

**Mineral County School District
Student and Parent
Code of Conduct Handbook
Preschool to Adult Education
2022-2023**



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Board of Trustees**

~

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Mineral County School District

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.

*The **vision** of the Mineral County School District is to become the best system where graduates can be competitive for any degree or job they pursue. The Mineral County Board of Trustees **believes** in being united in working for the best education possible for our children. The District **believes** it is important to instill in our children a pride in our District and the education they receive here; and to prepare our students to compete in today's society.*

With the Mineral County School District Mission, Vision and Beliefs in mind, the **Student and Parent Code of Conduct Handbook 2022-2023** 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. Mineral County School District will develop its own rules and expectations for student conduct based on the district wide **Restorative Discipline Plan**.

This Handbook applies to all MCSD students in pre-kindergarten through grade 12, including alternative education and adult education students under the age of 18.

Each MCSD student must obey district rules.

- While on or off 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 **Handbook**, be aware that there could be additional consequences through law enforcement for acts which violate the law.

This **Handbook** is based upon the School Board's policy governing student conduct and discipline (JFCF) 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:

- Pursue his or her educational development

Students have a RESPONSIBILITY to:

- Treat others fairly and with respect
- Maintain a positive learning attitude in the classroom
- Cooperate with fellow students, teachers and staff members
- Use good judgment in making decisions concerning personal behavior
- Maintain a safe and clean environment in which to learn
- Engage in behavior that enhances everyone's self-esteem and school spirit
- Respect the rights and property of others

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 privacy of personally identifiable information in 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 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: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 202025920.

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

MINERAL COUNTY SCHOOL DISTRICT
Box 1540
Hawthorne, NV 89415

FREE APPROPRIATE PUBLIC EDUCATION

IDEA requires that a student who meets eligibility criteria is entitled to receive a free appropriate public education, often referred to as “FAPE.” Because the meaning of FAPE is important to all the topics covered in this manual, this section discusses its meaning in detail.

1.1.1. Definition

The regulations implementing IDEA define **free appropriate public education** to mean special education and related services that:

- a. are provided at public expense, under public supervision and direction, and without charge;
- b. meet the standards of the Nevada Department of Education, including the requirements of the IDEA;
- c. include preschool, elementary school, or secondary school education for students 3-21 in the State of Nevada; and
- d. are provided in conformity with an Individualized Education Program (IEP) that meets the requirements described in Individualized Education Programs of this manual.

The meaning of special education and related services is discussed in Individualized Education Programs. Other components of FAPE are discussed in detail below.

For purposes of FAPE, the term **free** means that required services are provided without cost to the student’s parents. There may be other governmental agencies, insurers, or other third parties (e.g., Medicaid) that have an obligation to provide or pay for services required under IDEA, Section 504 of the Rehabilitation Act of 1973 (Section 504); or the American with Disabilities Act (ADA). That said, the IDEA regulations specify that the District may access a parent’s private insurance proceeds **only** if the parent provides informed consent as described in the Procedural Safeguards. Informed parental consent must be obtained **each** time the parent’s private insurance is accessed, and the parent must be informed that his or her refusal to consent does not relieve the District of its responsibility to ensure that all required IDEA services are provided at no cost to the parents. The IDEA regulations also provide that the District may not:

- require parents of a student with a disability to sign up for or enroll in public insurance programs in order for their child to receive FAPE under IDEA;
- require parents to incur an out-of-pocket expense such as payment of a deductible or co-pay amount incurred in filing a claim for services provided under IDEA;
- use a student’s benefits under a public insurance program if that use would
- decrease available lifetime coverage or any other insured benefit;
- result in the family paying for service that would otherwise be covered by the public insurance program and that are required for the student outside of the time the student is in school;
- increase premiums or lead to the discontinuation of insurance; or
- risk loss of eligibility for home and community based waivers, based on aggregate health-related expenditures.

For assistance in locating potential sources of services or funding for services to meet the FAPE requirements, District personnel should contact their Area Director or the Office of Compliance and Monitoring.

Mineral County School District
Student Attendance Rules and Regulations
(Reference MCSD Policy JE – Attendance)

INTRODUCTION***

The Nevada Department of Education (NDE) met with a broad-based stakeholder group to define absenteeism with a focus on uniform tracking and coding of absenteeism across the state. In order to issue fully informed guidance on these topics, the NDE also consulted numerous research sources, other state departments of education practices, federal guidelines, the Council for Chief State School Officers, and the U.S. Department of Education.

WHY CHRONIC ABSENTEEISM?

CHRONIC ABSENTEEISM IN THE NEVADA SCHOOL PERFORMANCE

FRAMEWORK NFPE

Chronic absenteeism is a school quality measure that captures the total percentage of students who are absent for 10% or more of their enrolled days. Chronic absenteeism is a relatively small contributor to a school’s star rating; currently it is between 5% and 10% depending on a school’s level (Elementary, Middle or High). Schools with absenteeism rates between 0% and 3% earn full points for this measure and schools with rates up to 10%, earn half the points.

THE DEFINITION OF CHRONIC ABSENTEEISM

In order to establish a uniform statewide data point on absenteeism, common attendance definitions and coding are required. These common understandings facilitate uniform reporting for the variety of educational settings that currently exist: Virtual schools, community schools; and work-study placements.

THE FEDERAL DEFINITION OF CHRONIC ABSENTEEISM THAT STATE EDUCATION AGENCIES MUST USE IN REPORTING ABSENTEEISM IS AS FOLLOWS:

A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether the absences are excused or unexcused. Students who are absent 10% or more of their enrolled school days are considered chronically absent.

***Research supports the belief that children suffer academically if they aren’t in class to learn. Making up work for a previous absence does not replace time missed in the classroom.**

The Nevada State Department of Education defines participating in instruction or instruction-related activities as:

Activities that have been approved by the school, districts, and/or the Nevada Department of Education (e.g., field trips, work-study, and extracurricular activities) and activities that are part of a student’s documented educational program. These may include specially designed instruction (SDI) and homebound instruction.

Examples of “activities” include hospital or homebound instruction by a district designated instructor, as well as off-campus distance education in a nontraditional school setting with access to a district designated instructor.

In-school suspension typically falls within this category, but it also includes out-of-school suspension if instructional services are provided.

An example from Nevada would be students who are in the juvenile justice system. In some counties those students are enrolled in an educational program with access to a certified instructor, in other counties the student is not provided

access to an education program that includes a certified instructor. In this example, the student with access to a certified instructor would not be absent while the student without access to a certified instructor would be marked absent.

Definitions and attendance rules were established through research, consultation with other State Education Agencies, and through a Nevada stakeholder group, the Absent and Absenteeism Committee, which represents a diverse group of state constituents including district technical experts, civil rights activists, and Nevada School Superintendents. **The committee supported a recommendation to align Nevada’s definition of “absent” with the federal definition.** The NDE is committed to supporting districts with best practices to effectively address attendance related issues.

BUSINESS RULES FOR CALCULATING CHRONIC ABSENTEEISM

Local Education Agencies will count a student absent if they miss 50% or more of the school day. A student will be considered absent when he/she meets this threshold and is not receiving instruction or instruction-related activities.

In the spring of 2018, NDE began the process to align NAC 387.185 with the above business rule. Additionally, NDE will work through the Infinite Campus Governing Board to establish the technical requirements and a reasonable timeline to implement this change.

Local Education Agencies will track the amount of missed instruction for each student.

Virtual schools with charter contracts or operating agreements that allow for alternative attendance tracking methods **must comply** with their approved attendance tracking protocols.

Local Education Agencies will ensure that attendance tracking in their local student information system conforms to the attendance codes provide in Appendix A of this memorandum.

The NDE will work through the Infinite Campus Governing Board to establish the technical requirements and a reasonable timeline to implement this change.

A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether the absences are excused or unexcused. Students who are absent 10% or more of their enrolled school days are considered chronically absent.

The NDE will adopt and apply the above definition of chronic absenteeism when determining this rate for state and federal reporting purposes.

Appendix A of this memorandum provides the list of attendance codes and an indication of their contribution to the calculation of chronic absenteeism. The information in Appendix A represents the codes that are used in tracking attendance in Nevada, the definition of the specific instance of absenteeism, and whether this instance of absenteeism is counted toward a school's absenteeism rate.

APPENDIX A

<i>Mineral County School District</i>	<i>Attendance</i>	<i>Codes</i>			<i>2022-2023</i>
Description	Status	Excuse	State/District Code		Chronic Absenteeism
EXCUSED ABSENT	Absent	Excused	CIR		YES
Absent No Virtual Participation	Absent	Unknown	U		YES
Check Out Early	Less than 50% of period JH/High School		COE		NO
Emergency Closure	Wind/Road/ Smoke		Done at District Level		
Participated Online	Present	Exempt			NO
Health Department Excluded Student NOT Online	Absent	Excused	HDE		YES
Health Department Excluded Student Online	Present	Exempt	HDED		NO
IN SCHOOL SUSPENSION	Present	Exempt	ISS		NO
Medical reason and doctor note provided.	Absent	Excused	MDP		YES
Out of School Suspension	Absent	Excused	SUS		YES
SCHOOL ACTIVITY	Present	Exempt	SA		YES
TARDY EXCUSED	Tardy	Excused	TE		NO
TARDY	Tardy	Unexcused	T		NO
ABSENT	Absent	Unexcused	U		YES
TRUANCY	Absent	Unexcused	UNV		YES
Run Away	Absent	Unexcused	U		YES
JUV Juvenile Detention: Short term placement in juvenile facility	Absent	Excused	JUV		Yes

***Information obtained from the Nevada Department of Education, Revised Guidance Memorandum #18-06

Absence Defined

Elementary: 5-Day/Week PreK-6th

PreK-6th Up to 75 minutes late = Tardy

76-170 minutes late = ½ Day Absent

Over 170 minutes late = Full Day Absent

4-Day/Week PreK-6th

Up to 75 minutes late = Tardy

76-182.5 minutes late = ½ Day Absent

Over 182.5 min. late = Full Day Absent

1. Secondary Absence (Grades 7-12): If a student misses 40% of a class period, he/she will be marked absent.
2. Alternative Education Absence (Grades 1-12): As an Alternative Program (NRS 388.537) the curriculum is provided as an online program. Students must be in attendance at least once weekly and show progress in the Learning Management System. If the student makes progress in the course during that week, they will be marked in attendance for the entire week. Students who do not make progress must be contacted by the instructor. If no contact is made, the student shall be marked absent for the week.
3. Distance Learning (Grades K-12): If offered as an option by the school. Distance Learning is not an option at Hawthorne Elementary School.
Parent and student understand that student is required to log in daily or a parent/guardian is required to call in my absence to the school. Students must be in attendance at least once weekly and show progress in the Learning Management System. If the student makes progress in the course during that week, they will be marked in attendance for the entire week. Students who do not make progress must be contacted by the instructor. If no contact is made, the student shall be marked absent for the week.
 - a. (Jr. High and High School-lack of signing in to EACH class I am enrolled in will be considered an absence for that class.)
 - b. Student understands that online assignments will be graded according the MCSD Grade Scale and will count toward grading period percentage and letter grade. There is no Pass/Fail for online learning.
 - c. Student understands that if they fail to participate and make adequate progress in any one of my classes it could negatively impact my attendance and lead to truancy, and may result in a failing grade for the course.
 - d. Student understands that they must successfully complete their courses, with passing grades, in order to be able to move to the next grade level/graduate and remain in Distance Learning.
 - e. Student understands that classes will not be extended into the next semester. All grades are final at each semester's end.
 - f. Student understands they must meet the above requirements to maintain my enrollment in Distance Learning. If students fail to meet the above requirements, my Distance Learning may be revoked.

This policy shall be shared with parents upon initial enrollment in the Mineral County School District and in accordance with state and federal guidelines set forth by the Department of Education.

It is the position of the Board of School Trustees that regular attendance is critical to the education development of students and if a student is absent or misses instruction, the learning process is adversely affected since interaction in the classroom setting can seldom be duplicated by make-up work.

Therefore, it shall be the policy of Mineral County School District that:

1. Students who are enrolled for the full school year in MCSD must be in attendance for a minimum of ninety percent (90%) of the school days scheduled for instruction in order to be promoted to the next higher grade, or to earn secondary credits. Students who are enrolled for less than a full school year must be in attendance ninety percent (90%) of the period of their enrollment in order to be promoted to the next higher grade or earn secondary credits.

2. A student with a disability shall be excused from the requirement of this policy **if** the student is provided services in accordance with an Individualized Education Program (IEP) requiring an attendance schedule different from the requirements stated in this policy.
3. A student with a disability shall be excused from the requirements of this policy **if** the student is provided services in accordance with a Section 504 Accommodation Plan requiring an attendance schedule different from the requirements stated in this policy.

TRUANCY DEFINED

Students are required by law to attend all their scheduled classes, and it is illegal for them to be truant. It is also considered a misdemeanor for parents/legal guardians to promote or allow students to be truant (NRS 392.210). As required by NRS 392.144, schools must report truancies to their local law enforcement agency for investigation and possible issuance of a citation.

Students risk being marked truant when a call or written note from a parent/legal guardian is not presented to the school within three (3) days of the absence. The definition of an absence includes; one entire class period, a partial day or a full day. These types of absences can all be marked truant if contact from the parent/legal guardian is not made within the three (3) day time limit.

Students will also be marked truant if it is found they were out of scheduled class (i.e., “cutting” or “ditching” class) without permission, and they missed more than 40% of the period.

Habitual truant, as defined by NRS 392.140, is any student who has been declared truant three (3) or more times within one school year. Any student who has once been declared a habitual truant, who in an immediately succeeding school year is absent from school without written approval, may again be declared a habitual truant. The Principal is required by law to follow school district procedures in reporting any student who is a habitual truant.

MINIMUM ATTENDANCE REQUIRED

<u>5-Day Week = 180 Days per School Year</u>	<u>4-Day Week = 146 Days per School Year</u>
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Maximum Absences Allowed:

Elementary – 18 days per school year

Secondary – 9 days per semester per class

Maximum – 18 days we school year

Alternative – 5 hours per week

Elementary - 14 days per school year

Secondary – 7 days per semester per class

Maximum – 14 days per school year

*All absences require parent contact within three (3) days of the absence to avoid being marked as truant. Absence may still affect Chronic Absenteeism resulting in loss of secondary credit and possible retention in a grade.

PREARRANGED ABSENCES

A parent/legal guardian may request a prearranged absence that may, or may not, be considered excused per guidelines set out by the Nevada Department of Education. Refer to Appendix A for what may or may not be considered. Furthermore:

1. The request may not exceed ten (10) days per school years for elementary school, or five (5) days per semester for secondary schools.
2. The request is made no fewer than three (3) days before the beginning of the absence. The request must be made in writing to the principal of the school and contain:
 - a. A description of the circumstances and rationale for requesting the absence
 - b. A plan to obtain and to complete coursework that will be missed
 - c. Proof of adequate academic progress as measured by standardized test scores, current grades, and teacher approval
 - d. Appropriate school behavior and good study habits
3. The principal and student’s teachers approve the request in writing based on the information presented.
4. Excused absences are still counted towards the affected student’s chronic absenteeism.

CHRONIC ABSENTEEISM DEFINED

1. Chronic Absenteeism – 5-Day Week: is defined as any student who is absent for more than 18 days (9 days per semester) or periods in the same class during the school year. After eight (8) absences in a semester, the parent and student will be referred to the appropriate Attendance Committee and required to attend a Chronic Absenteeism Hearing.
2. Chronic Absenteeism – 4-Day Week: is defined as any student who is absent for more than 14 days (7 per semester) or periods in the same class during the school year.
3. After six (6) absences in a semester, the parent and student will be referred to the appropriate Attendance Committee and required to attend a Chronic Absenteeism Hearing.

*Required minimum attendance for students is 90% of their enrollment in order to be promoted to the next higher grade or to earn credit. The appropriate procedures will be used when applying the 90% rule pursuant to **NRS 392.122**, which is explained in the Minimum Attendance Required section of this document.

TARDY DEFINED

- Elementary Tardy: If a student arrives to school after the last tardy bell, the student must report to the school office and will be marked tardy by the office staff. If more than 75 minutes late it will be counted as ½ day absence.
- Excessive Tardy Defined/Elementary: Ten (10) arrivals tardy to school per semester. Excessive tardies will be reviewed by the school and appropriate intervention will be determined.
- Secondary Tardy: If a student arrives to class after the last tardy bell rings and before 40% of the class has passed, the student will be marked tardy by the teacher.
- Excessive Tardy/Secondary: Either seven (7) arrivals tardy to any combination of classes in a semester, or any two (2) tardy arrivals in any one class in a quarter. Excessive tardies will be reviewed by the school, and appropriate intervention will be determined in accordance with the school’s attendance policy.

SCHOOL RESPONSIBILITIES

1. Each year, on a student’s first day of enrollment, the student and his/her parent/legal guardian(s) shall be provided a copy of the school and district “handbook”. This will serve to inform them of all policies, both state and local, for which compliance is mandatory. These include NRS 392.040, NRS 392.160, the MCSD District Attendance Policy, individual school attendance policies, and any other rules policies concerning attendance and truancy.
2. The school attendance secretary or designee will promptly inform parent/legal guardian on the day of the student’s absence via mail, text, or email or through IC Messenger.
3. The school attendance secretary or designee will promptly inform parent/legal guardian of any known or suspected truancy involving his/her son or daughter via mail, text, or email.
4. Whenever a student’s lack of attendance jeopardizes his/her continued educational progress, the school administration shall contact the parent/legal guardian and request a conference to determine causes and develop solutions.
5. Schools will indicate on academic warning notices, progress reports and/or report cards information regarding absences and missed instruction that may affect a student’s progress.
6. If any student has reached the maximum number of absences detailed in this document, the school attendance secretary or designee shall inform, in writing, the parents/legal guardians of possible retention or withholding of credit. At that time, a mandatory hearing before the District Attendance Committee shall be scheduled as soon as possible.

PARENT/LEGAL GUARDIAN RESPONSIBILITIES

1. The parent/legal guardian will provide an oral or written statement explaining the cause of the absence within three (3) days after the student returns to school. NRS 392.130, Section 3 – “If a pupil is physically or mentally unable to attend school, the parent or legal guardian or other person having control or charge of the pupil shall notify the teacher or principal of the school orally or in writing, in accordance with the policy established by the board of trustees of the school district, within 3 days after the pupil returns to school”.

2. The parent/legal guardian shall notify the school of any student health problems which may result in lengthy/chronic absences from school. The purpose of the notification is to discuss possible educational alternatives (MCS D policy).
3. It is the parent/legal guardian's responsibility to attend conferences relating to attendance if requested by the school.
4. (NRS 392.210): Failure of parent or guardian to comply with provisions is a misdemeanor: "Any parent, guardian, or other person who has control of any child and to whom notices have been given of the child's truancy as provided in (NRS 392.130 and 392.140), and who fails to prevent the child's subsequent truancy within that school year, is guilty of a misdemeanor".

APPEAL OF DECISION TO FAIL/RETAIN DUE TO ATTENDANCE

If it is determined a student is failing a class or classes or not being promoted because he/she has absences in excess of 10%, the student's parent or legal guardian upon notice from the school, may appeal this decision, in writing, to the school principal. At this time a meeting of the school counselor or Safe School Professional, parent or legal guardian, and the student will be scheduled.

At the discretion of the Principal, school counselor or Safe School Professional, and the student's teacher(s), the student may be given the opportunity to earn credit in the class or be promoted if all the following conditions are met:

1. The student is able to pass the course or can be promoted to the next grade based on his/her current grade status.
2. The administrator, counselor or Safe School Professional, and the teacher(s) in question must agree that the student can pass the class academically or be promoted, given what the student must accomplish academically and given the amount of time remaining in the semester or school year.
3. The student and parent/legal guardian agree, in writing that:
 - a. Any further avoidable absences or truant absence will result in an "F" for the course and the student risks not being promoted or earn credit for that course.
 - b. The student will successfully complete all make-up work according to a schedule developed cooperatively with the teacher(s).
 - c. The student will successfully complete all subsequent class and course/class requirements on time.
4. A final appeal may be made before the District Attendance Advisory Committee to discuss the legal issues involved in both state and district policies.

BUS RULES /MINERAL COUNTY SCHOOL DISTRICT

1. *Students must fall within the designated mile perimeter to be eligible to ride the school bus to and from school each day.*
2. Students will remain seated at all times on the bus until their designated stop and the bus has come to a complete stop.
3. Students are under the direct supervision and authority of the bus driver.
4. Students shall be on time for the bus, both morning and afternoon.
5. Students shall remain seated while the bus is in motion.
6. Students are required to form a line before boarding the bus, and stay at least 15 feet away from the bus.
7. Students shall not push or scuffle when the bus is loading and or unloading.
8. Students may be required to sit in seats assigned by the bus driver.
9. 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.
10. Students shall not open or close windows without permission from the driver. Pupils must keep hands, arms, and heads inside the bus.
11. Students will not throw objects inside or out of the bus.
12. 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.

13. Students are required to have written permission to leave the bus other than at home or school.
14. Students may converse in normal tones. Loud or vulgar language is not allowed and will be reported to the building principal for action.
15. 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.
16. Students are not permitted to bring live animals on the bus.
17. Students must keep their hands and feet to themselves at all times.
18. STUDENTS WHO REFUSE TO OBEY THE DIRECTIONS OF THE DRIVER PROMPTLY OR REFUSE TO OBEY THE RULES FORFEIT THEIR PRIVILEGE TO RIDE THE BUS.
19. THERE IS NO EATING OR DRINKING ALLOWED ON THE BUS.
20. Students not obeying the rules will be given a Disciplinary report that has to be signed by parent or guardian and returned within three (3) days to keep bus privileges

On the way to the bus stop:

Parents are responsible for their student's route to the bus stop. Bus passengers should arrive at the bus stop five (5) minutes prior to the scheduled stop time. The bus will not wait. At the school, the bus will depart seven (7) minutes after the bell rings for school dismissal. Students are to be on the bus and seated within that seven (7) minutes. Again, the bus will not wait past the seven (7) minutes. The rules and regulations listed below also apply to student conduct at all bus stops.

Reasons why the bus would not arrive to pick-up your student?

Infinite Campus information is incorrect, i.e. phone numbers incorrect, incomplete address, etc. Student is a no-call/no-show for the morning pick-up for three (3) consecutive school days. To resume service a call from the parent is needed. Call the Transportation Department at 775-945-2911, requesting bus service to resume for your student for the next business day.

LINK TO BUS RULES ON WEB PAGE

[22-23 MCSD Bus Rules](#)

MEAL CHARGE POLICY

2022-2023 School Breakfast and National School Lunch Program

Mineral County School District is pleased to announce our participation in the National School Lunch Program (NSLP), and School Breakfast Program (SBP).

MCSD is excited to extend our participation in the Community Eligibility Provision (CEP) to All Schools this year to include; Schurz Elementary school, Hawthorne Elementary School, Hawthorne Jr. High and Mineral County High School. What does that mean for you and your family? All students will receive free breakfast and lunch at no cost to the household. Families with students attending CEP schools are not required to fill out an application . Please contact Susan Fisher at 751 A. Street Hawthorne NV, 89415 (775) 945-2403 ext. 1028, if you have any questions or would like additional information.

In accordance with Federal civil rights law and U.S. Department of agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participation in or administering USDA programs are prohibited from discrimination based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington D.C., 20250-9410
2. Fax: (202) 690-7442
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider

CELL PHONES AND ELECTRONIC DEVICES

- The use of electronic communication devices such as pagers, cell phones, digital and camera phones, camera devices, earbuds 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 consequences appropriate to the offense and of a progressive nature outlined in the Restorative Discipline Plan.
- If the electronic communication device is determined to be disruptive by ringing, vibrating or used in a malicious or inappropriate manner, it may be confiscated.
- 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 district/board employee will be charged with cyber-bullying and will face consequences outlined in the Discipline Matrix below.

STUDENT COMPLAINT PROCEDURES

The student has the right and is encouraged to report the problem immediately to the principal, or the first adult you feel comfortable with at their school. Students should not feel embarrassed, intimidate, or reluctant to file a valid harassment report.

Any teacher, counselor, administrator receiving a report of harassment or other complaint from a student must report the incident to the school principal or designated administrator or/supervisor. The principal or designated administrator/supervisor has the responsibility to conduct a preliminary investigation when he/she receives an oral or written complaint, observes, or has reason to suspect sexual harassment.

Students or staff may request a District-level investigation by submitting the written complaint to the Superintendent, or Human Resource Director.

The complainant and the accused have the right to be represented by a person of their choice. at their own expense, during sexual harassment investigations and hearings. Complainants also have the register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights or the Anti-Discrimination Division/EEOC. Nothing in this policy shall be construed to limit the right of the complainant to file a lawsuit.

RETALIATION PROHIBITION

Any act of reprisal against any person who has filed a complaint, is prohibited and therefore subject to disciplinary action. Likewise, reprisal against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited and therefore subject to disciplinary action.

FALSE COMPLAINTS

False, malicious, or frivolous complaints will result in corrective or disciplinary action taken against the accuser.

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. **The District and its staff will not permit non-custodial persons of students to gain access to student records.** From time to time, student photos, work and/or directory information contained on enrollment form may be published in newspapers, newsletters, etc. Military recruiters and other agencies often request directory information and it will be shared unless you opt out.

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

DRESS CODE- POLICY JFCA

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 of each school. The district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

- Disruption or interference with the classroom learning environment;
- Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standard and may be denied the opportunity to participate if those standards are not met. 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.

FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the year with approval from the school principal. 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

Insurance forms are provided in the student packets.

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

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

Parents are invited and welcomed into our schools. Occasional visits simply require pre-approval from school administration by signing in at the school office. Should a parent or visitors wish to attend school activities or volunteer regularly, he or she will be asked to complete a volunteer application and undergo a background check so that the District may assure the safety of our students at all times. Campus visits could be changed due to health restrictions.

ANIMALS

While pets are great at home, pets or any animals 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 according to site calendar.

SAFE AND RESPECTFUL LEARNING ENVIRONMENT- Policy JFCF

The District believes in and has taken steps to implement a policy that provides for a safe and respectful learning environment for all students and employees. Any form of harassment, intimidation, bullying, menacing or hazing is strictly prohibited. Students, parents, and staff members should report any situations that are unsafe or not respectful toward any member of our educational environment to the school administration immediately for investigation and appropriate disciplinary action.

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 Principal at each school site, or the Superintendent or designee, will serve as the Mineral County School District Title IX Officer Hope Blinco at 775-945-2403 X 1016.

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.

SOLICITATION

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

STUDENT DISCIPLINE Please see the **MCS D Restorative Discipline Policy for detailed information.**

LINK TO [MCS D Restorative Discipline Plan](#)

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
- MCHS Open and closed campuses

Student disciplinary infractions and the responses to them will be progressive in nature and are outlined in the **Restorative Discipline Policy**.

PROGRESSIVE DISCIPLINE:

When deciding what disciplinary action should be taken, the principal or designee will refer to the Restorative Discipline Policy and guidelines therein.

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.

NON-PRESCRIPTION MEDICINE

Administration of medications during school hours is not permitted except through the nurse's office. 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 will be subject to consequences outlined in the Discipline Matrix.

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 or vape or chew 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 will be notified and the student may be suspended up to 9 days. **(See Restorative Discipline Policy for further guidance.)**

THE USE OF ANY FORM OF TOBACCO and smoking ARE PROHIBITED ON ALL SCHOOL GROUNDS, on property or at any school sponsored activity by persons of any age.

STUDENT SEARCH AND SEIZURE

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 property. Students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

WEAPONS PROHIBITED

Any student who is determined to have brought a firearm, to school, any school function, or on any school district vehicle will be subject to consequences of a civil or criminal offense including a referral to law enforcement immediately.

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.**

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 technology materials and will return them in good condition. If a book is lost, misused beyond reasonable wear, the student shall be fined accordingly.

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.

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

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.

As a condition of my right to use the Mineral County School district network and access the Internet or any other public network for the 2022-2023 academic year, I understand and agree to the following:

- I will follow all guidelines and regulations set forth by the instructor or District Policy and will refrain from use for any illegal, inappropriate, use, including bullying or intimidating.
- I understand that the use of the Internet or any other public network within the District is a privilege which may be revoked at any time by my instructor or the administration of the District for abusive conduct or violation of any of the conditions set forth herein, in District Policy, by the instructor or administration, or in future written, electronic, or web-site based directions, policies, regulations and guidelines that may be developed during this academic year.
- The District reserves the right to limit and regulate my access for personal use.
- The Mineral County School District has the right to review and monitor any material created, stored, transmitted, or received via the Mineral County School district network or access thereof to the Internet or other public network.
- The District has the right to remove any material which the District, in its sole discretion, believes may be harmful to minors, obscene, pornographic, abusive, unlawful, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have in and to such material.
- The Mineral County School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained, created, transmitted, created, and/or obtained via use of the District's network or access thereof to the Internet or other public networks. Information and services contained on the Internet and other public networks in no way are intended to reflect the beliefs or philosophy of Mineral County School district, nor are they intended to refer to, or be applicable to any specific person, case or situation.
- The District does not warrant the functions of its network or any of the networks accessible through Mineral County School District access, will meet any specific requirement you may have, will be error free or uninterrupted, nor shall the District be liable for any direct or indirect, incident, or consequential damages (including lost data, information, profits) sustained or incurred in connection with the use, operation or inability to use the Mineral County School District's network or access.
- That in consideration for the privilege of using the District's access and network, I hereby release the Mineral County School District, its staff, administrator, operators, and any institutions with which they are affiliated from any and all claims and damages arising from my use, or inability to use the District's network or access, including, without limitation, the types of damages identified in items 6 and 7 above.
- (For Staff Only) I agree to supervise and monitor use of the network and Internet by students in my care by visually monitoring and verbally stressing the importance of proper use of the network and Internet. I agree that students in my care will not be left unattended while using the network and/or Internet, and to report student misuse or abuse of equipment or the network and violation of policy and regulations.