



**Washoe County
School District**

Washoe County School District Parent Student Handbook

www.washoecountyschools.org
775.348.0200
425 East Ninth Street, Reno, NV 89512



*Washoe County
School District*



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Washoe County School District

Every Child, By Name And Face, To Graduation

Dear Parents, Guardians and Students,

Welcome to the 2011-2012 school year! The beginning of every school year always is filled with excitement, anticipation and new opportunities. I am looking forward to a wonderful and successful year!

At the Washoe County School District, we live by our motto, “every child, by name and face, to graduation.” The Board of Trustees, teachers, principals, school staffs, support employees and I are dedicated to your hopes and dreams. We are committed to ensuring that every child walks across the graduation stage and is prepared for college and/or a highly-skilled career.

This year we will continue down the reform-minded pathway in our strategic plan, *Envision WCSD 2015 – Investing In Our Future*. This pathway leads our children from elementary school through to graduation with skills that will give them many opportunities in their future. In the dynamic and competitive world we live in today, a high school graduation has never mattered as much as it does now. The opportunities are endless with a high school diploma.

For our parents, families and guardians, we are committed to our partnership with you. Daily support and encouragement for your child is essential to his or her success in the classroom. We must work together in this journey! We are constantly searching for new ways to improve this participation and want your help with this worthy effort.

For students, hard work and persistence will lead to your most important goal over the next few years – high school graduation. Graduation means opportunity and the ability to have choices about what you do for the rest of your life. Work hard and those opportunities will come your way. I am personally looking forward to seeing you receive your diploma.

I hope everyone has a terrific year!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Heath Morrison', is written over a faint blue line.

Heath Morrison, Ph.D.
Superintendent

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For more information on the Board of Trustees, visit:
<http://www.washoeschools.net>

To contact the Board through email, please click:
boardmembers@washoeschools.net

The Board of Trustees of the Washoe County School is the political subdivision established by the State of Nevada to plan and direct all aspects of the District's operations. The legal power, duties and responsibilities of the Board of Trustees are as defined by state statutes and regulations.

The policies, regulations, and departmental procedures of the Board and the District define its organization and the manner of conducting the business of the District. The policies will facilitate the performance of the Board responsibilities; administrative regulations and departmental procedures will facilitate the performance of the Superintendent and staff responsibilities and the achievement of the mission of the District.

Attendance Policy

The Nevada Revised Statutes 392.122 is the basis for the WCSD Attendance Policy and Procedure. NRS 392.122 states that the Board of Trustees shall establish a minimum attendance requirement for promotion to the next grade or earning credit. The WCSD Board of Trustees has established a policy requiring **90% attendance** for promotion to the next grade or earning credit. The emphasis of the attendance policy is on the importance of keeping students in school and providing access to the curriculum. During the 2005 Legislature, NRS 392.122 was revised. Because of this change in statute, the WCSD Board of Trustees adopted a policy that considers a medical absence as an approved/excused absence if the student completes the make-up work.

The attendance policy is for all students at the elementary level, including kindergarten and first grade, and secondary level. There are some differences between the two levels because of the manner in which credit is earned at the secondary level. The major points of the policy are as follows:

Absences that **do not count** against the 90%:

- **10 Circumstance** absences per year for elementary and middle school students or 5 Circumstance absences per each semester for high school students do not count if approved by the site administrator. Examples of these types of absences are:

Religious	Family business	Pre-arranged	Bereavement
Legal	Personal business	Emergencies	

- **Medical absences** do not count against the 90%. There are two types of codes for medical absences. One code designates a medical absence which has documentation provided by a health care professional. The other medical absence is coded to indicate that the parent/guardian has affirmed that the absence is of a medical nature. The school has the right to request a parent/guardian conference if medical absences become excessive and if there is no documentation of a health concern provided by a medical professional. It is extremely important that parents/guardians provide a note from a medical professional if available and *always* notify the school of an absence due to a medical reason.

It should be noted that parents/guardians must send a note or call the school regarding **any absence**. This must be done within three days after the student returns to school. Of course, calls or notes in advance are always appreciated. Pre-arranged absences must be requested at least 2 school days in advance of the absence and should be requested earlier than 2 days in advance if the absence is for an extended period of time.

There are certain types of absences that **do count** against the 90% attendance rule.

- Any absence that is not verified by a parent/guardian within the three days after the student returns to school counts against the 90%.
- Any Domestic absence counts against the 90%.
 - A Domestic absence is any absence beyond the 10 (elementary/middle school) or 5 per semester (high school) Circumstance absences.
 - Absences that are within the parent's/guardian's control also count as Domestic absences.

Examples of these types of absences are:

Staying home to care for siblings	Didn't feel like coming to school
Excessive transportation issues	Sleeping in too late

At the elementary level, missed instruction is recorded when the student does not attend the entire A.M. or P.M. session, but does attend 2/3 of the session. At the elementary level, if a student attends less than 2/3 of the A.M. or P.M. session s/he will be recorded as absent. At the secondary level, missed instruction is recorded when the student is late or leaves at any time during the class period.

Make-up work must be provided for any absence, but it is the student's responsibility to request the make-up work in advance or on the first day s/he returns to class. Because it is impossible to make-up some in-class assignments, coursework of a similar nature may be assigned. It is the student's responsibility to turn in all make-up class work at the designated deadline. Failure to complete the make-up work within the designated deadline will result in no credit received for the make-up work. **If your child has failed to meet the 90% requirement, you may ask for a review of the absences. Please note that in order for any absence to be considered for review, the make-up work must have been completed per District policy. The principal or his/her designee will review the absences and notify the parent/guardian of the decision. Students who attend less than 90% of the year or course will be retained or not earn credit.**

If you have any questions regarding the attendance policy, contact your child's school. Attendance is a shared responsibility and concern of students and parents/guardians with the assistance and support of school staff and the community. Let's all work together to get our children in school and make every day count!

Volunteering

At Washoe County School District, we encourage volunteering and wish to thank you in advance for your support. We need volunteers in many areas and want your volunteer experience to be positive! For the safety of all children, WCSD has a volunteer screening policy. We appreciate your patience and compliance in keeping our schools safe.

All volunteers must complete a School Volunteer Application and submit to a picture ID check. IDs need to be an official domestic or international document (driver's license, passport, etc.). A picture ID copy is attached to the School Volunteer Application. Applications are available at your school office or on the WCSD web-page at www.washoecountyschools.org/volunteering.

Applications are turned in to the school office or at the Volunteer Services Office, 7495 South Virginia Street, Reno. Volunteers may begin volunteering 2 weeks after the volunteer application has been turned in to the school office, unless otherwise notified and "no news is good news". A School Volunteer Application is good for a twelve (12) month period. Every 12 months, plan to submit a new application for a current background check.

Overnight Chaperones

It may be difficult to know in advance, but if you wish to volunteer as an Overnight Chaperone on a field trip, you **must** be fingerprinted at least **six (6) weeks** in advance of the field trip date. There is no charge for volunteers, but fingerprinting must be authorized by your principal, an agent of the principal, or from Volunteer Services. It's better to be prepared, so if you might volunteer as an Overnight Chaperone, please plan to be fingerprinted. Having fingerprinting done in the summer time is a great idea. **If you are not fingerprinted and cleared within the six (6) weeks period, you will not be allowed to participate as an Overnight Chaperone. If you know you may not be easily cleared or have difficulty being fingerprinted, please plan to be fingerprinted more than 6 weeks ahead to assure you have plenty of time to be cleared. Fingerprinting is good for only twelve (12 months).**

To be fingerprinted for Overnight Chaperoning, you must take the authorized (signed by principal, or staff authorized by principal, or from Volunteer Services) School Volunteer Application to the Fingerprint ID and Background Office. You will not be charged as long as you bring the authorized School Volunteer Application to the Fingerprint ID and Background Office. Fingerprinting personnel will give you a confirmation notice that you must return to your school staff person to show you have completed your fingerprinting requirement.

The Fingerprint ID and Background Office is located at 425 E. Ninth Street in Reno (Cross streets are Valley Road and Evans Avenue, near the University of Nevada). The Fingerprint ID and Background (FIB) office is located in the back on the left side of the building. If you have problems locating the FIB office, go to the main entrance and ask the receptionist for the Fingerprint ID and Background Office and someone will direct you.

Fingerprinting is available "Drop-In" from 9 am-12:00 pm and from 12:30 pm-4:00 pm, every Monday through Friday (excluding holidays). For out of area fingerprinting requirements, contact Volunteer Services at 775-851-5655 or www.washoecountyschools.org. You will be notified if there are any problems with your screening. "No news is good news".

Parent Volunteer Hours Confirmation Notice for Employers

For your convenience, a form has been developed for parents to give to employers in accordance with AB243 (2009). The form is available at your school site.

Sanctioned and Unsanctioned Field Trips

Your child may receive information through school staff regarding trips away from the school. Trips which are sanctioned by the District will be clearly identified as **sanctioned field trips of the Washoe County School District**. This means that certain precautions have been taken regarding transportation and supervision of the students while on the trip.

In contrast, you may receive information regarding unsanctioned field trips. The Washoe County School District is unaware of any safeguards taken by the sponsors of unsanctioned field trips. The Washoe County School District is not responsible, in any way, for anything that occurs on unsanctioned field trips. You should communicate directly with the trip's sponsors regarding who to contact in case of any emergency during this trip. If you are unsure if a trip is sanctioned, please contact your principal for clarification.

Volunteer Coaches

To be a Volunteer Coach, please contact the school athletic director or Student Services at 775-333-5185. Volunteer Coaches must fulfill mandatory fingerprinting requirements and additional application requirements.

Please check the Volunteer Handbook at www.washoecountyschools.org/volunteering or contact Volunteer Services at 775-851-5655 for additional information.

Transportation

Transportation of students by bus will be considered under the following conditions:

1. For elementary students, if the shortest walking distance is more than one (1) mile. "One-way" transportation will be provided for students attending kindergarten in the school for which they will be regularly zoned for first grade. Morning kindergarten students will be provided transportation to school on regularly scheduled elementary buses. Afternoon kindergarten students will be provided transportation from school on regularly scheduled elementary buses. Parents are responsible for transportation from school for morning kindergarten students and to school for afternoon kindergarten students.
2. For middle school students, if the shortest walking distance to the school is more than two (2) miles.
3. For high school students, if the shortest walking distance to school is more than three (3) miles.

Bus Rules

Backpacks and book bags are highly recommended for all students riding a school bus to and from school or on a field trip. Backpacks must be removed from the student's back while riding.

Rules:

1. **Always obey the bus driver.**
2. Arrive at the bus stop five (5) minutes before scheduled departure time, but no more than five (5) minutes.
3. Behavior at the bus stop must be orderly.
4. Never run to or from the bus.
5. Stand back from the curb and do not push or shove.
6. Remain seated and facing forward at all times. Assigned seats or seating will be used.
7. Refrain from yelling or using foul language on the bus.
8. Refrain from eating, drinking, or using tobacco, drugs, or alcohol on the bus.
9. Keep your hands and feet out of the aisle and to yourself.
10. Do not extend any part of your body out the windows.
11. Remain in your seat until the bus door is completely open.
12. You must get off at your assigned stop unless prior written permission (from parent or guardian) is granted by a school official.
13. You must not cross the street until the driver motions you across in front of the bus only.
14. Always cross at least ten (10) giant steps in front of the bus.
15. Never crawl under or pick up anything around the bus.
16. All of your property must stay out of the aisle at all times.
17. No skateboards or scooters will be allowed on the bus.
18. Any student damaging a school bus by fire or other means will be held responsible for the cost of the repair work and may be prosecuted.
19. **No Exceptions:** There will be no large objects, weapons, or animals allowed on the bus with the exception of an authorized service animal pursuant to state and federal law.
20. There will be absolute quiet at all railroad crossings.

Transporting Band Instrument

A student must accompany each instrument and all instruments are to be kept in their case and under the student's seat or in their lap or between their legs. The following instruments may be transported at any time:

1. Trumpet;
2. Clarinet;
3. Violin;
4. Flute;
5. Bass Clarinet; and
6. Tenor Saxophone.

Students who have instruments that are taller than the seat must sit toward the front of the bus next to the window so as not to block the driver's visibility. Any instrument wider than 6.5 inches is too wide to place between the seats. An instrument will not be transported if it takes a student's seat. The student must sit next to the instrument while on the bus. The following instruments are allowed on the bus only if a seat is available:

1. Baritone Saxophone;
2. Baritone Horn;
3. $\frac{3}{4}$ Cello; and
4. $\frac{3}{4}$ Tuba

The following instruments are allowed **only on band trips and not on a daily route bus**:

1. Drums;
2. String Bass;
3. Bass Cello; and
4. Sousaphone.

Students who do not choose to obey the rules will receive the following consequences determined by the driver who will weigh the severity of the action by the student. Consequences may or may not follow the sequence described below:

First Incident (Elementary Only) - Driver issues a student conduct report to be sent home to the parent or guardian. The school is notified.

Second Incident (Elementary Only) /First Citation (High School and Middle School) – Driver discusses infraction with student and depending on the severity of the infraction the driver may issue a School Bus Citation that may result in up to **three (3) days** suspension of bus privileges. All School Bus Citations are given to the School Administrator. Parent/Guardian will be contacted by the driver.

Second Citation – Citation is the same as above, but may result in **5-10 days** suspension of bus privileges.

Third Citation – Citation is the same as above, but may result in up to **nine (9) weeks** suspension of bus privileges.

Severe Disruption- The following inappropriate behavior will result in the immediate issuance of a school bus citation and may result in suspension of all transportation privileges:

1. Physical harm or threat of harm to another student;
2. Physical harm or threat of harm to the bus driver;
3. Fighting, carrying weapons, smoking, use of drugs, etc.;
4. Property damage (damage will be paid by the offender);
5. Constant refusal to obey the bus driver;
6. Total disruption of the bus; and
7. **Harassing or bullying of anyone.**

Field Trips

During the school year the teachers in your child's school will schedule field trips which will take the students on educational experiences away from the school. Parents will be notified of these field trips as they are scheduled, by written notice sent home with the student. This notification will include the nominal cost (if any) for each student, as well as the place, date and time of the field trip.

District personnel will take all normal precautions to ensure student safety on all field and activity trips. We appreciate your signing on **page 34** of this document authorizing us to allow your child to participate in a field or activity trip.

Opt Out of the Release of High School Student Information to the Military

Federal No Child Left Behind legislation provides that all branches of the military have access to the names, addresses, and telephone listings of high school students unless parents or students have advised the school that they do not want their information disclosed without prior written consent.

Opt out forms to deny the release of directory information to the military are available on the District website www.washoecountyschools.org and in each high school's main office. The written request to withhold student information is due to the high school the student is attending by **October 1st**. If the student enrolls in the District after October 1st, the written request is due within two weeks of enrollment. The request to withhold directory information will be in effect from the date it is received by the school; please be aware that prior to this date information may have been released. It is only necessary for students or parents to complete the form once during the students' high school career; the form does not need to be submitted annually.

Emergency Notification/Connect-Ed Update

The District's telephone messaging system, Connect-Ed, has now been in use for 2 years. You have received messages from your school and from the District on a variety of important topics. To enhance the system and be able to reach you during the school day when an emergency situation arises, we need an emergency contact number that we can call in addition to your home number.

This number must be one that we can reach without fail. It may be a cell number or regular number; it can be local or long-distance. It CANNOT include an extension. The system can only call direct numbers. If you want it to be your daytime work number and you work for a large company, please DO NOT give us the switchboard or operator number of your employer. We need a number that will reach you or a trusted friend directly. Thanks for helping us reach you in emergency situations with information that you will need to know. Thank you for your assistance in adding this emergency contact information to your student's records.

Immunizations

As you enroll your child in a Washoe County School District school, it is important that you be familiar with the Nevada state laws and District procedures regarding the immunization of pupils. Our strict adherence to immunization requirements is necessary, not only because we must comply with the law, but also because of our concern for the health and safety of all our students.

NRS 392.435 states that a child *may not* be enrolled in a public school within this state without a record of immunizations from a physician or health care provider showing that he or she has been immunized according to required schedules. **Students not in compliance with immunization requirements will be excluded from school until the proper immunizations are received. There is no grace period.**

If you do not have copies of your child's immunization records, or your child needs immunizations in order to comply with our District requirements, you will be referred to your physician or health care provider. If you do not have a health care provider, the school's health office can provide you with a list of community clinics where you can obtain immunizations for your child or you can obtain a list by looking on the WCSD website.

We want your child to avoid missing any school, as you do, and your cooperation in this very important matter is appreciated. Immunization laws may differ from state to state and can be confusing. The school nurse or clinical aide will be glad to assist you with any questions you may have. Attached is a copy of the Summary of the WCSD Immunization Policy.

Immunization Requirement – 7th Grade

Based on a recent decision by the Nevada legislature and on updated recommendations from the Washoe County Health District, students entering 7th grade in the Washoe County School District will be required to show proof of immunization against tetanus, diphtheria *and pertussis* (Tdap) prior to school enrollment.

Pertussis, also known as “whooping cough,” is a highly contagious respiratory tract infection that can occur in places like middle schools, where there is close interaction among large numbers of students. Although most children are immunized against pertussis before enrolling in kindergarten, immunity wears off over time and leaves adolescents unprotected.

This requirement affects all students entering 7th grade, provided at least 5 years have passed since the student’s last tetanus-containing vaccine (Td, DTP or DTaP). Parents are encouraged to review their child’s shot record and make arrangements with their health care provider for vaccination prior to the busy ‘Back to School’ season.

For more information, you may contact the school’s health office or call the WCSD Student Health Services Department at 775-353-5966.

Summary of the WCSD Immunization Policy

Enrollment

Upon enrollment, all students entering the WCSD must be in compliance with Nevada State Law, NRS 392.435, which requires that students be immunized for Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps and Rubella. In addition, students enrolling for the first time in a Nevada public school (including those entering preschool, kindergarten, or transferring from a private school) must be vaccinated against Hepatitis A, Hepatitis B, and Varicella. Students who have had chickenpox will be exempt from the requirement for Varicella immunization.

As proof of compliance with the above immunization requirements, the parent, guardian, or student must present to the school, **upon enrollment**, an immunization record stamped or signed by their physician or health care provider. Copies of records are acceptable. New students who are out of compliance with the immunization law will be excluded from school attendance until the necessary immunizations are received. **There is no grace period.**

Children in Transition (CIT) will not be excluded for lack of immunization(s), but will be assisted by school personnel to obtain the required immunizations.

Exclusion

WCSD students currently enrolled who are out of compliance with the immunization law will be excluded from school attendance until the necessary immunizations are received. Exclusion notices will be sent by mail, with a copy of the student’s immunization records, and the date of exclusion. A maximum of 10 working days will be given for the student to receive the vaccine before exclusion from school. Exclusion notices, if stamped by the Washoe District Health Department or health care provider, will be accepted as proof of immunization.

Religious Exemptions

Any parent or guardian enrolling their child in the Washoe County School District, and desiring exemptions from immunizations because of religious beliefs, must submit a letter to the WCSD Board of Trustees at the time of enrollment, stating that their religious beliefs prohibit immunizations. The letter will be presented to the school nurse or clinical aide.

Immediately upon receipt of the letter from the parent or guardian requesting a religious exemption, the school nurse or clinical aide will forward the letter to the Student Health Services Department. Acting in behalf of the WCSD Board of Trustees, The Director of Student Health Services will consider the parent or guardian’s request for Religious Exemption and notify the school nurse of the decision. **A student or parent aggrieved by the decision may file a public complaint.**

Medical Exemptions

Any parent or guardian enrolling their child in the Washoe County School District, and desiring exemptions from immunizations for medical reasons, must submit at the time of enrollment, documentation in the form of a written explanation or prescription from a physician or health care provider to the WCSD Board of Trustees. The documentation will be presented to the school nurse or clinical aide.

Immediately upon receipt of the written explanation or prescription from a physician or health care provider, the school nurse or clinical aide will forward the documents to the Student Health Services Department. Acting in behalf of the WCSD Board of Trustees, the Director of Student Health Services will consider the parent or guardian's request for Medical Exemption and notify the school nurse of the decision. **A student or parent aggrieved by the decision may file a public complaint.**

The student may be enrolled immediately once the letter for Religious or Medical Exemption has been submitted. **Personal exemptions are not acceptable.** There is no provision for personal exemptions in the immunization law. The school nurse or clinical aide will document in the student's health folder that a religious or medical exemption has been submitted. A list of all students who are exempt from immunization for religious or medical reasons is to be on file in the health clinic.

If the Student Health Services Department Director determines that the criteria for religious or medical exemption from immunization have not been met, he or she will notify the parent and the school nurse, who will ensure that the parent receives an immunization exclusion notice identifying the vaccinations the child requires and the date by which immunizations are to be completed.

Scoliosis Screening

This year again, school nurses of the Washoe County School District Student Health Services Department will conduct screening of middle school students for possible spinal curvature or "scoliosis," as mandated by state law NRS 392.420. All seventh grade students and any eighth grade students who missed screening in the seventh grade will be screened at some point during the school year.

Scoliosis is a curvature of the spine which occurs in about 4 to 10% of the adolescent population. Early detection and referral to a physician or qualified health care provider can prevent more significant spinal problems as the child grows.

Scoliosis screening will be conducted by school nurses who have been given special training in the procedure. In order to ensure maximum privacy, girls and boys are screened separately in P.E. locker rooms. The screening itself is quick and simple: First, students are asked to remove their shoes and their shirts. The school nurse inspects the student's spine with the student standing and then bending forward. In some cases, the nurse may place a small level called a "scoliometer" on the student's spine and/or touch the student's shoulders, back, neck, and hips. Girls must be wearing a bra or bathing suit top; otherwise they will not be screened.

If there is a spinal concern, the student will be rechecked by a second school nurse to verify the findings. If further consultation is recommended, a written referral will be sent to the parent or guardian advising that the student be evaluated by a physician or qualified health professional.

Please do not hesitate to call the school nurse if you have any questions about this procedure. If you do not wish your child to be screened for scoliosis, please contact your school's health office prior to the day of the screening.

Vision and Hearing Screening

The Washoe County School District (WCSD) is mandated by state law, NRS 392.420, to conduct vision and hearing screening on students at certain grade levels. The designated grade levels to be screened are 1st grade, 3rd grade, 7th grade, and 10th grade. In addition, screening is conducted for all students who receive special education services, those who are new to the WCSD, and kindergarten students who have been referred by their teacher. Any child who may have been absent on a scheduled screening date may be screened the following school year.

Screening for vision and hearing is carried out by a team of school nurses or by school personnel who are trained and supervised by the school nurse. The school nurse will notify the parent/guardian of any child who does not pass either screening and recommend that the student have further testing by a physician or other qualified health professional. School nurses do not diagnose vision or auditory problems but are glad to explain the screening process or discuss your child's screening results with you.

If you would like to speak with the school nurse or you do not want your child to be screened for vision or hearing, please contact the school's health office.

Technology Agreement - Elementary School

The District's Acceptable Use Policy ("AUP") prevents unauthorized access and other unlawful activities by users online, prevents unauthorized disclosure of or access to sensitive information, and complies with the Children's Internet Protection Act ("CIPA"). The District will use technology protection measures to block or filter, to a practical extent, access to any material which the District, in its sole discretion, believes to be unlawful, obscene, pornographic, and/or harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Educators may use the Internet during class directed group demonstrations with or without parental consent. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Terms and Conditions of Use

1) **Privileges** - The use of the computer is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

- Inappropriate sites will initially be identified by Information Technology.
- Access to technology may be revoked for inappropriate use.
- Criminal actions may be pursued for illegal use of technology.

2) **Responsibilities** - Technology (including the use of the Internet) can be an exciting adventure for students. However, they must be responsible to:

- Report to an appropriate adult (parent, teacher, or administrator) any inappropriate use of the Internet or any destruction of District property; and
- Any monetary costs incurred from misuse of equipment.

3) **Network Etiquette** - Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Never send, or encourage others to send, threatening or abusive messages;
- Do not bully or harass another person;
- You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use profanity, vulgarities, or any other inappropriate language;
- Do not reveal any personal information, your home address or phone numbers, or those of others or your school site;
- Respect the rights of others. Do not do anything that degrades or disrupts the use of the network, either to the hardware, software, or others. Do not vandalize or destroy the data of another user. Do not use the school's network to gain unauthorized access;
- Do not attempt to bypass blocked Internet sites. If you feel a site has been blocked that you should be allowed to view, contact your teacher;
- Do not download, install, or run any programs unless specifically instructed by a teacher and then only under that teacher's supervision;
- Do not connect any devices into the computer without the consent of your teacher and then, only under the direct supervision of your teacher. This includes CD Roms, flash drives, iPods, PDAs, etc.; and
- All communications and information accessible via the network are subject to copyright law.

4) **Warranty** - Washoe County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Washoe County School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Washoe County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The signatures at the end of this document are legally binding and indicate that the signing party has read the terms and conditions carefully and understands their significance and will abide by the Washoe County School District's Acceptable Use Policy.

Technology Agreement - Middle and High School

The District's Acceptable Use Policy ("AUP") prevents unauthorized access and other unlawful activities by users online, prevents unauthorized disclosure of or access to sensitive information, and complies with the Children's Internet Protection Act ("CIPA"). The District will use technology protection measures to block or filter, to a practical extent, access to any material which the District, in its sole discretion, believes to be unlawful, obscene, pornographic, and/or harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Educators may use the Internet during class directed group demonstrations with or without parental consent. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Terms and Conditions of Use

1) **Privileges** - The use of the computer is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

- Inappropriate sites will initially be identified by Information Technology.
- Access to technology may be revoked for inappropriate use.
- Criminal actions may be pursued for illegal use of technology.

2) **Responsibilities** - Technology (including the use of the Internet) can be an exciting adventure for students. However, they must be responsible to:

- Report to an appropriate adult (parent, teacher, or administrator) any inappropriate use of the Internet or any destruction of District property;
- Take care of their accounts. Do not let anyone else know your password; and
- Any monetary costs incurred from misuse of equipment.

3) **Network Etiquette** - Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language;
- Do not use the Internet, e-mail, or District's network to engage in any illegal or inappropriate uses (such as to bully another student, sexually harass another student, make any racial remarks, violating copyright laws, etc.);
- Do not attempt to bypass blocked Internet sites. If you feel a site has been blocked that you should be allowed to view, contact your teacher;
- Do not use the network in such a way that you would disrupt the use of the network by other users (e.g., downloading video or music without the express consent of the teacher and printing multiple copies of one document, etc.);
- Do not tamper with the District's network;
- Do not connect any devices into the computer without the consent of your teacher and then only under the direct supervision of your teacher. (This includes CD Roms, flash drives, iPods, PDAs, etc.);
- Do not modify or tamper with the school's computer hardware or software;
- Do not knowingly introduce malicious code (viruses, Spyware, Trojan Horses, etc.);
- Do not download, install, or run any programs unless specifically instructed by a teacher and then only under that teacher's supervision;
- Do not reveal your personal address, phone numbers, social security number or school site;
- Never log on under another person's name; and
- Never let anyone know your password.

4) **Warranty** - Washoe County School District makes no warranties of any kind, whether expressed or implied, for the service it provided. Washoe County School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or by your errors or omissions. Use of any information obtained via the Internet is at your own risk. Washoe County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The signatures at the end of this document are legally binding and indicate that the signing party has read the terms and conditions carefully and understands their significance and will abide by the Washoe County School District's Acceptable Use Policy.

Discrimination, Harassment/Sexual Harassment

1. Discrimination

Discrimination is defined as a failure to treat all persons equally where no reasonable distinction can be found between those favored and those not favored. It is the unfair treatment or denial of normal privileges to persons because of their actual or perceived race, personal characteristics or likeness, weight, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, physical or mental disability and/or religious preference.

2. Harassment

Harassment is unwanted conduct which has the purpose or effect of violating another person's dignity or creating an intimidating, hostile or humiliating environment towards another. Behavior is often repeated and involves verbal, non-verbal or physical actions which ridicule, degrade, or otherwise compromise another person. It can be due of real or perceived personal characteristics and likeness, perceived race, color, national origin, age, weight, sex (including non-conformity to gender stereotypes), sexual orientation, physical or mental disability, and/or religious preference and as defined in NRS 388.125.

Nothing contained herein shall be construed or interpreted to prohibit or in any way to discourage the genuine discussion of issues or use of materials for academic, educational, or instructional purposes.

Prohibited harassment exists when the conduct:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive school environment;
- b. Has the purpose or effect of substantially or unreasonably interfering with a student's educational development or performance; or
- c. Otherwise adversely affects a student's educational opportunities.

Examples of general harassment include but are not limited to behaviors that ridicule, degrade, or harass a person because of his/her actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability, and/or religious preference such as:

- a. Unwelcome comments; ethnic, racial, religious or anti-gay slurs and jokes; profanity and threats;
- b. Cartoons, graffiti, posters, visuals, electronic media, etc., with offensive connotations, though nothing in this procedure shall be interpreted to prohibit use of such materials for genuine academic, educational, or instructional purposes;
- c. Sabotage, criticism, unreasonable monitoring of a student's work, etc.; and/or
- d. Hitting or any form of physical violence; intentionally blocking the path of; body, hand or facial gestures or contact.

Bullying is the intentional attempts by one or more individuals to inflict physical hurt and/or psychological distress on one or more victims. There must be a real or perceived imbalance of physical or psychological power, with the bully actually being stronger or perceived to be stronger than the victim. The bullying may be direct, with face-to-face physical or verbal confrontations, or indirect, with less visible actions such as spreading rumors or social exclusion. Although a single attack on a victim if severe enough can be accurately described as bullying, the term more often refers to a series of negative actions that occur frequently over time.

Cyber-bullying is bullying and harassment behavior using electronic media such as e-mail, instant messaging, social networking sites (such as MySpace, Facebook, and YouTube), chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone.

It is the student's responsibility to report harassment, bullying and cyber-bullying to school staff and administration. Unreported incidences cannot be handled. If the student is unable to receive resolution or interventions at the school

site through the school's teachers, counselors, and administrators then District administration is able to provide assistance. Also at any time, a formal complaint can be filed and the student and parent can file a police report.

3. Sexual Harassment

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, nonverbal or physical conduct of a sexual or gender-directed nature when:

- a. Submission is made either explicitly or implicitly a term or condition of a student's educational progress;
- b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that student's education; or
- c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with a student's education or of creating an intimidating, hostile or offensive educational environment.

An "intimidating, hostile or offensive educational environment" means an environment in which:

- a. Any unwelcome behavior with sexual connotations makes a student feel uncomfortable, humiliated, or embarrassed; or
- b. Any aggressive, harassing behavior in the educational setting directed toward an individual based on his/her sex and interferes with his/her ability to perform in an educational environment.

The following are some examples of sexual harassment or intimidation:

- a. Sexual advances that are unwanted (this may include situations which began as reciprocal, but later ceased to be reciprocal);
- b. Sexual gestures, verbal abuse, sexually-oriented jokes, innuendos, or obscenities;
- c. Displaying of sexually suggestive objects, pictures, cartoons, or posters;
- d. Sexually suggestive letters, notes, threats, or invitations;
- e. Benefits effected in exchange for sexual favors;
- f. Physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching; and
- g. Hazing, or daring to engage in unsafe practices, particularly directed toward students in nontraditional settings.

4. Retaliation

Forms of prohibited retaliation include but are not limited to adverse educational or employment actions, threats, bribes, unfair treatment or grades, continued harassment, ridicule, pranks, taunting, bullying, malicious spreading of rumors, dissemination of false information, and organized ostracism regarding the student's actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability and/or religious preference.

5. Process for Resolving Complaints Based on Discrimination, Harassment and Retaliation

Because parents, educators and members of the public share the goal of making school experiences rewarding for students, it is in the best interest of all parties to resolve school-related concerns as quickly and effectively as possible. The best solutions are those that involve input from those closest to the concern, typically, the parent and/or guardian, teacher and administrator.

At any time, a student may choose to initiate the following grievance procedure along with having the legal right to file a grievance with the Office of Civil Rights or a court of competent jurisdiction at any time. The student will be informed of the options and timelines available to him/her in this grievance procedure. All students are permitted and encouraged to have a parent, counselor, or advisor present with them for moral support during any level of the grievance procedure and investigation. At no time shall a student's reluctance to initiate the grievance procedure be used to delay or excuse the District's responsibility to investigate in a prompt and equitable manner allegations of harassment and to report allegations which are violent or criminal in nature to law enforcement officers.

Level I:

Level I consists of informal discussion between the person having a concern and personnel at the school or location of the concern. Individuals with concerns should bring them to the attention of the employee and principal as quickly as possible. Timelines for resolution can be mutually established at that time. It is not necessary to complete the Complaint Form for Grievances Based on Discrimination, Harassment and Retaliation, if the individuals involved are attempting to resolve, or have resolved, a concern at this level. A brief summary and outcome of the meeting/resolution process will be sent to the complainant by the principal within five (5) calendar days of the

meeting to resolve. The Level I informal resolution process is not a prerequisite to filing a Level II complaint. At the request of the complainant or the administrator, District administrative support is available to help mediate Level I issues. The District has inherent discretion to conduct a formal investigation of any allegation of harassment even if the student desires an informal resolution under Level I.

Level II:

At Level II, the District's Complaint Form for Grievances Based on Discrimination, Harassment or Retaliation must be filed with the Office of the General Counsel. Complainants not satisfied with the Level I resolution may file a formal Level II complaint with the District's General Counsel within forty-five (45) calendar days of the level I meeting. If a Level I meeting has not been held, complainants must file a formal complaint with the District's General Counsel within forty-five (45) calendar days of the alleged discrimination, harassment or retaliation. The Office of the General Counsel will forward the complaint to the appropriate administrative staff person.

Within fourteen (14) calendar days of the original Level II filing, a meeting with the complainant and the appropriate administrative staff will be held. The purpose of the meeting will be to gather information about the complaint, clarify the complainant's desired outcome, and identify how the complaint will be resolved. Within five (5) calendar days of the meeting, the appropriate staff person will send a report regarding the outcome of the meeting to the complainant, the Office of the General Counsel, and any relevant staff persons. If the report determines the complaint will be resolved without investigation, the written report will identify why the complaint is not being investigated and, if necessary, designate the staff persons responsible for any additional District actions. Complaints that can be resolved without investigation include those that do not raise an issue under the policy, are untimely, are being mediated with District administrative support, or have been resolved at the meeting with the complainant.

If an investigation of the complaint is necessary, the appropriate trained staff person will initiate an impartial investigation consistent with due process standards. The complainant has a right to: 1) Provide a list of the names of witnesses who have information about the case, 2) Provide any evidence they believe supports their complaint, and 3) Have the opportunity to be interviewed and present his/her issues of complaint.

Within thirty (30) calendar days of the filing of the written report recommending an investigation, the investigation shall be completed. If good cause exists, the District may extend the time of the investigation with notice to the complainant. Within fifteen (15) calendar days following the completion of the investigation the appropriate staff person will provide a written response, based on the investigation findings, to the complainant, the Office of the General Counsel, and other appropriate District staff.

The staff person's report will identify the complaint allegations, the witnesses and evidence considered, the findings, and the staff person's conclusions. If the investigation finds that the complainant's allegation(s) was substantiated by the evidence, the report will also include a specific plan to provide remediation for the victim and for District action to address the situation that gave rise to the complaint and prevent future recurrence, as appropriate. The report will also include a notice of the complainant's right to appeal.

Level II: Due Process Hearing Procedures for Disability Discrimination Complaints In Accordance with Section 504 of the Rehabilitation Act of 1973, as Amended by ADA.

If a parent wishes to file a grievance regarding to identification, evaluation, or placement of a student under Section 504, the parent has the right to an impartial due process hearing with representation by counsel and right of appeal. The grievance needs to be in writing using the "Washoe County School District Complaint Form for Grievances Based on Discrimination, Harassment and Retaliation." The forms are obtained and filed with the WCSD Office of the General Counsel. The Office of the General Counsel will forward the complaint to the appropriate administrative staff person.

An impartial hearing officer will be appointed and the grievant notified of the hearing. The hearing officer will conduct the hearing and issue the decision. The hearing procedures include:

- Right of each party to representation and assistance;
- Right of each party to present witnesses and evidence;
- Right of the parent to decide if the hearing is to be open to the public; and
- Tape recording of the hearing or transcripts thereof will be made available.

The parties involved, along with the hearing officer, will establish the time and place for the hearing.

The grievance decision will be made by the hearing officer in writing and include what corrective action, if any, must be taken. The resolution of the grievance will take place no more than forty-five (45) calendar days after the receipt of the grievance unless both parties agree in writing to an extension of this time frame.

Appeal of Level II Decisions:

If the complainant is not satisfied with the Level II disposition, within seven (7) calendar days of receipt of the written resolution of Level II, he/she may appeal in writing to the Washoe County School District Superintendent. Within ten (10) calendar days, the Superintendent will review the facts of the case as previously presented, determine whether additional information is needed and make a final written decision. A copy of the Superintendent's final decision will be sent to the complainant, the Office of the General Counsel, and other appropriate District staff.

6. Confidentiality

A report of discrimination, harassment, or sexual harassment and the investigation are to be kept in strictest confidence, where practical, for the protection of all parties involved. The District's obligation to investigate and take corrective action may supersede an individual's right of privacy.

Pending the completion of the investigation, the Superintendent or a designee may take any action necessary to protect the alleged victim, consistent with the requirements of applicable regulations and statutes.

7. Sanctions

If an investigation determines that a District student, staff member, or administrator engaged in harassment, sexual harassment or retaliation, the Superintendent may take any necessary and appropriate action that is consistent with the requirements of applicable regulations or statutes. All parties involved in the investigation shall be notified of the decision of the Superintendent.

A substantiated charge against a student shall subject that student to disciplinary action consistent with the District's student discipline policy and procedures. Successive violations by a perpetrator shall lead to progressively more severe discipline. If there is a recommendation for expulsion of a student, the final disposition of the case may be by action of the Board of Trustees. The due process rights of all individuals will be protected.

8. Remediation

Victims and witnesses of discrimination, harassment, sexual harassment, and retaliation will be provided support services to help deal with the effects of discrimination or harassment. Available remedial measures may include increased adult supervision of activities in which incidents have occurred, regular observations of the victim's and perpetrator's classes and activities, regular school counselor contact with the victim, exclusion of the perpetrator from participating in extracurricular activities, increased parental involvement, and monitoring by school authorities of the victim's security. Such remedial measures shall not include changing the victim's class, or school assignments, or extracurricular activities, as a means for protection unless specifically requested in writing by the victim.

9. Notification

Notice of this policy and grievance procedures shall be posted in prominent locations in all District buildings, including information on how to receive copies. Notices shall also be included in student handbooks given annually to families. Notices will be updated annually with the names, locations and numbers of contact persons throughout the District.

10. Procedural Due Process Rights of Disabled Students

This policy does not affect the other procedural due process rights of disabled students and parents in regard to identification, evaluation or placement of disabled students under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disability Education Act. For more information on those rights, please see the District's policies and procedures related to disabled students.

Harassment, Intimidation and Hazing are Prohibited in Public Schools - Provisions of Safe and Respectful Learning Environment - State of Nevada Revised Statute

NRS 388.121 Definitions. As used in NRS 388.121 to 388.139, inclusive, unless the context otherwise requires, the words and terms defined in NRS 388.125 and 388.129 have the meanings ascribed to them in those sections. (Added to NRS by 2001, 1928)

NRS 388.122 “Bullying” defined. [Effective July 1, 2010.] “Bullying” means a willful act or course of conduct on the part of one or more pupils which is not authorized by law and which exposes a pupil repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and is intended to cause and actually causes the pupil to suffer harm or serious emotional distress.

NRS 388.123 “Cyber-bullying” defined. [Effective July 1, 2010.] “Cyber-bullying” means bullying through the use of electronic communication.

NRS 388.125 “Harassment” defined. “Harassment” means a willful act or course of conduct that is not otherwise authorized by law and is:

- Highly offensive to a reasonable person; and
- Intended to cause and 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 is:

- Highly offensive to a reasonable person; and
- Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person.

NRS 388.132 Legislative declaration concerning safe and respectful learning environment.

The legislature declares that:

- A learning environment that is safe and respectful is essential for the pupils enrolled in the public schools in this state to achieve academic success and meet this state’s high academic standards;
- Any form of harassment or intimidation in public schools seriously interferes with the ability of teachers to teach in the classroom and the ability of pupils to learn;
- The intended goal of the legislature is to ensure that:
 - The public schools in this state provide a safe and respectful learning environment in which persons of differing beliefs, characteristics and backgrounds can realize their full academic and personal potential; and
 - All administrators, principals, teachers and other personnel of Washoe County School District and public schools in this state demonstrate appropriate behavior on the premises of any public school by treating other persons, including, without limitation, pupils, with civility and respect and by refusing to tolerate harassment or intimidation; and
- By declaring its goal that the public schools in this state provide a safe and respectful learning environment, the legislature is not advocating or requiring the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but is requiring that pupils with differing beliefs be free from abuse and harassment.

NRS 388.135 Harassment and intimidation prohibited. A member of the board of trustees of a school district, any employee of the board of trustees, including, without limitation, an administrator, principal, teacher or other staff member, or any pupil shall not engage in harassment or intimidation on the premises of any public school, at an activity sponsored by a public school or on any school bus.

NRS 388.139 Text of certain provisions required to be included in rules of behavior. Each school district shall include the text of the provisions of NRS 388.125 to 388.135, inclusive, under the heading “Harassment and Intimidation Is Prohibited in Public Schools,” within each copy of the rules of behavior for pupils that the school district provides to pupils pursuant to NRS 392.463.

HAZING – NRS 200.605 Penalties: definition

1. A person who engages in hazing is guilty of:
 - (a) A misdemeanor, if no substantial bodily harm results; and
 - (b) A gross misdemeanor, if substantial bodily harm results.

2. Consent of a victim of hazing is not a valid defense to a prosecution conducted pursuant to this section.
3. For the purposes of this section, an activity shall be deemed to be “forced” if initiation into or affiliation with a student organization, academic association or athletic team is directly or indirectly conditioned upon participation in the activity.
4. As used in this section, “hazing” means an activity in which a person intentionally or recklessly endangers the physical health of another person for the purpose of initiation into or affiliation with a student organization, academic association or athletic team at a high school, college or university in this state. The term:
 - (a) Includes, without limitation, any physical brutality or brutal treatment, including, without limitation, whipping, beating, branding, forced calisthenics, exposure to the elements or forced consumption of food, liquor, drugs, or other substances; and
 - (b) Does not include any athletic, curricular, extracurricular or quasi-military practice, conditioning or competition that is sponsored or approved by the high school, college or university.

Section 504 of the Rehabilitation Act of 1973

No otherwise qualified individual with disabilities in the United States shall, solely by reasons of her or his disability, as defined by in Section 706(8) of this title, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or under any program or activity conducted by any executive agency or by the United States Postal Service (29 U.S.C. Sec. 794).

Section 504 is a civil rights law which protects the rights of students with disabilities to receive a free and appropriate public education (FAPE). A student is eligible under Section 504 if he or she has a mental or physical impairment that substantially limits one or more major life activities (e.g., learning, breathing, hearing, seeing, etc.) and is between the ages of 3-21.

Rights under Section 504 – The following rights are:

- An education free of discrimination, harassment, or retaliation based on a disability;
- Ability to file a complaint if discrimination, harassment, or retaliation takes place;
- Ability to take part in and receive benefit from public education programs without discrimination;
- Inspect and receive educational records;
- Receive written notice for identification, evaluation, re-evaluation, and placement;
- Have evaluation, educational and placement decisions based upon a variety of information sources, and by persons who have knowledge of the student and disability in question, the evaluation data and placement options; and
- Request an administrative review and have the right to an impartial hearing.

For more information please contact Trish Shaffer at tshaffer@washoeschools.net (775) 861-4461.

Dress Code - Middle School and High School

The United States Supreme Court rendered a decision in 2000 that school administrators can establish policies prohibiting conduct which materially and substantially interferes with the educational process. This includes, but is not limited to, inappropriate clothing or attire. The Court noted that it is a highly appropriate function of public school education to prohibit offensive language or clothing in public discourse. The First Amendment does not prevent schools from establishing guidelines to prevent the undermining of their basic educational mission.

The primary responsibility for dress and grooming rests solely with our students and their parents and/or legal guardians. However, the District does reserve the right to establish a comprehensive dress code with limitations for students which addresses what clothing they may wear and how they may wear that clothing. School authorities have the professional responsibility and legal sanction to enforce student dress requirements, and within this authority, the right to request that students change their attire to conform to the Washoe County School District High School Dress Code. The following requirements are not intended to silence expressive conduct, but instead, constitute an attempt to maintain a productive, safe, learning environment.

As specified in Washoe County School District procedures, “the dress or grooming of all students must not present potential health or safety problems or cause distractions.” Specific prohibitions or limitations include, but are not limited to, the following:

Condition and Wear of Clothing

- Nothing that distracts or poses a safety hazard;
- No holes, rips, or tears that reveal the body; and
- No tight-fitting or revealing clothing.

Safety

- No clothing that can pose a potential health or safety problem;
- No gloves inside the building; no single glove at any time;
- No jewelry or chains that can cause injury;
- No hanging chains; and
- No metal spiked or metal studded accessories.

Tops/Skirts/Dresses

- Tops must cover the upper and middle torso at all times;
- Skirts must cover the lower torso with no skin showing between top and skirt;
- Skirts and dresses must be at least mid-thigh in length; no mini-skirts;
- No exposed undergarments;
- No halter, tank or tube tops; no transparent, half, or muscle shirts;
- No exposed shoulders;
- No low cut necklines, exposed cleavage, or spaghetti straps;
- No pajamas, lounge wear, or bath robes; and
- Inappropriate tops may not be covered with sheer shirts, sweatshirts, or jackets.

Pants/Shorts

- Must cover lower torso with no skin showing between top and pants/shorts;
- No exposed undergarments;
- No sagging pants or shorts;
- No single rolled up pant leg;
- No exposed buttocks;
- Belt buckle monograms must be appropriate;
- No hanging or extended belt lengths;
- No unfastened overalls;
- No cut-offs;
- Shorts must be hemmed and at least mid-thigh in length; and
- No mini-shorts; no spandex shorts.

Head Coverings

- No head coverings or sunglasses worn in the building during school hours;
- Exceptions are made for religious or medical reasons; and
- No bandanas (all colors), do-rags (all colors), hairnets, surgical/shower caps, or hair picks at any time on campus or at any school-sponsored event.

Footwear

- Proper footwear at all times; and
- No house slippers.

Language / Illustrations on Clothing

- No obscene, vulgar, profane, or derogatory language or illustrations on clothing;
- No sexual overtones, or anything that promotes weapons, alcohol, drugs, tobacco, gang membership, or violence; and
- Nothing that may be deemed a safety issue.

Gang Attire

All items that have been identified as gang-related by local law enforcement agencies and WCSD school police are prohibited. These may include but are not limited to:

- No dangling belts;
- No chains;
- No unfastened overalls;
- No sagging pants/shorts;
- No single rolled up pant leg;
- No hairnets, bandanas, or do-rags (all colors);
- No blue or red shoelaces on footwear at any time; other colors may be deemed inappropriate as necessary to protect student safety on campus;
- No altered insignias or graffiti;
- No jewelry or belt buckles symbolizing any gangs; and
- No graffiti in or on personal belongings symbolizing any identified gang.

Consequences

If a student violates the dress code, he/she will be given a warning by school staff. School staff will notify school administrators with the student's name. School administrators will notify parent/legal guardian of the warning. The student must correct the clothing violation at that time, prior to returning to his/her class schedule. Refusal to change clothes will constitute insubordination and the following sequential and progressive discipline plan will be followed:

First Offense

1. Parent notified;
2. Student must change clothing violation;
3. Student assigned detention;
4. Student warned of consequences for second violation; and
5. Consequence/conference entered in student discipline documentation.

Second Offense

1. Parent notified;
2. Student must change clothing violation;
3. In-school suspension, Saturday school, work crew, or multiple detentions assigned, depending on the consequence available at school site;
4. Student warned of consequence for third offense; and
5. Consequence/conference entered in student discipline documentation.

Third Offense

1. Parent notified;
2. Student must change clothing violation;
3. Out-of-school suspension assigned;
4. Warned that any further violations will result in multiple days of suspension; and
5. Consequence/conference entered in student discipline documentation.

Resolving Conflicts – Public Complaint Procedure

Because parents, educators and members of the public share the goal of making school experiences rewarding for children, it is in the best interests of all parties to resolve school-related concerns as quickly and effectively as possible. The best solutions are those which involve input from those closest to the concern; typically, the parent and/or guardian, teacher and/or principal.

With that in mind, the District has established a process for resolving concerns which provides opportunities for resolution at several levels.

Level 1: This consists of informal discussion between the person having a concern and personnel at the school or location of the concern. Most problems are resolved at this level. Individuals with concerns should bring them to the attention of the employee(s) and/or supervising staff. Timelines for resolution can be mutually established at that time. It is not necessary to complete a written form if the individuals involved are attempting to resolve, or have resolved, a concern at this level.

Level 2: Concerns must be put in writing on a public complaint form and either mailed or delivered to the appropriate administrator.

The appropriate administrator will acknowledge the complaint of the concerned party within three (3) school days of receiving this form. After the administrator has conducted a thorough investigation, he/she will send a written report to all parties involved containing a recommendation for resolving the issue. It may take up to ten (10) school days from the date the form was received in the District office until a resolution is proposed.

A public complaint form can be picked up at any school or at the WCSD Administration Building and on the website, <http://washoecountyschools.org/parents/public-complaint-form>.

Notice to Non-English Speaking Persons

You have the right to an English interpreter at no cost to you to ensure meaningful access to programs and activities. If you would like more information about interpretation and/or translation services or would like to request an interpreter, please ask your school principal, or call the District's central office (775) 325-2077.

Aviso a Las Personas Que no Hablan Inglés (Spanish)

Tiene el derecho a un intérprete a no costo para usted para asegurar un acceso a nuestros programas y actividades. Si desea más información acerca de nuestros servicios de interpretación y traducción o desea un intérprete, por favor pregunte a la directora de su escuela o llame a la oficina central del distrito escolar al (775) 325-2077.

Paunawa sa mga hindi Makapagsalita or Maka-Unawa ng Ingles (Tagalog)

Kayo ay may karapatan na bigyan ng taga-salin sa wikang Pilipino upang maunawaan at maintindihan ang mga libreng programa at iba't ibang gawain sa inyong paaralan. Ito ay libreng paglilingkod sa inyo.

Kung ibig ninyong malaman kung paano magkaroon ng tulong sa pag-intindi or pagsalin sa wikang Pilipino ng mga programa --- maari ba, magtanong kayo sa punong-guro ng paaralan o kaya tumawag sa telepono ng tanggapan / opisina ng purok (775) 325-2077.

(Chinese)

英語能力有限的家長請留意：
校區為有需要的家長提供免費傳譯員，使您能有效地認識校區所提供的課程及活動。如需要更多的資料或傳譯員服務，您可向所屬學校的校長查詢。亦可致電校區辦公室 (775) 325-2077

Safe and Respectful Learning Environment

General Philosophy—Provision of Safe and Respectful Learning Environment (NRS 388.132)

A learning environment that is safe and respectful is essential for the pupils enrolled in the Washoe County School District to achieve academic success and meet high academic standards.

Any form of harassment or intimidation in District schools seriously interferes with the ability of teachers to teach in the classroom and the ability of pupils to learn.

The intended goal of the Board of Trustees is to ensure that:

1. The District's schools provide a safe and respectful learning environment in which persons of differing beliefs, characteristics and backgrounds can realize their full academic and personal potential;
2. All District administrators, principals, teachers and other personnel demonstrate appropriate behavior on the premises of any public school by practicing the Golden Rule—Treat others only in ways that you want to be treated yourself—and by dealing with other persons, including, without limitation, pupils, with civility and respect and by refusing to tolerate harassment or intimidation; and
3. All persons in District schools are entitled to maintain their own beliefs and to respectfully disagree without resorting to violence, harassment, or intimidation.

By declaring its goal that the District's schools provide a safe and respectful learning environment, the Board of Trustees is not advocating or requiring the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but is requiring that pupils with differing beliefs be free from abuse and harassment.

Section I—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.

Section II—Harassment and Intimidation are Prohibited in District Schools

Washoe County School District is committed to providing all students and employees with a safe and respectful learning environment in which persons of differing beliefs; characteristics and backgrounds can realize their full academic and personal potential.

It is the intent of this policy to ensure that all administrators, principals, teachers, and other personnel of Washoe County School District demonstrate appropriate behavior on the premises of any public school in the District by modeling the Golden Rule and treating other persons, including, without limitation, pupils, with civility and respect and by refusing to tolerate harassment and intimidation.

No member of this District's Board of Trustees, employee of the Board of Trustees, including, without limitation, administrators, principals, teachers, or other staff members, nor pupils shall engage in acts of harassment or intimidation on the premises of any public school, school-sponsored event, or school bus, in the District.

It is the intent of this policy that all persons in Washoe County School District are entitled to maintain their own beliefs and to respectfully disagree without resorting to violence, harassment, or intimidation. This policy does not advocate nor require the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but does require that pupils with differing beliefs be free from harassment and abuse.

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

Section III—Requirements and Methods for Reporting Violations of NRS 388.1325

Washoe 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, be encouraged and instructed to adhere to the following reporting mechanism:

1. Students - It is the policy of Washoe 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 administrator; and
2. Employees - Any Washoe County School District employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment or intimidation at school, school-sponsored event or on a school bus shall report it to the principal or the principal's designee. If the report involves the school principal, the reporter shall make a report in accordance with the District procedure for safe and respectful learning environment. If the report involves a Board of Trustees member or the District's Superintendent, the reporter shall contact the Nevada Department of Education equity coordinator.

Section IV—Notice Requirements

The Superintendent and/or his/her designees shall use all reasonable means to inform students, employees, and parents or guardians that the District will not tolerate harassment.

Washoe 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 pursuant to Section 3 of Assembly Bill 202 as enacted by the 2005 Session of the Nevada Legislature under the heading “Harassment and Intimidation is Prohibited in Public Schools,” within each copy of the rules of behavior for pupils that the District provides pupils pursuant to NRS 392.463.

Section V—Professional Development

The Superintendent and/or his/her designees shall develop age-appropriate methods of discussing the meaning and substance of this policy with staff and students in order to help prevent harassment.

In addition to informing staff and students about the policy, the Superintendent and/or his/her designees shall develop a plan, including requirements and procedures, to assure that the following professional development be provided to the Board of Trustees as well as all administrators, principals, teachers, and other personnel employed by the Board of Trustees of Washoe County School District:

1. Awareness concerning the various types of harassment and intimidation; how the harassment and intimidation manifests itself; and the devastating emotional and educational consequences of harassment and intimidation;
2. Training in the appropriate methods to facilitate positive human relations among pupils without the use of harassment and intimidation so that pupils may realize their full academic and personal potential;
3. Methods to improve the school environment in a manner that will facilitate positive human relations among pupils; and
4. Methods to teach skills to pupils so that the pupils are able to replace inappropriate behavior with positive behavior.

Section VI—Causes of Action

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.

No cause of action or other legal proceeding may be brought or maintained against the Washoe County School District, its Board of Trustees, any member of the Board of Trustees, or any of its officers, employees, agents, or other representatives on account of any act or omission of any officer, employee, agent, or other representative of the Washoe County School District in violation of this regulation.

Searches of Students

The primary function of the public schools is education. In order to serve this function, the schools must maintain discipline and order and must provide students with physical safety and security.

School officials and teachers act in loco parentis to the students during the time students are under their supervision.

To provide an orderly and safe school environment, the school must control the behavior of students and prevent the introduction by students of harmful, damaging, unlawful, or deleterious items onto the school premises. The law, therefore, permits school authorities to search students, their personal possessions, and their desks and lockers under appropriate circumstances.

A decision to search a student, his/her possessions, or any school property, or area assigned to him/her for his/her individual use, shall be made in accordance with the following guidelines:

1. Student's Rights and Responsibilities

The student has a right of privacy in his/her person, his/her personal belongings and effects and his/her personal automobile parked on school grounds; but that right is limited by the needs of all students for a safe, calm and orderly school environment.

Students shall not carry or conceal or bring onto the school premises any material that is prohibited by law or published school District rules, procedures or policies or any material that will detract from the maintenance of a calm, orderly, and safe school environment.

2. Searches

A teacher, administrator, or other school employee designated by an administrator, may search the person of any student, the personal effects in the student's possession, or the student's automobile parked on school grounds, under any of the following circumstances:

- a. The search is made in connection with a lawful arrest;
- b. The search is made with the voluntary consent of the student; and
- c. The search is conducted on the reasonable suspicion that the student is engaged in an activity which violates a law or published District rule, procedure or policy or that the student is carrying, concealing, or sequestering material the possession of which is prohibited by law or by published District rule, procedure, or policy.

If the search is made with the consent of the student, there should be a witness to the obtaining of the consent and to the search.

The teacher, administrator, or other designated school employee making the search shall be of the same sex as the student searched, unless the need for an immediate search requires a search by a teacher, administrator, or school employee of the other sex. When the search is made by someone of a different sex than the student searched, there should be a witness to the search.

The search of a desk or locker assigned to a student may be done at any time pursuant to either of the following rules:

- The search is made to maintain discipline and protect the students from the introduction into the school of offensive or undesirable materials, or
- The search is made on the reasonable suspicion that the student is engaged in an activity which violates a law or a published District rule, procedure or policy, or that the student is using the school property in the form of a locker or desk for illegal or wrongful purposes or to sequester material the possession of which is prohibited by law or by published District rule, procedure or policy.

In all other cases, a search warrant should be obtained before a search is conducted.

3. Reasonable Suspicion

In those cases requiring a reasonable suspicion as the basis for the search, the school official or employee authorizing the search shall have a reasonable suspicion that the fruits or implements of a crime or unlawful act will be found, or that a weapon or other material the possession of which is prohibited by law or by District rules, procedures or policies will be found. A reasonable suspicion is a subjective, good faith belief supported by objective facts which may include, but are not limited to, the student's age, history and record in the school, the reliability of the information giving rise to the suspicion and the seriousness and prevalence of the problem in the school. The required "reasonable suspicion" must be based on facts relating to a particular student whose person, belongings, automobile, desk, or locker is to be searched and such suspicion must arise immediately prior to the proposed search.

4. Limitations on Right of Privacy: Lockers and Desks

The student does not have the exclusive right to possession of the locker or desk to which he or she is assigned and the school reserves the right to conduct searches of lockers and desks as outlined in Section 2 above. Each student shall accept and use the assigned locker or desk on such basis.

5. Canine Sniffs

The District may conduct random canine sniffs of school hallways, lockers, classrooms, buildings, parking lots, and other school property through the use of a canine unit. A canine unit consists of a qualified handler, and a dog specially trained to detect illegal or prohibited substances, weapons, or bombs.

If a teacher, administrator, other school official, employee, school police, or security personnel, have a reasonable suspicion to believe that an individual may have in his/her/their possession a weapon or a controlled substance or material which is prohibited by law or District rules, procedures and policies, the District may conduct canine sniffs of such individual's vehicle(s) and/or personal effects.

6. Role of Law Enforcement Agencies

School personnel should call for assistance from the School Police Department when there is reason to believe the situation is dangerous.

If a search by school personnel results in the discovery of materials the possession of which is prohibited by law, the District's School Police Department shall be notified and the materials shall be turned over to them.

Sex Offender Notification

State law requires local law enforcement to notify the District when sex offenders are paroled or discharged into the community. That information is available at each of the District's school sites.

This information is available for parents to view but not to copy. If you wish to do so, contact your school's principal. The law also requires that you sign a log noting that you have seen the material.

Remember, these individuals have already served the sentence imposed by the court and are not wanted by law enforcement. You are cautioned not to use the information to threaten or harass any individual.

Call WCSO Police at 348-0285 if you have any questions.

School Emergency/Parent and Student Reunion Procedure

The WCSO is committed to providing a safe environment for students, staff and visitors. We work closely with federal, state and local officials – fire and police departments, emergency medical responders, and the Washoe County Health District to insure our schools are will prepared for emergency situations.

In the event a school has an emergency situation, parents will be notified about the situation and directions regarding what may need to be done will be offered. Information will be made available on the WCSO website and will be sent out to all media outlets, including all local television and radio station. A Connect-Ed phone call will be made as well to relay important information to parents/emergency contacts. Should parents require more information,

please call the WCSD Parent Information Line at 334-8373. During emergency situations, it is recommended that parents call this number rather than the school.

If a school has an incident and it is necessary to send students home, the reunification procedure will be as follows:

- Parents will be notified by the District and/or the local media where to report to reunite with their child;
- The District will only release students to parents or authorized emergency contacts listed in the student data base. Please be prepared to show valid photo identification; and
- Please keep the parent and emergency contact information for your child current. If you would like to check on the information, please contact the school.

Nevada Department of Education “Code of Honor” Policy and Educational Involvement Accord

During the 2005 Nevada Legislative session, Senate Bill 214, Section 17 directed the Nevada Department of Education to “prescribe a form for educational involvement accords to be used by all public schools in Nevada”. We are required to distribute this Accord to all Washoe County public school students and parents.

Also, during the 2005 Nevada Legislative session, Senate Bill 214, Section 17.5 directed the Nevada Department of Education to write a “Code of Honor” policy that defines cheating on examinations and coursework. We are required to distribute this policy to all Washoe County public school students in order to make students and families aware of Nevada’s policy regarding academic honesty and integrity.

With the addition of the Education Involvement Accord and the Code of Honor policy, it is important to communicate expectations for our students, parents and District staff. Likewise, it is equally important to keep in mind age-appropriate expectations relating to these policies. As educators and parents, we will work together to introduce and promote good work habits in all of our students, including our youngest. If you have any questions please do not hesitate to contact your child’s teacher or any of your school’s staff.

Nevada Department of Education – Code of Honor

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

What is cheating?

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

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

What is plagiarism?

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

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

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

Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed to your child’s school administration and/or the District.

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

Nevada Department of Education Educational Involvement Accord

Parent

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

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

Student

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

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

Teacher and School Staff

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

- Ensuring that each student is provided high-quality curriculum and instruction, supervision and positive interaction;

- Maximizing the educational and social experience of each student; carrying out the professional responsibility of educators to seek the best interest of each student; and
- Providing frequent reports to parents on their children’s progress, and providing reasonable access of staff to the parents and legal guardians of students to discuss their concerns.

Radio Pagers and Portable Phones Prohibited Conduct

Radio Pagers (Beepers) and Portable Phones: Students may possess or use electronic signaling devices, including but not limited to pagers, beepers, and cellular/digital telephones, provided that the use of such devices is confined to areas outside school buildings—before and/or after school hours or during lunch break. Electronic signaling devices shall not be carried into classrooms during assessments, semester exams, or other testing situations. Inside school buildings and during the school day, electronic signaling devices shall be in the “off” position at all times. Electronic signaling devices should be stored in the student’s locker, if possible. When not possible, the electronic signaling devices may be carried in the “off” position in the student’s backpack or other carry item. Outside of the school instructional hours or during school activities, electronic signaling devices may be carried in the “vibrate” or “silent ringer” notification mode.

Consequences

First Offense

- The electronic signaling device shall be confiscated.
- The parent/legal guardian shall be notified.
- The electronic signaling device shall be turned over to the parent/legal guardian.
- The policy shall be reviewed with this student and his/her parent/legal guardian.
- A warning shall be given regarding the consequence(s) for any future violation of the policy.

Second Offense

- The electronic signaling device shall be confiscated.
- The parent/legal guardian shall be notified.
- The electronic signaling device shall be turned over to the parent/legal guardian.
- A school-determined consequence for “administrative insubordination” or “disregard for school rules” shall be given.
- The policy shall be again reviewed with this student and his/her parent/legal guardian.
- A further warning shall be given regarding the consequence(s) for any future violation of the policy.

Third Offense

- The electronic signaling device shall be confiscated.
- The parent/legal guardian shall be notified.
- The electronic signaling device shall be turned over to the parent/legal guardian.
- A school-determined consequence for second offense for “administrative insubordination” or “disregard for school rules” shall be given.
- Electronic signaling device privileges shall be revoked for a period of 90 school days.
- The policy shall be again reviewed with this student and his/her parent/legal guardian.
- A further warning shall be given regarding the consequence(s) for any future violation of the policy.

Fourth Offense

- The electronic signaling device shall be confiscated.
- The parent/legal guardian shall be notified.
- The electronic signaling device shall be turned over to the parent/legal guardian.
- A school-determined consequence for third offense for “administrative insubordination” or “disregard for school rules” shall be given.
- Electronic signaling device privileges shall be revoked for remainder of student’s school career.

Appeals: A parent or legal guardian shall have the right of appeal to the Superintendent or his/her designee regarding fourth offenses. Said request for appeal shall be submitted in writing directly to the Superintendent within ten (10) working days after the determination of a fourth offense.

NOTE: Offenses shall be cumulative for the students in grades 7-12.

Reporting Testing Irregularities

Each year the Washoe County School District (WCSD) develops an assessment security and training plan to comply with Nevada statutory mandates. This plan is then presented to the Board of Trustees, school site personnel, parents, and student in compliance with Nevada Revised Statutes 389.600-389.648 inclusive and 391.600-391.648 inclusive. This plan states that if your son or daughter reports any testing irregularities, you are encouraged to inform your principal.

There are certain procedures to follow if anyone suspects any testing irregularities or breaches have occurred. And, there are procedures for dealing with reporting untruthful information.

Additional information regarding assessment and testing irregularities and the entire assessment plan for parents can be found on the District's website at: http://www.washoecountyschools.org/docs/public-policy-accountability-assessment/Assessments/WCSD_Assessment_Plan_Information_for_Parents_2009.pdf

For more information, contact Paul Richter, Director, Public Policy, Accountability & Assessment at 348-0323.

Access to Student Educational Records: Protecting the Privacy of Student Information

Family Education Rights and Privacy Act (FERPA)

Most information about Washoe County School District (WCSD) students cannot be made public without the consent of parents or guardians. Federal law prohibits schools or the District from releasing information without permission, except for what is termed "directory information" (defined below).

According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by the District without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information. However, schools do use discretion when they receive requests for directory information and will not release such information if it is the principal's judgment that releasing such information would not be in the best interest of the student.

Parents and guardians or students 18 years of age or older who do NOT want directory information released must notify the school principal prior to October 1st. A simple form has been created for this purpose and it is available at all high schools and on the District website. This form allows for the information to be withheld from everyone, or just from military recruiters. If the form is not received by the school prior to October 1st, the school and the District will assume that consent has been given.

The District's policies on access to student information are in compliance with FERPA and Nevada Revised Statute (NRS) 392.029 of the 1997 legislative session.

What is general directory information?

Certain information is made available to most other individuals only with parental written permission. Activities such as awards, scholarships, college/technical school information, and various school publications such as yearbooks and athletic programs, however, require the use of some general information about students. Such information is called **general directory information**. Examples of **general directory information** are:

- Name, address, telephone listing, electronic mail address;
- Date and place of birth, photographs;
- Participation in officially recognized activities and sports;
- Field of study;
- Weight and height of athletes;
- Enrollment status;
- Degrees and awards received;
- Dates of enrollment;
- Most recent previous school attended; and
- Grade level.

Parents have the right to see any documents or materials directly related to their children that are kept within the school or Washoe County School District offices.

Who may obtain such information? The information is available to the following:

- All parents and legal guardians. In the case of divorce, custodial, and noncustodial parents have access to the child's record, unless a legally binding document declares differently;
- Children over the age of 18, emancipated minors, or those attending post-secondary institutions;
- School officials, parent volunteers, or researchers working with the District or Nevada Department of Education with a legitimate educational interest;
- School officials in a District to which the child intends to transfer;
- Individuals connected with a health or safety emergency; and
- In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents (or students) have advised the LEA in writing by **October 1st** that they do not want the student's information disclosed without prior written consent.

May parents see results of tests given their child?

Parents have the right to review results from academic, standardized, or psychological tests. If the test itself is kept in the child's records, parents may look at it, if allowed by the NRS.

Can the school legally refuse to show parents any records?

Personal notes kept by a teacher, principal, psychologist, or other school employee for the sole use of that person are not considered part of the child's record. Such personal notes are not retained in the cumulative record.

How do parents look at such information?

Ask! Schools will make an appointment for parents to review their child's educational records. Schools have forty-five (45) days to schedule the appointment, but most schools act immediately.

- Parents have a right to an explanation of any forms, test scores, or educational language that they don't understand. If the principal or the appropriate school staff member is not available to answer questions, the parents should schedule a meeting in advance at a more appropriate time.
- When asking to see their child's records, parents with limited English proficiency may ask the school to provide a translator for the meeting.

How can an individual obtain school records, if he/she is no longer enrolled in the WCSD?

The District requires written authorization of the parent to release student records if the student is under 18 years of age. After a former student is 18 years of age or older, records can be released only with his/her written consent.

The information needed to locate records shall include the student's legal name when enrolled in the Washoe County School District, date of birth, name of last Washoe County school attended, and the last year of enrollment.

Photocopy charges are \$2.00 per health record, \$3.00 per unofficial transcript, and \$5.00 per official transcript, if the individual is no longer enrolled in a Washoe County school.

What is the procedure for challenging school records?

Each parent has the right to challenge information in the records which is believed to be inaccurate, misleading, or in violation of a student's rights. The parent may request that information be amended or removed from the file.

- A written request to change the record must be submitted to the principal at the school where the student is enrolled. The written request must indicate the challenged aspect of the record and specify why that aspect of the record is believed to be inaccurate, misleading, or in violation of the student's rights. Supporting evidence must be submitted with the written request.
- The school principal and appropriate staff, as needed, determines whether or not to change the record.
- Parents will be notified in writing within 15 school days of the decision. If the principal does not agree that the record needs to be changed, parents will be notified of their right to a hearing. The request for a hearing must be made within 10 school days of receipt of the principal's letter.
- If a District hearing is requested, the hearing officer shall hold a hearing within 30 working days and issue a written decision within 10 working days. The hearing officer's decision is final.
- If the change to the record is denied, parents have the right to place a written statement in the record explaining the reasons for their disagreement.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and eligible students certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to inspect and consent or opt out of:

- The administration of surveys that contain questions from one or more of eight protected areas:
 - Political affiliations;
 - Mental and psychological problems potentially embarrassing to the student and his/her family;
 - Sex behavior and attitudes;
 - Illegal, antisocial, self-incriminating and demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
 - Religious practices, affiliations or beliefs; or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing; and
- Any non-emergency, invasive physical examination or screening.

For additional information on FERPA or PPRA, contact the District Coordinator:

Dr. Bryn Lapenta, Senior Director
Public Policy, Accountability & Assessment
Washoe County School District
425 East Ninth Street (location address)
P.O. Box 30425 (mailing address)
Reno, NV 89520-3425
Phone: (775) 325-2079

For students who are in Special Education programs in the District, you may also contact:

Scott Reynolds, Chief Officer
Student Support Services
Washoe County School District
380 Edison Way (location address)
P.O. Box 30435 (mailing address)
Reno, NV 89520-3425
Phone: (775) 857-3161

The state department:

Nevada Department of Education
700 East Fifth Street
Carson City, Nevada 89710
Phone: (775) 687-9181

Parents/eligible students who believe their rights may have been violated may file a complaint by writing or phoning the Family Policy Compliance Office:

Family Policy and Compliance Office
400 Maryland Avenue, SW
Washington, DC 20202-4605
Phone: (202) 260-3887

Why Walk and Bike to School?

- Fight Childhood Obesity
- Decrease Vehicle Emissions
- Reduce Traffic Congestion
- Promote Healthy Living
- Encourage Community Harmony



Stay informed on safety issues surrounding your child's commute to school by visiting The Safe Routes To School live website.

WWW.Washoecountyschools.org/students/saferoutes

*Officer MJ Cloud, WCSD-PD
Coordinator, Safe Routes to School
mcloud@washoe.k12.nv.us
425 E. Ninth St. P.O. Box 30425
Reno, NV 89520-3425
(775) 333-3782 desk
(775) 762-7991 cell*

Do you want to walk/bike with students?

Today more than ever there is a need to provide safe options for children to walk and bike to school.

Communities and Schools struggle with traffic congestion and vehicle emissions polluting the environment.

Local schools have an abundance of children and parents requesting an avenue for their children to walk, but hesitate due to trepidation for strangers in the area. Your help, just by walking with children, will meet those needs.



Contact :

Volunteer Services

775-851-5655

www.washoe.k12.nv.us/volunteering

Decisions made now will determine the future of children walking to school for generations to come.