

---

# PAHRANAGAT VALLEY ELEMENTARY SCHOOL

---

## Handbook 2024 - 2025



593 Broadway – P.O. Box 170 – Alamo, NV 89001

“All Belong, All Learn, All Lead, All Succeed”

# TABLE OF CONTENTS

<u>Topics</u>	<u>Page #</u>
Vision & Mission Statement, School Motto, & Celebration Statement ....	2
Welcome Note - Principal .....	3
Board of Trustees.....	3
Faculty & Staff .....	3
Important Dates & Professional Development Days (PD).....	4
Report Cards .....	4
School Hours & School Rules.....	4
Parent/Teacher Student-Led Conferences .....	4
Textbooks .....	5
Infinite Campus/Portal Information .....	5
Lost and Found .....	5
Citizenship Program .....	5
School Visits.....	5
Attendance Policy.....	6
Pahrangat Valley Federal Credit Union Program.....	7
Lunch Program & Lunchroom Conduct.....	7
Student Trips.....	8
Bus Students .....	8
Bus Safety Contract .....	8 (& 25)
Directory Information Release & Media Release.....	8 (& 17)
Internet Use Policy .....	9 (& 26)
Notice of Consequences.....	9
LCSD/PVES Non-Discrimination Statement .....	10
Discipline Policy.....	10
Emergency Response Plan .....	11
Emergency Drills.....	11
Building Emergency Exit Plan .....	11
Use of Personal Electronic Device Policy .....	12
Dress Code.....	13
Student Conduct.....	14 - 15
Right of Special Services.....	16
Notice of Nondiscrimination on the Basis of Sex Under Title IX.....	16
Notification of Rights under FERPA.....	17
LCSD Restorative Discipline Plan .....	18 – 23
Graduate Profile/EMPOWER Model .....	24
APPENDIX	
LCSD Bus Safety Contract .....	25
LCSD Internet Account Contract .....	26
LCSD Hearing & Vision Screen Consent Form .....	27
Nevada Department of Education: Code of Honor .....	28
Nevada Department of Education: Educational Involvement Accord ....	29

# PAHRANAGAT VALLEY ELEMENTARY SCHOOL

## VISION STATEMENT

The vision of Pahrnagat Valley Elementary School is to be a school of excellence, preparing all students to be responsible citizens, achieve personal excellence, and obtain modern skills.

## MISSION STATEMENT

Pahrnagat Valley Elementary School promotes high levels of academic achievement, supports the development of positive relationships, and enriches Students' lives through education in a safe and inclusive learning environment that nurtures the whole child.

## SCHOOL MOTTO:

“All belong, All Learn, All Lead, All Succeed”  
Dream It, Believe It, Achieve It.

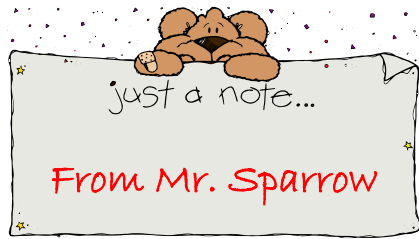
## CELEBRATION STATEMENT

Pahrnagat Valley Elementary School feels that there should be celebrations in learning and that these celebrations should reflect our community, as well as, involving academic learning, traditions, different cultures, music, and art from around the world.

Individualized classrooms may have celebrations as their academic curriculum standards encourage. These standards are combined with parent input, student input, and teacher input to better meet the needs of our community.

As a school, we will celebrate Nevada Day, Veteran's Day, Winter Break, Spring Break, Valentine's Day, Constitution Day and National holidays. In addition, teachers may add any celebration that is academically appropriate.

We encourage parent groups, community leaders, and all who are interested to help us celebrate our learning community



On behalf of the staff, it is truly my pleasure to extend a warm and heartfelt welcome to you as we begin the 2024 - 2025 school year. It's an exciting time for us all. August is the time to reconnect with old friends and welcome new friends. To those students and parents that are new to P.V.E.S., we extend an especially warm welcome and best wish for an exciting and productive year. We hope that you will quickly feel at home and become involved in the activities of our school.

As a staff, we will continue to work diligently with parents and all stakeholders to foster an atmosphere that promotes a learning community characterized by child centered instruction and decisions, academic excellence, trust, respect, community involvement, excellent communication, and recognition of both student and staff achievement. I am committed to working in collaboration with you to continue to develop and implement this shared vision. Working together as a team, we can move forward and create a nurturing, disciplined, and challenging environment/school culture in which all students can learn at optimum levels and become responsible members of society. We have so much to be proud of as a staff, school, and community.

Let's make this the best year ever!

## LINCOLN COUNTY SCHOOL BOARD OF TRUSTEES

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

## PAHRANAGAT VALLEY ELEMENTARY SCHOOL STAFF

Mr. Mike Sparrow	Principal	Mrs. Emilee Frehner	Counselor
Mrs. Rebekah Steele	Secretary	Mr. Adam Crawford	Social Worker
Mrs. Chrisanne Walch	Pre-School	Mrs. Jessica Jones	Reading Specialist
Mrs. Cheryl Hansen	Kindergarten	Mrs. Ashley Higbee	Speech Technician
Mrs. April Shumway	1 <sup>st</sup> Grade	Mrs. Lindsay Gonzalez	Speech Pathologist
Mrs. Lynette Stirling	2 <sup>nd</sup> Grade	Mrs. Trisha Pearson	Occupational Therapist
Mr. Kari Mortensen	3 <sup>rd</sup> Grade	Mrs. Rachel Hosier	Food Service Manager
Ms. Natasha Stout	4 <sup>th</sup> Grade	Mrs. Tonia Tsosie	Food Service Assistant
Mr. Joseph Harless	5 <sup>th</sup> Grade	Mr. Ken Back	Maintenance
Mrs. Shari Crawford	Resource/SPED	Mr. Ryan Rhodes	Maintenance
Mrs. Kyla Linares	Music		
Mr. Adam Lytle	Art		
Mrs. Carolyn Harris	Custodian		
Mrs. Teresa Mathews	Para Professional		
Mrs. Larissa Frehner	Para Professional		
Mrs. Keri McVey	Para Professional		
Mrs. Susan Back	Para Professional		



## IMPORTANT DATES

August 13, 2024	First Day of School (K-5)
August 19, 2024	First Day of School (Pre-K)
September 2, 2024	Labor Day
October 24, 2024	Nevada Day Observed
November 11, 2024	Veterans Day
November 27-29, 2024	Thanksgiving Break
Dec. 23, 2024 - Jan. 5, 2025	Christmas/Winter Break
January 1, 2025	New Year's Day
January 20, 2025	Martin Luther King Day
February 17, 2025	President's Day
April 14 – 18, 2025	Spring Break
May 15, 2025	Last Day of School (Pre-K)
May 22, 2025	Last Day of School (K-5)

## QUARTERS

Q1: Aug. 13, 2024 – Oct. 10, 2024  
Q2: Oct. 14, 2024 – Dec. 19, 2024  
Q3: Jan. 6, 2025 – Mar. 13, 2025  
Q4: Mar. 17, 2025 – May 22, 2025

## SCHOOL HOURS

K-5 Begins @ 7:30 A.M.  
K-5 Dismissal @ 2:55P.M.

## PROFESSIONAL DEVELOPMENT DAYS

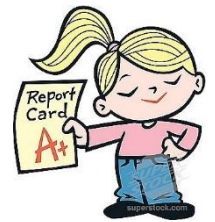
September 30, 2024 (NO SCHOOL for Students)  
December 2, 2024 (NO SCHOOL for Students)  
March 3, 2025 (NO SCHOOL for Students)  
April 21, 2025 (NO SCHOOL for Students)

## PARENT/TEACHER CONFERENCES

October 3, 2024 (Early Release (1/2 Day) – Conferences are Student Led)  
February 2, 2025 (Early Release (1/2 Day) – Conferences are Student Led)

## P.V.E.S. SCHOOL RULES

1. Students are expected to show respect for everyone, including staff members and fellow students.
2. Students are not to come to school before the bus arrives at 7:10 A.M.
3. Students are not to have candy, sunflower seeds, or gum at school.
4. Bicycles brought to school are the responsibility of students and parents. The school cannot be responsible for misuse of bikes or stolen bikes. Bikes are to be parked in the bike stand at the front of the school.
5. Each student should be responsible to see that they do not write on any walls or desks, and refrain from doing any damage to school property. For the safety of all, no running, jogging, or skipping in the hallways will be permitted.
6. Students are not allowed to leave the school grounds at any time during the school hours without permission from their teacher and/or without written notes from their parents, with the exception of town students going home to eat lunch.
7. Town students who go home for lunch should return to school 5 minutes prior to their bell time.
8. Town students are to go home immediately upon dismissal from school.
9. Students are not to have hard balls, bats, toy guns, skate boards, wave runners, roller skates, or other toys at school.
10. Weapon Policy- As per Nevada State Law, students should not bring any weapons, including knives, to school at any time. Any student found with a weapon at school could be kept out of school for up to one year.



## TEXTBOOKS

Students will be charged for damage to school property. If textbooks or workbooks are lost, students will be charged for replacements. Here are some suggestions for keeping books in proper order:

- Provide book sacks, book covers, or book packs for children to take to and from school.
- Books should not be placed directly on the ground, left outside overnight, or allowed to get wet.
- No marks, names, or writing of any type should be written in or on books.
- Pages should not be cut or torn from books.
- Answers to questions should not be written in books unless it is a workbook.



## INFINITE CAMPUS

LCSD uses a system called Infinite Campus to allow parents to check their students' grades, attendance, lunch balance, and other items as well. The parent portal will allow you as a parent to load money to your students' lunch accounts.

You will need a "Campus" account. Once you have set a parent campus account up, you will then be able to see all of your student(s) information. In order to access your account, navigate to:

<https://lcsdnv.infinitecampus.org/campus/portal/lincoln.jsp>

If you need assistance in setting an account up or resetting login information, please contact Mrs. Steele at (775) 725-3351.

## LOST AND FOUND

Small lost and found articles are kept in the office for students/parents to claim. We do not have space to care for large articles. Therefore, **parents are encouraged to label all coats with the student's name.** By having coats marked, we can often return the lost article to the child without having to go through lost and found. After several weeks, unclaimed clothing items are given to welfare groups.



## CITIZENSHIP PROGRAM

The staff and students at Pahrnagat Valley Elementary School feel strongly about providing a positive learning environment for all students. Each teacher has established a set of Classroom Rules, with the help of students, and has determined appropriate consequences. Please take the time and read the Handbook Guidelines and Classroom Rules with your child.

## SCHOOL VISITS

Visitors on campus are always welcome, and the staff appreciates the opportunity to explain and demonstrate the school program and policies. When visiting school, **parents and all** other visitors **MUST** check in and out at the school office.

If a student is to leave school before dismissal time, the office needs written or phone verification from the parent. He/she must be signed out through the office by whoever is taking the student from the school property. The school is also to be notified if the student is not returning from the lunch period. The safety of our children is very important to us.

**Due to insurance liability, students not enrolled in Lincoln County School District will not be allowed to attend class for any portion of the day.**

# ATTENDANCE POLICY

Nevada Revised Statutes (NRS) requires students to be in school. Students who are not meeting the State standards of attendance and academic achievement will have additional requirements assigned in regards to attendance. Excused absences require prior approval (NRS 392.130(1) by the principal.

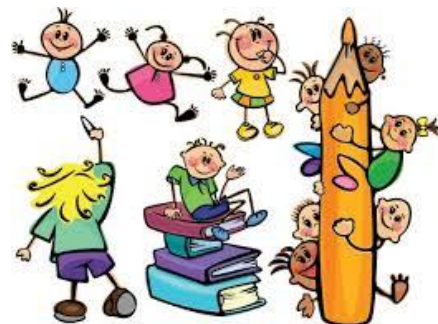
The following absences would be considered approved and not trancies:

- The pupil is physically or mentally unable to attend school and the parent or legal guardian notifies the teacher or principal of the absence within three days after the pupil returns to school. Any unverified absence after three days will be considered truancy. NRS392.130(1)
- The parent or legal guardian requests in advance that the pupil is allowed to be absent from school. NRS392.130(1)
- The teacher or principal of the school provides a written approval for the pupil's absence, either because an emergency exists or because the absence otherwise satisfies the school district's policy for exempt status.

Absences for any reason (excused or not) must be recorded by the school. Less than 90% attendance in a school year may result in the student being retained in the same grade for the next school year.

Procedure:

6 Days Absent	First written notice to Parents/Guardians
10 Days Absent	Second written notice to Parents/Guardians Written notice to LCSD Truant Officer and Superintendent
15 Days Absent	Third written notice to Parents/Guardians Second written notice to Superintendent
16 Days Absent	Fourth written notice to Parents/Guardians
17 Days Absent	Fifth written notice to Parents/Guardians
18 Days Absent	Sixth written notice to Parents/Guardians Second written notice to Truant Officer Third written notice to Superintendent



Student is now considered to be Academically At Risk and may be retained based on the following criteria:

- Attendance for the remainder of the school year
- Academic classroom performance
- Standardized test scores

At PVES we try to teach the concept of the importance of being on time to school. We would appreciate your help, as parents/guardians in reinforcing how habits established in school today will carry over into the future. Many of our basic skills and classroom routines are taught in the early hours of the school day, so it is important that students are prompt.

## SCHOOL CREDIT UNION

The school is participating in the Pahrangat Valley Federal Credit Union Program. Any student, who wishes to join in the program, may bring their money each week to school by **Thursday morning** and drop their sealed & labeled envelope of money into the yellow drop box in the office.



If there are any questions concerning the program, please call 775-725-3586.

## FOOD SERVICE PROGRAM Grades K-5

For SY 2024-2025 federal and state funding will no longer cover all students' costs for breakfast and/or lunches. Parents, your student(s) may qualify for free and reduced lunch prices by completing the free and reduced lunch application and returning to your students' school.

### Breakfast:

Breakfast will begin at 7:45 am starting with Kindergarten and will continue through all grades until approximately 8:30 am. Only students that are signed up for school breakfast will be released from class. All students will be given at least 15 minutes to eat breakfast.

### Lunch:

Lunch will begin at 11:15 am for all students. Students going home for lunch will be excused at 11:15 am. Students who remain at school for lunch will be excused to the Multipurpose room starting with Kindergarten and will continue through all grades. All students will return to class at 11:45 am. All students eating their lunch at school will be given at least 20 minutes.



We have a computerized system in place for tracking school meals. Credit for that account may be purchased at the school or online. You will need the student ID number, which is the same every year. If you have misplaced or forgotten that number, please call Mrs. Steele at (775)725-3351.

## LUNCHROOM CONDUCT

In order to have the most effective lunch program for our school, students will be expected to behave in the following manner:

1. The lunchroom serves a balanced meal of 5 items. Students may choose not to take two of five items for breakfast and lunch. However, a fruit portion must be a part of every breakfast, and milk must be a part of every lunch in order to be an approved meal.
2. Students who bring their lunch are expected to eat in the lunchroom. There is **no microwave** for student use. Bus students need **written** permission from parents when they are not eating in the lunchroom.
3. Students are expected to use good table manners and keep their surrounding area clean.
4. If any student is unable to eat certain foods because of allergies, etc., please notify the school in writing.
5. Students will be dismissed from the lunchroom when they have met the above rules to the satisfaction of the supervising adult.





## STUDENT TRIPS

Students who begin a student trip on a school vehicle shall return to the point of origin in a school vehicle, unless:

1. Written permission by parent or guardian is filed with the principal of the school prior to departure authorizing the student to be released to a specified individual who is not the parent or guardian. If prior approval is not obtained, the student will not be released to a person who is not the parent or guardian.
2. Illness or injury of student and medical attention is required.
3. Student is released to a parent or guardian who is physically present. The parent or guardian shall sign a written release request. This request is not required to be filed prior to departure but prior notification is encouraged.
4. All student releases need to be conducted with the lead administrative personnel for the student trip. The lead administrative personnel may refuse to honor such a request, if, in his or her opinion, such release does not meet the guidelines set forth.

## BUS STUDENTS

When a student gets to the bus stop, he/she comes under the supervision of the school and therefore is subject to the rules and regulations of the School District.

Students are not to be aboard buses during school hours while buses are parked in the parking lots.

Please notify the school of any change in your child's regular bus route. This can be done in writing or by phone request with the main office. This includes bus students who wish to stay in town.

Nevada State Law prohibits foods to be eaten on the bus.

Due to insurance restrictions, only Lincoln County School District staff and enrolled students will be permitted to ride the school buses. Exception: Parents who are asked to help supervise may ride in school district vehicles.



## LCSD BUS SAFETY CONTRACT

For ANY/ALL students riding a school bus for field trips, activities, or regular bus routes.

- Reference document "LCSD Bus Safety Contract" (Page 25 of Appendix in Student Handbook)

## DIRECTORY INFORMATION RELEASE & MEDIA RELEASE

Examples of Directory Information may include:

(reference LCSD Notification of Rights Under FERPA, Page 17 in Student Handbook)

Examples of Media Release publication in the following venues: (but not limited to)

- School or District: Newsletters, Reports to the Community, and/or Websites
- Local Newspapers
- School Yearbooks
- Activity & Athletic Program Publications
- Zoom Meetings (recorded or non-recorded)

*Unless individual written objection to release such media publication and/or 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 media publication and/or directory information may be released in accordance with the purposes stated. All objections should be filed in writing with your student's School principal.*

# INTERNET USE POLICY

## **Purpose of Lincoln County Inter-Net:**

The purpose of Lincoln County Inter-Net 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.)

- Reference document "LCSD Internet Account Contract" (Page 26 of Appendix in Student Handbook)

# NOTICE OF CONSEQUENCES

The Governing Board and staff of the Lincoln County School District are committed to keeping our schools safe for all students. It is important that each student understands the consequence of becoming involved in the use and/or possession of a controlled substance (drugs or alcohol) and/or dangerous objects. Any of these offenses will be reported to the proper legal authorities. Suspension is mandatory upon the first offense for violations related to weapons.

These regulations apply to students in the following situations:

1. On school grounds (this includes vehicles on school property)
2. Going to, or coming from school
3. On lunch break, whether on or off campus
4. At, going to, or coming from a school-sponsored activity



## LCSD NON-DISCRIMINATION STATEMENT

Lincoln County School District 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 student, access by students to educational programs, course offerings, textbooks, and 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 the harasser is.

If you feel that your rights have been violated or that you have been discriminated against in any of the programs or services offered at Pahrnagat Valley Elementary School, please contact the PVES Principal.

## DISCIPLINE POLICY

**PHILOSOPHY:** Like everything else in education, discipline consists of teaching and learning. We believe in consequence for restorative action rather than punishment. We believe consequences should be equal to or “match” the degree of the poor decision or the rule that was broken. We believe the safety and learning of students are of primary importance in the school environment.

**TEACHER LEVEL:** Most discipline situations can and should be dealt with at the classroom or teacher level. Teachers have the opportunity to provide immediate and appropriate teaching and consequence for students. Teacher level discipline may include a visit with the student to teach or reinforce a rule, a loss of certain privileges, a visit with parents to inform and involve them in the discipline process, a referral to the office of problems that persist, or other options as required by a particular situation.

**OFFICE LEVEL:** The school administrator will deal with discipline situations that are very serious or persistent in nature. This level of discipline may include a visit to instruct or reinforce a rule, a loss of privileges, a loss of lunchtime with other students, “in school” school time before or after school, a day at home with parents, a required parent conference, the possibility of alternative school, or recommendation for expulsion or exclusion.

**Below is a Nevada legislation bill that impacts student discipline. A much more comprehensive list of legislation that governs educational discipline can be found at <https://www.leg.state.nv.us/>**

**AB168 (2019)** – Summary - Includes restrictions on suspending and expelling students who are not more than 10 years of age; and Changes to discipline laws for students in a program receiving special education services under an Individualized Education Program (IEP), including some additional restrictions on suspending and expelling such students. Special education students will be subject to the same process as any other students with the exception that a suspension and resulting conference may result in an amended or new IEP and/or placement.

# EMERGENCY RESPONSE PLAN

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 Pahrangat 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 4H Building (formally known as Rapport building) 1536 Alamo W. Rd, Alamo, NV 89001. Please do not go directly to the schools. Students will be reunited with parents at the relocation center ONLY.

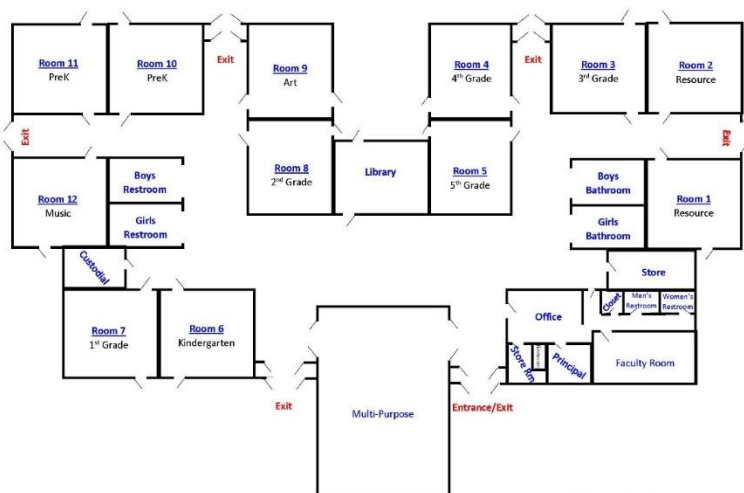
The schools have tried to put safe guards into effect. Hopefully, they will never be used. If as a parent you would like to review the school plan in more depth, please feel free to contact the school's secretary and set up an appointment.

## EMERGENCY DRILLS

Emergency drills will be held as per NRS 392.450. Drills are required monthly. Copies of emergency escape route diagrams and drill information shall be posted in every classroom. A building emergency exit diagram is included below.



## BUILDING EMERGENCY EXIT PLAN



Pahrangat Valley Elementary School  
Building Outline Plan



# **STUDENT ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES**

For purposes of this procedural directive, “personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, and personal digital assistants.

For purposes of this procedural directive, “instructional day” means the period of time between the first scheduled bell and the last scheduled bell of the school day and any other time in which instruction occurs.

In classrooms that are provided personal electronic devices from the school district can use these devices according to the discretion of the teacher. All other rules and responsibilities outlined in this policy apply to school provided devices.

## **Student Rights and Responsibilities**

The student who possesses a personal electronic device shall be solely responsible for its care.

Student possession of personal electronic devices on all school campuses, including athletic fields, and school buses, at school-sponsored activities and while the student is under the supervision and control of school district employees shall be permitted. All students may use these devices on campus before school begins and after school ends.

These devices shall be kept out of sight and powered off or silenced during the school day and during any school-sponsored activity meeting or practice held on Pahrangat Valley Elementary School property. The requirement that personal electronic devices be turned off may not apply in the following circumstances when the student obtains prior approval from the principal or his/her designee:

- The student has a special medical circumstance for self or family member.

The student is using the device for an educational or instructional purpose with the teacher’s permission and supervision. Personal electronic devices shall be permitted on school buses, as authorized by the driver, unless use of the personal electronic device causes a disruption on the school bus.

Student use of personal electronic devices shall be prohibited in areas including, but not limited to classrooms, bathrooms, and hallways.

Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Blocked sites include, but are not limited to, social networking sites, and You Tube.

Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. When a personal electronic device is confiscated, it shall only be released and/or returned to the student’s parent/legal guardian. It is the student’s parent/legal guardian’s responsibility to retrieve the device according to school procedures.

## **Unauthorized Use**

Unauthorized use of personal electronic devices includes, but is not limited to, the following:

Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school busses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.

Transmitting school materials for unethical purposes such as cheating.

Any activity which may be in violation with the Pahrangat Valley Elementary School Bullying Prevention policy and procedural directive.

## **District Staff Rights and Responsibilities**

Pahrangat Valley Elementary School shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student while the device is under the student’s care. The school where the personal electronic device is confiscated shall be responsible for the theft, loss or damage of personal electronic devices if the district employee demonstrated reckless disregard for internal procedures developed by the school.

## **THE LCSD BOARD OF TRUSTEES DRESS CODE:**

Formal education is a serious matter. Student dress that is disruptive to the learning environment is not acceptable, and students improperly dressed will be dealt with on an individual basis. This policy affects students during regular school and at all school sponsored activities, including school transportation

**CLEANLINESS** – Students are expected to keep themselves well-groomed and neatly dressed so they do not constitute a health or safety hazard.

**CLOTHING** – All clothing shall be clean and worn in an orderly fashion. All clothing shall be appropriate to a school situation and of a style so as to not distract other students or cause disruption in a classroom or other activity. Tops must cover the shoulders, back and midriff at all times. Extremely sloppy or badly torn clothing is not permitted.

**EDUCATIONAL DISTRACTION** – Grooming, dress, body piercings, and tatoos 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.

**PROHIBITED CLOTHING** – Clothing that advertises tobacco, drugs or alcohol, or is obscene, vulgar or profane or that is revealing such as mini-skirts, tank tops, off the shoulder or tube tops, muscle or see-through shirts, bare midriff, braless, strapless, (exception, strapless evening wear may be worn at formal dances) fishnet, spaghetti straps, boxers, spandex, bodysuits, pajamas, or any clothing normally considered as under garments are not acceptable as outer garments.

**SHORTS** – Shorts such as walking shorts, Bermuda shorts and other shorts of similar length are acceptable and appropriate provided that they are modest and of such cut and fit that they are not revealing.

**HOLES IN THE SHORTS OR PANTS** – Holes in shorts or pants may be worn provided that the garment is modest and of such cut and fit that it is not revealing.

**SAGGED CLOTHING** – Sags must be worn at least hip height and not reveal underclothing or any natural part of the human anatomy of the person wearing the clothing.

**HATS** – Teachers may prohibit the wearing of hats, caps, bandannas, etc., in their respective classrooms.

**FOOTWEAR** – Shoes or sandals shall be worn during school hours and at school-sponsored activities. (No bare or stocking feet.)

**HAIRSTYLES OR DRESS** – Hairstyles or dress that may be hazardous will not be permitted in such areas as shops, laboratories, physical education, arts, etc. Hair designs shall be appropriate to a school situation and of a style so as to not distract other students or cause disruption in a classroom or other activity.

**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 that scratch furniture are unacceptable.

**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, sponsor or coach. Examples are cheerleader outfits, drill team and band uniforms, team shirts, accommodations for special occasions such as Homecoming or event days at school and the like.

**DRESS CODE EXCEPTIONS** – Students may deviate from the dress code when participating in prescribed activity days. For example: Pajamas may be worn on pajama day and swim attire while participating in a water activity etc.

# STUDENT CONDUCT

Because the purpose of a school is to educate, each student shall behave in such a manner as will, in the opinion of the Board promote and encourage an atmosphere conducive to learning. No student shall behave in any manner which materially interrupts or interferes with teaching or the orderly governance and effective operation of the school.

The Board expects all Staff to be involved in monitoring, guiding and enforcing student conduct at all times. The Principal may discipline a student who violates one or more of the specific standards stated in this policy, if the violation takes place on school grounds or at school sponsored activities.

**Bullying** - Pahrnagat Valley Elementary School believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Pahrnagat Valley Elementary School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. This also applies to Cyberbullying or bullying that occurs while online or via text messaging.

Pahrnagat Valley Elementary School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, Pahrnagat Valley Elementary School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

**Oral and Written Expression** – Public school is the proper forum for the expressions, discussion, and the debate of ideas. However, the Board prohibits any expression, which interferes with or detracts from the orderly learning environment or efficient operation of any school. Students must respect not only each other but also respectfully respond to written and verbal directions given by all school personnel.

No student shall engage in any form of expression that is obscene, slanderous, contains fighting or abusive words or materially disrupts the work, activities, or functions of a school. Prohibited acts include, but are not limited to:

1. Using profanity. (Using words which are clearly considered profane by contemporary community standards of behavior (NRS 392.480; 207.270. Could apply under NRS 200.049 provoking an assault.)
2. No student shall engage in behavior that is immoral, indecent, disreputable or of an overly romantic, affectionate or sexual nature in the school setting. (Also applies to sexual assault, indecent exposure and/or lewdness.)

3. Being obscene in words or gestures. (Using words and actions which describe sexual conduct as to appeal to prurient interest in sex; or portraying sex in a manner offensive to contemporary community standards and without serious literary, artistic, political or scientific value. Could apply to both NRS 201.235 and .257; also civilly under sexual harassment.)
4. Using derogatory, defamatory, or abusive language. (Using words which are spoken solely to \*harass or \*injure other people, \*threaten violence, or defame the character, race, religion, sex or ethnic origin of another person. (\*These apply under NRS 170.060 the other under NRS 200.510 for libel if information is published or threatened to be published.)
5. Being in any manner disrespectful or insubordinate to any teacher, staff member, or student, except where a student feels threatened by a possible violation of the person physically, mentally or emotionally. (Would apply under NRS 392.462, if the child were severely unmanageable by both school and parents.)
6. **Arson** – the intentional setting of fire, (NRS 205.005, .010, .015, .020, .025 defines fires through fourth degree arsons.)
7. Students are prohibited from assaulting anyone on school property or at any school-related event. Any of the following actions constitute an assault:
  - Intentionally or knowingly threatening another with imminent bodily injury. (Assault is an unlawful attempt, coupled with the present ability to commit a violent injury.)
8. **Battery** – an uncontested touching or application of force to another person.
  - Intentionally, knowingly, or recklessly causing bodily injury to another.
  - Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.
9. **Burglary** – illegal entry with the intent to commit a crime.
10. **Disturbing the peace** – maliciously and purposely interfering with or disturbing persons in school. (NRS 392.480)
11. **Extortion, blackmail, or coercion** – obtaining money or property by violence or threat of violence or causing someone to do something against his or her will by force or threat of force.
12. **False fire alarms and bomb threats** – activating a fire alarm for other than the purpose to which it was intended or falsely reporting a bomb. (NRS 202.840-850)
13. **Gambling** – playing games of chance for money.
14. **Larceny** – theft from the school, from its employees, or from other students.
15. **Littering** restricted on or near the school grounds. (NRS 207.270)
16. **Robbery** – stealing from an individual by force or by threat of force.
17. **Trespass** – being present in an unauthorized place or at an unauthorized time or refusing to leave when ordered to do so. Students visiting at other than their assigned school must first obtain written permission from the building Principal or Lead Teacher or
18. **Alcohol and Drug Abuse** – sale or possession of alcohol; sales, use, possession of, or being under the influence of illegal drugs or controlled substance. Refer to drug policy, student section.
19. **Vandalism and Malicious Mischief** – willful and malicious injuring, marking or defacing any public school house, its fixtures, books, or appurtenances. See Restitution for Damages Management Section. (NRS393.070 and .170)
20. **Weapons** – weapons or items capable of inflicting bodily harm may not be carried to, from, or used at school.
21. **Lying/Cheating** – Students are prohibited from engaging in or attempting to engage in cheating, plagiarism, or falsification. Cheating includes the actual giving or receiving of any unauthorized aid, assistance, or the actual giving or receiving of unfair advantages of any form of academic work. Plagiarism includes the copying of the language structure, idea, and/or thought of another and representing it as one’s own original work. Falsifications include the verbal or written statement of any untruth. (Could apply under NRS204.380 for obtaining money or property under false pretenses or NRAS205.390 for obtaining signatures by false pretenses.)
22. **Hazing** – Hazing of students is prohibited and Principals or Lead Teachers are to take disciplinary action with students who violate this policy. Hazing is any act that tends to injure, degrade, or disgrace another individual. (Could apply under NRS200.490 provoking an assault or NRS200.510 libel.)
23. **Use of tobacco-** is prohibited on school property or at school sponsored activities. (NRS 202.2491)



# **Rights of Students, Parents, and School in Evaluation and Placement For Special Education and Related Services**

## **PARENT OR GUARDIAN**

A parent or guardian has a right to request and obtain a fair and impartial hearing or any proposed placement of their student in programs for exceptional children. The Lincoln County School District will notify parents, of the time and place of the hearing.

## **RIGHTS**

Right to challenge proposed action.

Right to challenge content of records.

Right to obtain an independent evaluation of their student at the parent's expense.

Right to examine all records of their students with respect to identification, evaluation and educational placement.

Right to receive copies of records containing assessment information.

## **TESTING AND EVALUATION MATERIAL**

- Are selected and administered so as not to be racially or culturally discriminatory.
- Are provided and administered in the student's natural language or other mode of communication, unless it is clearly not feasible to do so.
- Have been validated for the specific purpose for which they are used.
- Are administered by trained personnel.
- Are tailored to assess specific areas of educational needs and not designed to provide a single general intelligence quotient.
- Assure that no single procedure is used as the sole criterion for determining an appropriate educational program for a student.

The evaluation is made by a multi-disciplinary team or group of persons.

Identifiable data will be maintained in a confidential manner and will not be released without parental authorization.

## **NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX**

Lincoln County School District ("the school district") 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:

McCall Barnes  
Lincoln County School District  
300 Lincoln Street  
Caliente, NV 89008  
(775)726-3772  
mbarnes@lcsdnv.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.

# Notification of Rights under Family Educational Rights and Privacy Act (FERPA)

## **LCSD: 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 your student's School principal.***

# LCSD DISTRICT RESTORATIVE DISCIPLINE PLAN

**Revised August 2023:** School staff and stakeholder input 8-10-23 & 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 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)

##### **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 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**

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 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.

**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.*

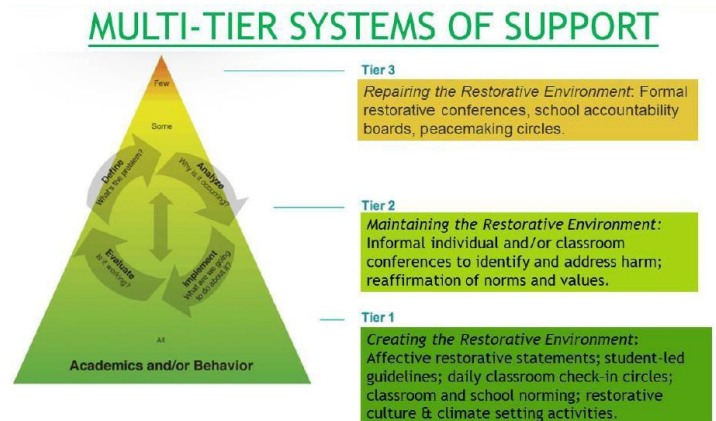
What is the intent of Restorative Justice Practices in Schools?

- 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.



**3 DIFFERENT QUESTIONS**

**TRADITIONAL:**

- X What law/rule was broken?
- X Who's fault is it? (who did it and who do we blame?)
- X 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:

- <http://doe.nv.gov/SafeRespectfulLearning/Home>
- [http://doe.nv.gov/SafeRespectfulLearning/Discipline and Restorative Practices/](http://doe.nv.gov/SafeRespectfulLearning/Discipline%20and%20Restorative%20Practices/)
- <https://doe.nv.gov/SafeandRespectfulLearning/MTSS/>



# GRADUATE PROFILE

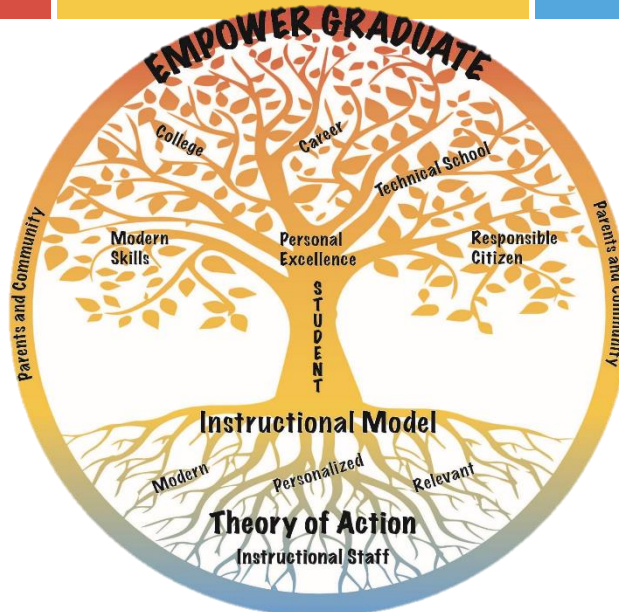
# EMPOWER

## 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>



# APPENDIX

## LCSD 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 \_\_\_\_\_

# LCSD INTERNET ACCOUNT CONTRACT

## PUBLIC SCHOOL STUDENT APPLICATION FOR LINCOLN COUNTY SCHOOL DISTRICT INTERNET ACCOUNT

### STUDENT SECTION

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Last) (First) (Middle)

School \_\_\_\_\_

Purpose(s) for which you wish to use Lincoln County School District Internet:

I have read the Acceptable Use Policy and Student Guidelines, and agree to abide by their provisions. I understand that violation of the use provisions stated in the policy may constitute suspension or revocation of network privileges.

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

### SPONSORING TEACHER:

I agree to sponsor the above student and to supervise his/her responsible use of the network as defined by the Acceptable Use Policy and Student Guidelines while in my classes.

\_\_\_\_\_  
(Teacher(s) Signature(s) Date

### SPONSORING PARENT OR GUARDIAN (Required)

I have read the Acceptable Use Policy and Student Guidelines for Lincoln County School District Internet. I understand that although administrators of the Lincoln County School District's network have taken reasonable precautions to ensure that controversial material is eliminated on Lincoln County School District's Network, I will monitor my child's daily use of the Internet and his/her potential access to the world-wide Internet, and will accept full responsibility for supervision in that regard if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Home Address (street, city, zip) Home Phone No.

Student Application must be renewed each academic year.

Approved by:

\_\_\_\_\_  
Name Title Date \_\_\_\_\_

# LCSD HEARING & VISION SCREENING CONSENT FORM

## LINCOLN COUNTY SCHOOL DISTRICT Hearing & Vision Screening Consent Form

This section **MUST** be completed by parent or guardian:

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Please initial all that apply to your student.

*(leave initialing line blank if you do not want your child to be tested)*

\_\_\_\_\_ The Lincoln County School District Health Nurse has my permission to test my student's hearing.

\_\_\_\_\_ The Lincoln County School District Health Nurse has my permission to test my student's vision.

I understand that by **initialing and signing** this form I am consenting for the student named above to receive a basic hearing/vision screening by the Lincoln County School District Health Nurse.

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

Signature of Parent/Guardian

*(all parents must sign acknowledging this page regardless of permission given)*

Parent Comments: \_\_\_\_\_

**This section to be completed by the Lincoln County School District Health Nurse:**

Dear Parent or Guardian:

Below are the results of the Hearing and/or Vision Screening and/or Immunizations:

\_\_\_\_\_ Your student's hearing test results: \_\_\_\_\_

\_\_\_\_\_ Your student's vision test results: \_\_\_\_\_

\_\_\_\_\_

Lincoln County School District Health Nurse

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

*Unless individual written objection to complete hearing and vision screenings is received by Lincoln County School District from the parent or eligible student **by September 30 in any school year**, the school nurse will conduct such screenings as necessary. All objections should be filed in writing with your student's School principal each corresponding year.*

# 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

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

# **NEVADA DEPARTMENT OF EDUCATION EDUCATIONAL INVOLVEMENT ACCORD**

## **PARENT**

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

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

## **STUDENT**

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

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

## **TEACHER AND STAFF**

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

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