

# Pahrnagat Valley Middle/High School

## Student Handbook 2023-24

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### Pahrnagat Valley High School

#### **Mission Statement**

Our mission is to help students achieve individual success through the best practices of teaching and re-teaching, thereby creating lifelong learners who are productive members of society.

#### **Belief Statements**

- ❖ Student learning is the chief priority for our school.
- ❖ All students can learn.
- ❖ Students learn best when they are actively engaged in the learning process.
- ❖ Challenging expectations increase individual student performance.
- ❖ Students learn best when they are provided with a variety of instructional approaches to accommodate differences in learning styles.
- ❖ Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- ❖ The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, life-long learners.
- ❖ Education promotes responsible citizenship.
- ❖ Students will demonstrate an understanding of essential knowledge and problem solving skills.
- ❖ Student's learning needs should be the primary focus of all decisions impacting the work of the school.
- ❖ All students are expected to succeed; failure is not an option.
- ❖ Teaching and learning occur best in a safe and comfortable environment.
- ❖ Student achievement is enhanced by mutual respect between students and staff.

#### **WELCOME REMARKS:**

Welcome to our new students and families, and welcome back to everyone returning. I am excited to be back in the building and getting to spend time with our students and staff. We have been working hard as a school and district to have a clear direction and expectation for our graduates. The one word that we have adopted as a district is EMPOWER. In partnering with students, parents, staff, and community members our goal is to ensure that when our students graduate, they are prepared for any adventure they set out on. I am excited to share with you our Empower Graduate-a great example of modern skills, personal excellence and responsible citizenship. As we celebrate the achievements of our Empower Graduate, we are reminded of the potential within each of our students. With the right blend of modern skills, personal excellence, and a sense of responsibility, we believe that every student has the power to become a driving force for positive change in the world.

I am excited for my new role and look forward to seeing all of the amazing things our students continue to do.

Brooke Foremaster  
Principal

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### **2022-23 LINCOLN COUNTY DISTRICT ADMINISTRATION AND STAFF**

Mrs. Pam Teel..... Superintendent  
Mrs. Ginger Shumway..... Financial Manager  
Mrs. RaChyl Cameron..... Secretary  
Mrs. Kylea Lytle..... Secretary  
Mrs. Kristine Cowley .....Secretary  
Mrs. Tiffany Tingey ..... IT Specialist

### **LINCOLN COUNTY SCHOOL BOARD OF TRUSTEES**

Mr. Patrick Kelley .....President  
Mr. Wade Poulsen ..... President Pro tem  
Mrs. Ann Smith ..... Clerk  
Mrs. Peggy Rowe .....Board Member/Trustee  
Mr. Andy Free .....Board Member/Trustee

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### PAHRANAGAT VALLEY MIDDLE/HIGH SCHOOL STAFF

Mrs. Brooke Foremaster .....Principal  
Mrs. Taunya Mortensen ..... Secretary

#### **Certified Staff:**

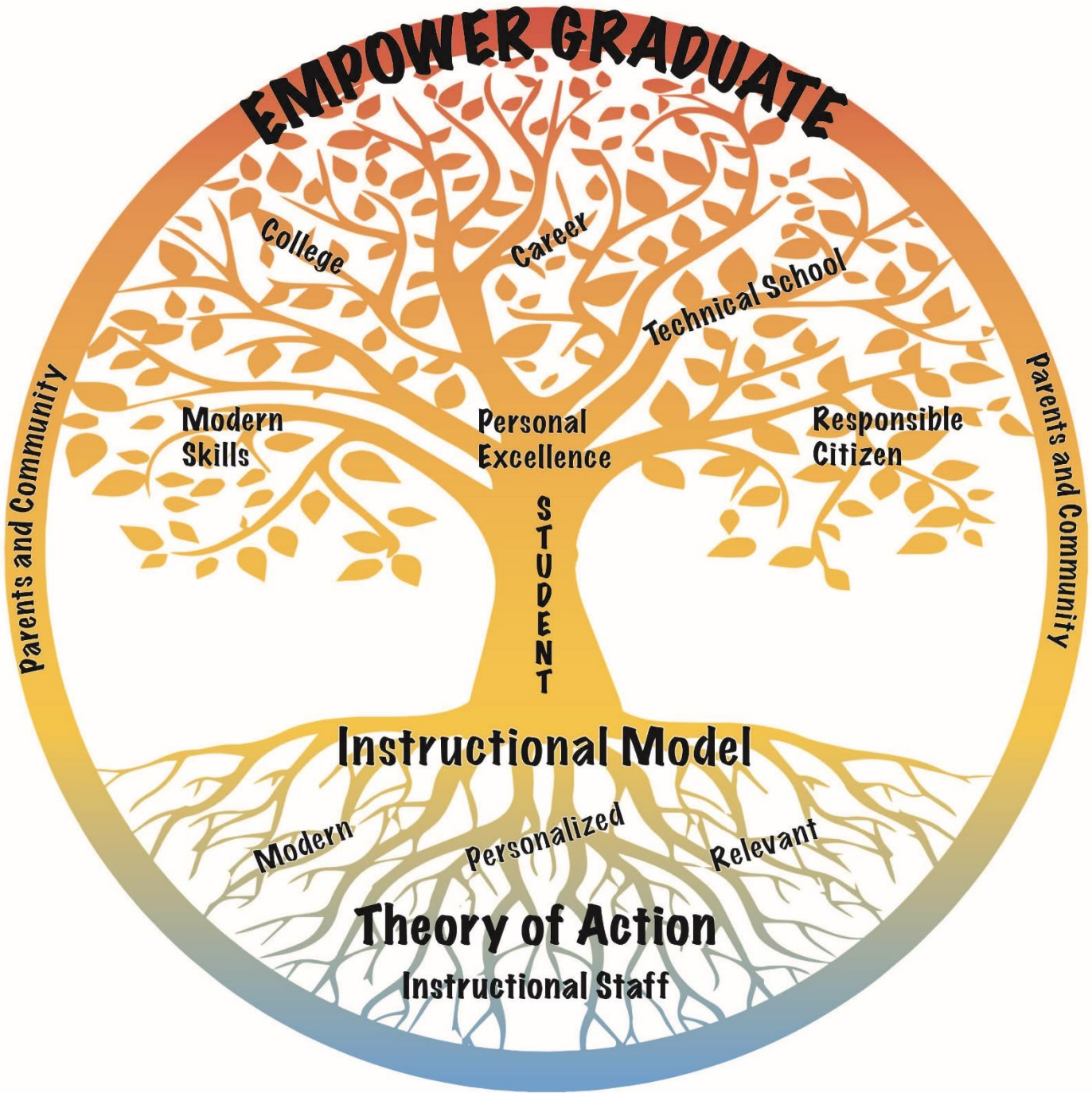
Mrs. Emilee Frehner .....Counselor  
Mr. Tory Frehner .....Social Science, Japanese  
Mr. Brett Hansen.....Physical Education, Health  
Mr. David Hansen.....Spanish I, English  
Mr. Derek Hansen.....Industrial Arts, Building Trades, Welding  
Mr. Eric Hansen.....Science  
Mrs. Stevie Higbee ..... Math  
Mrs. Amy Huntsman.....Business/Computer Technology, English  
Mr. Andy Linares.....Social Sciences  
Mrs. Kyla Linares .....Music  
Mr. Taylor Poulsen ..... Vocational Agriculture, Science  
Ms. Kathi Rasmussen.....English  
Mr. Michael Strong.....Special Education  
Mr. William Veal.....Math, Special Education  
Mrs. Jady Whipple.....Math

#### **Classified Staff:**

Mr. Ken Back.....Maintenance  
Mr. Ryan Collins ..... Paraprofessional  
Mr. Robert Foremaster.....Paraprofessional  
Mrs. Susan Higbee ..... Custodian  
Mrs. Rachel Hosier ..... Food Service  
Mrs. Taunya Mortensen ..... Secretary  
Mr. Ryan Rhodes .....Custodian/Maintenance  
Mrs. Roxie Wade .....Paraprofessional

#### **Organization Advisors and Coaches:**

Mrs. Amy Campbell..... Asst. Volleyball Coach  
Mr. Robert Foremaster..... H.S. Student Council, Honor Society  
Mr. Tory Frehner ..... Middle School Student Body Advisor  
Mr. Brett Hansen ..... Varsity Football Coach  
Mr. Eric Hansen.....Academic Olympics Advisor  
Mr. David Hansen ..... Asst Softball Coach, IT Tech Coordinator, Sophomore Class Advisor  
Mrs. Amy Huntsman .....Athletic Director, Varsity Girls Basketball Coach, Yearbook Advisor  
Mr. Andy Linares ..... Junior Class Advisor, Wrestling Coach  
Mr. Adam Lytle..... Varsity Baseball Coach  
Mr. Taylor Poulsen ..... FFA Advisor, Asst. Track Coach  
Mr. Mike Sparrow .....Senior Class Advisor, Softball Coach  
Mrs. Rebekah Steele..... Asst. Girls Basketball Coach  
Mr. Michael Strong..... Senior Class Advisor, Boys Basketball Coach  
Mrs. Roxie Wade..... Freshman Class Advisor  
Mrs. Chrisanne Walch .....Cheer/ Drill Coach  
Mrs. Milly Walch..... Varsity Volleyball Coach



# GRADUATE PROFILE



## MODERN SKILLS

## PERSONAL EXCELLENCE

## RESPONSIBLE CITIZEN

<p><b>Critical Thinker</b> I can analyze problems and come up with an action plan. I systematically analyze issues from a variety of perspectives.</p>	<p><b>Academically Tenacious</b> I can proactively plan and persevere toward my future college or career choices.</p>	<p><b>Personally Responsible</b> I feel a sense of belonging and get involved with projects that impact my daily life. I live within my means and know how to create a financial plan.</p>
<p><b>Self-Directed</b> I take the initiative and responsibility for my learning and demonstrate persistence. I set goals that are reachable and definable.</p>	<p><b>Master of Core Content</b> I understand the principles of the content area and am able to recall and apply those concepts.</p>	<p><b>Globally Aware</b> I understand different nations and cultures. I am considerate and understanding of diverse situations and beliefs.</p>
<p><b>Effective Collaborator</b> I consider the viewpoints of others during group tasks, and I seek to understand, pay attention to body language, and am aware of possible misunderstandings.</p>	<p><b>Digitally Literate</b> I know how to find, evaluate, and use online information. I can use technology to communicate, organize information, produce quality products, and enhance my thinking skills.</p>	<p><b>Informed Civic Participant</b> I am active in the political process to express my opinions and help shape decisions that affect my life. I participate in community activities, groups, and volunteer work.</p>

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### NEVADA DEPARTMENT OF EDUCATION CODE OF HONOR

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

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

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

- ◆ Taking or copying answers on an examination or any other assignment from another student or other source
- ◆ Giving answers on an examination or any other assignment to another student
- ◆ Copying assignments that are turned in as original work
- ◆ Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- ◆ Allowing others to do the research or writing for an assigned paper
- ◆ Using unauthorized electronic devices
- ◆ 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 and/or the school district.***

**Resources: Cheating policies from Clark and Washoe County School Districts' secondary schools; Foothill Community College**



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For a complete copy of the Code of Honor policy, please inquire at the office.

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### LINCOLN COUNTY SCHOOL DISTRICT

### Notification of Rights under FERPA

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

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff); student teachers and related service interns; a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the federal Office that administers FERPA are: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

**Directory Information:** Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Directory information may be released to agencies, institutions, the military, or businesses for the purpose of providing students with yearbooks, class rings, graduation announcements, athletic apparel, school pictures, scholarship opportunities, or other purposes that benefit the student and/or school. Directory information will not be released when the purpose is primarily for commercial or sectarian use. The Lincoln County School District has designated the following information as directory information: student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study, grade level; dates of attendance (but not attendance on a particular day); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

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

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*your student's School principal.*

LCSD 2023

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### LINCOLN COUNTY SCHOOL DISTRICT POLICIES

#### Attendance Laws

Listed below are some important laws found in Nevada Revised Statutes that pertain to a child's attendance at school.

**NRS 392.040** - Child between 7 and 17 years of age: Attendance in public school. (Excerpt)

1. ....Each parent (or) guardian...having control or charge of any child between the ages of 7 and 17 years shall be required to send such child to a public school....

**NRS 392.120** - Penalty for false statements concerning age or school attendance of children. (Excerpt)

1. Any parent, guardian or other person who makes a false statement concerning the age or school attendance of a child under 17 years of age who is under his control or charge, the false statement being made with intent to deceive shall be guilty of a misdemeanor.

**NRS 392.130** - Truant Definition: report of child as truant.

Within the meaning of this chapter, a pupil shall be deemed a truant who is absent from school without the written approval of his teacher or the principal of the school, unless the pupil is physically or mentally unable to attend school. The teacher or principal shall give his written approval for a pupil **to be** absent if an emergency exists or upon the request of a parent or legal guardian of the pupil. Before a pupil may attend or otherwise participate in school activities outside the classroom during regular classroom hours, he must receive the approval of the teacher or principal. (Emphasis added)

Absences for any part of a day shall be deemed a truancy for the purposes of this section.

If a pupil is physically or mentally unable to attend school, the parent or legal guardian or other person having control or charge of the pupil shall notify the teacher or principal of the school orally or in writing within 3 days after the pupil returns to school.

An absence, which has not been approved pursuant to subsection 1 or 3 shall be deemed an unapproved absence.

**NRS 392.140** - Habitual Truant. Definition; declaration in succeeding year.

Any child shall be declared an habitual truant who shall have been deemed a truant three or more times within the school year.

Any child who has once been declared an habitual truant and who in an immediately succeeding year is absent from school without valid approval may again be declared an habitual truant.

**NRS 392.210** - Failure of parent (or) guardian to comply with provisions; misdemeanor; penalty.

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

**NRS 392.220** - Penalty for abetting truancy, unlawful employment. (Excerpt)

Any person who induces or attempts to induce any child to be absent from school unlawfully, or who knowingly employs or harbors any child is guilty of a misdemeanor.

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**NAC 389.040** - “Unit of credit” defined.

1. “Unit of credit” means an amount of credit, which is awarded to a pupil for his successful completion of a course containing at least 120 hours of instruction or the equivalent.

The Nevada Administrative Code (NAC) 389.040 which defines a “unit of credit” has been interpreted by school districts to refer to “seat time” or attendance of students in class to receive credit.

Senate Bill (SB) 249, passed during the 81st Legislative Session (2021) and effective July 1, 2021. SB 249 establishes the following expectations:

- A school district’s board of trustees may excuse a student from attendance with satisfactory written evidence “...that the child’s physical or mental condition or behavioral health is such as to prevent or render inadvisable the child’s attendance at school or his or her application to study.”
- A school district’s board of trustees may excuse a student from attendance with satisfactory written evidence from a qualified physician, mental health professional, or behavioral health professional, including qualified health professionals based within schools or school districts.
- If a school district’s board of trustees has excused a student from attendance in accordance with SB 249, “the excusal must not negatively affect the rating of a public school as determined by the Department pursuant to the statewide system of accountability for public schools” (NRS 392.050, section 4).

### **Attendance Policy**

#### **Compulsory Attendance**

The attendance policy is designed to keep students in school and provide them access to curriculum. The Lincoln County School District (LCSD) recognizes that consistent attendance at school and participation in the classroom is essential to students’ academic success and personal development. In order to satisfy state and district academic standards—and to develop habits of punctuality, self-discipline, and responsibility—students must attend and participate in their prescribed educational program.

Persons having legal control of a student ages 7-18 who has not completed the 12<sup>th</sup> grade are required to have the student attend school. At the time that a student reaches the age of 18 and chooses to stay in school and attend one of the two juvenile public high schools in LCSD, they agree to abide by all of the compulsory attendance laws that apply to all students younger than

18. Under the superintendent’s direction and supervision, attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Failure to send a student and to maintain a student in regular attendance is a violation of NRS.392.

1. Frequent absences from school disrupt the educational process. The benefits of instruction, once foregone, cannot entirely be regained. Recognizing that the process of education requires continuity of instruction, student participation, classroom learning experiences, and guided study, the LCSD Board of Trustees requires students to maintain a daily attendance rate of at least ninety percent (90%) per class during each grading period of each school year in order to earn credit and qualify for promotion to the next higher grade. This requirement is intended as a minimum and does not prohibit individual schools within the district from adhering to more stringent attendance standards.
2. If an attendance concern begins to occur, counselors, teachers, and administrators are expected to work cooperatively with the student and parent(s)/guardian(s) to attempt to resolve the situation so that the school can continue to work towards the academic, social, and emotional growth of the student.

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3. Faculty and staff recognize their responsibilities to encourage students to attend school and to conduct the curriculum in such a manner as to provide for the individual needs of students.
4. In accordance with state law, children enrolled in a District school must meet the minimum student attendance requirement as established in this policy and any implementing regulations or procedures.
  - i. Children between the ages of 7 and 18 years shall be enrolled in and attending school, unless the student has graduated from high school.  
These compulsory age limits, including age of entrance, shall be followed by the District's schools.
  - ii. No student shall be retained at the elementary or middle school level due strictly to attendance.
  - iii. No student shall fail a course at the high school level due strictly to attendance.
5. The Superintendent shall cause to be created, in compliance with state laws and regulations, procedures for:
  - i. Monitoring and reporting student attendance;
  - ii. Communicating attendance, to include potential concerns, to the student's parent/guardian;
  - iii. Ensure protocols exist to enable students to make-up work as a result of missed school time;
  - iv. Identifying students deemed a habitual truant, investigating the cause(s) of the behavior, and consideration of modifications of the student's educational program to provide opportunities for success;
  - v. Providing for interventions for students in danger of losing credit as a result of poor attendance or truancy; and,
  - vi. Students attending LCSD approved distance education program.
6. Student Attendance Advisory Committee
  1. The District shall maintain a community advisory committee, known as the Student Attendance Advisory Committee, for the purpose of reviewing data related to student attendance and truancy; identifying factors that contribute to truancy; recommending programs to reduce truancy; and communicating the policies and programs of the District to students and their families.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
  - a. Chapter 392, Pupils, and specifically:
    - i. NRS 392.040 – 392.125, Compulsory and Excused Attendance; Retention.

### **Bus Students**

When a student enters a school bus, he/she comes under the supervision of the school. The bus driver is in complete charge. The rules and regulations of the school district are to be carried out and the bus driver and chaperons are to be obeyed at all times. Students are not to be aboard buses during school hours while buses are parked in the parking lots.

Due to insurance restrictions, only school students and employees will be permitted to ride the school buses, except adults who are asked to help supervise and are assigned as chaperons.

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### Lincoln County School District Bus Safety Contract

Lincoln County School District is very interested in the safe transportation of students. The combined efforts and cooperation of students, parents, and school personnel are essential in maintaining a safe transportation program.

\_\_\_\_\_ will as part of the school experience enter, ride, and depart school buses to and from school, and to all other school activities providing that his/her parent or guardian gives written permission. It is understood that each student will be given proper instruction on the safe procedures of riding on a school bus. This signed contract shall serve as a binding contract between student and parent or guardian and bus driver and/or Lincoln County School District. This contract contains the complete agreement of the parties and no verbal agreement of understanding modifies the terms hereof. The student must assume responsibility for following safe practices and subscribe to the following safety pledge or lose the privilege of school bus transportation:

1. To follow all school bus safety rules.
2. To behave in an orderly manner while waiting, entering, riding, and departing the school bus.
3. To remain seated at all times and refrain from any activity that would be detrimental to student safety.
4. Not extend any part of your bodies out of the bus or throw any items out of the school bus.
5. To have written permission from parents of changes to ride, to be dropped off, or not to return home on the school bus before departure.
6. Not to eat, drink, or bring food, drink, animals, tobacco, alcohol, illegal drugs, weapons or other items on the school bus that would interfere with student safety.
7. Not to do damage to any part of the school bus or fellow students or their property.
8. To follow all school rules as outlined in your student handbook.
9. To follow the bus driver's directions at all times, especially when entering and departing the school bus.

#### **Misconduct Process**

The bus driver is to handle discipline problems. The first misconduct will be documented by the bus driver. Detention of the student is to be handled by the bus driver. The second misconduct will be documented by the bus driver. Detention of the student is to be handled by the bus driver. A school administrator should be advised by the bus driver which may result in the suspension of the student from the privilege of school bus transportation. The third misconduct and any subsequent reports are to be documented by the bus driver. Detention of the student is to be handled by the bus driver. A school administrator should be advised by the bus driver which may result in suspension of the student from the privilege of school bus transportation. A severe breach of student misconduct may immediately suspend the student from the privilege of school bus transportation. The student and parent or guardian agree to hold the bus driver and/or Lincoln County School District harmless for injuries to any student or guest while in any phase of the student transportation process.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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### **Courses Available in addition to PVHS Curriculum**

#### **Correspondence Courses**

Credits earned by students through correspondence courses from accredited schools *may* apply toward graduation requirements. All correspondence courses must be approved by the school counselor or principal, *prior* to the course being taken by the student.

#### **Cooperative Education or Work Study Classes**

One-fourth credit for 65 hours of work will be granted for cooperative education classes. A maximum of five cooperative education credits may be counted toward graduation requirements. Pass/Fail grades will be recorded. Only students with Junior or Senior status are eligible and all work study programs are to be planned and coordinated through the school counselor.

#### **Distance Learning Classes**

On line internet courses can be taken from many schools for credit or self-improvement. Principals and school counselors will review all credits prior to acceptance of the distance classes of transfer students. For enrolled students, prior approval from the principal must be obtained for distance courses if the student wants the credit to count toward graduation in a Lincoln County high school.



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### Lincoln County School District

#### District Restorative Discipline Plan

Revised August 2023

School staff and stakeholder input 8-10-23 and Board approved 8-9-23

State law (NRS 392.4644) requires that the Lincoln County School District Board of Trustees establish a plan to provide for the restorative discipline of students and on-site review of disciplinary decisions. The plan must:

- Be developed with the input and participation of teachers, school administrators and other educational personnel and support personnel who are employed by the school district, pupils who are enrolled in schools within the school district, and the parents and guardians of students who are enrolled in schools within the district;
- Be consistent with the written rules of behavior prescribed by the district to ensure that its public schools are safe places for learning;
- Include provisions designed to address the specific disciplinary needs and concerns of each school within the school district;
- Provide restorative disciplinary practices, including:
  - Holding a student accountable for his or her behavior;
  - Restoration or remedies related to the behavior of the student;
  - Relief for any victim of the student; and
  - Changing the behavior of the student
- Provide for the temporary removal of a student from a classroom or other premises of a public school if, in the judgment of the teacher or other staff member responsible for the classroom or other premises, the student has engaged in behavior that seriously interferes with the ability of the teacher to teach the other students in the classroom and with the ability of the other students to learn or with the ability of the staff member to discharge his or her duties;
- Provide for the placement of a student in a different school within the school district if a school is unable to retain a student in the school for the safety of any person or because doing so would not be in the best interest of the student;
- Include the names of any members of a committee to review the temporary alternative placement of students;
- Be in accordance with the statewide framework for restorative justice developed pursuant to state law, including, without limitation, by addressing the occurrences of the suspension, expulsion or removal of pupils from school that disproportionately affect (a) Pupils who are economically disadvantaged; (b) Pupils from major racial and ethnic groups; (c) Pupils with disabilities; (d) Pupils who are English learners; (e) Pupils who are migratory children; (f) Gender; (g) Pupils who are homeless; (h) Pupils in foster care; and (i) Pupils whose parent or guardian is a member of the Armed Forces of the United States, a reserve component thereof or the National Guard.
- Be posted on the Internet websites maintained by the school district and the schools; and
- Be distributed by written or electronic copy to each teacher, school administrator and all educational support personnel who are employed at or assigned to the school.

#### Introduction

The optimum benefits of the instructional process are available only when each student participates in and contributes to the process of learning that takes place in the classroom. To assure that this is present

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in each classroom, the Trustees believe that each student must adhere to the standards of conduct established by the school district and each of the schools. School administrators and teachers will make known to all students and parents the expectations of good school conduct. They will assure that all class conduct is based on these principles. Moreover, the decisions made by school administrators and teachers will reflect their commitment to fair, unbiased, and equitable responses to students who engage in misconduct.

Students who do not observe the standards interrupt their own instruction, but more seriously, that of other students in the class. Students who will not observe these standards and whose parents will not or cannot affect proper behavior will be denied the opportunity to attend school. It shall be the policy of the Board of Trustees that the Superintendent shall cause to formulate administrative regulations to provide a basic discipline procedure for each of the schools in the district. Each school shall be charged with the development of school and classroom plans that are consistent with the regulations and that serve the unique needs of each school.

Exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in the LCSD and one that will not be imposed without appropriate due process, including timely notification to parents/guardians. Accordingly, suspension or expulsion of students in the LCSD will occur only in compliance with all state and federal laws and regulations, including compliance with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as applicable. When city, state or federal laws have been violated, a referral will be made to the proper legal authorities.

### **Development and Content Restorative Discipline Plan**

The Restorative Discipline Plan (RDP) has been developed with the input and participation of teachers, school administrators and other educational personnel and support personnel who are employed by the LCSD, and the parents and guardians of students who are enrolled in schools within the LCSD.

The LCSD RDP is consistent with LCSD Policy JFC (Student Conduct and Discipline) and the corresponding Administrative Regulation that sets forth the specific requirements for imposing out-of-school removals, including the timelines and processes for appealing suspension and expulsions. The RDP is also consistent with Nevada Revised Statutes 392.461 *et seq.* (Behavior and Discipline) and Nevada Revised Statutes 388.121 *et seq.* (Provision of Safe and Respectful Learning Environment).

### **Restorative Discipline Practices**

The RDP includes a focus on the prevention of misconduct through an emphasis on communication and supervision. The following practices are used:

#### **Prevention of Misconduct**

##### Communication

Students and parents receive information about behavioral expectations and restorative discipline practices through these activities:

- Posting of the LCSD RDP on school and district websites
- Conferences with students
- Parent teacher conferences
- Teacher contact with parents by phone, email, electronic messaging and in person
- Teachers' syllabi/classroom codes/standard operating procedures (SOP)
- Presentations by teachers and administrators at the beginning of each year to explain behavioral expectations to students and SOP's
- Student handbooks
- Information shared through Infinite Campus and other social media
- Annual awareness/prevention intervention, *The Week of Respect* (first week of October)

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### Classroom-Based Interventions

- Clearly define/post the behavioral expectations, SOP's.
- Implement procedures for all class routines SOP's- entering the room, handing in assignments, sharpening the pencil, welcoming a guest, etc.
- TEACH and ROLE-PLAY the behavioral expectations, classroom procedures, use of materials, etc. Demonstrate what the expected behavior "looks like" (positive example) as well as what it "does not look like" (non-example).
- Pre-correct - Prior to directing students to perform a task, provide a description of what the expected behavior will look like. "Lunch will be in two minutes. At that time, everyone will put away all the materials, push in all the chairs and line up."
- Cue/Prompt/Remind - Provide a pre-arranged/previously taught cue to remind specific students to engage in the appropriate behavior.
- Acknowledge students who appropriately demonstrate the expected behavior.
- Specifically explain HOW the behavior did not meet the stated / taught expectation. "It is disrespectful to other students when you \_\_\_\_\_."
- Provide a warning - "Respect a school rule. All students are expected to talk respectfully to staff and students here at ABC School. This is your official warning."
- Check for student understanding of the behavioral expectations - "Please summarize what we discussed so I ensure there is no confusion."
- Evaluate the student's skill repertoire. Determining if the student is capable of demonstrating the behavioral expectation. Evaluate behavior & academic domains.
- Determine the FUNCTION of the misbehavior. All behaviors serve a purpose (function). Determine what the student is gaining or avoiding by misbehaving?
- Provide a structured choice - clearly offer a choice between two alternatives and state the consequence for each. "You can work quietly on your assignment now and leave with the class or work with me during lunch."
- Evaluate ENVIRONMENTAL factors within the classroom which may be contributing to the misbehavior: Space, Time, Materials, Interactions.
- Collaborate with colleagues to identify behavior patterns and trends (class to class, year to year, etc.).
- Use a variety of consequences: Positive Reinforcement, Negative Reinforcement, Penalties and Punishments. Remember, punishment is the least effective consequence for students with antisocial behaviors.
- Evaluate the effectiveness of consequences. Ineffective consequences must be analyzed and modified. Seek assistance for "out of the box" ideas.
- Involve a problem-solving team.

### Supervision

The LCSD provides necessary supervision to support positive student behaviors and deter misconduct through these activities:

- Staff supervision at assigned duty areas before and after school, at nutrition breaks and during lunch, and at school-sponsored activities
- The work of our safe school professionals and counselors or social worker
- Access to support from law enforcement officials and juvenile probation officers as necessary

### **Temporary Removals, Temporary Alternative Placements, and Review Committee**

School administrators and teachers will not subject themselves to abuse, annoyance or interruptions of their normal teaching functions by violations of the stated standards. They shall hold students to strict account

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for their conduct on school grounds, on the playground and during any intermission, (e.g. recess, field trips, and all school-sponsored activities).

If, in the judgment of a teacher, a student has engaged in behavior that seriously interferes with the ability of the teacher to teach and the other students to learn, the student shall be temporarily removed from the classroom and assigned to a temporary alternative placement. While in alternative placement, the student shall be separated from other students, under the supervision of appropriate school personnel, and prohibited from engaging in extracurricular activities.

The principal of the school shall provide an explanation of the reason for the removal to the student and offer the student an opportunity to respond to the explanation, and shall, within 24 hours, notify the student's parent of the removal.

Not later than three school days after the student was removed from the classroom, a conference shall be held with the student, the student's parent, the principal and the student's teacher to discuss the removal of the student from the classroom. The conference can be rescheduled or waived by the parent.

Following this conference, or after not more than three days of alternative placement, the principal shall recommend whether the student shall continue in alternative placement, or return to his or her class. If the teacher disagrees with the principal's recommendation, the principal shall immediately convene a disciplinary review committee composed of the principal, two teachers, and one staff member selected by a majority of their peers. One additional teacher and one additional staff member will be selected as alternates. The specific names of the members and alternates of the disciplinary review committee will be identified no later than September 15 at the beginning of each school year.

The committee will do one of the following:

1. Return the student to his or her classroom
2. Assign the student to another appropriate classroom
3. Assign the student to an available alternative education program
4. Recommend the student be suspended or expelled
5. Take any other necessary appropriate disciplinary action against the student

### **Plan for Placement of a Student in a Different School Within the District**

If a school is unable to retain a student in the school for the safety of any person or because doing so would not be in the best interest of the student, the student may be suspended, expelled or placed in another school. If a student is placed in another school, the current school of the student shall explain what services will be provided to the student at the new school that the current school is unable to provide to address the specific needs and behaviors of the student. The current school and new school shall create a plan of action based on restorative justice for the student and ensure that any resources required to execute the plan are available at the new school.

### **LCSD RDP Distribution**

The LCSD RDP is posted on the district and school websites and available at each school site. The LCSD RDP will be added to the student handbooks. Handbooks will include the information applicable to all schools but may also include the "specific provisions" applicable to the specific school. In addition, the LCSD RDP distributed by written or electronic copy to each teacher, school administrator and all educational support personnel who are employed at or assigned to the school.

### **Provisions to Address Specific Disciplinary Needs and Concerns of Each School**

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The RDP includes the following provisions designed to address the specific disciplinary needs and concerns of each school within the school district.

LCSD is implementing a Multi-Tiered Systems of Supports (MTSS) as a preventative, supportive, consistent instructional and motivational model to deter negative student behaviors. If student behavior falls below expectations, as listed in the school handbook, school teams can develop behavioral guidelines and a matrix to determine appropriate consequences and/or interventions for student behavior violations appropriate for their grade levels at each site. In all instances, these guidelines may be modified contingent upon the level of severity of the incident, aligned with the age, developmental level and other extenuating circumstances. The guidelines are applicable to incidents that occur at school, travel to and from school, during lunch, and while involved in all school-sponsored activities.

As part of the school's MTSS matrix, site teams will develop restorative practices to include intervention strategies and logical consequences in addition to or as an alternative to the negative consequences for inappropriate behavior that may not lead to changes in behavior. Examples are given in the Classroom-Based Interventions section above.

### **Student Responsibilities**

It is the belief of Lincoln County School District that students are expected to follow their school's classroom codes and school SOP's. In order to do so, each school must establish school-wide behavioral guidelines to include expectations within the classroom, playground, lunchroom, passing periods, as well as expectations away at school sponsored activities. At each school site, students will be provided a handbook that includes established school and district rules. In addition, students will receive instruction on the expected school behavior, and be held to those expectations consistently.

### **Teacher Responsibilities**

LCSD teachers will implement individualized classroom management systems along with class codes and SOP's, ensuring that it is taught to all students and communicated to parents. Each classroom plan should include both positive reinforcement for students demonstrating appropriate behaviors as well as progressive steps of discipline for students who demonstrate actions not meeting classroom expectations. Minor classroom offenses should be handled by the teacher at the lowest level deemed appropriate. Students referred to the office should have already gone through the defined steps in a teacher's progressive discipline plan, unless the behavior is deemed beyond classroom intervention.

### **Parent/Guardian Responsibilities**

If a child is experiencing difficulty with behavior or is unclear about classroom or school expectations, the first step in the process is to work with the child's teacher directly to ensure the right supports and/or interventions are in place. Intervening and communicating early is vital to your child's success in school. Parents will be contacted by the school (teacher and/or administrator) when their child's behavior has warranted that level of intervention which could include repeated minor offenses and/or a major incident.

### **Administrator Responsibilities**

The administrators of each site will be responsible to ensure that teachers are following their classroom management plans, classroom codes and SOP's for expected behavior. Administrators will support staff in implementing their plans and will address student disciplinary referrals as expediently as possible, and in accordance with district policy as well as state and

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federal laws. Administrators will provide necessary information regarding the outcome of an incident in accordance with established procedures. Administrators will ensure that consistent log entries are made in Infinite Campus as well as documenting and sharing behavior plans, safety plans, and restorative practice plans as needed.

### **Transportation (NRS 392.4636)**

The Board recognizes that parents of pupils who are transported to school by District buses are responsible for the supervision of such pupils until such time as the pupil boards the bus in the morning and after the pupil leaves the bus at the end of the school day. The responsibility of the School District commences when the pupil boards the bus and ends when the pupil is delivered to the regular bus stop at the close of the school day. The Board shall require pupils to conduct themselves in the bus in a manner consistent with established standards for classroom behavior. In cases when a pupil does not conduct themselves properly on a bus, the Supervisor or Transportation shall inform the building principal, who will inform the parents immediately of the misconduct and request their cooperation in checking the pupil's behavior.

Pupils who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the pupils involved become responsible for seeing that their children get to and from school safely.

### **Notice of Nondiscrimination on the Basis of Sex Under Title IX**

LCSD does not discriminate on the basis of sex in the education program and activity it operates. The school district is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the school district's program or activity extends to employment. The school district's Title IX Coordinator is:

Sharon Dirks, Director of Human Resources Lincoln  
County School District  
1191 E. Edwards Street Panaca,  
NV 89042  
(775)728-4481                      sdirks@lcsdnev.com

Inquiries about the application of Title IX to the school district may be referred to the school district's Title IX Coordinator, or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202, or both.

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### Appendix

#### Supports for sites as they learn and develop ideas as a team around restorative practices in schools as outlined by AB168.

*(Taken from Restorative Justice and School Safety PD shared by NDE)*

Schools are required to use restorative justice in all disciplinary actions in lieu of out of school suspension. ***Restorative Justice*** is defined as a *non-punitive intervention and support provided by school to pupil to improve behavior and remedy any harm caused by pupil.*

What is the intent of Restorative Justice Practices in Schools?

- Center the needs and experiences of those harmed
- Hold those who do harm accountable by building empathy and repairing harm
- Create a path forward through ***changing behavior*** and building relationships

#### Two Different Restorative Strategies

**Whole School approach** uses restorative justice to build culture and climate based on restorative values of respect, trust, inclusion, tolerance, understanding, and more. Building a restorative culture results in few incidents of harm overall.

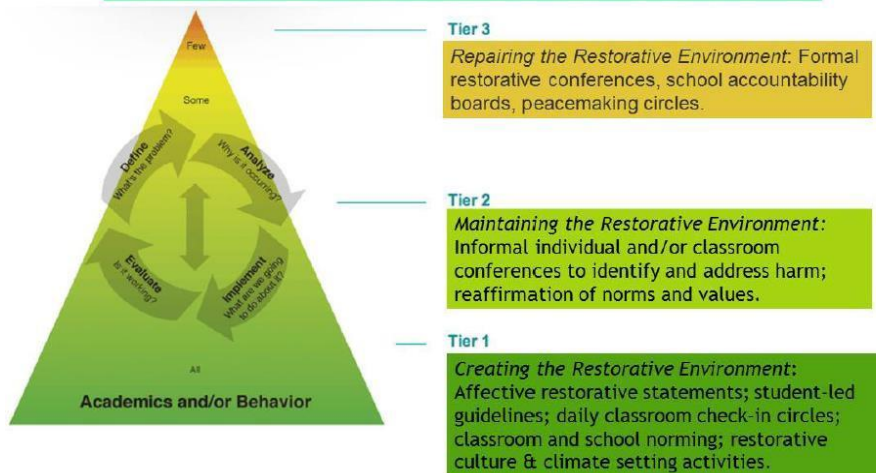
**Incident Driven approach** uses restorative justice to respond to specific events on a school campus - such as fighting, bullying, teacher disrespect, insubordination or other disciplinary violations.



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### MULTI-TIER SYSTEMS OF SUPPORT



## 3 DIFFERENT QUESTIONS

### TRADITIONAL:

- ✗ What law/rule was broken?
- ✗ Who's fault is it? (who did it and who do we blame?)
- ✗ What do they deserve? (How should we punish them?)

### RESTORATIVE:

- ✓ Who has been hurt and what harm was done?
- ✓ What are their needs?
- ✓ Who's obligation is this? (What repair is needed and who is responsible?)

Resources for schools:

<https://doe.nv.gov/SafeRespectfulLearning/Home/>

<https://doe.nv.gov/SafeRespectfulLearning/Discipline and Restorative Practices/>

<https://doe.nv.gov/SafeRespectfulLearning/MTSS/>



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### Dress Code

All students are expected to be groomed and to dress appropriately with respect to the following criteria: (This policy affects students during regular school and at all school sponsored activities, including school transportation.)

1. Educational distraction—Grooming and dress shall be appropriate to the school situation and of a style that is not so unusual or bizarre as to constitute a distraction or cause disruptions in the school or interfere with the educational opportunities of the other students.
2. Prohibited clothing—Clothing that advertises tobacco, drugs, or alcohol, or is obscene, vulgar, or profane, or that is revealing such as spaghetti straps, crop tops, off shoulder tops, halter tops, strapless tops.
3. Clothing that may cause damage—Articles of clothing that cause physical damage such as cleated boots, shoes that scratch floors, and clothing with metal rivets with scratch furniture are unacceptable.
4. Extra-curricular activities and sports—Clothing normally worn when participating in a school sponsored extra- curricular or sports activity may be worn to school when approved by the Principal. Examples are cheerleader outfits, drill team and band uniforms, team shirts, accommodations for special occasions such a homecoming or events days at school and the like.

Principals are authorized to make this policy more restrictive for their respective schools but shall not diminish it.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or other appropriate action to correct the situation will be taken.

### Entrance Requirements

The following regulations apply to all students who are enrolling in a school under the direction of the Lincoln County School Board for the first time:

- Pupils entering Lincoln County Schools for the first time shall be accompanied by a parent or legal guardian or a person with whom custody has been entrusted. Proof of guardianship or custody **will be** required before a pupil is enrolled.
- Pupils entering Lincoln County Schools shall present a birth certificate or other satisfactory evidence of age.
- Pupils entering Lincoln County Schools for the first time must present a health record which meets the requirements of NRS 392.435, which is a law requiring immunization of pupils.

#### THE FOLLOWING VACCINATIONS ARE REQUIRED:

Polio	Series of three or four shots (if dose #3 is rec'd on or after 4 <sup>th</sup> birthday, #4 is not needed)
DT	Any combination of DT, DTap, or DTaP for a total of five injections
MMR	Two doses, (doses must be at least 4 weeks apart)
Hepatitis A	Series of two shots (doses must be at least six months apart)
Hepatitis B	Series of three shots given over a six-month period.
Tdap	Required at 11-12 years of age
MCV4	A series of two shots (if dose #1 is administered on or after 15 <sup>th</sup> birthday, no further doses required).

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### Emergency Situations

For a number of years, schools have been facing rising numbers of emergencies. Because of these incidents, each school district and individual school is required to have a critical incident plan. The following is the plan adopted for Pahrnagat Valley Schools.

**Shelter in Place** – Involves a HAZ-MAT or hazardous materials situation. Everyone is to go to the nearest room or shelter area. The windows and doors are sealed with plastic and tape. Ventilation is shut down until receipt of instructions from the Sheriff's Dept.

**Lock Down** – A potential or actual violent incident happening at one of the schools. Each school is notified with a lock down call. Individual classrooms and office are locked down. Anyone not in a classroom is to go to the nearest room behind a locked door. Lights go out, doors locked, windows covered, and rooms become silent.

**Lock Out** – If a threat to students' safety is perceived by the administrator from outside the school, all doors will be locked and monitored. Movement within the school will be controlled and monitored until the lock out is lifted. Outdoor activities will be suspended during a school wide lock out.

**Evacuation of Building**– In the event a decision is made to evacuate the building, students and staff are to evacuate to designated areas and will not reenter the building until told by administrators or police to do so.

**Planned Evacuation & Relocation** – In the event a decision is made to evacuate the building and relocate all staff and students, all individuals will be loaded in school district vehicles and moved to a predetermined location.

**Relocation of Parents and Children** – In most school emergencies, it is not necessary to bus students far away from the town. **The primary relocation area of the emergency plan is the Rapport building and parking lot.** *Please do not go directly to the schools.* Students will be reunited with parents at the relocation center ONLY.

The schools have tried to put safe guards into effect. Hopefully, they will never be used. If as a parent you would like to review the school plan in more depth, please feel free to contact the school's secretary and set up an appointment.

### Fire Drills

Fire drills will be held as per NRS 392.450. Fire drills are required monthly. Copies of fire escape route diagrams and fire drill information shall be posted in every classroom.

### Grade Point Average Calculation Scale

Student Grade Point Average (G.P.A.) is calculated and determined by the following grading scale:

A	= 4.00
A-	= 3.70
B+	= 3.40
B	= 3.00
B-	= 2.70
C+	= 2.40
C	= 2.00
C-	= 1.70
D+	= 1.40
D	= 1.00
D-	= 0.70
F	= 0.00

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### Graduation Credit Requirements (Standard Diploma)

Students will be classified on the basis of credits earned and recorded on their personal records. **Thirty (30)** credits are required for graduation. Requirements for students to receive a standard diploma are:

English-4, Math-3, Science-2, Social Science-3, Health-1/2, Computer Science-1/2, Humanities-1, and Physical Education-2, and Electives-15

Students who wish to receive the Millennium Scholarship in the state of Nevada must have a minimum of 3.25 grade point average, pass all areas of the Nevada High School Proficiency exam, and are required to have a minimum of the following credits (for a full description of requirements, inquire at the office):

English-4, Math-4, Science-3, Social Science-3, Health-1/2, Computer Literacy-1/2, Arts/Humanities or CTE-1, and Physical Education-2, and Electives-12.

College and Career Readiness Certificates are available: students should contact the school counselor for information.

The College and Career Ready Flex Credit prepares recipients of a Standard Diploma for workforce engagement or continued studies by demonstrating two credits of coursework in:

- Level II or III Career and Technical Education (CTE) courses
- Fourth-year Mathematics (Algebra II or higher)
- Third-year Social Studies
- Third-year Science

To use a Level II or III CTE course for Flex Credit, a student must have successfully completed the pre-requisite CTE course(s), including but not limited to a Level I CTE course, in the program of study as identified in the [Nevada Career and Technical Education Course Catalog](#).

To use a fourth-year mathematics (Algebra II or higher) or a third-year social studies or science for Flex Credit, a student must successfully complete the full year of coursework in the subject. Students are not allowed to use partial credits, such as a half-credit earned in two or more of the eligible courses towards the Flex Credit requirements.

### Graduation Credit Requirements (Advanced Diploma)

To receive an advanced diploma evidencing graduation from high school, a pupil must have:

- a) Earned a minimum of 18 units of credit for required courses and 12 units of credit for elective courses for a total of at least 30 units of credit; and
- b) Maintained at least a 3.25 grade point average on a 4.0 grading scale, weighted or unweighted, for all units of credit applicable toward graduation.

The units of required courses for the Advanced Diploma must be earned in accordance with the following table:

<b>Required Course</b>	<b>Minimum Number of Units</b>
American Government	1/2
American History	1
Arts and Humanities or Career and Technical Education	1
Social Studies	1
Economics	1/2
English, including reading, composition and writing	4
Mathematics	4
Science	3
Physical Education	2
Health Education	1/2
Computer Science	1/2

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<b>Total</b>	<b>18</b>
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### **Valedictorian, Salutatorian and Class Rankings**

The following general guidelines should be followed when choosing a valedictorian or salutatorian.

#### General Guidelines

The following courses shall be established as minimum course work to be considered for valedictorian or salutatorian at graduation.

English	4 credits
Mathematics	4 credits, including Algebra I, Geometry, Algebra II, and Pre-Calculus
Natural Science	3 credits, including Biology, Chemistry, and Physics
Social Sciences	3 credits, including US Government, Economics, US History, and World History/Geography

The valedictorian or salutatorian must complete the requirements to receive an Advanced Diploma. (Please see Advanced Diploma requirements NRS 385.080.385.110)

The valedictorian is the student with the highest overall G.P.A. computed to the 1000<sup>th</sup> decimal place and rounded to the 100<sup>th</sup> decimal place in all courses where credit given at the end of eight semesters in high school AND that meet the valedictorian course requirements. The salutatorian is the student with the second highest overall G.P.A. computed to the 1000<sup>th</sup> decimal place and rounded to the 100<sup>th</sup> decimal place in all courses where credit is given at the end of eight semesters in the high school AND that meet the salutatorian course requirements.

In the event of a tie for valedictorian or salutatorian, the highest composite score from an eligible student's ACT test will be used as the tie-breaker. If a tie remains, then more than one Valedictorian or Salutatorian will be selected. In the event of a tie for the valedictorian, there will be no salutatorian. There can be any number of valedictorians. There can be any number of salutatorians as long as there is only one valedictorian.

These requirements allow students to become a millennium scholar, valedictorian or salutatorian, receive an advanced diploma, and/or meet NV University Admission requirements.

Class ranking is determined by taking the overall G.P.A. of all students in a grade level and order them from highest G.P.A. to lowest with number 1 being the highest G.P.A. Then the valedictorian and salutatorian are chosen number one and number two by identifying the two students with the highest rank AND that meet the valedictorian and salutatorian course requirements. The valedictorian and salutatorian may not be the students with the highest overall G.P.A. Students ranked 3 through 10 must meet the minimum requirements for the Advanced Diploma to receive those rankings.

The title of valedictorian or salutatorian is an academic honor or award. The use of class ranking, G.P.A., and college admission test scores are mainly used by universities for admission, placing students in course work and awarding financial aid. Since most universities have established minimum course requirements that should be taken in high school in order to enter their institutions and in the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and a salutatorian will be selected for each graduating class.

The district's valedictorian and salutatorian may be permitted to speak as part of the district's planned graduation program at the discretion of the building principal or designee. All speeches must be reviewed and approved in advance by the building principal or designee. Titles and privileges granted to students designated as valedictorian or salutatorian may be denied and/or revoked for violation of Board policy, administrative regulation or school rule.

Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors. To be eligible for valedictorian or salutatorian honors, a student must be enrolled at district high schools prior to and continuously following the 1<sup>st</sup> school day of the student's senior year.

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### Early Graduation

The Board of Trustees of the Lincoln County School District encourages students to stay in high school for four years. The board believes there are educational, emotional, psychological, social, and academic benefits from attending high school. Attendance at high school for four years is prescribed by the Nevada State Board of Education, and the Lincoln County School Board supports this standard. Early graduation is an exception to the above stated four-year standard.

The Board of Trustees of the Lincoln County School District also values the diversity that makes each student unique and realizes that early graduation may be an exception that will best meet the student's needs. Therefore, the board will consider written requests for early graduation on an individual basis.

During the required annual academic planning these guidelines are to be initiated by the school if a student requests early graduation. The principal and counselor will review with the student and parent(s) the following guidelines during the student's sophomore year, if not before. The required academic plan will show how the student will meet the minimum graduation requirements to receive a diploma to graduate early. Plan will include a schedule of classes, correspondence courses to be taken, dates to take any state or district mandated assessments, classes to be taken at a community college, etc. If student initiates a request during their junior year then required plan will show if it is possible to graduate early.

1. To be considered for early graduation a student must be on track to complete at least the minimum credit requirements for graduation prior to the scheduled graduation ceremony. The minimum graduation credit requirements are established by the Nevada State Board of Education and the Lincoln County School Board.
2. A student must pass all state and district requirements prior to the graduation ceremony.
3. Any correspondence course(s) used toward early graduation, must be approved by the principal prior to the course(s) being taken by the student.
4. Early graduation approval does not preclude or nullify the student promotion policy. Class standing is determined by credits earned. Early graduation could be defined in two ways;
  - 1) A student has earned 18 credits by the first day of school on what should be their junior year in order to skip a grade and be classified as a senior,
  - 2) A student earning fewer than 18 credits by the first day of school on what should be their junior year to be designated as a junior graduating early.

If determined to be a senior or a junior graduating early (once approved by the board), both will have all the privileges as any other senior.

6. Based on the designations of the student's class standing as described in #4 above, if the student is classified as a senior, the student may become eligible for Valedictorian or Salutatorian honors provided that they meet the requirements of that policy. Juniors graduating early are not eligible for these honors.

Once the above five guidelines have been reviewed with the student and parent(s), the following information should be drafted and presented to the board:

1. A statement of request and explanation with a signature by the student and parent(s) requesting early graduation.
2. The academic plan that was created, before the end of the student's sophomore year to be considered a junior graduating early or having 18 credits to be considered a senior (plan will show how the student will meet the minimum graduation requirements to receive a diploma. This plan might include a schedule of classes, correspondence courses to be taken, dates to take any state or district mandated assessments, classes to be taken at a community college, etc.)
3. A transcript of credits completed or a project portfolio. Information that includes evidence of achievement in academic or vocational areas of study.

The principal is responsible to get the student's early graduation request on the school board agenda as an action item. A copy of the above information should be provided for each board member and the superintendent. Finally, the

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request should be presented in person by the student to members of the school board.

### **Honor Roll Students**

The board desires to acknowledge the scholastic achievements of all students. The Honor Society shall be utilized to provide this recognition. A student may qualify for the Honor Society by meeting the following standards:

- A. Students must be registered for five credits.
- B. To be placed on the honor role, the students must have an average of 3.5 or above. All straight "A" students are to be placed on a special honor roll and listed first in any publicity reports.

### **LINCOLN COUNTY SCHOOL DISTRICT NIAA SANCTIONED TEAM SPORTS/ACTIVITIES FOR PHYSICAL EDUCATION CREDIT**

Lincoln County School District will grant  $\frac{1}{4}$  Physical Education Credit per season for participation and completion of team sports and/or activities. Up to one (1) Physical Education credit from sports and/or activities may be applied toward their high school diploma. This credit will be issued to students based on the following:

1. Students must apply before each individual sport season in which they are participating;
2. Sport/activity must be sanctioned by the NIAA;
3. Student must attend all practices;
4. Student must finish the season;
5. Student must write a 2-3 page paper listing three specific Nevada State Physical Education Content Standards met during the season. Completion of at least one strand per standard (for a total of three strands) must be included in the paper for credit to be issued.

Paper will be due at the end of the season.

Students will still be required to complete one (1) year of physical education from the physical education department.

### **Team Sports Class Requirements**

1. Students must finish a sports season.
2. Coaches will document a minimum of 60 hours of practice time during the course of a season. Credit will not be issued if this minimum time requirement is not met.
3. Coaches must keep attendance on all student-athletes.
4. Each coach must submit a lesson plan which demonstrates how the following will be accomplished:
  - A. Stretching/Flexibility,
  - B. Strength Development,
  - C. Conditioning/Endurance,
  - D. Skill Development,
  - E. Injury Prevention.
5. A pre and post rules test will be administered and passed before PE grade will be issued.

### **Grading Procedures** (for Physical Education credit)

1. Physical Education grades will be issued based on written paper content, post test results, practice attendance and completion of the season.
2. Practice time is defined as: direct supervision by a paid school district coach during a sanctioned NIAA sports season.

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### **Internet Use Policy**

#### **Purpose of Lincoln County Internet:**

The purpose of Lincoln County Internet is to advance and promote a world-class public education. Internet is intended to assist in the collaboration and exchange of information between and among schools, school offices, the Nevada-Net, and other State and educational entities as well as provide access to the world of information via networking facilities like the Internet.

#### **Internet Use by the Public Schools:**

All use of Internet shall be consistent with the purpose, goal, and mission of the network. Successful operation of the network requires that its users regard Internet as a shared resource, and cooperate to form a community of diverse interests in an effort to promote educational excellence and provide world-class education. It is therefore imperative that Internet users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Further, they must abide by all local, state and federal laws. To ensure the smooth and continued operation of this valuable resource, members must accept the responsibility of adhering to high standards of professional conduct and strict guidelines.

The intent of the Lincoln County School District Acceptable Use Policy is to ensure that all uses are consistent with its stated purpose, goal, and mission. It is important to recognize that with increased access to computers and people all over the world also comes the availability of controversial material that may not be considered of educational value in the context of the school setting. The Lincoln County School District recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. And while this policy does not attempt to articulate all required or proscribed behavior by its members, it does seek to assist in such judgment. (Please refer to the internet use policy issued upon registration for more information.)

### **Lunch Program**

Children need healthy meals to learn. In addition to a reduced cost breakfast program (\$1.25 for 6-12), Lincoln County School District offers healthy lunches every school day. The cost for grades K-6 is \$3.00 per meal and for grades 7-12 is \$3.50 per meal. Your child may qualify for free or reduced price meals. The cost of the reduced meals \$.40 for lunch, breakfast is free. To apply for free or reduced price meals, contact the office for an Application for School Meal Benefits. \*\*For this year, the cost of breakfast and lunch for ALL students will be subsidized, making them FREE for ALL students. Adult lunches will still cost \$4.

*Please note that if any account reaches a negative \$25, the student will receive an alternate meal for \$1 per day until the account is paid. If the total then reaches -35, the students will not be allowed to eat school lunch until the account is paid in full.*

### **Wellness Policy**

The Healthy Hunger-Free Kids Act of 2010 directed the USDA to establish science-based nutrition standards for all foods and beverages sold to students in school during the school day. The Smart Snacks Nutrition Standards support efforts by school food service staff, school administrators, teachers, parents, and the school community, who all work together to instill healthy habits in students. The Smart Snacks Nutrition Standards cover all foods sold in schools. This means foods sold during the school day in the following locations, (but not limited to) school stores, vending machines, bake sales, the snack bar, must meet the minimum federal regulations as laid out in the Smart Snacks Nutrition Standards. The intent of these standards is not to limit popular snack items but instead to make healthier snacks available to students. Therefore,

- The office will not sell items (including fundraising) that do not meet the Smart Snack criteria.

Lincoln County School District policy allows food/drink that does not follow these standards to be given to students or purchased on special occasions ( ie. birthdays, school parties).



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### Media Release

The Lincoln County School District is required to obtain a release from parents/guardians of students in LCSD in regards to releasing your child's photo or likeness for publication in the following venues:

- School or District Newsletters
- School or District Report to the Community
- School or District Websites
- Local Newspapers
- School Yearbooks
- Activity Program (i.e.: drama playbill)
- Athletic Program Publications (i.e.: football program)
- Zoom Meetings (recorded or non-recorded)

If you choose to withhold consent, your child's photo will not be released for publication in the above venues.

*Unless individual written objection to release such directory information is received by Lincoln County School District from the parent or eligible student by September 30 in any school year, any of the above directory information may be released in accordance with the purposes stated. All objections should be filed in writing with your student's School principal.*

**Please note:** The Media Release Form does not control when members of the press come onto school campuses to talk to students and take pictures for a story. If you do not want your child talking to a member of the press, we suggest you instruct him/her not to comment when approached by a media representative.

### Nondiscrimination Statement

Pahrnagat Valley High School does not discriminate on the basis of race, color, gender or national origin in the educational programs or activities which it provides.

This nondiscrimination policy includes:

- Vocational programs
- Counseling services for students
- Access by students to educational programs
- Course offerings
- Textbooks
- Student activities

Federal law also protects students from unlawful harassment in school programs or activities. Both male and female students are protected from harassment, regardless of who is the harasser.

If you feel that your rights have been violated or that you have been discriminated against in any of the programs or services offered by Pahrnagat Valley High School, please contact the office at 775-725-3321.

### Promotion

Progress toward graduation in grades 9 through 12 is based on the school year in which the student entered his/her respective 9<sup>th</sup> grade cohort. A student may be a senior, but may not graduate until all graduation requirements have been met.

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### **Release of Directory Information**

The District also makes student directory information available to specific agencies in accordance with state and federal laws. Directory Information may include the following items:

- Student's name
- Birthday
- Birthplace
- Address
- Telephone number
- Major course of study
- Participation in school activities
- Dates of attendance
- Awards
- Previous school attendance
- Height and weight of athletes

Appropriate directory information **MAY BE** provided to the following:

- Any non-profit agency
- Employers and prospective employers of students
- News media including newspapers, magazines and radio stations

Directory Information **MAY NOT** be provided to:

- Private profit-making organizations

Names and addresses of senior or terminating students may be given to public or private schools and colleges.

Upon request from the parent of a student age 17 or younger, the District will withhold directory information about the student. If the student is 18 years or older or enrolled in an institution of post-secondary instruction, the pupil's request to deny access to directory information will be honored.

### **Scholarships**

All scholarship recipients will be selected by a scholarship committee organized by school district personnel. This is a local scholarship committee organized for the two public high schools in the district. This committee should be composed of at least one school board member, an administrator, a school counselor, a school teacher, and an honorary member usually a person who has sponsored a scholarship, worked toward obtaining the scholarships, or who have made the scholarships possible. Not all of these persons are required to be present to hold a committee meeting but every effort should be made to include these people. The committee chairman of each committee is usually the administrator or school counselor of each high school. The committee will be a body corporate where no member of the committee shall act other than at an official meeting.

The committee will evaluate the student application's qualifications based upon requests of the scholarship donor, the academic achievement of the student, participation in extra-curricular activities of the student, leadership qualities of the applicant, and financial need of the student. Each student applicant shall complete an application which should include an academic history of the student like GPA, Class Rank, and ACT or SAT scores. The application should also include a description of academic goals including a detailed financial cost, information on activities and leadership qualities.

No member of the committee shall discuss awards with parents or students in any form other than to encourage students to apply for scholarships. No committee member will announce winners of the scholarships individually. Announcements will be made by the principal or his designee. The superintendent of schools shall be informed of

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all scholarship recipients before public announcement is made.

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All scholarships accepted by this school district will be awarded under the name of the civic club, individual or corporation making the award possible. Records of recipients will be furnished to all donors of scholarships. Where awards or scholarships are administered by a college or university admissions office, this agency will also be informed of the recipient.

All scholarships will become valid only after the student enrolls in a recognized school or university. Donors of scholarships are entitled to make restrictions applicable to their individual awards. These restrictions may specify certain colleges or universities and certain trade schools. No such regulations shall conflict with the above general school district policy.

See LCSD Policy Manual

### **Student on Probation or Parole**

The fact that a student is on probation or parole shall not in itself be the cause of any kind of special status or treatment. However, the records of such students should be carefully evaluated to determine whether there is reason to anticipate dangerous or disruptive behavior. Any student enrolling who is on parole from a correctional institution or is on probation locally shall be accepted providing the principal has reviewed the record and determines that the student's behavior does not constitute an inordinate risk to the safety or orderly conduct of the school. The principal should cooperate fully with the institution and make use of the testing and guidance department and parole officer as needed in promptly reaching this determination.

### **Truancy**

According to NRS Statutes, in the event that a student is truant, the principal or the truant officer will:

First Time	Call Parents, receive a zero for all missed work.
Second Time	Parent Conference and subject to Nevada Revised Statute.
Third Time	Student suspended and law enforcement officials will be called.

### **Visitors or Guests**

All alumni or other visitors to school facilities in the Lincoln County School District shall be considered as guests and must report into the school office to clear their intended business. At the completion of said business, these individuals are expected to leave the facility and not loiter on or about the campus. All guests shall be expected to abide by school policy and procedures.

## **PAHRANAGAT VALLEY HIGH SCHOOL POLICIES**

### **Athletic Admissions Prices**

Middle and High School Students (6-12).....	Free with Activity Card
High School Students without Activity Card (each athletic event) .....	\$2.00
Kindergarten - Fifth Grade.....	\$1.00
Pre-school Children .....	Free
Adults .....	\$4.00
Adult (All Season Pass) .....	\$50.00
Family (All Season Pass) .....	\$100.00
Senior Citizens.....	\$2.50
Senior (All Season Pass) .....	\$25.00
Teachers.....	\$4.00
Teachers (All Season Pass) .....	\$50.00
Teachers or Others On Assignment .....	Free with one Guest
Coaches, Drill Team and Cheerleading Advisors .....	Free with one Guest

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Classified Association Members..... Free with one Guest

\*\*Please note that a family pass shall only apply to persons living within the same residence. All funds collected at athletic events are entered into the P.V.H.S. athletic fund. These funds are used for uniforms, equipment, and lodging.

### Athletic Sportsmanship

Dear Parents (and Students,)

On behalf of Pahrnagat Valley High School's Athletic Department, I would like to thank you for your support of our athletic programs. It is my hope that your daughter or son will participate at some level in our athletic programs.

I'm sure you already know that athletic competition builds character and shapes lifetime attitudes. High School's Citizenship Through Sports Program reinforces and promotes the principles of good sportsmanship, which are integrity, fairness, and respect.

A good sport, whether a student or a parent, is a true leader in the community. As a parent of a student at our school, your sportsmanship goals should include:

- Realizing that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game.
- Encouraging our students to perform their best, just as we would urge them on with their class work, knowing that others will always turn in better or lesser performances.
- Participating in positive cheers that encouraging our youngsters, and discouraging any cheers that would redirect that focus including those that taunt and intimidate opponents, their fans and officials.
- Learning, understanding and respecting the rules of the game, the officials who administer them and their decisions;
- Respecting the task our coaches face as teachers, and supporting them as they strive to educate our youth.
- Respecting our opponents as student athletes, and acknowledging them for striving to do their best.

Develop a sense of dignity under all circumstances. **Be a fan... not a fanatic!** The leadership role you take in sportsmanship will help influence your child, and our community, for years to come.

Thank you for your continued support.  
Amy H, Athletic Director

### Class Schedules

All students must have their class schedules approved by the school counselor. Schedules can be changed only on the first day of each quarter or by teacher request. Students desiring to change their schedules at the end of the **semester** must obtain a Change of Class form from the counselor/principal.

### Eligibility

To participate in any phase of an interscholastic athletic program, a student must meet the below listed eligibility standards. This applies to players, managers, cheerleaders, drill team members, etc.

All students are required to have a physical every year before participating in any sport. Verification of the physical must be on file in the school office before the student will be allowed to play. All returning athletes must provide yearly medical updates before they will be allowed to play.

The following is an excerpt from the NIAA handbook regarding eligibility and will be adhered to and enforced by the staff at Pahrnagat Valley High School. These guidelines are a BASIC requirement and may be added to by

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PVHS, but not detracted from:

**NAC 385B.706 General requirements for eligibility of pupil. (NRS 385B.060)** A pupil is eligible to participate or practice in a sanctioned sport if the pupil:

1. Is enrolled in the 9th, 10th, 11th or 12th grade in a school where he or she is registered to participate in the sanctioned sport;
2. Resides within the zone of attendance of the school in accordance with [NAC 385B.712](#);
3. Complies with the regulations of the Association, the school and the school district that has jurisdiction over the school relating to eligibility to participate in a sanctioned sport;
4. Has not received a high school diploma or general equivalency diploma;
5. Is not enrolled full-time at a college, junior college or other postsecondary educational institution;
6. Has not participated on an athletic team of a college, junior college or other postsecondary educational institution; and
7. Has not participated in a sanctioned sport as a professional athlete.

(Added to NAC by Nev. Interscholastic Activities Ass'n by R206-03, eff. 11-2-2004; A by R040-11, 12-30-2011; R060-15, 6-28-2016) — (Substituted in revision for NAC 386.779)

### **NIAA ALCOHOL, TABACCO, AND OTHER DRUG POSSESSION, USE, ABUSE, AND PENALTIES POLICY**

PVHS acknowledges and enforces the NIAA policy regarding alcohol, tobacco, and other drug possession, use, abuse, and penalties policy. For more information regarding this policy, please go to [https://niaa.com/misc/D-A/D-A\\_MAIN](https://niaa.com/misc/D-A/D-A_MAIN)

### **Extra-Curricular Trips**

Any student who leaves on a student trip in a school vehicle shall return home in a school vehicle, unless:

1. Written permission of a parent or guardian is filed at the school prior to departure, authorizing return with a specific individual.
2. The parent or guardian, being present at the school activity, requests to bring the student home, in which case they notify the school personnel in charge and sign said student out on the official bus roster.
3. Illness or injury of a student requires medical attention.

Students, while on trips for the purpose of interscholastic league competition, education field trips and other activities are under the authority of the school and are subject to the same standards of conduct as on school premises during regular hours of the school day.

### **Fees**

Registration fees for all students are \$40.00. When this registration fee is paid, the student will obtain a student activity card. The student activity card entitles students free admission to all home athletic events. Students are to present their activity card at all school sponsored activities or pay adult prices. No student will be allowed to participate in the NIAA athletic program or any other extra-curricular activities until registration fees are paid.

An athletic participation fee of \$100 will be charged for students participating in any sport. This is a one-time fee and will be charged to all students regardless of whether they play one or three sports (including Cheerleading or Drill Team). If they play a sport **AND** participate in Cheerleading or Drill Team, they only need to pay the \$100 athletic participation fee. ***If the student withdraws from the sport/cheerleading/drill for any reason, they will not be entitled to a refund as all equipment will have been purchased prior to the withdrawal.***

Additional fees for the expense of consumable materials in vocational classes may be charged. All fees should be paid upon registration on the first day of school; otherwise special arrangements will need to be made with the office staff.

### **Fund Raising Policy**

All fund raising activities are coordinated through the Student Council and approved by the principal. Requests for fund raising activities must be presented to the Student Council with a note from the advisor authorizing the activity. Please see Student Activities.

### **Insurance**

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The Lincoln County School District provides to all enrolled students (Pre-K through 12<sup>th</sup> Grade) and Excess Student Accident insurance policy through Gerber Life Insurance Company. The Student Accident Insurance provides coverage for participating in school sponsored and supervised activities on or off school premises. Coverage includes participation in Interscholastic Sports; including football, one-day field trips, and overnight field trips (no more than 7 consecutive nights. This includes travel directly (uninterruptedly) to and from a regularly scheduled activity with other members as a group. Travel must be supervised by a person authorized by the school.

### **Parking Restrictions**

The area south of the entrance walkway along the curb is reserved for staff parking. The area behind the high school is reserved for bus parking only. For the safety of students that ride the bus, cars will not be allowed to drive behind the school before, during, and after school with the exception of accessing the auto shop.

### **Personal Electronic Devices (Cell Phones, Portable Music Devices, etc.)**

Possession of cell phones is permitted at school as long as their use does not interrupt instructional time in class. Cell phone use is not an excuse for tardiness. Ringers must be turned off during class time. Each teacher regulates student's use of cell phones after instructional time and reserves the right to collect any electronic device during class time, particularly when they become a distraction. ***Parents are liable for any electronic device that is broken, lost, or stolen. The cost of repair or replacement is not the responsibility of Pahrnagat Valley High School.*** Should cell phones or any other portable music device be stolen at any time on school property or in transit to or from school sponsored activities ***Portable music devices are not to be used in the school at any time.*** This is a safety issue. We must be able to communicate with the students at any moment. Students must be able to hear verbal instructions, fire alarms, or intercom warnings if an emergency occurs.

### **School Building (Plant)**

The school plant is recognized as a special community resource and will be used to support not only the educational objectives and learning activities of our students but also the numerous productive community uses during off-school hours. The following fee schedule applies:

Library and Classrooms	\$15.00
Multipurpose Room	\$25.00
Cleaning Deposit (refundable)	\$100.00

***All organizations (community, school, class, etc.) will be responsible for adhering to the following the guidelines:***

***The office, kitchen, and stage are strictly off limits.*** Not only is there confidential information stored in the office, but there are supplies that are for staff use only. In addition, the kitchen can only be used under the supervision of the kitchen manager and is against code to be used otherwise. Please do NOT let children on the stage for any reason. There are props, expensive equipment, and costumes that are being stored. Not only do we need to keep all of those things in good condition, but the items stored may pose a safety hazard for the children. In addition, a ***cleaning deposit of \$100*** will be required but will be returned if the building is left in good condition.

### **Student Activities**

Each activity must have four adult chaperons plus an advisor. The names of the chaperons must be turned into the advisor and the principal at least by noon on the day before the activity or the activity may be canceled.

Each class or recognized organization may have two informal dances or other type functions, or a combination of one dance and one other function.

Car washes, bake sales, and drawings will not be limited as long as they are not conflicting.

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Only one dance or other function will be permitted each week. Dances will be restricted to Friday or Saturday evenings. During football and basketball seasons, dances may only be held after home games

### **Student Body Officer Qualifications and Conduct**

#### A. Qualification of Executive Officers:

- Be a member of the sophomore or junior class at the time of nomination. (Presidential candidate must be a junior.)
- Have an accumulation of 12 credits if a sophomore and 17 credits if a junior by the end of the school year.
- Have a 3.0 GPA or above for the entire current school year.
- Be a member of the student body for the entire current school year.
- Have eligibility cleared in writing through the office.

#### B. Qualifications for Boy and Girl Representatives & Class Presidents:

1. Boy or girl representatives must be members of the sophomore or junior class at the time of nomination.
2. Be members of the student body for a least three quarters of the current school year, with the exception of the class presidents, who are elected in the fall.
3. Have at least a 2.5 GPA for the last two preceding grade periods.
4. Have eligibility cleared in writing through the office.

#### C. Student Council Conduct:

1. Students elected by the student body to represent the school and serve on the Student Council are expected to display high standards of conduct.
2. Any student body officer, after having two disciplinary reports filed against him/her in the current year, may be put on probation.
3. Any student body officer displaying misconduct that discredits the school may be suspended from office.
4. Student body officers must maintain the same grade point average as was required to be eligible to run for office. If grade drop below this required minimum, the student may be suspended from office.

### **Tardy Policy**

When a student reports to any class after the bell has rung, that student will be determined as tardy, he/she is subject to the appropriate consequences as determined by the teacher and PVHS/MS policy.

After a student has accumulated three (3) tardies in a single class during a grading period, he/she is subject to (15) minutes of detention. For each class that a student has accumulated three (3) tardies, there will be an additional fifteen (15) minutes added for detention. A Fifteen (15) Minute detention will be served for each tardy following the third for the remainder of the grading period per class. Detention will start at 3:10 and conclude at 3:25. Provided a student does not show up to detention or is late, the detention time will be doubled to thirty (30) minutes. Finally if time is not served after doubling the detention time then a required parent conference (RPC) will be conducted.

If, after having accumulated two or more tardies in a single class, a student misses an entire class period but reports to school at any other time in that day, a tardy will be issued for the class missed, he/she will be subject to the consequences of the tardy policy and may be subject to the truancy policy.

### **Text Books**

Text books are checked out to students at the beginning of each year. During the course of the year, if students misplace an assigned book, the book will be held in the office, and a fee of \$1 will be charged prior to returning the book to the student. If the student is unable to pay at the time of retrieval, a bill will be issued to the parent. Should the student be unable to locate the text book by the end of the year, there will be a fee assessed equivalent to that of replacing the textbook.

### **Traffic Control**



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The Board of School Trustees, to insure the safety of our students, endorses and encourages strict compliance with the laws regulating traffic in school zones.

Rules regulating traffic on school property shall be as follows:

1. Speed limit is 10 miles per hour.
2. Drivers shall at all times use extreme caution when operating vehicles on school property.
3. No school property shall be used as a thoroughfare.
4. No unlicensed motorbikes shall be permitted on school property unless used in an authorized instructional safety program.
5. Vehicles are to be driven only on designated areas unless otherwise authorized.

The school does not assume the responsibility for students driving and/or riding in cars during the lunch period once the students are off school property.

### **Transferring to Another School**

Students who are transferring to another school need to pick up a Withdrawal Slip from the office or counselor. This form needs to be signed by all teachers, advisors, and any coaches the student may have played for. The library, office and locker assignment must also be signed for.