

# **Student Code of Conduct Student Handbook 2009 - 2010**



**Mineral County School District  
Board of Education**  
Mark Nixon, Board President  
Reuben Palmer, Vice President  
Michelle Glazier, Clerk  
Donna Glazier, Board Member  
Sandra Essenpreis, Board Member

**Dr. Paul "Hank" Kirk  
Superintendent**

<b>The Family Educational Rights and Privacy Act</b> .....	4
<b>ATTENDANCE</b> .....	5
<b>ABSENCES</b> .....	5
Unexcused Absences: .....	6
Minimum Number of Days of Attendance .....	6
<b>Pre-Planned Absences</b> .....	6
Truancy.....	6
Attendance and Truancy Review Board .....	6
<b>1st Truancy</b> .....	6
<b>2nd Truancy</b> .....	6
<b>3rd Truancy</b> .....	7
<b>4th Truancy</b> .....	7
<b>CAFETERIA</b> .....	7
<b>CELL PHONES AND ELECTRONIC DEVICES</b> .....	7
Dress Code .....	7
<b>MEDICATION</b> .....	8
<b>MONEY AND VALUABLES</b> .....	8
<b>PARENTS AND OR OTHER VISITORS</b> .....	8
<b>SAFE AND RESPECTFUL LEARNING ENVIRONMENT</b> .....	8
Title IX Officer .....	9
Investigation of Report of Bullying Harassment or Intimidation .....	9
<b>SKATEBOARDS, BICYCLES, SCOOTERS, ETC.</b> .....	10
<b>UNAUTHORIZED PHOTOGRAPHY AND/ OR AUDIO RECORDING</b> .....	10
<b>TEXTBOOKS</b> .....	10
<b>WITHDRAWAL FROM SCHOOL</b> .....	11
<b>STUDENT DISCIPLINE</b> .....	11
<b>SMOKING IS PROHIBITED ON ALL SCHOOL GROUNDS</b> .....	11
<b>Drugs:</b> .....	11
Non-Prescription Medicine .....	12
Student Search and Seizure .....	12
Weapons Prohibited.....	12
Levels of Discipline PreK-12th Grade.....	12
Level I.....	12
<b>Level I - How the Teacher/ Administrator May Respond:</b> .....	13
Level II.....	13
<b>Level II – How the Administrator May Respond</b> .....	13
Level III.....	14
<b>Level III – How the Administrator May Respond:</b> .....	14
Level IV .....	14
<b>Level IV – How the Administrator May Respond:</b> .....	15
Procedures for Suspension .....	16
Procedures for Students with Disabilities Who Commit Serious Acts of Misconduct.....	16
Confidentiality of Records .....	17
Grievances .....	18
Complaint Procedure.....	19
<b>TECHNOLOGY</b> .....	20
<b>MINERAL COUNTY SCHOOL DISTRICT BUS RULES</b> .....	21

## Mineral County School District Student Conduct Code 2009 - 2010

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

**We believe that all students can, will, and do learn.**

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

This Code applies to all MCSD students in pre-kindergarten through grade 12, including high school and school-age students attending either a community program for high school credit.

Each MCSD student must obey district rules

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

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

This ***Student Conduct Code*** is based upon the School Board's rules governing student conduct and discipline and includes the following:

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

### **Students have a RIGHT to:**

- Attend school in an environment where all students and adults are treated equally, without regard to race, color, religion, sex, national origin, age, disability, marital status or sexual orientation.
- Attend school in an environment free from discrimination, bullying and/or sexual harassment.

### **Students have a RESPONSIBILITY to:**

- Treat others fairly and with respect
- Conduct themselves and their activities in such a manner that they treat others equally with regard to race, color, religion, sex, national origin, age, disability, marital status or sexual orientation.
- Report occurrences of discrimination, as described, to appropriate school personnel

**The Family Educational Rights and Privacy Act**  
**Notice of Rights – (FERPA)**  
**Procedures for Collection, Maintenance and Disclosure of Student Data**

The Mineral County school District would like to inform parents of students attending Mineral County Schools of their policies and procedures regarding student educational records. Parents or eligible students have the following rights:

- The right to inspect and review the student's education records within forty-five days of the day Mineral County Schools receives a request for access.
- The right to request the record(s) they wish to inspect in writing to the school principal. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- If Mineral County Schools decides not to amend the record as requested by the parents or eligible student, Mineral County Schools will notify the parents or eligible students 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 parents or eligible students when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is a disclosure to school officials with legitimate educational interests. Mineral County Schools' Procedures defines "school official" as the student's current teacher(s), school administrative staff, school counselors, psychologist, evaluators, board of education, central office administrative staff, and trained support personnel; secretaries, teacher aides with direct professional supervision, who are employed or contracted by the Mineral County Board of Education.
- A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- The right to know that, upon request, education records will be forwarded to other agencies or institutions in which a student seeks or intends to enroll.
- At age eighteen, all rights given to parents transfer to the student. The student will receive any notices sent to parents and may exercise these same rights, unless the student has been determined incompetent under state law.
- **The right to know that the following directory information may be disclosed without parental consent: student's name, parent/guardian's names, address, telephone listing, date and place of birth, major field of student, photograph, for participation in sports the student's weight/height of members of athletic teams, dates of attendance, degree received, awards received, and most recent educational agency or institution attended.**

**Parents must inform the school system within ten days of this notice if they refuse disclosure of this information, or if they refuse the disclosure of this information to the armed forces.**

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

## ATTENDANCE

The Mineral County School District believes that regular school attendance is essential to a student's academic growth. The loss of classroom interaction because of absenteeism can never be fully regained. Therefore, the goal for all students is uninterrupted daily attendance. Through regular attendance, students will increase their classroom successes and competencies, thereby reducing the possibility of their failing to graduate from high school.

### **Related Nevada Revised Statutes:**

The following Laws address student attendance: NRS 392.040: Attendance in public school is required for a child between 7 and 17 years of age. "Except as otherwise provided by law, each parent, guardian, or other person in the State of Nevada having control or charge of any child between the ages of 7 and 17 years shall send the child to a public school during all the time the public school is in session in the school district in which the child resides."

### **NRS 392.130 Truant defined:**

Section 1 "...a student 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 student is physically or mentally unable to attend school. The teacher or principal shall give his written approval for a student to be absent if an emergency exists or upon the request of a parent or legal guardian of the student."

### **NRS 392.210: Failure of parent or guardian to comply with provisions is a misdemeanor:**

"Any parent, guardian, or other person who has control or charge of any child and to whom notice has been given of the child's truancy as provided in NRS 392.130 and 392.140, and who fails to guilty of a misdemeanor."

NRS 392.140(1) "Any child who has been declared truant three or more times within one school year must be declared a habitual truant."

## ABSENCES

**Absence Verification:** A written note by a parent or guardian must be presented to the school office prior to or within 3 days after students return to school. Students will be marked as truant when such notification is not provided.

**Unavoidable Absences:** The following types of absences are considered unavoidable and/or health related. For such absences, students are allowed to make up work for full credit upon their return to school. Students will have as many days as they are absent plus one additional day to make up work for such absences. It is the responsibility of students to initiate and carry out make-up assignments. It is the instructor's role to facilitate the make-up work for students to the extent practical.

Illness (For extended absences due to health issues, homebound instruction may be provided. Board Policy No. 209, NRS 392.050

- Death in the immediate family
- Emergency medical or dental attention

**Avoidable Absences:** Avoidable absences are those that are not health and/or medical related. These are absences that parents or guardians deem important enough for their children to miss school. The School District does not support such absences.

The following rules apply to such absences:

- Parents or guardians may be asked to write a letter explaining how they will provide for their children's education during an avoidable absence. In the event students have excessive absences and/or difficulty academically, the principal, or designee, will contact the parents or guardians discouraging the absence. These letters will become a part of the student's educational records.
- If the whereabouts of students are unknown after 10 consecutive school days, students will be un-enrolled and re-enrolled if or when students return to Mineral County School District.
- If the whereabouts of students are known after 20 consecutive school days, students will be un-enrolled at the end of the next attendance period and re-enrolled if or when students return to Mineral County School District.
- Students will have as many days as they are absent (up to a maximum of ten days for a single occurrence) plus one day to make up missed schoolwork. All make-up work must be turned in by the beginning of the day following the total number of days allowed for make-up work. Make-up work will be provided upon a student's return to school to the extent the work can be made up outside the classroom. Alternative assignments will not be provided for those that can only be completed in the classroom. It is the responsibility of students to initiate and carry out make-up assignments.
- In the event there are not sufficient grades to determine a grade average at the end of the grading period or semester due to absences, an incomplete will be recorded. Grades from an accredited public school, private school, or correspondence course will be used to determine end of grading period grades.

**Unexcused Absences:**

- Truancy - unexcused absences for all or any part of a school day
- Absences for which no notification is given by parents or guardians within 3 days of student's return to school.
- Tardy - Any time a student is not in their scheduled class after the tardy bell rings. Students will receive 75% credit for schoolwork made up for an unexcused absence.
- A letter from a school administrator or designee will notify parents of all unexcused absences

**Minimum Number of Days of Attendance**

Mineral County School District provides its students with a total of 180 days of instruction each year. The students must be in attendance for a minimum of 162 instructional days, or ninety percent (90%) of the instructional days from the time of enrollment, in order to be considered for promotion to the next higher grade or to earn credit. All absences, excused or not excused, count towards student attendance.

If a student has, since their enrollment date, missed more than 10% of the instructional days for that school year, the school principal will request a conference with the student and parent/legal guardian. The conference will determine the effect of the absences on the student's achievement, grade promotion, and/or credit issued.

The principal of the school shall provide written notice of the conference to the parent/legal guardian of the student. The notice will indicate that the student and his/her parent/legal guardian may request a review of the student's absences at the time of the conference.

Upon receiving the request for a review by the student and/or parent/legal guardian, the principal (or designee) shall review with the parent/legal guardian the reason for each student absence.

After the review, the principal (or designee) shall credit towards the required days of attendance (162 days or 90% of the remaining instructional days since enrollment) only those student absences that comply with the NRS 392. 122.

Pursuant to NRS 392. 122, ten (10) instructional days may be waived if student absences comply with the following criteria:

- (a) There is evidence or a written affirmation by the student's parent/legal guardian that the student was physically or mentally unable to attend school on the day of the absence; and
- (b) The student has completed course-work requirements.

The student and his/her parent legal guardian may appeal the decision of a principal (or designee) pursuant to NRS 391.122, Subsection 2, to the Board of Trustees (or designee).

**Pre-Planned Absences**

In the event that a family and or student knows in advance that there is a situation that will cause the student to be out of school for more than five consecutive days, the parent may request in writing to the school principal an opportunity to participate in a Pre-Planned absence with will require the student to complete learning objectives within one day of their return to school. Please contact the school's principal for this program opportunity.

**Truancy**

Truancies are unexcused absences for all or part of a school day and tardies defined previously in this Regulation (NRS 392.130[1]). Because students are required by law to attend all classes to which they have been assigned, unexcused or unauthorized absences from school, individual classes, before or after school assignments such as detention or classroom make-up are considered truancies. It is illegal for students to be truant or for parents or guardians to promote or allow students to be truant in Nevada (NRS 392.210). In addition, students who have 3 or more truancies are considered habitual truants (NRS 392.140[1]). Personnel are committed to working with students, parents, or guardians, and local law enforcement personnel to address truancy issues. The following Truancy and Attendance Review Board process of notification, consultation and consequences is designed to curtail truancy.

**Attendance and Truancy Review Board****1st Truancy**

- Students may have a conference with a site administrator or counselor and may be assigned a consequence by the school.
- Parents will be notified in writing of the truancy and provided a copy of this Policy by mail.
- School personnel may develop an intervention plan.
- Documentation regarding this truancy will be sent to the School District's Attendance and Truancy Committee.

**2nd Truancy**

- Students may have a conference with a site administrator or counselor and may be assigned a consequence more severe than the first occurrence. Parents will be notified in writing of the truancy and provided a copy of this Policy by mail.
- School personnel may develop an intervention plan.
- Documentation regarding this truancy will be sent to the School District's Attendance and Truancy Committee.

### 3rd Truancy

- Students may have a conference with a site administrator or counselor and maybe assigned a consequence more severe than for the 2nd occurrence.
- Students will now be considered "Habitual Truants" per NRS 392.140.
- Parents will be notified in writing of the truancy and provided a copy of this Policy by mail.
- This notification will indicate that the next truancy will require that parents or guardians and students have a Truancy Review Board Hearing.
- Copies of the letter notifying the parents or guardians of this 3rd occurrence will be sent to the Mineral County Probation Office.
- School personnel may develop an intervention plan.
- Documentation regarding this truancy will be sent to the School District's Attendance and Truancy Committee.

### 4th Truancy

Upon the 4th truancy, parents or guardians will be notified through principal of the school of enrollment and attendance via certified mail of the time and place of their Truancy / Attendance Review Hearing. The goal of the Truancy / Attendance Review Board will be to understand the truancy / attendance problem and to develop a plan and/or consequence that will improve students' attendance. At the Truancy Review Hearing, the school administrator will show cause for the students being labeled Habitual Truants. Parents or guardians will have the opportunity to explain the situation from their perspective. They can clarify the educational goals they have for their children and the commitment of the student to regular school attendance.

## CAFETERIA

Every school has a lunch program available to all students. Please take advantage of our school lunch program.

## CELL PHONES AND ELECTRONIC DEVICES

The use of electronic communication devices such as pagers, cell phones, digital and camera phones, camera devices or two-way radios are prohibited during school hours.

**If a student has an electronic communication device on campus, this device must be turned off and not visible.**

Violation of this policy will result in the following consequences:

1. Once students are inside of the school buildings the phones must be turned off. This is not a choice, it is a requirement.
2. Students must keep the phones out of use and out of their hands during the instructional periods while on Mineral County School campuses. This includes only the hours of school instructional operation. 8 am – 3:30 pm.
3. Cell phones are a distraction and not allow to be in use. This includes being on, out, texting, talking on and any other use for the device.
4. Discipline actions when students fail to honor the code of conduct.
  - a. Step 1 – The phone will be taken from the student and returned at the end of the week
  - b. Step 2 – On the second offense the phone will be taken and returned only to the parent.
  - c. Step 3 – On the third offense the phone will be taken from the student and a contract for campus work will be set up. The phone will not be returned until the contract is completed.
  - d. Step 4 – On the fourth offense the phone will be taken from the student and given the school district superintendent. The return of the phone will be determined by agreement with the parents and student. This may include a work contract.
  - e. Step 5 - On the fifth offense the phone will be kept until the end of the school year.

**• If the electronic communication device is determined to be disruptive by ringing, vibrating or used in a malicious or inappropriate manner, it will result in consequences up to and including recommendation for expulsion.**

**• Any student who willfully sends any e-mail, text message, instant message or posts to any social networking Web site with the intent to threaten, intimidate or bully another student or school board employee will be charged with cyber-bullying and will face consequences up to and including expulsion.**

## Dress Code

Personal appearance and dress are the responsibility of parent(s)/guardian(s) and the student. Students will be required to adhere to the specified guidelines established by the Administration. The Administration reserves the right to determine whether a student's attire and appearance are appropriate and do not disrupt the educational environment for other students.

In the interest of the health, safety, cleanliness, and welfare of all students in Mineral County schools, and in an attempt to provide guidance to staff members who need to enforce appropriate dress and grooming, the Administration has developed the following standards:

1. When shorts or skirts are worn, the length must be at least mid-thigh. No bare midriff tops, low-cut tops, fishnet shirts, see-through, or revealing shirts or blouses will be allowed.
2. Sunglasses may be worn indoors if there is a medical reason for indoor use.
3. Hats or headwear may not be worn inside school buildings during the school day other than for a valid medical, safety, or religious reason.
4. Pagers will not be allowed unless specifically approved by the principal.
5. Clothing and accessories that display suggestive, double meaning, hate language (symbols of racism or violence), or drug/alcohol-related words and/or symbols are inappropriate. Also prohibited are apparel, jewelry, accessories, notebooks, or any manner of grooming which because of its color, the way it is worn, its trademark, or any other characteristic, carries known gang connotations or can be used as a weapon. This includes, but is not limited to, chains, spikes, pins, or needles.
6. Commonly acceptable standards such as cleanliness and the wearing of underclothing are required at all times.
7. All students will wear shoes that cover the toes, protect the feet, and must be secured on the foot. Sandals require a strap around the back. FLIP FLOPS and or sandals that resemble Flip Flops are never appropriate for school and or school activities.
8. The safety of students requires that when a student is working around potentially hazardous equipment, his or her hair must be short or appropriately covered.

#### **MEDICATION**

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

#### **MONEY AND VALUABLES**

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

#### **PARENTS AND OR OTHER VISITORS**

All parents must complete a parent volunteer application if they wish to volunteer in a classroom, participate in any class activities, or eat in the lunch room.

#### **SAFE AND RESPECTFUL LEARNING ENVIRONMENT**

Requirements and Methods for Reporting Violations of NRS 388.135

Mineral County School District shall assure that any person who believes that he or she has been a victim of harassment or intimidation as defined by NRS 388.125 and/or NRS 388.129 by any or all individuals as specified by NRS 388.135 are encouraged and instructed to adhere to the following reporting mechanism:

##### Definition of Harassment and Intimidation

NRS 388.125 – Harassment Defined. "Harassment" means a willful act or course of conduct that is not otherwise authorized by law and is:

1. Highly offensive to a reasonable person; and
2. Intended to cause or actually causes another person to suffer serious emotional distress.

NRS 388.129 – Intimidation Defined. “Intimidation” means a willful act or course of conduct that is not otherwise authorized by law and:

1. is highly offensive to a reasonable person; and
2. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person.

**Students** - It is the policy of Mineral County School District to encourage students who are targets of harassment or intimidation and students who have first-hand knowledge of such harassment or intimidation to report such claims. Students should report incident(s) to any teacher, counselor, or school administration.

#### **Notice: Harassment and Intimidation are Prohibited in Public Schools**

The superintendent shall use all reasonable means to inform students, employees, and parents or guardians that the district will not tolerate harassment. Mineral County School District shall include the text of the provisions of NRS 388.125 to 388.135, inclusive, and the policy adopted by the Board of Trustees of the school. to section 3 of AB 202 under the heading “Harassment and Intimidation is Prohibited in Public Schools.

#### **Response to a Report of Harassment or Intimidation**

Mineral County School District will ensure that local policy and procedures include the following procedural components: 1) Responsibility of Principal; 2) Responsibility of Title IX Officer; 3) Investigation of Report of Harassment or Intimidation (Who, How, When, Result); 4) School District Action; 5) Appeal Process; 6) Interference or Prohibition of Retaliation; 7) Record Keeping and Notification; 8) Professional Development.

#### **Principal’s Responsibility**

The principal or principals’ designee is the person responsible for receiving oral or written reports of harassment or intimidation. Upon receipt of a report, the principal shall notify the school district Title IX Officer immediately, without screening or investigating the report. The principal may request a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the school district equity coordinator. If the report was provided verbally, the principal shall reduce it to written form within 24 hours and forward to the district Title IX Officer. Failure to forward any harassment or intimidation report or complaint as provided herein will result in disciplinary action against the principal.

#### **Title IX Officer**

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

#### **Investigation of Report of Bullying Harassment or Intimidation**

**Who:** The principal or school district Title IX Officer shall conduct an investigation upon receipt of a report or complaint alleging student harassment or intimidation.

**How:** The investigator shall interview individuals involved and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentation. In determining whether the alleged conduct constitutes a violation of this policy, the investigator shall consider, among other things: the nature of the behavior; how often the conduct occurred; whether there were past incidents or past continuing patterns of behavior; and the relationship of the parties involved.

**When:** The investigator shall complete the investigation as soon as practicable, but in no event later than fourteen (14) calendar days following receipt of the complaint.

**Result:** Upon completion of the investigation, the investigator shall decide if a violation of this policy has occurred and report that decision, along with the evidence supporting it, to the principal or school district Title IX Officer and the superintendent or, if the complaint involves the superintendent or Board of Trustee member, directly to the Nevada Department of Education Title IX Officer, for appropriate action in accordance with school district or state disciplinary policy.

#### **School District Action**

The school district shall take disciplinary or remedial action as appropriate in order to ensure that further harassment or intimidation does not occur. Such action may include, but is not limited to counseling, awareness training, parent-teacher conferences, warning, transfer, suspension and/or expulsion of a student.

#### **Appeal Process**

A person deemed to be in violation of the policy on student harassment and intimidation, and subjected to action under it may appeal the determination and/or the action taken as follows:

Student: If the person filing the appeal is a student, the appeal shall proceed in accordance with School District policy governing discipline of students and with due process requirements.

#### Interference or Retaliation

A school official shall not directly or indirectly interfere with or prevent the disclosure of information concerning a violation of NRS 388.135. As used in this context a "school official" means: (a) A member of the Board of Trustees of a school district; or (b) A licensed or unlicensed employee of the school district.

No cause of action may be brought against a pupil or an employee or volunteer of a school who reports a violation of NRS 388.135 unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.

#### Record Keeping and Notification

The superintendent shall assure that a record of any complaint and investigation of harassment or intimidation as well as the disposition of the complaint and any disciplinary or remedial action is maintained by the School District in a confidential file.

Notification: The superintendent shall assure that the complainant is notified whether allegations of harassment were found to be valid, whether a violation of the policy occurred, and whether action was taken as a result.

#### **SKATEBOARDS, BICYCLES, SCOOTERS, ETC.**

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

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

**INSURANCE** The school district does not provide insurance for students. Forms which allow the purchase of optional student accident insurance will be sent home at the beginning of the school year. The cost is set by the vendor and parents are encouraged to consider this service.

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

**PICTURES** Student individual pictures will be taken sometime during the month of September. These pictures will be available for purchase within four to six weeks from the date they were taken.

#### **UNAUTHORIZED PHOTOGRAPHY AND/ OR AUDIO RECORDING**

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

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

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

#### **TEXTBOOKS**

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

## **WITHDRAWAL FROM SCHOOL**

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

## **STUDENT DISCIPLINE**

### **Overview**

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

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

Student disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions, and responses to them become progressively more severe. Both infractions and responses are outlined later in this section.

### **Progressive Discipline:**

When deciding what disciplinary action should be taken, the principal or designee shall consider the student's age, exceptionality, and previous conduct, probability of a recurring violation, intent, attitude, and severity of the offense and, whenever possible, shall impose disciplinary action in a progressive manner. For all levels, any incident that is hate-related and/or gang-related should be coded in the appropriate "related" category AND should be grounds to increase disciplinary actions.

### **Possession of Illegal Substances**

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

**Tobacco:** It is unlawful for anyone under the age of 18 to smoke tobacco in, on or within 1,000 feet of a public or private elementary, middle or secondary school between the hours of 6:00 a.m. and midnight. If a student is found to have violated this provision, parents and law enforcement will be notified and civil penalties may be imposed.

## **SMOKING IS PROHIBITED ON ALL SCHOOL GROUNDS**

**Smoking is prohibited in school buildings, on school property or at any school sponsored activity by persons of any age.**

### **Drugs:**

- "Drugs" shall include any controlled substance or prescription or non-prescription drug used for non-medical purposes. Further, common or other commercially available products that are otherwise legal, shall, to the extent possible, be considered a "drug" when used for the unintended purposes of modifying mood or behavior.
- A student whose faculties are compromised shall be deemed to have violated the "use" provisions of this section. Evidence of "compromise" includes, but is not limited to, the following facts: (such as a student's own admission) indicating earlier use of alcohol or drugs on or off campus; Portable Breath Test devices (PBT's) indicating earlier use of alcohol (refer to Search and Seizure); red and/or glassy eyes; drooping eyelids; odor of alcohol or drugs from breath or person including clothing; difficulty speaking, walking, and standing; and difficulty using other fine and gross motor skills.
- In addition to those penalties provided for in Level IV offenses, the principal may revoke the student's opportunity to participate in non-academic school activities including, but not limited to, extracurricular activities, athletics, school trips, prom, and graduation exercise, and/or the revocation of school privileges, including, but not limited, to driving privileges.

- Distribution or sale of drugs or alcohol is a more serious offense than use and possession of drugs or alcohol and shall result in a more serious penalty. The principal or the principal's designee shall determine penalties for the violation of this section after considering the seriousness of the violation and any mitigating circumstances. The principal's decision is subject to the review of the Superintendent or the Superintendent's designee.

### **Non-Prescription Medicine**

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

### **Student Search and Seizure**

Student lockers and other storage areas are subject to search upon reasonable suspicion of prohibited or illegally possessed substances or objects. School personnel may search students reasonably suspected of being in possession of contraband or other prohibited items while on school property or wherever students are under the official supervision of school employees, such as on field trips, at extracurricular activities, or while being transported to and from such places either by school bus, by approved drivers, or by other means of conveyance.

Contraband for purposes of this Student Conduct Code is any physical item that is prohibited by federal and/or state law, and/or School Board rule from being used or possessed on School Board property or at a school function in all or limited circumstances. Contraband includes, but is not limited to, drugs, drug paraphernalia, alcohol, tobacco, weapons, firecrackers and fireworks, pornography, gang related signs or symbols, camera cell phones, iPODS, MP3 players, Zunes or other technology devices capable of photography and/or digital imaging.

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

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

### **Weapons Prohibited**

In addition to those penalties provided for Level IV offenses, any student who is determined to have brought a firearm, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution.

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

### **Levels of Discipline PreK-12th Grade**

The school district employee involved should intervene in the misconduct. If further action is necessary, the school district employee should refer the student to the school administrator/dean for disciplinary action. After hearing the student's explanation, consulting with staff members and doing any other investigation necessary, the administrator/dean will decide on disciplinary action.

#### **Level I**

Level I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation. In addition to school consequences, criminal charges may also be assessed.

#### **Infractions:**

- A. Classroom Disruption - saying or doing something that keeps the teacher from teaching or other students from learning
- B. Disorderly Conduct - saying or doing something that upsets the normal school day or any school activity
- C. Disrespect - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including employees. This includes racial slurs and/or harassment
- D. Dress Code - wearing anything that does not follow the dress code for your school
- E. Failure to Report for Detention - not showing up for detention
- F. False and/or Misleading Information - telling lies, or refusing to tell the truth about important matters to members of the school staff
- G. Insubordination - refusing to follow or not following the directions of any of the school staff. Breaking school rules, classroom rules, or behavior contracts
- H. Misconduct on School Bus or School Approved Transportation - saying or doing something that upsets the order/procedures to be followed on the bus, or interferes with the safety of others
- I. Profane, Obscene, or Abusive Language/Materials - using words, gestures, pictures, or objects including racial slurs.
- J. Repeated Misconduct - continual disruption of the normal school day or school activity
- K. Tardiness - being late for school or class too often (more than once a week)
- L. Unauthorized Absence from School or Class - being absent from school or class without a written excuse
- M. Physical contact after misconduct (elementary age) - refusing to settle down after being told to stop misbehavior - pushing, shoving or striking out at another child or adult
- N. Cell phone - using a cell phone during school or during a school function without permission
- O. Other - any other minor act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or approved transportation

**Level I - How the Teacher/ Administrator May Respond:**

- Counseling and direction with the student
- Parental contact and / or verbal reprimand
- Withdrawal of privileges which may include, but not be limited to, participation in extracurricular activities
- Return of property, payment for same, or restitution for damages
- Detention (parental contact required)
- Referral to Level II consequences
- Saturday Work Program
- Suspension from bus
- Behavior Essays

**Level II**

Level II offenses are acts of misconduct that are more serious or disruptive than offenses in Level I. Level II also includes repeated acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others. In addition to school consequences, criminal charges may also be assessed

**Infractions:**

- A. Cheating/Plagiarism - using another person's work and calling it your own; using notes or other methods, including electronic devices, without the teacher's knowledge, to complete a test or assignment
- B. Destruction of Property/Vandalism (under \$10) - breaking or destroying things that belong to the school or to another person
- C. Disrespect - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including employees. This includes racial slurs and/or harassment (more serious than Level I)
- D. Fighting - minor physical contact between two or more students, which is harmful or disruptive
- E. Forgery - writing a note with the intent of misleading a staff member. Signing or allowing others to sign your parent's name to a school paper
- F. Gambling - betting on games or activities for money or other valuable
- G. Insubordination/Open Defiance -strongly refusing to follow school rules or directions from the school staff
- H. Intimidation/Threats - making threats to hurt others or their property; this includes bullying
- I. Repeated Misconduct of Level I offenses - saying or doing something that upsets the normal school day or school-sponsored activity or repeating a Level I infraction
- J. Stealing - taking the property of others without their permission
- K. Verbal Confrontation - being argumentative and verbally rude to an adult or another student
- L. Leaving Campus Unauthorized - any student leaving campus without permission from school official
- M. Unauthorized Use of Technology - any student found in violation of District Acceptable Use Policy regarding the use of technology, including but not limited to, hardware and software
- N. Other - any other intermediate act of misconduct or any more serious, harmful or disruptive example of any of the offenses described in Level I

**Level II – How the Administrator May Respond**

- Appropriate response from Level I
- Parental contact required
- Behavior contract (oral or written)
- Peer mediation
- Work detail

- Detention (parental contact required)
- Confiscation of unauthorized materials/objects/contraband
- Return of property, payment for same or restitution for damages
- In School or out of school suspension
- Suspension from bus

- Behavior plan
- Saturday School
- Community Service
- Referral to Level III consequences
- Other school based consequences as deemed appropriate by the administrator.

### Level III

Level III infractions are major acts of misconduct. They include repeated misconduct acts from Level II, serious disruptions of school order and threats to the health, safety and property of others. In addition to school consequences, criminal charges may also be assessed.

#### Infractions:

- A. Repeated Misconduct of Level I and Level II offenses - repeated misconduct, which tends to substantially disrupt the orderly conduct of school, a school function or extracurricular/co-curricular activity
- B. Bullying - any type of harassment, abuse, oppression, intimidation, threatening, taunting, or hitting that is repetitive and occurs over a period of time
- C. Contraband Material - having, using, displaying or giving to others items not allowed at school. These items may be taken from you and not returned to you.
- D. Destruction of Property/Vandalism (\$10 and over) - breaking or destroying things that belong to the school or to another person
- E. Disrespect - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including employees; this includes racial slurs and/or harassment. (More serious than Level I or Level II).
- F. Extortion/Threats - making threats to hurt others, their reputation, or their property, in order to obtain money, information, or help from them
- G. Gross Insubordination/Open defiance - strongly refusing to do as told by the school staff; saying or doing something that shows you will not follow any directions
- H. Gang Related Behavior, Activities Signs and Symbols - use of gang related signs or symbols, or language intended
- I. or reasonably calculated to insult and/or incite another person.
- J. Smoking and Other Use of Tobacco Products - having, using, selling or giving to other students tobacco products at school or at a school activity
- K. Stealing - taking the property of others without their permission
- L. Trespassing - entering or staying on school property or at a school activity after being told to leave by the school staff
- M. Other - any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation services which threatens the health, safety or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular activity

#### Level III – How the Administrator May Respond:

- Appropriate response from Level I or Level II
- Parental contact required
- Behavior contract (written)
- Return of property/payment for same or restitution for damages
- Suspension from bus
- Suspension from school (1-10 days) with JPO as an alternative with parental and school agreement.
- Expulsion from bus (for bus-related offenses)
- Temporary or permanent removal from participation in extracurricular activity
- Referral to law enforcement
- Referral to Level IV consequences
- Other school-based consequences as deemed appropriate by administrator

### Level IV

Level IV acts of misconduct are the most serious. In addition to school consequences, criminal charges may also be assessed. All Level IV infractions must be reported to the superintendent and or designee and referred to the District Discipline Committee for review and possible alternative placement and/or expulsion.

#### **Infractions:**

- A. Alcohol - the possession, use, or transmitting of alcoholic beverages
- B. Arson - (mandatory referral to an appropriate agency): setting a fire or trying to set fire to school property or the property of others
- C. Serious Assault - any threat, direct or indirect, by word or act, to do violence or harm to a school employee or volunteer which creates a fear that violence is imminent
- D. Serious Battery - an actual or intentional touching or striking of a school employee, volunteer, or student against his or her will or intentionally causing bodily harm to an individual; in severe cases, the battery of a student may be the basis for expulsion.
- E. Bomb Threats/Explosives - threatening an explosion on school property or at a school function; having, preparing, or setting off explosives (including fireworks) on school property, or at a school function. This also includes items that appear to be explosive devices including novelty items, toys, and/or replicas.
- F. Drugs: the possession, use or transmitting of illegal or illicit drugs, drug paraphernalia, or any other substance capable of modifying mood or behavior or the selling or transmitting of anything represented to be of said nature.
- G. False Fire Alarm - pulling a fire alarm falsely or reporting a fire when there is no fire.
- H. Firearms: the possession, use, or control of any firearm (operable or inoperable, loaded or unloaded) including, but not limited to, zip, pistol, revolver, rifle, or shot gun
- I. Inciting, Leading or Participating in any Act which Substantially Disrupts the Orderly Conduct of School or a School Function - the willful act of inciting, leading or participating in any disruption (including gang-related activities or incidents with multiple participants), disturbance or other act that interferes with the education process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff and others. This may also include any false accusations made by a student that jeopardizes the professional reputation, employment or professional certification of any district employee.
- J. Larceny/Theft - the act or attempted act of taking, carrying, leading, or riding away with property, from the possession, or constructive possession, of another person. Included are pocket picking, purse snatching, theft from a building, theft from a motor vehicle, theft of bicycles, theft from a machine or device which is operated or activated by the use of a coin or token and all other types.
- K. Other Weapons - the possession, use or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person, or to intimidate any person; included in this category are objects such as BB guns or pellet guns, knives of any kind, chains, pipes, razor blades, ice picks, other pointed instruments (including pencils or pens), brass knuckles, explosives, Chinese stars, billy-clubs, tear gas guns, paintball guns, or electrical/chemical weapons or devices. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.
- L. Repeated Misconduct of a More Serious Nature - repeated misconduct that tends to substantially disrupt the orderly conduct of a school, school function, or extracurricular/co-curricular program or activity. Recommendations for expulsion relative to repeated misconduct must be based on documented referrals and a variety of intervention strategies.
- M. Robbery/Extortion - the taking or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or putting the victim in fear of larceny.
- N. Sexual Battery - any sexual act or attempt directed against another person, forcibly and/or against the person's will.
- O. Sexual Harassment - any slur, innuendo, or other verbal or physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile or offensive educational environment; has the purpose or effect of unreasonably interfering with an individual's work or school performance or participation; or otherwise affects an individual's educational opportunities.
- P. Sexual Offenses - any willful and/or deliberate act, behavior or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure.
- Q. Violation of Early Re-entry Plan/Probation - any act or series of acts that violates or has the practical effect of violating a re-entry plan from expulsion or a probationary plan.
- R. Other - any other intentional, or wanton act which significantly harms or poses a realistic threat of serious harm to one's self or another person and which is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include hate crimes, bullying, and harassment.

#### **Level IV – How the Administrator May Respond:**

- Appropriate response from Level I, II, or III
- Parental contact required
- Mandatory 5 – 10 day suspension from school
- 1-10 day suspension for pre-kindergarten-grade 5
- Probation/expulsion for elementary school students
- Assignment/referral to alternative program/school
- Referral to appropriate agency
- Referral to law enforcement

- Expulsion from the school district

### **Procedures for Suspension**

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

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

When a student has an unexcused absence, as a result of an out-of-school suspension, it is the responsibility of the student to complete all coursework, tests, and quizzes and turn them in to the appropriate teacher. A student shall have one day to complete and turn in the work for each day the student is absent (i.e., three days unexcused absences; the student has 3 days to complete and turn in assignments) and may only earn 50% credit. Tests and quizzes can be made up at 100% credit. Coursework, tests and quizzes not completed and turned in within the allotted time frame will earn no credit. There is no expectation that the student's teacher recreate lessons, lectures or labs for unexcused absences.

A student accused of serious misconduct which, in the opinion of the principal or a designated representative, would require suspension from school or transportation, shall be afforded the following procedures. In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for the procedural safeguards. Students shall be given notice of the charges against them and shall have an opportunity to present their explanation of the situation before any action is taken

When a suspension is necessary, the principal or designee will make every reasonable effort to contact the parent(s) or legal guardian immediately by telephone. Documentation of the contact or attempted contact will be maintained, followed by written notice of suspension hand delivered or sent by mail to the student's parent(s) or legal guardian (or an adult student), by the principal or designee.

The following information shall be included in the written notice of suspension within twenty-four (24) hours to the parent, parents, or guardian, and the Superintendent

- The nature of the offense
- The date of the offense and the beginning date of the suspension and the date on which the student may return to school

Any conditions involving the suspension such as a possible reduction of the suspension following a conference and assurance from the student of a change in attitude The principal should make a good faith effort to employ parental assistance or other "alternative measures" prior to suspension, except in a case of emergency or disruptive conditions which would require immediate suspension.

The "alternative measures" are defined to include, but not be limited to, activities such as:

- Parent conferences
- Remedial techniques
- Properly supervised activities related to the upkeep and maintenance of school facilities.
- As a disciplinary measure, students are specifically exempted from the provisions of the Child Labor Laws to perform maintenance or custodial services on buildings or grounds.

The parent(s) or guardian and the student shall be offered a meeting at the earliest possible moment following the effective date of the suspension. Whenever possible, after hearing a student's defense and explanation of his/her conduct, the principal shall explain to the student his/her reasons for the suspension and the conditions thereof.

### **Procedures for Students with Disabilities Who Commit Serious Acts of Misconduct**

Students with disabilities may be subjected to short-term or long-term removals depending on the disciplinary infraction of the Code of Student Conduct. The general guide for a school to follow is that a student with a disability may be removed from a school up to 10 school days within a school year without providing services identified in the Individual Education Plan (IEP) or

the Section 504 plan, or completing a Manifestation Determination Hearing. When a student is suspended for more than 10 days in one school year, a Manifestation Determination Hearing must take place for each subsequent suspension.

Regardless of the misconduct, the school district shall not cease educational services to a student with a disability after the student has been removed from school for more than 10 cumulative days, (total), in a school year.

For the purpose of discipline, gifted students are assessed consequences as a regular education student.

The following procedures shall be followed for the expulsion of students with disabilities:

- The principal shall adhere to State Board of Education rules when recommending expulsion of students with disabilities and shall be responsible for convening a District Discipline Review Committee for ESE discipline issues
- The Administrative Review Committee for Special Education membership shall include, but not be limited to, the District administrator, the exceptional student education teacher, regular education teacher, the parent, and the principal or designee.
- The committee shall review the student's IEP or the Section 504 plan and shall determine whether the student's behavior bears a relationship to his/her exceptionality by conducting a manifestation determination hearing. If the hearing determines the student's behavior is a manifestation of his/ her exceptionality, the IEP or Section 504 plan may be modified in accordance with the student's current needs. Furthermore, the student may not be expelled.
- If the behavior is not a manifestation of the student's disability, then the student may be disciplined in the same manner as his/her non-disabled peers, pursuant to FAC 6A-6.03312. Students with disabilities may be recommended for expulsion with the continued provision of services in accordance with the IDEA student's IEP or Section 504 plan must continue to be provided. A student identified as disabled under Section 504 shall be afforded disciplinary action to the same extent that such disciplinary action is taken against handicapped students.

### **Confidentiality of Records**

Under state and federal regulations, the School District of MINERAL County is required to inform all parents of policies for protecting the confidentiality of child identification data. As part of this policy, the MINERAL County School District must maintain confidentiality consistent with procedures developed by the school district.

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

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

Student records are maintained under the direction of the school principal in each school. The Mineral County School District actively seeks to locate exceptional students and maintains information on those students screened and identified as "exceptional."

The term "exceptional student" includes, but is not limited to, the following:

- the developmentally delayed
- the speech and the language impaired
- the deaf and the hard of hearing
- the blind and the partially sighted
- the physically handicapped
- the emotionally handicapped
- those with specific learning disabilities
- the gifted
- the autistic

Information gathered may include the student's social, emotional, physical, psychological, academic and communication behaviors and abilities.

Information is collected through screening programs, checklists, teacher observations, standardized tests, and from such individuals as parents, teachers, psychologists, audiologists, social workers, physicians, other professional personnel, and the child himself.

Information is used to assist in the development of appropriate educational programs for exceptional students and for reports to state and federal agencies. Students are screened periodically for vision, hearing, speech, and academic achievement at

the initial step in the process of identifying those students with suspected exceptionalities. If your child is selected for further testing, you will be notified of the content of the evaluation and the procedural safeguards available to you.

Availability of the Record: Parent(s)/guardians or students 18 years or older have the right to review educational records, and obtain copies of the records upon request.

## **Grievances Procedure for Students Alleging Unlawful Discriminations or Sexual Harassment**

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

### **Definitions:**

**“Complaint” - any dispute or disagreement involving the interpretation or application of existing Board rule or practice concerning unlawful discrimination or sexual harassment.**

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

“Sexual Harassment” - is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance, or creating an intimidating, hostile or offensive work or school environment

### **Examples of sexual harassment - may include, but are not limited to, the following:**

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

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

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

Don Aschinger	945-3332
Stephanie Keuhey	945-1000
Darryl Odom	945-3332

They may also be contacted by mail at: P. O. Box1540, Hawthorne, Nevada 89415

“Complainant” - shall mean any student directly affected by the alleged misinterpretation or violation filing a complaint.

“Day” - shall mean a working/school day.

Time Limits - the number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

### **Complaint Procedure**

Informal discussion - if a student believes there is a basis for a complaint, he or she shall discuss the complaint with his or her immediate teacher or a school administrator (except in cases of discrimination or harassment allegations involving the teacher or a school administrator, in which case they can report and discuss the issue with a member of the Equity Committee) within sixty (60) days.

Level one - if the complainant is not satisfied with the informal discussion, he or she may, within ten (10) days, file a formal complaint with his or her principal. If the complaint involves the principal, it may be filed with the Equity Committee. The principal, or the committee, as the case may be, shall communicate an answer in writing to the complainant within ten (10) days after receipt of the complaint. Complaints involving an administrator above the building level may be filed by the complainant at level two.

Level two - if the complainant is not satisfied with the resolution at level one, he or she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. Within ten (10) days of receipt of the complaint, the Superintendent shall indicate his or her disposition in writing to the complainant.

Board Appeal - if the complainant is not satisfied with the resolution by the Superintendent, he or she shall have the right to appeal the Superintendent's decision to the School Board, provided request for placement on Board agenda is filed within ten (10) days.

I HAVE READ AND UNDERSTAND THE MINERAL COUNTY SCHOOL DISTRICT DISCIPLINE SYSTEM.

**PLEASE SIGN AT THE END OF THIS DOCUMENT THAT YOU HAVE READ AND UNDERSTAND THESE RULES AND PROCEDURES.**

**TECHNOLOGY  
ACCEPTABLE USE PROCEDURES AGREEMENT FORM**

Upon signing this agreement, I, a user of the digital network, acknowledge that I clearly understand the agreement and have no further questions as to the content and delivery of this Acceptable Use Procedure and agree to abide by agreement.

I, as a user of the Digital Network, also affirm that since I have no confusion over the content of this procedure, there will be no violation of this procedure or any other civil nor criminal laws relating to computer use.

I, as a user of the Digital Network, will indemnify Mineral County School District and hold harmless for violating Mineral County District Schools Digital Network Acceptable Use Procedure which causes:

- 1) humiliation internally and with the public;
- 2) disruption of services; and,
- 3) civil or criminal liability.

I, as a Digital Network Acceptable Use Procedure user, waive any right to litigate an inadequate training claim or other negligence claim against Mineral County Schools for not clearly understanding this procedure.

I understand that the written portion of the Acceptable Use Procedure must be signed annually by every Mineral County School District employee, student/parent or external user. This written agreement for use and access to the Mineral County School District Digital Network will be required in writing and kept on file at each school or district department.

***Parent/Guardian Permission***  
***(Required for students to operate or access District technology resources)***

As the parent or guardian of this student, I have read, understand, and agree to the school district procedures relating to acceptable use of the Mineral County School District Digital Network and the Internet. I hereby give permission for my child to use the Mineral County School District Digital Network using the aforementioned procedures and certify that the information contained on this form is correct.

**PLEASE SIGN AT THE END OF THIS DOCUMENT THAT YOU HAVE READ AND UNDERSTAND THESE RULES AND PROCEDURES.**

## **MINERAL COUNTY SCHOOL DISTRICT BUS RULES**

1. Students are under the direct supervision and authority of the bus driver.
2. Students shall be on time for the bus, both morning and afternoon.
3. Students shall remain seated while the bus is in motion.
4. Students are required to form a line before boarding the bus, and stay at least 15 feet away from the bus.
5. Students shall not push or scuffle when the bus is loading and or unloading.
6. Students may be required to sit in seats assigned by the bus driver.
7. Students who must cross the road after being discharged from the bus are to do so in FRONT of the bus on the signal from the bus driver. They are to stay at least 15 feet away from the bus after departing.
8. Students shall not open or close windows without permission from the driver. Pupils must keep hands, arms, and heads inside the bus.
9. Students will not throw objects inside or out of the bus.
10. Students will keep books, packages, equipment or other objects out of the aisles at all times. Articles should be placed under the seats or held in the lap.
11. Students are required to have written permission to leave the bus other than at home or school.
12. Students may converse in normal tones. Loud or vulgar language is not allowed and will be reported to the building principal for action.
13. Students must help keep the bus clean, and refrain from damaging the bus in any manner. Damage to the bus will be paid for by the offender.
14. Students are not permitted to bring live animals on the bus.
15. Students must keep their hands and feet to themselves at all times.
16. STUDENTS WHO REFUSE TO OBEY THE DIRECTIONS OF THE DRIVER PROMPTLY OR REFUSE TO OBEY THE RULES, FORFEIT THEIR PRIVILEGE TO RIDE THE BUS.

**PLEASE SIGN AT THE END OF THIS DOCUMENT THAT YOU HAVE READ AND UNDERSTAND THESE RULES AND PROCEDURES.**

**Students who are not assigned to a bus and or a student needing to ride a different bus and or be dropped off at a different stop than the assigned stop MUST have a BUS PASS prior to boarding the bus. There will be no exceptions.**

**To obtain a bus pass the parent must call or write a note to the school office staff requesting a BUS PASS. Passes are only good for one day.**

## 2009 - 2010 STUDENT CONDUCT CODE

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

Your signature means that you have received this Code of Student Conduct booklet and you know what the rules are.

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

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

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

Signed forms must be part of every student's record. Your signature means that you have received this booklet and understand the rules. (It does not mean that you agree or disagree with them.) All forms must be signed by parent/guardian and student and returned to school.

**PLEASE COMPLETE ALL INFORMATION ON THE NEXT PAGE AND SIGN AT THE END OF THE SIGN-OFF DOCUMENT THAT YOU HAVE READ AND UNDERSTAND THESE RULES AND PROCEDURES.**

**MINERAL COUNTY SCHOOL DISTRICT  
STUDENT INFORMATION SHEET 2009-2010 SCHOOL YEAR**

**STUDENT NAME:** \_\_\_\_\_ **GRADE** \_\_\_\_\_

School (check one)      HES K-8      Schurz K-8      MCHS

**EMERGENCY SCHOOL CLOSURE INFORMATION Please complete the following:**  
*On occasion it is necessary to close the school for emergency reasons.*

<p><u>In case of emergency school closure Students who walk should (check one):</u></p> <p><u>Go home</u> _____</p> <p><u>Go stay with</u> _____</p> <p><u>Address</u> _____</p> <p><u>Phone</u> _____</p> <p><u>Go with student</u> _____</p> <p><u>Grade</u> _____</p> <p><b><u>EMERGENCY CONTACT NUMBERS</u></b></p> <p>Parent/Guardian: _____</p> <p>Parent/Guardian: _____</p> <p>Other: _____</p> <p>Other: _____</p> <p>Medical Provider: _____</p>	<p><u>In case of emergency school closure Students who ride bus should (check one):</u></p> <p><u>Ride bus home</u> _____</p> <p><u>Ride bus/stay with</u> _____</p> <p><u>Address</u> _____</p> <p><u>Phone</u> _____</p> <p><u>NOT to ride bus walk to</u> _____</p> <p><u>Stay with</u> _____</p> <p><u>Address</u> _____</p> <p><u>Phone</u> _____</p> <p><b><u>IF EMERGENCY &amp; BUSES CANNOT RUN:</u></b></p> <p><u>Walk/stay with</u> _____</p> <p><u>Address</u> _____</p> <p><u>Phone</u> _____</p> <p><u>Go with student</u> _____</p> <p><u>Grade</u> _____</p>
--	---

FORM DESCRIPTION	YES	NO	Parent Initial	Student Initial
<b>TECHNOLOGY &amp; ACCEPTABLE USE POLICY</b> My child may use the internet while at school. We have read, agree to adhere to MCSD TECHNOLOGY & ACCEPTABLE USE PROCEDURES				
<b>EMAIL AUTHORIZATION</b> My child may use email. We have read and agree to adhere to MCSD TECHNOLOGY & ACCEPTABLE USE PROCEDURES.				
<b>HUMAN DEVELOPMENT/FAMILY LIFE ED.</b> My child may participate in this education, Grade 5 & up				
<b>EDUCATIONAL TRIPS &amp; SCHOOL ACTIVITIES</b> My child may participate in field trips and school activities as described in the Student /Parent Handbook.				
<b>STUDENT PHOTO/ PUBLICATIONS</b> My child may have his/her photo taken and photos/works published as described in the Student/Parent Handbook.				
<b>We have read and we agree to adhere to the Nevada Department of Education Code of Honor &amp; Educational Involvement Accord.</b>				
<b>We have read and we agree to adhere to the Mineral County School District Code of Conduct; including POLICIES AND PROCEDURES on ATTENDANCE, CELL PHONES, BUS RULES AND DISCIPLINE .</b>				

By signing below, I acknowledge that it is my responsibility to notify the school of any updated information concerning my child. Mineral County School District Personnel is authorized to provide emergency care to my child. I acknowledge I have received a copy of all information listed above and acknowledge receipt of the Notice of Privacy Practices. All rules as outlined in the Code of Conduct apply to all school activities occurring on school grounds, during school sponsored activities, on any other site being used for school activities and for any vehicles authorized for the transporting of students.

**\*\*SPECIAL NOTES\*\***

To maintain a safe and orderly learning environment, during school hours, it is necessary for all Parents/Guardians/Visitors to sign in at the office and obtain a VISITOR'S PASS before entering classrooms, playground area, cafeteria and/or any other buildings on school grounds. All students MUST be signed in and out at the office. \_\_\_\_\_ Parent Initial

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

**PLEASE RETURN THIS FORM COMPLETED IN ITS ENTIRETY TO THE SCHOOL AS SOON AS POSSIBLE.**