling or intervention services that re available to the student.
5. If the contact information for the parent or guardian of a student in the records of the school is not correct, a good faith effort to notify the parent or guardian shall be deemed sufficient to meet the notification requirements. The principal or designee must maintain a record of each notification made pursuant to paragraph (1), including all good faith efforts to notify a parent or guardian if the contact information for the parent or guardian is not correct.

C. Interviews
1. Each investigation of a report of bullying or cyberbullying must be conducted thoroughly and impartially in a manner that does not re-traumatize or further traumatize the reported victim and must include, without limitation, an interview with:
   a. Each person involved in the reported bullying or cyberbullying, including, without limitation, the reported aggressor, the reported victim, and the relevant witnesses; and
   b. The parent or guardian of the reported aggressor and the reported victim.
2. To the extent practicable, the identities of the persons interviewed and the content of the interviews must remain confidential.
3. The principal or designee must document the date, time, subject, and content of each interview conducted and maintain the documentation in a manner that is consistent with the policy governing maintenance of disciplinary records.

D. Timeline for Investigation
1. The investigation must be completed not later than two (2) school days after the principal or designee receives a report of bullying/cyberbullying. If extenuating circumstances prevent the principal or designee from completing the investigation within two (2) school days after making a good faith effort, one (1) additional school day may be used to complete the investigation.
2. If a law enforcement agency is investigating a potential delinquent act or crime involving an alleged violation of the bullying or cyberbullying law, the principal or designee may, after providing the notification required in paragraph (B), defer the bullying investigation until the completion of the criminal investigation by the

law enforcement agency. If the bullying investigation is deferred, the principal or designee shall immediately develop a plan to protect the safety of each student directly involved in the alleged violation. If law enforcement has provided a projected date for completion of the criminal investigation, the principal or designee shall provide that time estimate to the parents or guardians of the students directly involved.

E. Written Report
   1. A principal or designee who conducts an investigation shall complete a written report of the findings and conclusions of the investigation.
   2. If a violation is found to have occurred, the report must include recommendations concerning the imposition of disciplinary action or other measures to be imposed as a result of the violation, in accordance with CCSD Regulation 5141.1. The report must also include recommendations for the imposition of restorative disciplinary actions or other measures to be imposed that the principal or designee determines will assist the reported aggressor to see the harm that his or her actions may have caused, to repair that harm, and to not engage in bullying or cyberbullying in the future.
   3. If a violation is found not to have occurred, information concerning the incident must not be included in the record of the reported aggressor.
   4. Subject to the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, and any regulations adopted pursuant thereto, a principal or designee who completes a written report, must within 24 hours after the completion of the written report:
      a. Provide to the parent or guardian of the reported aggressor a copy of the written report that does not contain the personally identifiable information of any other student;
      b. Notify the parent or guardian of any other student directly involved in the incident of the outcome of the investigation and make available upon request to any such parent or guardian a copy of the report that does not contain the personally identifiable information of any student other than the student to whose parent or guardian the report is provided; and
      c. Notify the parent or guardian of each student directly involved in the incident that the parent or guardian may:
         1) Submit to the principal or designee a complaint or concern regarding the conduct or outcome of the investigation;
         2) Request a meeting with the principal or designee to discuss the outcome of the investigation; and
         3) Appel the outcome of the investigation or disciplinary decision made against the student in the manner prescribed in Section VII below.

F. Follow-Up

Not later than 10 school days after receiving a report of bullying or cyberbullying, the principal or designee shall meet with each reported victim of the bullying or cyberbullying and each reported aggressor, regardless of the outcome of the investigation, to inquire about the well-being of the reported victim and to ensure that the reported bullying or cyberbullying, as applicable, is not continuing.

The principal or designee must also develop and carry out a plan to support the physical and emotional well-being of the reported victim and the reported aggressor which is designed to ensure that the reported victim and the reported aggressor are not further harmed, such as allowing the reported victim to make up any test or homework assignment that he or she missed or failed to submit as a result of the

bullying or cyberbullying.

G. To the extent information is available, the principal or designee must provide, to a parent or guardian of a student to whom notice of a reported bullying violation was provided under Section V(B)(1), a list of resources that may be available in the community to assist a student, as soon as practicable, and which may be provided in person or by electronic or regular mail. If a list is provided, the principal or designee, or any employee of the school or the District, is not responsible for providing the resources to the student or ensuring the student receives the resources.

H. If a violation of the bullying or cyberbullying law is found to have occurred, the parent or guardian of the student who is a victim may request to be assigned to a different school. Upon receiving such a request, and after consultation with the parent or guardian, the District will assign the student to a different school.

## VI. Discipline

A. Student Discipline
   1. Discipline for a violation of the bullying and cyberbullying policy for students is imposed in accordance with CCSD Regulation 5141.1.
   2. The parent or legal guardian of a student involved in the reported bullying or cyberbullying violation may appeal a disciplinary decision of the principal or designee made against the student as a result of the violation in accordance with District policies as set forth in Section VII below.

B. Employee Discipline
   1. The provisions of the bullying and cyberbullying law do not apply to a violation committed by an employee of a school or school district against another employee of a school or school district. However, if applicable, the District will comply with Regulation 4110, Employment Discrimination, Harassment, and Sexual Harassment; All Employees.
   2. Any District employee who violates this bullying and cyberbullying policy shall be subject to discipline, if appropriate.
   3. An administrator, including a principal, or the designee of an administrator or principal of a school:
      a. Shall be disciplined by written admonishment, demotion, suspension, dismissal or refusal to reemploy for knowingly and willfully failing to comply with the provisions of NRS 388.1351.
      b. May be demoted, suspended, dismissed, or not reemployed for knowingly and willfully failing to comply with the provisions of NRS 388.1351 or an intentional failure to report a violation of NRS 388.135 if the administrator witnessed the violation.
   4. A teacher may be suspended, dismissed, or not re-employed for knowingly and willfully failing to comply with the provisions of NRS 388.1351 or an intentional failure to report a violation of NRS 388.135 if the teacher witnessed the violation.
   5. If an employee is the holder of a license issued pursuant to Chapter 391 of NRS, the Superintendent may recommend to the Board of School Trustees that the Board submit a recommendation to the State Board of Education for the suspension or revocation of the license for knowingly and willfully failing to comply with the provisions of NRS 388.1351.

## VII. Appeal Process

A. Appeal Process for the Alleged Aggressor/Bully
   1. The parent/guardian of the alleged aggressor/bully has ten (10) school days to

appeal the outcome of the bullying investigation and/or appeal the disciplinary decision the Principal or designee made against the student as a result of the violation.

2. If the Assistant Principal or Dean issued the initial student discipline, then the parent/guardian may appeal to the principal. In these cases, there is no right to another appeal with the School Associate Superintendent.
3. If the Principal issued the initial student discipline, then the parent/guardian may appeal to the School Associate Superintendent assigned to that school.
4. Upon receiving an appeal request, the Principal/School Associate Superintendent (as applicable) must contact or meet with the parent/guardian to hear concern(s) within five (5) school days from the date of the request. Within ten (10) school days following the contact/meeting, the Principal/School Associate Superintendent must inform the parent/guardian of his/her decision: uphold, modify, or rescind the decision. Extensions of this timeline may be made by the District if needed, and parents will be notified of any extensions via telephone, email, or in person.
5. For discipline that does not result in a recommendation for behavior school or expulsion, the decision of the Principal/School Associate Superintendent (as applicable) is the final level of appeal at the District.
6. If a student is referred to behavior school or for expulsion, the same process outlined above should occur, however, the process will continue through the appeal process administered by the Education Services Division (ESD). After the ESD appeal is complete, the District's decision is final.
7. Not later than 30 days after receiving notification of the final decision of the District, the parent/guardian may submit a complaint/appeal to the Office for a Safe and Respectful Learning Environment within the Nevada Department of Education concerning the outcome of the appeal or an alleged violation of the bullying laws. The procedures for submitting a complaint/appeal are set forth in state administrative regulations (Chapter 388 of the NAC), a copy of which will be distributed annually to all parents/guardians of students enrolled in the District.
8. This appeal process applies to school issued bullying/cyberbullying disciplinary action only. It does not apply to any citation or action imposed by CCSD Police or local law enforcement when the conduct also involves a criminal offense.

B. Appeal Process for the Alleged Victim/Target

1. The parent/guardian of the alleged victim/target may appeal a determination that the bullying was "unsubstantiated" with ten (10) school days of the issuance of the initial determination contained in the Bullying Written Report.
2. The level of discipline imposed/not imposed is not subject to appeal by the victim/target at the local level given that the District cannot disclose those details to the parent/guardian of alleged victim/target under FERPA.
3. If the Assistant Principal or Dean issued the initial finding/decision contained in the bullying Written Report, the parent/guardian of the alleged victim/target may appeal to the Principal. In these cases, there is no right to another appeal with the School Associate Superintendent.
4. If the principal issued the initial finding/decision contained in the bullying Written Report, the parent/guardian of the alleged victim/target may appeal to the School Associate Superintendent.
5. Upon receiving an appeal request, the Principal/School Associate Superintendent (as applicable) must contact or meet with the parent/guardian to hear concern(s) within five (5) school days from the date of the request. Within ten (10) school

days following the contact/meeting, the Principal/School Associate Superintendent must inform the parent/guardian of his/her decision: uphold, modify, or rescind the decision. Extensions of this timeline may be made by the District if needed, and parents will be notified of any extensions via telephone, email, or in person.

6. The decision of the Principal/School Associate Superintendent constitutes the final decision at the school district level.
7. Not later than 30 days after receiving notification of the final decision of the District, the parent/guardian may submit a complaint/appeal to the Office for a Safe and Respectful Learning Environment within the Nevada Department of Education concerning the outcome of the appeal or an alleged violation of the bullying laws. The procedures for submitting a complaint/appeal are set forth in state administrative regulations (Chapter 388 of the NAC), a copy of which will be distributed annually to all parents/guardians of students enrolled in the District.

C. When a staff member is involved in alleged bullying of a student, the District will follow the bullying process. However, there are other labor and employment law implications. These procedures are addressed more fully in separate administrative guidelines.

## VIII. School Safety Team

A. The principal of each school shall develop a school safety team to help develop, foster, and maintain a school environment which is free from bullying and cyberbullying. The school safety team shall:
   1. Consist of the school principal/designee, and the following persons appointed by the principal: a school counselor; at least one teacher who teaches at the school; at least one parent or legal guardian of a student enrolled in the school; and any other person appointed by the principal. The principal has discretion to limit the number of additional persons appointed to the safety team so that it does not become too large or unmanageable.
   2. Meet at least two (2) times each year.
   3. Identify and address patterns of bullying and cyberbullying.
   4. Assist the principal in reviewing and strengthening school policies to prevent and address bullying or cyberbullying.
   5. Assist the principal in providing information to school personnel, students enrolled in the school and parents of students enrolled in the school about methods to address bullying and cyberbullying.
   6. Not have access to personally identifiable student information related to bullying and cyberbullying, unless a member of the safety team is a school official with a legitimate educational interest, and then only that particular member may have access.
   7. Participate in the District's training regarding bullying/cyberbullying, to the extent that funds are available.

## IX. Professional Development

The Clark County School District will provide for the appropriate training of all administrators, principals, teachers, and all other personnel employed by the District as prescribed by this policy under the heading "Professional Development."

A. The Superintendent shall develop methods of discussing the meaning and substance of this policy with staff in order to help prevent bullying and cyberbullying. This will also include methods for addressing the rights and needs of persons with diverse

gender identities or expressions as it pertains to the prevention of bullying and cyberbullying.

B. In addition to informing staff and students about the policy, the Superintendent shall develop a plan, including requirements and procedures, to assure that the following professional development be provided to all administrators, principals, teachers, and other personnel employed by the Board of Trustees of the Clark County School District:
   1. Awareness concerning the various types of bullying and cyberbullying; how the bullying and cyberbullying manifests itself; and the devastating emotional and educational consequences of bullying and cyberbullying.
   2. Training in the appropriate methods to facilitate positive human relations without the use of bullying and cyberbullying so that students and employees may realize their full academic and personal potential.
   3. Training in methods to prevent, identify, and report incidents of bullying and cyberbullying.
   4. Training concerning the needs of persons with diverse gender identities or expressions as it pertains to the prevention of bullying and cyberbullying.
   5. Training concerning the needs of students with disabilities and students with autism spectrum disorder.
   6. Methods to promote a positive learning environment.
   7. Methods to improve the school environment in a manner that will facilitate positive human relations.
   8. Methods to teach skills so that students and employees are able to replace inappropriate behaviors with positive behaviors.

C. The Superintendent shall work with the Office for a Safe and Respectful Learning Environment within the Nevada Department of Education to access available outreach and anti-bullying education and training materials, if appropriate.

## X. Disclosure and Public Reporting

A. This policy and the portion of Chapter 388 of the NAC related to bullying will be distributed annually to all students enrolled in the District, their parents and/or guardians, and employees. It will also be made available upon request to any person, including organizations in the community having cooperative agreements with the schools.

B. As required by NRS 385.3483, the following statistics regarding bullying and cyberbullying will be included in the District's annual report of accountability:
   1. The number of reported violations of the bullying and cyberbullying policy occurring at each school, or otherwise involving a student enrolled at the school, regardless of the outcome of the investigation conducted.
   2. The number of incidents determined to be bullying or cyberbullying after an investigation is conducted.
   3. The number of incidents resulting in suspension or expulsion for bullying and/or cyberbullying.
   4. Any actions taken to reduce the number of incidences of bullying or cyberbullying, including without limitation, training that was offered or other policies, practices, and programs that were implemented including actions taken for the "Week of Respect."
   5. Personally identifiable student information related to bullying and cyberbullying must not be included in the annual report of accountability.
   6. No member of the Board of Trustees, teacher, administrator, principal, coach, or

other staff member may interfere with the reporting of statistics concerning violations of the bullying law.

C. As required by NRS 388.1351, the principal or designee will submit a monthly statistical report to the School Associate Superintendent over their school that includes the number of reported violations of the bullying and cyberbullying policy at their school; the number of incidents determined to be bullying or cyberbullying after an investigation is conducted; and the number of incidents determined not to be bullying or cyberbullying after an investigation is conducted. The School Associate Superintendent will submit the quarterly report with these statistics to the Office for a Safe and Respectful Learning Environment.
D. An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public. The annual report will include statistical information, and will not include personally identifiable student information.

**NRS 388**
**PROVISION OF SAFE AND RESPECTFUL LEARNING ENVIRONMENT**

**General Provisions**

**Section 1**
Chapter 388 of NRS is hereby amended by adding thereto the provisions set forth as sections 2 to 4.5, inclusive of this act.
**Section 2**
"Administrator" means the principal, administrator or other person in charge of a school.
**Section 3**
"Governing body" means the board of trustees of a school district or the governing body of a charter school.
**Section 4**
"School" means a public school, including, without limitation, a charter school.
**Section 4.3**
A private school, as defined in NRS 394.103, and the governing body and administrator of the private school are authorized to comply with NRS 388.121 to 388.1395, inclusive, and sections 2 to 4.5, inclusive, of this act, wholly or in any part. Any such compliance is wholly voluntary, and no liability attaches to any failure to comply on the part of the private school, governing body or administration.
**Section 4.5**
1. If a law enforcement agency is investigating a potential crime involving an alleged violation of NRS 388.135, the administrator or his or her designee may, after providing the notification required by paragraph (a) of subsection 3 of NRS 388.1351, defer the investigation required by that section until the completion of the criminal investigation by the law enforcement agency. If the administrator or his or her designee defers an investigation pursuant to this subsection, the administrator or designee shall:
    a) Immediately develop a plan to protect the safety of each pupil directly involved in the alleged violation of NRS 388.135; and
    b) To the extent that the law enforcement agency has provided the administrator or designee with information about the projected date for completion of its investigation, provide the parents or guardians of each pupil directly involved in the alleged

violation of NRS 388.135 with that information.

2. Except as otherwise provided in this section, the deferral authorized by subsection 1 does not affect the obligations of the administrator or designee pursuant to NRS 388.121 to 388.1395, inclusive, and sections 2 to 4.5, inclusive, of this act.
3. If the administrator or designee determines that a violation of NRS 388.135 was caused by the disability of the pupil who committed the violation:
   a) The provisions of NRS 388.1351 do not apply to the same or similar behavior if the behavior is addressed in the pupil's individualized education program; and
   b) The administrator or designee shall take any measures necessary to protect the safety of the victim of the violation.
4. The provisions of NRS 388.1351 do not apply to a violation of NRS 388.135 committed by:
   a) A pupil who is enrolled in prekindergarten if the behavior is addressed through measures intended to modify the behavior of the pupil.
   b) An employee of a school or school district against another employee of a school or school district.
   c) An adult who is not a pupil or employee of a school or school district against another such adult.

**NRS 388.121 – Definitions:**
As used in NRS 388.121 to 388.1395, inclusive, and sections 2 to 4.5, inclusive, of this act unless the context otherwise requires, the words and terms defined in NRS 388.122, 388.123 and 388.124 and sections 2, 3 and 4 of this act have the meanings ascribed to them in those sections.

**NRS 388.122 – "Bullying" defined:**
1. "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:
   a) Have the effect of
      1) Physically harming a person or damaging the property of a person; or
      2) Placing a person in reasonable fear of physical harm to the person of damage to the property of the person; or
   b) Interference with the rights of a person by:
      1) Creating an intimidating or hostile educational environment for the person; or
      2) 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
   c) Are acts or conduct based upon the:
      1) 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
      2) Association of a person with another person having one or more of those actual or perceived characteristics.
2. 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.

**NRS 388.123 – "Cyberbullying" defined:**
"Cyberbullying" 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.

**NRS 388.124 – "Electronic communication" defined:**
"Electronic communication" means 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.

**NRS 388.132 – Legislative declaration concerning safe and respectful learning environment:**
The Legislature declares that:
1. Pupils are the most vital resource to the future of this state;
2. A learning environment that is safe and respectful is essential for the pupils enrolled in the schools in this State and is necessary for those pupils to achieve academic success and meet this State's high academic standards;
3. Every classroom, hallway, locker room, cafeteria, restroom, gymnasium, playground, athletic field, school bus, parking lot and other areas on the premises of a school in this State must be maintained as a safe and respectful learning environment, and no form of bullying or cyberbullying will be tolerated within the system of public education in this State;
4. Any form of bullying or cyberbullying seriously interferes with the ability of teachers to teach in the classroom and the ability of pupils to learn;
5. The use of the Internet by pupils in a manner that is ethical, safe and secure is essential to a safe and respectful learning environment and is essential for the successful use of technology;
6. The Legislature hereby declares that it will ensure that:
   a) The schools in this State provide a safe and respectful learning environment in which persons of differing beliefs, races, colors, national origins, ancestries, religions, gender identities or expressions, sexual orientations, physical or mental disabilities, sexes or any other distinguishing characteristics or backgrounds can realize their full academic and personal potential;
   b) All administrators, teachers and other personnel of the school districts and schools in this State demonstrate appropriate and professional behavior on the premises of any school by treating other persons, including, without limitation, pupils, with civility and respect, by refusing to tolerate bullying and cyberbullying, and by taking immediate action to protect a victim or target of bullying or cyberbullying when

witnessing, overhearing or being notified that bullying or cyberbullying is occurring or has occurred;

c) The quality of instruction is not negatively impacted by poor attitudes or interactions among administrators, teachers, coaches or other personnel of a school district or school;

d) All persons in a school are entitled to maintain their own beliefs and to respectfully disagree without resorting to bullying, cyberbullying or violence; and

e) Any teacher, administrator, coach or other staff member who tolerates or engages in an act of bullying or cyberbullying or violates a provision of NRS 388.121 to 388.145, inclusive, and sections 2 to 4.5, inclusive, of this act regarding a response to bullying or cyberbullying against a pupil will be held accountable; and

7. By declaring this mandate that the schools in this State provide a safe and respectful learning environment, the Legislature is not advocating or requiring the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but is requiring that pupils be free from physical, emotional or mental abuse while at school and that pupils be provided with an environment that allows them to learn.

**NRS 388.1321 – Legislative declaration concerning duty of board trustees, administrators and teachers to create and provide safe and respectful learning environment:**

1. The Legislature hereby declares that the members of a governing body and all administrators and teachers have a duty to create and provide a safe and respectful learning environment for all pupils that is free of bullying and cyberbullying.
2. A parent or guardian of a pupil may petition a court of competent jurisdiction for a writ of mandamus to compel the performance of any duty imposed by the provisions of NRS 388.121 to 388.1395, inclusive, and sections 2 to 4.5, inclusive, of this act.
3. Nothing in this section shall be deemed to preclude a parent or guardian of a pupil from seeking any remedy available at law or in equity.

**NRS 388.1323 – Office for a Safe and Respectful Learning Environment: Creation; appointment and duties of Director:**

1. The Office for a Safe and Respectful Learning Environment is hereby created within the Department.
2. The Superintendent of Public Instruction shall appoint a Director of the Office, who shall serve at the pleasure of the Superintendent.
3. The Director of the Office shall ensure that the Office:
   a) Maintains a 24-hour, toll-free statewide hotline and Internet website by which any person can report a violation of the provisions of NRS 388.121 to 388.1395, inclusive, and sections 2 to 4.5, inclusive, of this act and obtain information about anti-bullying efforts and organizations; and
   b) Provides outreach and anti-bullying education and training for pupils, parents and guardians, teachers, administrators, coaches and other staff members and the members of a governing body. The outreach and training must include, without limitation:
      1) Training regarding methods, procedures and practice for recognizing bullying and cyber-bullying behaviors;
      2) Training regarding effective intervention and remediation strategies regarding bullying and cyber-bullying;
      3) Training regarding methods for reporting violations of NRS 388.135; and
      4) Information on and referral to available resources regarding suicide prevention and the relationship between bullying or cyber-bullying and suicide.

4. The Director of the Office shall establish procedures by which the Office may receive reports of bullying and cyber-bullying and complaints regarding violations of the provisions of NRS 388.121 to 388.1395, inclusive, and sections 2 to 4.5, inclusive, of this act.
5. The Director of the Office or his or her designee shall investigate any complaint that a teacher, administrator, coach or other staff member or member of a governing body of a school district has violated a provision of NRS 388.121 to 388.1395, inclusive, and sections 2 to 4.5, inclusive, of this act. If a complaint alleges criminal conduct or an investigation leads the Director of the Office or his or her designee to suspect criminal conduct, the Director of the Office may request assistance from the Investigation Division of the Department of Public Safety.

**NRS 388.1325 – Bullying Prevention Account: Creation; acceptance of gifts and grants; credit of interest and income; authorized uses by school district that receives grant:**

1. The Bullying Prevention Account is hereby created in the State General Fund, to be administered by the Director of the Office for a Safe and Respectful Learning Environment appointed pursuant to Section 4 of this act. The Director of the Office may accept gifts and grants from any source for deposit into the Account. The interest and income earned on the money in the Account must be credited to the Account.
2. In accordance with the regulations adopted by the State Board pursuant to NRS 388.1327, a school district that applies for and receives a grant of money from the Bullying Prevention Account shall use the money for one or more of the following purposes:
    a) The establishment of programs to create a school environment that is free from bullying and cyberbullying;
    b) The provision of training on the policies adopted by the school district pursuant to NRS 388.134 and the provisions of NRS 388.121 to 388.145 inclusive; or
    c) The development and implementation of procedures by which the public schools of the school district and the pupils enrolled in those schools can discuss the policies adopted pursuant to NRS 388.134 and the provisions of NRS 388.121 to 388.145 inclusive.

**NRS 388.1327 – Regulations:**

The State Board shall adopt regulations:

1. Establishing the process whereby school districts may apply to the Department for a grant of money from the Bullying Prevention Account pursuant to NRS 388.1325.
2. As are necessary to carry out the provisions of NRS 388.121 to 388.145, inclusive, and sections 2 to 4.5, inclusive, of this act.

**Policies; Informational Pamphlet; Program of Training**

**NRS 388.133 – Policy by Department concerning safe and respectful learning environment:**

1. The Department shall, in consultation with the governing bodies, educational personnel, local associations and organizations of parents whose children are enrolled in schools throughout this State, and individual parents and legal guardians whose children are enrolled in schools throughout this State, prescribe by regulation a policy for all school districts and schools to provide a safe and respectful learning environment that is free of bullying and cyberbullying.
2. The policy must include, without limitation:
    a) Requirements and methods for reporting violations of NRS 388.135, including,

without limitation, violations among teachers and violations between teachers and administrators, coaches and other personnel of a school district or school;

b) Requirements and methods for addressing the rights and needs of persons with diverse gender identities or expressions; and
c) A policy for use by school districts and schools to train members of the governing body and all administrators, teachers and all other personnel employed by the governing body . The policy must include, without limitation:
    1) Training in the appropriate methods to facilitate positive human relations among pupils by eliminating the use of bullying and cyberbullying so that pupils may realize their full academic and personal potential;
    2) Training in methods to prevent, identify and report incidents of bullying and cyberbullying;
    3) Training concerning the needs of persons with diverse gender identities or expressions;
    4) Training concerning the needs of pupils with disabilities and pupils with autism spectrum disorder;
    5) Methods to promote a positive learning environment;
    6) Methods to improve the school environment in a manner that will facilitate positive human relations among pupils; and
    7) Methods to teach skills to pupils so that the pupils are able to replace inappropriate behavior with positive behavior.

**NRS 388.134 – Policy by school districts for provision of safe and respectful learning environment and policy for ethical, safe and secure use of computers; provision of training to board of trustees and school personnel; posting of policies on Internet website; annual review and update of policies:**

Each governing body shall:

1. Adopt the policy prescribed pursuant to NRS 388.133 and the policy prescribed pursuant to NRS 388.520. The governing body may adopt an expanded policy for one or both of the policies if each expanded policy complies with the policy prescribed pursuant to NRS 399.133 or pursuant NRS 389.520, as applicable.
2. Provide for the appropriate training of members of the governing body and all administrators, teachers and all other personnel employed by the governing body in accordance with the policies prescribed pursuant to NRS 388.133 and pursuant to NRS 389.529. For members of the governing body who have not previously served on the governing body or for employees of the school district or school who have not previously been employed by the district or school, the training required by this subsection must be provided within 180 days after the member begins his or her service or after the employee begins his or her employment, as applicable.
3. Post the adopted policies on the Internet website maintained by the school district or school.
4. Ensure that the parents and legal guardians of pupils enrolled in the school district or school have sufficient information concerning the availability of the policies, including, without limitation, information that describes how to access the policies on the Internet website maintained by the school district or school. Upon the request of a parent or legal guardian, the school district or school shall provide the parent or legal guardian with a written copy of the policies.
5. Review the adopted policies on an annual basis and update the policies if necessary. If the governing body updates the policies, the governing body must submit a copy of the updated policies to the Department within 30 days after the update.

**NRS 388.1341 – Development of informational pamphlet by Department; annual review and update; posting on Internet website; development of tutorial:**

1. The Department, in consultation with persons who possess knowledge and expertise in bullying and cyberbullying, shall, to the extent money is available, develop an informational pamphlet to assist pupils and the parents or legal guardians of pupils enrolled in schools in this State in resolving incidents of bullying or cyberbullying. If developed, the pamphlet must include, without limitation:
    a) A summary of the policy prescribed by the Department pursuant to NRS 388.133 and the provisions of NRS 388.1.1 to NRS 388.145, inclusive, and sections 2 to 4.5, inclusive, of this act.
    b) A description of practices which have proven effective in preventing and resolving violations of NRS 388.135 in schools, which must include, without limitation, methods to identify and assist pupils who are at risk for bullying and cyberbullying; and
    c) An explanation that the parent or legal guardian of a pupil who is involved in a reported violation of NRS 3988.135 may request an appeal of a disciplinary decision made against the pupil as a result of the violation, in accordance with the policy governing disciplinary action adopted by a governing body.
2. If the Department develops a pamphlet, the Department shall review the pamphlet on an annual basis and make such revisions to the pamphlet as the Department determines are necessary to ensure the pamphlet contains current information.
3. If the Department develops a pamphlet, the Department shall post a copy of the pamphlet on the Internet website maintained by the Department.
4. To the extent that money is available, the Department shall develop a tutorial which must be made available on the Internet website maintained by the Department that includes, without limitation, the information contained in the pamphlet, if such a pamphlet is developed by the Department.

**NRS 388.1342 – Establishment of programs of training by Department; completion of program by members of State Board of Education and boards of trustees; completion of program by administrators in prevention of violence and suicide; annual review and update:**

1. The Department, in consultation with persons who possess knowledge and expertise in bullying and cyberbullying shall establish a program of training:
    a) On methods to prevent, identify and report incidents of bullying and cyberbullying for members of the State Board.
    b) On methods to prevent, identify and report incidents of bullying and cyberbullying for the members of a governing body.
    c) For school district and charter school personnel to assist those persons with carrying out their powers and duties pursuant to NRS 388.121 to 388.145, inclusive, and sections 2 to 4.5, inclusive, of this act.
    d) For administrators in the prevention of violence and suicide associated with bullying and cyberbullying and appropriate methods to respond to incidents of violence or suicide.
    e) For school district and school personnel concerning the needs of persons with diverse identities or expressions.
    f) For school district and school personnel concerning the needs of pupils with disabilities and pupils with autism spectrum disorder.
2. Each member of the State Board shall, within 1 year after the member is elected or

appointed to the State Board, complete the established program of training on bullying and cyberbullying and undergo the training at least one additional time while the person is a member of the State Board.

3. Except as otherwise provided in NRS 388.134, each member of a governing body shall, within 1 year after the member begins his or her service on the governing body, complete the program of training on bullying and cyberbullying and undergo the training at least one additional time while the person is a member of the governing body.
4. Each administrator of a school shall complete a program of training established pursuant to paragraphs (d), (e), and (f) of subsection 1:
   a) Within 90 days after becoming an administrator;
   b) Except as otherwise provided in paragraph (c), at least once every 3 years thereafter; and
   c) At least once during any school year within which the program of training is revised and/or updated.
5. Each program of training must, to the extent money is available, be made available on the Internet website maintained by the Department or through another provider on the Internet.
6. The governing body may allow school personnel to attend the program established pursuant to paragraph (c), (d), (e) or (f) of subsection 1 during regular school hours.
7. The Department shall review each program of established training on an annual basis to ensure that the program contains current information.

**School Safety Team**

**NRS 388.1343 – Establishment by the administrator of each school; duties of the administrator:**

The administrator of each school or his or her designee shall:

1. Establish a school safety team to develop, foster and maintain a school environment which is free from bullying and cyberbullying;
2. Conduct investigations of violations of NRS 388.135 occurring at the school; and
3. Collaborate with the governing body and the school safety team to prevent, identify and address reported violations of NRS 388.135 at the school.

**NRS 388.1344 – Membership; chair; duties:**

1. Each school safety team established pursuant to NRS 388.1343 must consist of the administrator of the school or his or her designee and the following persons appointed by the administrator:
   a) A school counselor;
   b) At least one teacher who teaches at the school;
   c) At least one parent or legal guardian of a pupil enrolled in the school; and
   d) Any other persons appointed by the administrator.
2. The administrator of the school or his or her designee shall serve as the chair of the school safety team.
3. The school safety team shall:
   a) Meet at least two times each year;
   b) Identify and address patterns of bullying or cyberbullying;
   c) Review and strengthen school policies to prevent and address bullying or cyberbullying;
   d) Provide information to school personnel, pupils enrolled in the school and parents and legal guardians of pupils enrolled in the school on methods to address bullying and

cyberbullying; and

e) To the extent money is available; participate in any training conducted by the school district or school regarding bullying and cyberbullying.

**Prohibition of Bullying and Cyberbullying; Reporting and Investigation of Violations**

**NRS 388.135 – Bullying and cyberbullying prohibited:**

A member of a governing body, any employee of a governing body, including, without limitation, an administrator, teacher or other staff member, a member of a club or organization which uses the facilities of any school, regardless of whether the club or organization has any connection to the school, or any pupil shall not engage in bullying or cyberbullying on the premises of any school, at an activity sponsored by a school or on any school bus.

**NRS 388.1351 – Staff member required to report violation to principal; notice of reported violation to parent of each pupil directly involved; time period for initiation and completion of investigation; authorization for parent to appeal disciplinary decision:**

1. Except as otherwise provided in section 4.5 of this act, a teacher, administrator, coach or other staff member who witness a violation of NRS 388.135 or receives information that a violation of NRS 388.135 has occurred shall report the violation to the administrator or his or her designee as soon as practicable, but not later than a time during the same day on which teacher, administrator, coach or other staff member witnessed the violation or received information regarding the occurrence of a violation.
2. Except as otherwise provided in this subsection, upon receiving a report, the administrator or designee shall immediately take any necessary action to stop the bullying or cyberbullying and ensure the safety and well-being of the reported victim or victims of the bullying or cyberbullying and shall begin an investigation into the report. If the administrator or designee does not have access to the reported victim of the alleged violation of NRS 388.135, the administrator or designee may wait until the next school day when he or she has such access to take the action required by this subsection.
3. The investigation required by subsection 2 must include, without limitation:
   a) Except as otherwise provided in subsection 4, notification provided by telephone, electronic mail or other electronic means or provided in person, of the parents or guardians of all pupils directly involved in the reported bullying or cyberbullying, as applicable, either as a reported aggressor or a reported victim of the bullying or cyberbullying. The notification must be provided not later than:
      1) If the bullying or cyberbullying is reported before the end of school hours on a school day, before the school's administrative office closes on the day on which the bullying or cyberbullying is reported; or
      2) If the bullying or cyberbullying was reported on a day that is not a school day, or after hours on a school day, before the school's administrative office closes on the school day following the day on which the bullying or cyberbullying is reported.
   b) Interviews with all pupils whose parents or guardians must be notified and with all such parents and guardians.
4. If the contact information for the parent or guardian of a pupil in the records of the school is not correct, a good faith effort to notify the parent or guardian shall be deemed sufficient to meet the requirement for notification pursuant to paragraph (a) of subsection 3.
5. Except as otherwise provided in this subsection, an investigation required by this section must be completed not later than two (2) school days after the administrator or designee receives a report of bullying. If extenuating circumstances prevent the administrator

from completing the investigation required by this subsection within two (2) school days after making a good faith effort, one (1) additional school day may be used to complete the investigation.

6. An administrator or designee who conducts an investigation required by this section shall complete a written report of the findings and conclusions of the investigation. If a violation is found to have occurred, the report must include recommendations concerning the imposition of disciplinary action or other measures to be imposed as a result of the violation, in accordance with the policy governing action adopted by the governing body. Subject to the provisions of the Family Education Rights and Privacy Act of 1974, 20 U.S.C. Section 1232g, and any regulations adopted pursuant thereto, the report must be made available, not later than 24 hours after the completion of the written report, to all parents or guardians who must be notified as part of the investigation.
    a) If a violation is found not to have occurred, information concerning the incident must not be included in the record of the reported aggressor.
7. Not later than 10 school days after receiving a report of bullying, the administrator or designee shall meet with each reported victim of the bullying or cyberbullying to inquire about the well-being of the reported victim and to ensure that the reported bullying or cyberbullying, as applicable, is not continuing.
8. To the extent that information is available, the administrator or his or her designee shall provide a list of any resources that may be available in the community to assist a pupil to each parent or guardian of a pupil to whom notice was provided pursuant to this section as soon as practicable. Such a list may include, without limitation, resources available at no charge or at a reduced cost and may be provided in person or by electronic or regular mail. If such a list is provided, the administrator, his or her designee, or any employee of the school or school district is not responsible for providing such resources to the pupil or ensuring the pupil receives such resources.
9. The parent of guardian of a pupil involved in the reported violation of NRS 388.135 may appeal a disciplinary decision of the administrator or his or her designee, made against the pupil as a result of the violation, in accordance with the policy governing disciplinary action adopted by the governing body. No later than 30 days after receiving a response provided in accordance with such a policy, the parent or guardian may submit a compliant to the Department. The Department shall consider and respond to the complaint pursuant to procedures and standards prescribed in regulations adopted by the Department.
10. If a violation of NRS 388.135 is found to have occurred, the parent or guardian of a pupil who is a victim of bullying or cyberbullying may request that the board of trustees of the school district in which the pupil is enrolled to assign the pupil to a different school in the school district. Upon receiving such a request, the board of trustees shall, in conjunction with the parent or guardian of the pupil, assign the pupil to a different school.
11. The administrator or his or her designee shall submit a monthly report to the direct supervisor of the administrator that includes for the school the number of:
    a) Reports received pursuant to subsection 1;
    b) Times in which a violation of NRS 388.135 is found to have occurred; and
    c) Times in which no violation of NRS 388.135 is found to have occurred
12. A direct supervisor who receives a monthly report pursuant to subsection 11 shall, each calendar quarter, submit a report to the Office for a Safe and Respectful Learning Environment that includes, for the schools for which the direct supervisor has received a monthly report in the calendar quarter, the:
    a) Total number of reports received pursuant to subsection 1;
    b) Number of times in which a violation of NRS 388.135 is found to have occurred; and

c) Number of times in which no violation of NRS 388.135 is found to have occurred.

13. School hours and school days are determined for the purposes of this section by the schedule established by the governing body for the school.

**NRS 388.1352 – Establishment of policy by school districts for employees to report violations to law enforcement:**

A governing body, in conjunction with the school police officers of the school district, if any, and the local law enforcement agencies that have jurisdiction over the school district or school, shall establish a policy for the procedures which must be followed by an employee of the school district or school when reporting a violation of NRS to a school police officer or local law enforcement agency.

**NRS 388.1354 – Disciplinary action against administrator or principal or designee thereof who fails to comply with certain provisions:**

If an administrator or his or her designee knowingly and willfully fails to comply with the provisions of NRS 388.1351, the superintendent of the school district or governing body, as applicable, or the designee of either:

1. Shall take disciplinary action against the employee by written admonishment, demotion, suspension, dismissal or refusal to reemploy; and
2. If the employee is the holder of a license issued pursuant to Chapter 391 of NRS, may recommend to the governing body that the governing body submit a recommendation to the State Board for the suspension or revocation of the license.

N**RS 388.136 – School officials prohibited from interfering with disclosure of violations:**

1. A school official shall not directly or indirectly interfere with or prevent the disclosure of information concerning a violation of NRS 388.135.
2. As used in this section, "school official" means:
   a) A member of a governing body; or
   b) A licensed or unlicensed employee of a school district or school.

**NRS 388.137 – Immunity for reporting of violations; exceptions; recommendation for disciplinary action if person who made report acted with malice, intentional misconduct, gross negligence or violation of law:**

1. No cause of action may be brought against a pupil or an employee or volunteer of a school who reports a violation of NRS 388.135 unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.
2. If an administrator determines that a report of a violation of NRS 388.135 is false and that the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law, the administrator may recommend the imposition of disciplinary action or other measures against the person in accordance with the policy governing disciplinary action adopted by the governing body.

**Rules of Behavior; Week of Respect**

**NRS 388.139 – Text of certain provisions required to be included in rules of behavior:**

Each school district shall include the text of the provisions of NRS 388.121 to 388.1395, inclusive, and the policies adopted by the board of trustees of the school district pursuant to NRS 388.134 under the heading "Bullying and Cyberbullying Is Prohibited in Public Schools," within

each copy of the rules of behavior for pupils that the school district provides to pupils pursuant to NRS 392.463.

**NRS 388.1395 - Requirements for delivery of information during annual "Week of Respect":**

The governing body of each school shall determine the most effective manner for the delivery of information to the pupils of the school during the "Week of Respect" proclaimed by the Governor each year pursuant to NRS 236.073. The information delivered during the "Week of Respect" must focus on:

1. Methods to prevent, identify and report incidents of bullying and cyberbullying;
2. Methods to improve the school environment in a manner that will facilitate positive human relations among pupils; and
3. Methods to facilitate positive human relations among pupils by eliminating the use of bullying and cyberbullying.

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| Legal References: | NRS Chapter 200, Crimes Against the Person<br>NRS Chapter 385, State Administrative Organization<br>NRS Chapter 388, System of Public Instruction<br>NRS Chapter 613, Employment Practices |
| Review Responsibility: | Office of the Superintendent, Equity and Diversity Education |
| Department Adopted: | [5137:7/13/06] |
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CLARK COUNTY

SCHOOL DISTRICT