

Eureka County School District Elementary Student / Parent Handbook 2022/23

Welcome Students and Parents!

We are honored and excited to be a part of your education this year. The faculty, staff, and administration are committed to making a positive difference in the lives of our students.

Our school's mission is to create a safe, supportive, and respectful learning environment, which promotes high academic achievement and social growth.

Learning appropriate social behavior and work ethic are a part of the educational process. We will help reinforce and instill the traits of respect and responsibility. This handbook helps guide a successful experience. Please contact me with any questions or concerns at 775-237-5700 (EES), 775-468-0213 (CVES) or by email at lhutchison@eureka.k12.nv.us

We appreciate the opportunity to help you build a successful experience during the elementary years and throughout your academic career. Have a great year!

Respectfully,

Lisa Hutchison

Lisa Hutchison, Principal

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TRANSPORTATION

BUS SCHEDULES – Eureka Elementary School

Diamond Valley East Route (TBD)

<u>STOP LOCATION & NAME:</u>	<u>ESTIMATED PICK-UP TIME:</u>	<u>ESTIMATED DROP-OFF TIME:</u>
101 & 17th Street	6:28 A.M.	4:28 P.M.
101 & 15th Street	6:31 A.M.	4:25 P.M.
101 & 14th Street	6:33 A.M.	4:22 P.M.
101 & 12th Street	6:36 A.M.	4:17 P.M.
11th Street (Groth)	6:40 A.M.	4:13 P.M.
11th Street (Bailey)	6:43 A.M.	4:11 P.M.
11th Street (Baptist Church)	6:44 A.M.	4:09 P.M.
Gold Street	6:45 A.M.	4:06 P.M.
9th Street & Hwy. 101	6:50 A.M.	4:04 P.M.
101 & 7th Street	6:52 A.M.	4:00 P.M.
101 & 6th Street	6:54 A.M.	3:58 P.M.
3rd Street (Damele)	6:59 A.M.	3:54 P.M.
3rd Street (Baumann)	7:00 A.M.	3:52 P.M.
Hwy 278 – Country Roads	7:03 A.M.	3:49 P.M.
Frontier & Hwy 50	7:07 A.M.	3:45 P.M.
Homestake	7:15 A.M.	3:31 P.M.
Homestake Apartments	7:16 A.M.	3:30 P.M.
O’Neil Street	7:18 A.M.	3:29 P.M.
High School	7:20 A.M.	3:35 P.M.
Nob Hill	7:23 A.M.	3:24 P.M.
Elementary School	7:26 A.M.	3:15 P.M.

Diamond Valley West Route (Tanner Wilker)

<u>STOP LOCATION & NAME:</u>	<u>ESTIMATED PICK-UP TIME:</u>	<u>ESTIMATED DROP-OFF TIME:</u>
Sadler Brown Turnoff	6:31 A.M.	4:18 P.M.
Potato Sheds	6:38 A.M.	4:14 P.M.
Hwy 278 (Dubray)	6:40 A.M.	4:12 P.M.
Hwy 278 & 10th St.	6:42 A.M.	4:11 P.M.
Hwy 278 & Co-Op	6:43 A.M.	4:10 P.M.
Hwy 278 & 7th	6:47 A.M.	4:08 P.M.
Hwy 278 & 6th	6:50 A.M.	4:05 P.M.
3rd & El Centro	6:57 A.M.	3:59 P.M.
Hwy 50 & Collingwood	7:00 A.M.	3:55 P.M.
Hwy 50 & Brown Dr.	7:04 A.M.	3:53 P.M.
Hwy 50 & D&D Tire	7:06 A.M.	3:52 P.M.
New Apartments	7:13 A.M.	3:46 P.M.
Whistler & Mt. Hope	7:14 A.M.	3:44 P.M.
High School	7:22 A.M.	3:33 P.M.
Spring St. & Bateman	7:25 A.M.	3:28 P.M.
Galena & Buel St.	7:27 A.M.	3:26 P.M.
Monroe & McCoy St.	7:28 A.M.	3:25 P.M.
Elementary School	7:33 A.M.	3:15 P.M.

BUS SCHEDULES – Crescent Valley Elementary School

Battle Mountain Route (Jennifer Williams)

<u>STOP LOCATION & NAME:</u>	<u>ESTIMATED PICK-UP TIME:</u>	<u>ESTIMATED DROP-OFF TIME:</u>
CVES	6:25 A.M.	5:10 P.M.
2 nd Street and Cortez	6:29 A.M.	5:06 P.M.
3 rd Street and Cortez	6:30 A.M.	5:05 P.M.
4 th Street and Cortez	6:31 A.M.	5:04 P.M.
Midblock 5 th Street	6:34 A.M.	5:01 P.M.
2 nd and Store	6:36 A.M.	4:59 P.M.
Hwy 306 and Garate Lane	6:43 A.M.	4:52 P.M.
Hwy 306 and Beowawe School	6:54 A.M.	4:41 P.M.
Frontage Road and TS Ranch	7:19 A.M.	4:18 P.M.
Battle Mountain High School	7:42 A.M.	3:20 P.M.
Junior High School	7:45 A.M.	3:43 P.M.
Lemaire Elementary School	7:56 A.M.	3:50 P.M.

****Times are subject to change due to COVID restrictions/guidelines**

BUS CONDUCT

Bus students may board the bus at the nearest stopping point of the county road. Because of the large number of children in each bus, it is necessary that all

reasonable precautions for safety be taken. The bus driver is responsible for the safety of the students in his/her bus while they are on the bus. It is necessary that all students obey the regulations listed below:

1. Students being transported are under the direct supervision and authority of the bus driver.
2. Students will be on time for the bus, both morning and afternoon. Each bus follows a time schedule, and students and parents are notified of applicable schedules to keep bus stop tardiness to a minimum.
3. Students will walk on the left side of the road facing oncoming traffic when going to or leaving the bus stop.
4. Students will form a line before boarding the bus.
5. Students will not push or scuffle while the bus is loading or unloading.
6. Students may be required to sit in a seat assigned to them by the bus driver, if, in the judgment of the driver, such an assignment is necessary to maintain order and safety of the bus. Students may not leave their seats after the bus is moving.
7. Students who must cross the road after getting off the bus will wait for the driver's signal to proceed and then cross in front of the bus.
8. Students will not open windows without permission from the driver. Students must not put themselves or any personal article out an open window at any time they are in the bus.
9. Students must keep all books, instrument cases, and personal articles on their lap, under the seat, or in front of the seat in which they sit.
10. Students must not throw materials out of the bus or within the bus.
11. Written permission from the parent to the bus driver will be required whenever a student wants to leave the bus other than at the school or home stop (NO EXCEPTIONS WILL BE ALLOWED).
12. Loud and/or vulgar language is prohibited.
13. Students may eat or drink soft drinks with the bus driver's permission. Students will pick up after themselves and otherwise keep the bus clean.
14. Adults and students who commit acts of vandalism or otherwise damage the bus, such as cutting or tearing seat upholstery, will be held responsible for the same.
15. Smoking or chewing tobacco or having any form of alcohol, tobacco, or drugs on the bus is strictly prohibited.
16. Students may not bring onto the bus, any animals, weapons, liquor, illicit or illegal drugs, etc., which could interfere with passenger safety.
17. Students may not bring any iPods, MP3 players, etc. which may interfere with communication between the driver and riders.
18. The school will not be responsible for personal items left on the bus.
19. There will be no standing while the bus is moving.
20. The center aisle shall be kept clear of debris at all times.
21. Immediate parent/guardian supervision of elementary students after bus destination drop-off is required to ensure student safety.

Buses will leave the school grounds in the afternoon within five (5) minutes after the dismissal of school. Students not on the bus will be left at the school and shall report to the office so parents may be contacted. Students who do not normally ride the scheduled route must give a parent/guardian permission note directly to the bus driver.

CONSEQUENCES OF BUS MISCONDUCT:

The principal will be notified of concerns by the bus driver. Depending on the situation, the student may be removed immediately from the bus for a three (3) day period of time.

On the second offense and violation of rules, the student may lose bus-riding privileges for up to two (2) weeks.

The principal and bus driver will deal with subsequent violations appropriately. Punishment may include loss of bus privileges for a specific length of time to include the remainder of the school year.

BUS VIDEO POLICY

A video camera may be present on the bus. The following procedures have been established for viewing any video on the bus:

1. A parent/guardian may request to view the video from the bus driver if a situation occurs in which the parent/guardian feels a review of the tape is necessary.
2. Only that portion of the video in which the problem occurred may be viewed by the parent/guardian in order that the rights and privacy of other students may be maintained.
3. The video must be viewed within one week after the bus incident. The Principal and the Director of Transportation will review the video.
4. Arrangements to view the video must be made in advance with the Principal.

ATTENDANCE

Regular and timely attendance is the responsibility of each student. When it is necessary for a student to be absent, please call the school office. Parents/guardians shall come into the school to sign students out. Please confirm planned absences with the teacher and office.

Eureka Elementary School Office – 775-237-5700
Crescent Valley Elementary School Office – 775-468-0213

Policy and procedures for truancy and habitual truancy will follow NRS 392.130 – NRS 392.160. Please proactively communicate any attendance issues.

ABSENCES

The professional staff is as interested in student success as you are. We are certain that you are aware that regular attendance is absolutely essential to the completion of successful schoolwork. Once a child has been enrolled in school, attendance is required every day school is in session. The following categories of absences are used:

Excused
Unexcused
Truant

Students who miss 15 minutes or more of one-half of a day are considered absent for that half-day.

EXCUSED ABSENCES: An absence is excused if the child has a physical or mental condition that prevents or renders inadvisable his/her attendance or application to study. (NRS 392.050) A student with a body temperature of 100 degrees or more should not be sent to school, and a student who has such a temperature when arriving at school, or who develops such a temperature while at school will be sent home.

EXCESSIVE ABSENCES

In compliance with NRS 392.122, Eureka Elementary School/Crescent Valley Elementary School may deny promotion to students who have been absent from school 10 or more days.

RETURNING TO SCHOOL AFTER ABSENCE: To comply with State regulations, the parent/guardian of a student who has been absent from school must communicate to the school the date of and reason for the absence.

NRS 392.130 TRUANT: A student shall be considered truant when he or she is absent from class or school without a valid excuse for more than three days. Persistent violation of this rule will lead to referral to the appropriate legal authorities.

The teacher, attendance officer, or other school official shall deliver or cause to be delivered a written notice of such truancy to the parent, guardian, or other person having control or charge of the child.

NRS 392.140 HABITUAL TRUANT: Any child shall be declared a habitual truant who shall have been deemed truant three or more times within the school year. Any

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

SCHOOL PROCEDURE WHEN A STUDENT IS TRUANT: The student will be given a full explanation of charges against him/her and an opportunity for hearing as explained in NRS 392.147. Parents will be notified and a conference with the principal will be held at which time appropriate action will be taken.

TARDINESS

Entering the classroom after the bell rings constitutes a tardy.

MAKE UP WORK

If a student has been absent, requesting assignments and doing make-up work is the responsibility of the student. One day is allowed for each day missed in order to complete make-up work. Failure on the part of the student to make up the required work within the time allowed will result in a grade of zero on the work unless a student has made individual arrangements with the teacher. For prearranged absences, it is beneficial if the student can pick up assignments ahead of time and turn them in upon returning to school.

INCOMPLETE

Incompletes will be given only in cases when there is not enough time to complete missed schoolwork following an absence. Work not made up during the allotted time will be given no credit.

HOME-BOUND STUDY PROGRAMS

Any student who will be absent for a prolonged period of time due to illness or an accident, as documented by a physician may be placed on a home-bound study program at the request of a parent or guardian. This program will provide tutoring by a certified teacher at home so that a student can receive credit in his or her area of curriculum.

STUDENTS SUSPENDED OUT OF SCHOOL – MAKE-UP WORK

Students need to pick up work prior to the suspension and have work completed upon returning to class. The student is responsible for all work or a grade of zero will be given. Days missed are counted as excused absences.

WITHDRAWING FROM SCHOOL

Students need to be checked out of school with the office by parents. Student records will be forwarded upon receipt of a records request from the new school. Teachers shall be notified and help to ensure all school materials are returned in appropriate condition.

SCHOOL OPERATIONS

SCHOOL HOURS

Students shall arrive no earlier than 15 minutes before school starts, and have arrangements to leave no later than 15 minutes after school is dismissed.

Teachers may require a student to report before school hours and to remain after school hours for class work, make-up work, or disciplinary reasons. A parent will be given prior notification if a student needs to come early or stay late for a specific teacher. The student will be in that teacher's classroom or in an area of supervision. Only those students under direct supervision may remain in the school building at the close of the school day.

The elementary school is a closed campus. After entering the school grounds, students may leave only with written parental or guardian permission. These shall be first given to the teacher and then filed in the office before students leave the campus.

2022-23 BELL SCHEDULE

4 – Day School Week, Monday through Thursday

Eureka Elementary School

7:30	Breakfast Begins
7:45	School Begins
9:45- 10:00	Recess: K-6
11:30 – 12:10	Lunch/Recess K-3
11:55-12:35	Lunch/Recess 4-6
2:15-2:30	Recess: Pre-K- 6
3:15	School Ends

Kindergarten: 7:45 – 11:45

Pre-School 1:00 – 3:15

EES Minimum Day Dismissal: 12:15

Crescent Valley Elementary School

8:00	School Begins
10:00 – 10:15	Snack Recess
11:45 – 12:15	Lunch/Recess
1:45 – 2:00	Recess
3:30	School Ends
Kindergarten:	8:00 – 3:30
Pre-School	8:00 – 11:45

CVES Minimum Day Dismissal: 11:15 AM

2022-23 SCHOOL CALENDAR – IMPORTANT DATES

Office Opens	August 15
Staff In-Service	August 23, 24, 25
School Begins	August 29
Labor Day	September 5
Staff In-service	September 30
End of First Grading Period	October 27
Parent-Teacher Conferences	November 4
Veterans Day	November 11
CVES Thanksgiving Holiday	November 21- 24
EES Thanksgiving Holiday	November 23- 24
CVES Winter Break	December 26- January 5
EES Winter Break	December 22- January 5
Students Return	January 9
Martin Luther King Day	January 16
End of Second Grading Period	January 19
Parent/Teacher Conferences	January 27
Presidents' Day	February 20
In-Service	March 3
End of Third Grading Period	March 23
EES Spring Break	March 27-30
CVES Spring Break	April 10-13
EES Easter Vacation Day	April 10
Spring Break CVES	April 18 - 21
Memorial Day	May 29
Last Day of School/Min Day	June 8

SCHOOL BREAKFAST AND LUNCH

Breakfast and lunch are prepared for each regular school day. ***Student breakfast and lunch are free for the 2022-23 school year.*** Adults will be charged \$2.00 for breakfast and \$3.00 for lunch.

RETURNED CHECKS

There will be a \$20 service charge assessed for returned checks. After the first returned check, further personal checks will not be accepted.

LOST AND FOUND

Lost and found garments are kept in the school's main entrance foyer. Please write your child's name on garments likely to be taken off (and misplaced) during the school day. Garments unclaimed after the last day of school will be donated to a thrift store.

CHANGE OF ADDRESS OR CONTACT INFORMATION

Please inform the office if you change your address or phone number, or if any emergency contacts change phone numbers.

CLUBS, ORGANIZATIONS, AND CLASSES

The principal shall approve all activities sponsored or put on by clubs, classes, and other organizations. All fund-raising projects must be approved by the principal.

RESTROOM POLICIES

Restroom policies are at the discretion of each classroom teacher. Parents shall communicate with teachers regarding special restroom needs.

DAILY DISMISSAL PROCEDURES

Each student shall know their regular go-home procedure. Any changes to this procedure shall be communicated to the school as far in advance as possible, preferably in writing.

AFTER SCHOOL PROGRAM

The after school program begins with a snack in the cafeteria, and continues with academic Support (homework help, online skills practice, tutoring). It is

offered for one hour and fifteen minutes (3:15 – 4:30) Mondays, Tuesdays, and Wednesdays.

AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS

It is the policy of Eureka County School District to provide a free and appropriate public education of each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Due process rights of handicapped students and their parents under Section 504 will be enforced.

Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the Eureka County School District shall contact Eureka County School District, P.O. Box 249, Eureka, NV 89316, (775) 237-5373. We request that you provide a 48-hour notice so that the proper arrangements may be made.

DISCRIMINATION

The Eureka County School District does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, or marital or parental status in employment or educational programs, services, and activities.

SCHOOL EMERGENCIES

FIRST AID, ILLNESS, AND MEDICATIONS

Student needing medical assistance shall report to the office with teacher permission. Parents will be contacted by office personnel if necessary.

The care and administration of any medications must be arranged through the office. Students are not allowed to possess any prescription or over-the-counter medications while on school grounds or at school events.

SAFETY DRILLS

The school will conduct a variety of fire, earthquake, armed intruder, and chemical spill drills during the school year. The students will be trained to respond to dangerous situations in one of the following ways:

Evacuation

Used in case of fire, bomb threat, explosion or threat of explosion, chemical accident (inside the building), and after an earthquake. The fire alarm is used to signal an evacuation. Students walk quietly to designated assembly areas and line up in class groups. Teachers report any missing students to the principal or teacher-in-charge.

Drop, Cover, and Hold

Used in case of earthquake. Students shall be instructed to DROP (get as close to the ground as they can), COVER (get under their desks or tables, or in a doorway, or next to a wall), and HOLD onto the legs of the desk or table they're under to keep it from moving away from them in the shaking. Students who are outside when an earthquake hits shall stay outside and away from the building and equipment. Upon reasonable assurance that the earthquake is over, teachers shall check to make sure that evacuations can safely be made and then follow through with evacuation procedures for leaving the building.

Lockdown

May be used in case of an armed intruder. Lock doors, close and cover windows, turn off lights, direct students to hide. Remain in lockdown until an all clear is announced.

Scatter

May be used in case of an armed intruder. Students run away from the danger and/or individually hide themselves.

Lockout

Used in case of the threat or possibility of an armed intruder. Lock doors, keep students in classrooms as much as feasible (let them use the restrooms if they need to), and be prepared to escalate to a lockdown if needed. Remain in lockout until an all clear is announced.

Shelter in Place

Used to protect students from outdoor airborne contaminants. Close doors and windows, tape around door and window edges, and put a cloth barrier under the door. Remain in shelter in place until an all clear is announced, or an evacuation is directed.

PARENT COMMUNICATION AND REUNIFICATION

In the event of a school emergency, parents will receive Infinite Campus text messages from the school with instructions about how and where to pick up your children. It is very important that the school always has your most current email address and cell phone number.

ACADEMIC PROGRESS

REPORT CARDS

Report cards will be issued on the Wednesday following each nine week grading period. Parents and students are encouraged to consult the teacher, particularly regarding failing or poor work. Grades shall reflect an average of at least three grades per week in core subjects taught.

Grading Criteria

Kindergarten and 1st grade

Exceeds Standard	3
Meets Standards	2
Approaching Standard	1

2nd – 6th grades

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 – 0	F

**Classrooms that have combined grades will use ONE grading criteria.

PROGRESS REPORTS

Every three weeks parents will be informed of their child's performance through academic progress reports. In all cases teachers will make every reasonable effort to keep parents informed of the progress of their child. We invite parents' inquiries regarding their children's academic progress.

PROMOTION AND RETENTION

Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of all the relevant factors.

In retaining or promoting a pupil, the school will consider the child's academic achievement, attendance, age, social and emotional maturity, and the wishes of the child's parent/guardian. In all instances of retention, the student's parent/guardian will be kept informed of progress or lack of progress throughout the year through regular correspondence. Upon teacher recognition of a possible retention, a student

remediation plan will be initiated. Retention of a special education pupil must be determined by the students' IEP team.

When recommending retention, the teacher and principal will meet with the parents or guardians to discuss the reasons and circumstances. The teacher and principal in joint agreement have the final authority to retain a student. No student may be retained more than one time in the same grade (NRS 392.125).

BEHAVIOR AND DISCIPLINE

Each person in the building is expected to exhibit cordial and respectful behavior. Inappropriate or disruptive behavior shall be reported to the faculty and/or staff members. Referrals will be made to the principal for behavior that may result in disciplinary action.

A progressive discipline plan per NRS 392.4644 will be followed. Consequences may range from a conversation regarding behavior to expulsion. Circumstances of the situation, and the severity of those circumstances, may determine the level of discipline and preclude the progressive discipline plan.

PROGRESSIVE DISCIPLINE PLAN (NRS 392.463 & 392.4644)

Rules of Student Behavior – Prohibited behaviors

- Engaging in any act which might cause harm to another person
- Harassing, threatening, or verbally abusing, another person
- Interfering with teaching or learning
- Bullying or Cyber-bullying
- Possessing or brandishing a weapon or dangerous object
- Using, possessing, or selling an explosive device
- Distributing, selling, using, possessing, or being under the influence of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens, or items that purport to be any of the foregoing
- Possessing or using tobacco
- Unauthorized use of a cell phone or personal electronic device
- Destroying or vandalizing school or personal property
- Theft, or possession/distribution of stolen property
- Committing an obscene act, or engaging in profanity or vulgarity
- Using electronic media to send or display obscene or offensive messages or pictures.
- Disrupting school activities, or defying the authority of school personnel
- Forgery

- Gambling
- Extortion or attempted extortion
- Arson
- Falsely reporting emergencies (fire alarm, bomb threat, etc.)
- Leaving campus without permission during school hours or at lunch time
- Unsafe or inappropriate use of school equipment
- Throwing objects (snowballs, rocks, etc.) in a reckless and dangerous manner
- Riding skateboards or rollerblades on school grounds
- Unexcused absences/tardiness

Rules of Student Behavior – Progressive Disciplinary Actions

When a student is found to have violated a rule or broken a law, one or more of the following consequences will be applied. The consequences will be determined by school officials. The particular consequences administered will be based on: A) the nature of the infraction; B) the policies of the school and district; C) the attitude of the student; D) the student's disciplinary history; and, E) other relevant information. The school will maintain a record of all rules infractions.

- Informal talk between student and school official
- Conference between student and school official
- Conference involving student, parents, and school officials
- Time out
- Detention
- Work detail
- Loss of extra and co-curricular participation including sports
Loss of bus riding privileges
- Restitution/payment of damages
- Temporary removal from classroom
- Confiscation (of electronic device, skateboard, dangerous/unnecessary object, etc.)
- Evaluation by a certified drug and alcohol counselor
- Participation in a student assistance program
- Referral to law enforcement
- Transfer to alternative education program
- Suspension from school (10 days or less)
- Expulsion from School (more than 10 days)

Severe Clause: Nevada Law establishes specific penalties for certain infractions. In the event a student commits one of these infractions, the penalty called for by law will be imposed.

Plan for Removal of a Pupil from a Classroom (NRS 392.4645 – 392.4648)

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

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

Not later than 3 school days after the pupil was removed from the classroom, a conference shall be held with the pupil, the pupil's parent, the principal and the pupil's teacher to discuss the removal of the pupil from the classroom. The conference can be re-scheduled or waived by the parent.

Following this conference, or after not more than three days of alternative placement, the principal shall recommend whether the pupil shall continue in alternative placement, or return to his or her class. If the teacher disagrees with the principal's recommendation, the principal shall immediately convene a disciplinary review committee composed of the principal and two teachers selected by a majority of their peers. The committee will do one of the following:

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

CLASSROOM DISCIPLINE

Teachers will inform students of classroom rules. Teachers may refer students to the principal according to their classroom discipline plan. The principal will conference with a student when he or she is referred to the office, and will take appropriate disciplinary action, including informing the student's parents as needed.

When students' needs merit special attention, a behavioral intervention plan may be developed and applied.

PLAYGROUND RULES

Slides – Down only, feet first, one at a time

Animal Rockers – Sitting only, one at a time, stay off bars or center

Rock Wall – (EES) No jumping from the top of the wall

Swing – Use only in a seated position, swing only forward and back.
Tire Swing – Sitting only, no more than three at a time on the swing
Football – Two hand touch, no tackling, teams must be divided equally
Tetherball – Follow standard tetherball rules
Climbing Bars – No sitting on top
4 Square – Follow standard 4 square rules.
Balls – Students shall safely place all balls in the ball bin when the recess ends
When Recess Ends – Students shall line up at the door.

UNNECESSARY DEVICES AND OBJECTS

Items that create a nuisance, are deemed as disruptive to the learning environment, or present a health or safety concern such as toys, personal athletic equipment or electronic entertainment devices are potentially disruptive and are not allowed at school.

CELL PHONES/TABLETS

Students may possess cell phones or personal tablet-type electronic devices at school, but may not use them during school hours, or during recess and lunch breaks. Such devices shall be in pockets or backpacks, with the power turned off, and out of sight during school hours.

BUYING AND SELLING AT SCHOOL

Private property is not to be exchanged on school property. Sale of any items must be approved by the administration.

SUBSTITUTE TEACHERS

A guest teacher or other person substituting in a position deserves the utmost courtesy and cooperation when serving the district.

DRESS/GROOMING

Dress and grooming appropriate to the school environment is expected. Limitations include, but are not limited to, items that are unhealthy, obscene, profane, derogatory, filthy, promote tobacco, alcohol, or drugs, and cause a distraction or interfere with the educational process.

Reasonable length of shorts, skirts, dresses and coverage of the stomach/midriff area and undergarments are expected. The building principal with the support of faculty and staff will hold discretion for inappropriate attire or grooming.

CURRICULUM MATERIALS

Students are responsible for the proper use and care of textbooks and other curriculum materials. Students may be charged for lost or damaged materials.

ASSEMBLIES AND PERFORMANCES

Respectful and courteous behavior is expected. Students shall come to order quickly, sit quietly, be attentive, remain seated until excuse, and follow the expectations of the teachers and presenters.

CAFETERIA RULES

Walk at all times in the cafeteria
Do not take or give “cuts” in the lunch line
No rough play
Use inside voices
Be polite and respectful
Do not share or trade food
Raise your hand to leave your table
Clean up your mess
Finish all food - do not bring food onto the playground

EXTRA-CURRICULAR ACTIVITIES – JUNIOR HIGH: Students participating in Jr. High extra-curricular activities and/or sports will need to follow the procedures and guidelines under the high school handbook and supervising coaches for these activities. These rules shall be requested and provided prior to the activity participation.

Rules of Student Behavior - Sources

ECSD Board Policy 5135.1 (General Student Conduct)
ECSD Board Policy 5135.2 (Disciplinary Procedures for Students in the Eureka County School District)
ECSD Administrative Regulation 5135.4 (Student Discipline)
ECSD Board Policy 5135.9 (Use and Possession by Pupils of a Pager, Cellular Telephone, or Any Other Similar Electronic Device)
ECSD Board Policy 5136.1 (Administrative Procedures for Drug Free School and Community)
ECSD Board Policy 5136.2 (Tobacco)
ECSD Board Policy 5136.3 (Immoral Conduct)
Nevada Revised Statutes 392.4545 – 392.4548 (Removal of Pupil from Classroom)
Nevada Revised Statutes 392.463 (Written Rules of Behavior)
Nevada Revised Statutes 388.121 – 388.1395 (Bullying and cyber-bullying)

PARENT AND COMMUNITY INVOLVEMENT

PARENTAL INVOLVEMENT

Parent visitations are encouraged but shall be arranged in advance. It is expected that the school be contacted at least 24 hours prior to the requested visit.

Classroom visits shall be quiet and unobtrusive. Classroom faculty, staff, and students shall not be interrupted and nor engage in conversation with visitors.

VOLUNTEERS

We appreciate classroom and field trip volunteers. For the safety and well-being of students, *all volunteers need to be processed through the district office for approval prior to participating in activities.* We encourage parents and other interested adults to complete the district volunteer process at the beginning of the school year.

EDUCATION INVOLVEMENT ACCORD AND HONOR CODE

Students and parents will be required to sign the Education Involvement Accord and Honor Code annually per NRS 392.4575 and 392.461.

VISITORS

Anyone visiting the building during normal school hours must report to the school office, sign-in, wear a school-issued name tag for the duration of the visit, and sign-out at the completion of the visit. When it is necessary for a visiting adult to speak with a student, the student will be brought to the office in order to avoid disruption of educational activities. Meetings with teachers shall be scheduled in advance for the teacher's preparation period, or before or after school. Classroom visits for observation purposes shall be scheduled with the teacher in advance.

Our interior school security doors are kept locked during the school day, and require office personnel to open them for visitors.

BULLYING AND CYBER-BULLYING IS PROHIBITED IN PUBLIC SCHOOLS

PROVISION OF SAFE AND RESPECTFUL LEARNING ENVIRONMENT

General Provisions

NRS 388.121 Definitions. As used in [NRS 388.121](#) to [388.1395](#), inclusive, unless the context otherwise requires, the words and terms defined in [NRS 388.122](#), [388.123](#) and [388.124](#) have the meanings ascribed to them in those sections.

(Added to NRS by [2001, 1928](#); A [2005, 705](#); [2009, 687](#); [2011, 2244](#); [2013, 1654, 2137](#); [2015, 411](#))

NRS 388.122 “Bullying” defined.

1. “Bullying” means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:

(a) Have the effect of:

(1) Physically harming a person or damaging the property of a person; or

(2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person;

(b) Interfere with the rights of a person by:

(1) Creating an intimidating or hostile educational environment for the person; or

(2) Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or

(c) Are acts or conduct described in paragraph (a) or (b) and are based upon the:

(1) Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or

(2) Association of a person with another person having one or more of those actual or perceived characteristics.

2. The term includes, without limitation:

(a) Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;

(b) Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;

(c) Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;

(d) Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;

(e) Blackmail, extortion or demands for protection money or involuntary loans or donations;

(f) Blocking access to any property or facility of a school;

(g) Stalking; and

(h) Physically harmful contact with or injury to another person or his or her property.

(Added to NRS by [2009, 687](#); A [2011, 2245](#); [2013, 1655, 2138](#); [2015, 411](#))

NRS 388.123 “Cyber-bullying” defined. “Cyber-bullying” means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, “sexual image” has the meaning ascribed to it in [NRS 200.737](#).

(Added to NRS by [2009, 687](#); A [2011, 1062](#))

NRS 388.124 “Electronic communication” defined. “Electronic communication” means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

(Added to NRS by [2009, 687](#))

NRS 388.132 Legislative declaration concerning safe and respectful learning environment. The Legislature declares that:

1. Pupils are the most vital resource to the future of this State;

2. A learning environment that is safe and respectful is essential for the pupils enrolled in the public schools in this State and is necessary for those pupils to achieve academic success and meet this State's high academic standards;

3. Every classroom, hallway, locker room, cafeteria, restroom, gymnasium, playground, athletic field, school bus, parking lot and other areas on the premises of a public school in this State must be maintained as a safe and respectful learning environment, and no form of bullying or cyber-bullying will be tolerated within the system of public education in this State;

4. Any form of bullying or cyber-bullying seriously interferes with the ability of teachers to teach in the classroom and the ability of pupils to learn;

5. The use of the Internet by pupils in a manner that is ethical, safe and secure is essential to a safe and respectful learning environment and is essential for the successful use of technology;

6. It will ensure that:

(a) The public schools in this State provide a safe and respectful learning environment in which persons of differing beliefs, races, colors, national origins, ancestries, religions, gender identities or expressions, sexual orientations, physical or mental disabilities, sexes or any other distinguishing characteristics or backgrounds can realize their full academic and personal potential;

(b) All administrators, principals, teachers and other personnel of the school districts and public schools in this State demonstrate appropriate and professional behavior on the premises of any public school by treating other persons, including, without limitation, pupils, with civility and respect, by refusing to tolerate bullying and cyber-bullying, and by taking immediate action to protect a victim or target of bullying or cyber-bullying when witnessing, overhearing or being notified that bullying or cyber-bullying is occurring or has occurred;

(c) The quality of instruction is not negatively impacted by poor attitudes or interactions among administrators, principals, teachers, coaches or other personnel of a school district;

(d) All persons in public schools are entitled to maintain their own beliefs and to respectfully disagree without resorting to bullying, cyber-bullying or violence; and

(e) Any teacher, administrator, principal, coach or other staff member or pupil who tolerates or engages in an act of bullying or cyber-bullying or violates a provision of [NRS 388.121](#) to [388.1395](#), inclusive, regarding a response to bullying or cyber-bullying will be held accountable; and

7. By declaring this mandate 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 be free from physical, emotional or mental abuse while in the care of the State and that pupils be provided with an environment that allows them to learn.

(Added to NRS by [2001, 1929](#); A [2005, 705](#); [2009, 687](#); [2013, 1655](#); [2015, 412, 881](#))

NRS 388.1321 Legislative declaration concerning duty of board of trustees, administrators and teachers to create and provide safe and respectful learning environment; authority of parent or guardian of pupil to petition court to compel performance of duty; remedy not exclusive.

1. The Legislature hereby declares that the members of a board of trustees and all administrators and teachers of a school district have a duty to create and provide a safe and respectful learning environment for all pupils that is free of bullying and cyber-bullying.

2. A parent or guardian of a pupil of the public school system of this State may petition a court of competent jurisdiction for a writ of mandamus to compel the performance of any duty imposed by the provisions of [NRS 388.121](#) to [388.1395](#), inclusive.

3. Nothing in this section shall be deemed to preclude a parent or guardian of a pupil of the public school system of this State from seeking any remedy available at law or in equity.

(Added to NRS by [2015, 410](#))

NRS 388.1323 Office for a Safe and Respectful Learning Environment: Creation; appointment and duties of Director.

1. The Office for a Safe and Respectful Learning Environment is hereby created within the Department.

2. The Superintendent of Public Instruction shall appoint a Director of the Office, who shall serve at the pleasure of the Superintendent.

3. The Director of the Office shall ensure that the Office:

(a) Maintains a 24-hour, toll-free statewide hotline and Internet website by which any person can report a violation of the provisions of [NRS 388.121](#) to [388.1395](#), inclusive, and obtain information about anti-bullying efforts and organizations; and

(b) Provides outreach and anti-bullying education and training for pupils, parents and guardians, teachers, administrators, principals, coaches and other staff members and the members of a board of trustees of a school district. The outreach and training must include, without limitation:

(1) Training regarding methods, procedures and practice for recognizing bullying and cyber-bullying behaviors;

(2) Training regarding effective intervention and remediation strategies regarding bullying and cyber-bullying;

(3) Training regarding methods for reporting violations of [NRS 388.135](#); and

(4) Information on and referral to available resources regarding suicide prevention and the relationship between bullying or cyber-bullying and suicide.

4. The Director of the Office shall establish procedures by which the Office may receive reports of bullying and cyber-bullying and complaints regarding violations of the provisions of [NRS 388.121](#) to [388.1395](#), inclusive.

5. The Director of the Office or his or her designee shall investigate any complaint that a teacher, administrator, principal, coach or other staff member or member of a board of trustees of a school district has violated a provision of [NRS 388.121](#) to [388.1395](#), inclusive. If a complaint alleges criminal conduct or an investigation leads the Director of the Office or his or her designee to suspect criminal conduct, the Director of the Office may request assistance from the Investigation Division of the Department of Public Safety.

(Added to NRS by [2015, 410](#))

NRS 388.1325 Bullying Prevention Account: Creation; acceptance of gifts and grants; credit of interest and income; authorized uses by school district that receives grant.

1. The Bullying Prevention Account is hereby created in the State General Fund, to be administered by the Director of the Office for a Safe and Respectful Learning Environment appointed pursuant to [NRS 388.1323](#). The Director of the Office may accept gifts and grants from any source for deposit into the Account. The interest and income earned on the money in the Account must be credited to the Account.

2. In accordance with the regulations adopted by the State Board pursuant to [NRS 388.1327](#), a school district that applies for and receives a grant of money from the Bullying Prevention Account shall use the money for one or more of the following purposes:

(a) The establishment of programs to create a school environment that is free from bullying and cyber-bullying;

(b) The provision of training on the policies adopted by the school district pursuant to [NRS 388.134](#) and the provisions of [NRS 388.121](#) to [388.1395](#), inclusive; or

(c) The development and implementation of procedures by which the public schools of the school district and the pupils enrolled in those schools can discuss the policies adopted pursuant to [NRS 388.134](#) and the provisions of [NRS 388.121](#) to [388.1395](#), inclusive.

(Added to NRS by [2011, 2242](#); A [2013, 1655, 2755](#); [2015, 413](#))

NRS 388.1327 Regulations. The State Board shall adopt regulations:

1. Establishing the process whereby school districts may apply to the State Board for a grant of money from the Bullying Prevention Account pursuant to [NRS 388.1325](#).

2. As are necessary to carry out the provisions of [NRS 388.121](#) to [388.1395](#), inclusive.

(Added to NRS by [2011, 2244](#); A [2013, 2755](#); [2015, 413](#))

Policies; Informational Pamphlet; Program of Training

NRS 388.133 Policy by Department concerning safe and respectful learning environment.

1. The Department shall, in consultation with the boards of trustees of school districts, educational personnel, local associations and organizations of parents whose children are enrolled in public schools throughout this State, and individual parents and legal guardians whose children are enrolled in public schools throughout this State, prescribe by regulation a policy for all school districts and public schools to provide a safe and respectful learning environment that is free of bullying and cyber-bullying.

2. The policy must include, without limitation:

(a) Requirements and methods for reporting violations of [NRS 388.135](#), including, without limitation, violations among teachers and violations between teachers and administrators, principals, coaches and other personnel of a school district; and

(b) A policy for use by school districts to train members of the board of trustees and all administrators, principals, teachers and all other personnel employed by the board of trustees of a school district. The policy must include, without limitation:

(1) Training in the appropriate methods to facilitate positive human relations among pupils by eliminating the use of bullying and cyber-bullying so that pupils may realize their full academic and personal potential;

(2) Training in methods to prevent, identify and report incidents of bullying and cyber-bullying;

(3) Methods to promote a positive learning environment;

(4) Methods to improve the school environment in a manner that will facilitate positive human relations among pupils; and

(5) Methods to teach skills to pupils so that the pupils are able to replace inappropriate behavior with positive behavior.

(Added to NRS by [2005, 704](#); A [2009, 687](#); [2013, 1656, 2138](#); [2015, 881](#))

NRS 388.134 Policy by school districts for provision of safe and respectful learning environment and policy for ethical, safe and secure use of computers; provision of training to board of trustees and school personnel; posting of policies on Internet website; annual review and update of policies. The board of trustees of each school district shall:

1. Adopt the policy prescribed pursuant to [NRS 388.133](#) and the policy prescribed pursuant to subsection 2 of [NRS 389.520](#). The board of trustees may adopt an expanded policy for one or both of the policies if each expanded policy complies with the policy prescribed pursuant to [NRS 388.133](#) or pursuant to subsection 2 of [NRS 389.520](#), as applicable.

2. Provide for the appropriate training of members of the board of trustees and all administrators, principals, teachers and all other personnel employed by the board of trustees in accordance with the policies prescribed pursuant to [NRS 388.133](#) and pursuant to subsection 2 of [NRS 389.520](#). For members of the board of trustees who have not previously been elected or appointed to the board of trustees or for employees of the school district who have not previously been employed by the district, the training required by this subsection must be provided within 180 days after the member begins his or her term of office or after the employee begins his or her employment, as applicable.

3. Post the policies adopted pursuant to subsection 1 on the Internet website maintained by the school district.

4. Ensure that the parents and legal guardians of pupils enrolled in the school district have sufficient information concerning the availability of the policies, including, without limitation, information that describes how to access the policies on the Internet website maintained by the school district. Upon the request of a parent or legal guardian, the school district shall provide the parent or legal guardian with a written copy of the policies.

5. Review the policies adopted pursuant to subsection 1 on an annual basis and update the policies if necessary. If the board of trustees of a school district updates the policies, the board of trustees must submit a copy of the updated policies to the Department within 30 days after the update.

(Added to NRS by [2005, 705](#); A [2009, 688](#); [2011, 2245](#); [2013, 2138](#))

NRS 388.1341 Development of informational pamphlet by Department; annual review and update; posting on Internet website; development of tutorial.

1. The Department, in consultation with persons who possess knowledge and expertise in bullying and cyber-bullying, shall, to the extent money is available, develop an informational pamphlet to assist pupils and the parents or legal guardians of pupils enrolled in the public schools in this State in resolving incidents of bullying or cyber-bullying. If developed, the pamphlet must include, without limitation:

(a) A summary of the policy prescribed by the Department pursuant to [NRS 388.133](#) and the provisions of [NRS 388.121](#) to [388.1395](#), inclusive;

(b) A description of practices which have proven effective in preventing and resolving violations of [NRS 388.135](#) in schools, which must include, without limitation, methods to identify and assist pupils who are at risk for bullying and cyber-bullying; and

(c) An explanation that the parent or legal guardian of a pupil who is involved in a reported violation of [NRS 388.135](#) may request an appeal of a disciplinary decision made against the pupil as a result of the

violation, in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district.

2. If the Department develops a pamphlet pursuant to subsection 1, the Department shall review the pamphlet on an annual basis and make such revisions to the pamphlet as the Department determines are necessary to ensure the pamphlet contains current information.

3. If the Department develops a pamphlet pursuant to subsection 1, the Department shall post a copy of the pamphlet on the Internet website maintained by the Department.

4. To the extent the money is available, the Department shall develop a tutorial which must be made available on the Internet website maintained by the Department that includes, without limitation, the information contained in the pamphlet developed pursuant to subsection 1, if such a pamphlet is developed by the Department.

(Added to NRS by [2011, 2241](#); A [2013, 1656](#); [2015, 414](#))

NRS 388.1342 Establishment of programs of training by Department; completion of program by members of State Board of Education and boards of trustees; completion of program by administrators in prevention of and appropriate responses to violence and suicide; annual review and update.

1. The Department, in consultation with persons who possess knowledge and expertise in bullying and cyber-bullying, shall:

(a) Establish a program of training on methods to prevent, identify and report incidents of bullying and cyber-bullying for members of the State Board.

(b) Establish a program of training on methods to prevent, identify and report incidents of bullying and cyber-bullying for members of the boards of trustees of school districts.

(c) Establish a program of training for school district and charter school personnel to assist those persons with carrying out their powers and duties pursuant to [NRS 388.121](#) to [388.1395](#), inclusive.

(d) Establish a program of training for administrators in the prevention of violence and suicide associated with bullying and cyber-bullying and appropriate methods to respond to incidents of violence or suicide.

2. Each member of the State Board shall, within 1 year after the member is elected or appointed to the State Board, complete the program of training on bullying and cyber-bullying established pursuant to paragraph (a) of subsection 1 and undergo the training at least one additional time while the person is a member of the State Board.

3. Except as otherwise provided in [NRS 388.134](#), each member of a board of trustees of a school district shall, within 1 year after the member is elected or appointed to the board of trustees, complete the program of training on bullying and cyber-bullying established pursuant to paragraph (b) of subsection 1 and undergo the training at least one additional time while the person is a member of the board of trustees.

4. Each administrator of a public school shall complete the program of training established pursuant to paragraph (d) of subsection 1:

(a) Within 90 days after becoming an administrator;

(b) Except as otherwise provided in paragraph (c), at least once every 3 years thereafter; and

(c) At least once during any school year within which the program of training is revised or updated.

5. Each program of training established pursuant to subsection 1 must, to the extent money is available, be made available on the Internet website maintained by the Department or through another provider on the Internet.

6. The board of trustees of a school district may allow school district personnel to attend the program established pursuant to paragraph (c) or (d) of subsection 1 during regular school hours.

7. The Department shall review each program of training established pursuant to subsection 1 on an annual basis to ensure that the program contains current information.

(Added to NRS by [2011, 2242](#); A [2013, 1657](#), [2139](#); [2015, 414](#))

School Safety Team

NRS 388.1343 Establishment by principal of each school; duties of principal. The principal of each public school or his or her designee shall:

1. Establish a school safety team to develop, foster and maintain a school environment which is free from bullying and cyber-bullying;

2. Conduct investigations of violations of [NRS 388.135](#) occurring at the school; and

3. Collaborate with the board of trustees of the school district and the school safety team to prevent, identify and address reported violations of [NRS 388.135](#) at the school.

(Added to NRS by [2011, 2243](#); A [2013, 1658](#))

NRS 388.1344 Membership; chair; duties.

1. Each school safety team established pursuant to [NRS 388.1343](#) must consist of the principal or his or her designee and the following persons appointed by the principal:

- (a) A school counselor;
- (b) At least one teacher who teaches at the school;
- (c) At least one parent or legal guardian of a pupil enrolled in the school; and
- (d) Any other persons appointed by the principal.

2. The principal or his or her designee shall serve as the chair of the school safety team.

3. The school safety team shall:

- (a) Meet at least two times each year;
- (b) Identify and address patterns of bullying or cyber-bullying;
- (c) Review and strengthen school policies to prevent and address bullying or cyber-bullying;
- (d) Provide information to school personnel, pupils enrolled in the school and parents and legal guardians of pupils enrolled in the school on methods to address bullying and cyber-bullying; and
- (e) To the extent money is available, participate in any training conducted by the school district regarding bullying and cyber-bullying.

(Added to NRS by [2011, 2243](#); A [2013, 1658](#))

Prohibition of Bullying and Cyber-Bullying; Reporting and Investigation of Violations

NRS 388.135 Bullying and cyber-bullying 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, a member of a club or organization which uses the facilities of any public school, regardless of whether the club or organization has any connection to the school, or any pupil shall not engage in bullying or cyber-bullying on the premises of any public school, at an activity sponsored by a public school or on any school bus.

(Added to NRS by [2001, 1929](#); A [2009, 688](#); [2013, 1658](#))

NRS 388.1351 Staff member required to report violation to principal; required actions and investigation; notification to parent or guardian; written report of findings and conclusions of investigation; follow-up with victim; list of resources to be provided to parent or guardian; appeal of disciplinary action.

1. A teacher, administrator, principal, coach or other staff member who witnesses a violation of [NRS 388.135](#) or receives information that a violation of [NRS 388.135](#) has occurred shall report the violation to the principal or his or her designee as soon as practicable, but not later than a time during the same day on which the teacher, administrator, principal, coach or other staff member witnessed the violation or received information regarding the occurrence of a violation.

2. Upon receiving a report required by subsection 1, the principal or designee shall immediately take any necessary action to stop the bullying or cyber-bullying and ensure the safety and well-being of the reported victim or victims of the bullying or cyber-bullying and shall begin an investigation into the report. The investigation must include, without limitation:

(a) Except as otherwise provided in subsection 3, notification provided by telephone, electronic mail or other electronic means or provided in person, of the parents or guardians of all pupils directly involved in the reported bullying or cyber-bullying, as applicable, either as a reported aggressor or a reported victim of the bullying or cyber-bullying. The notification must be provided not later than:

(1) If the bullying or cyber-bullying is reported before the end of school hours on a school day, 6 p.m. on the day on which the bullying or cyber-bullying is reported; or

(2) If the bullying or cyber-bullying was reported on a day that is not a school day, or after school hours on a school day, 6 p.m. on the school day following the day on which the bullying or cyber-bullying is reported.

(b) Interviews with all pupils whose parents or guardians must be notified pursuant to paragraph (a) and with all such parents and guardians.

3. If the contact information for the parent or guardian of a pupil in the records of the school is not correct, a good faith effort to notify the parent or guardian shall be deemed sufficient to meet the requirement for notification pursuant to paragraph (a) of subsection 2.

4. Except as otherwise provided in this subsection, an investigation required by this section must be completed not later than 2 school days after the principal or designee receives a report required by subsection 1. If the principal or designee is not able to complete the interviews required by paragraph (b) of subsection 2 within 2 school days after making a good faith effort because any of the persons to be interviewed is not available, 1 additional school day may be used to complete the investigation.

5. A principal or designee who conducts an investigation required by this section shall complete a written report of the findings and conclusions of the investigation. If a violation is found to have occurred, the report must include recommendations concerning the imposition of disciplinary action or other measures to be imposed as a result of the violation, in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district. Subject to the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, and any regulations adopted pursuant thereto, the report must be made available, not later than 24 hours after the completion of the written report, to all parents or guardians who must be notified pursuant to paragraph (a) of subsection 2 as part of the investigation.

6. Not later than 10 school days after receiving a report required by subsection 1, the principal or designee shall meet with each reported victim of the bullying or cyber-bullying to inquire about the well-being of the reported victim and to ensure that the reported bullying or cyber-bullying, as applicable, is not continuing.

7. To the extent that information is available, the principal or his or her designee shall provide a list of any resources that may be available in the community to assist a pupil to each parent or guardian of a pupil to whom notice was provided pursuant to this section as soon as practicable. Such a list may include, without limitation, resources available at no charge or at a reduced cost. If such a list is provided, the principal, his or her designee, or any employee of the school or the school district is not responsible for providing such resources to the pupil or ensuring the pupil receives such resources.

8. The parent or guardian of a pupil involved in the reported violation of [NRS 388.135](#) may appeal a disciplinary decision of the principal or his or her designee, made against the pupil as a result of the violation, in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district. Not later than 30 days after receiving a response provided in accordance with such a policy, the parent or guardian may submit a complaint to the Department. The Department shall consider and respond to the complaint pursuant to procedures and standards prescribed in regulations adopted by the Department.

(Added to NRS by [2011, 2244](#); A [2013, 2140](#); [2015, 415, 2069](#))

NRS 388.1352 Establishment of policy by school districts for employees to report violations to law enforcement. The board of trustees of each school district, in conjunction with the school police officers of the school district, if any, and the local law enforcement agencies that have jurisdiction over the school district, shall establish a policy for the procedures which must be followed by an employee of the school district when reporting a violation of [NRS 388.135](#) to a school police officer or local law enforcement agency.

(Added to NRS by [2011, 2244](#))

NRS 388.1354 Disciplinary action against administrator or principal or designee thereof who fails to comply with certain provisions. If an administrator, principal or the designee of an administrator or principal of a school knowingly and willfully fails to comply with the provisions of [NRS 388.1351](#), the superintendent of the school district:

1. Shall take disciplinary action against the employee by written admonishment, demotion, suspension, dismissal or refusal to reemploy; and

2. If the employee is the holder of a license issued pursuant to [chapter 391](#) of NRS, may recommend to the board of trustees of the school district that the board submit a recommendation to the State Board for the suspension or revocation of the license.

(Added to NRS by [2015, 410](#))

NRS 388.136 School officials prohibited from interfering with disclosure of violations.

1. A school official shall not directly or indirectly interfere with or prevent the disclosure of information concerning a violation of [NRS 388.135](#).

2. As used in this section, "school official" means:

(a) A member of the board of trustees of a school district; or

(b) A licensed or unlicensed employee of a school district.

(Added to NRS by [2005, 705](#))

NRS 388.137 Immunity for reporting of violations; exceptions; recommendation for disciplinary action if person who made report acted with malice, intentional misconduct, gross negligence or violation of law.

1. 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.

2. If a principal determines that a report of a violation of [NRS 388.135](#) is false and that the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law, the principal may recommend the imposition of disciplinary action or other measures against the person in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district.

(Added to NRS by [2005, 705](#); A [2013, 2140](#))

Rules of Behavior; Week of Respect

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 388.121](#) to [388.1395](#), inclusive, and the policies adopted by the board of trustees of the school district pursuant to [NRS 388.134](#) under the heading “Bullying and Cyber-Bullying 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](#).

(Added to NRS by [2001, 1929](#); A [2005, 706](#); [2009, 688](#); [2011, 2246](#); [2013, 1659](#); [2015, 417](#))

NRS 388.1395 Requirements for delivery of information during annual “Week of Respect.” The board of trustees of each school district and the governing body of each charter school shall determine the most effective manner for the delivery of information to the pupils of each public school during the “Week of Respect” proclaimed by the Governor each year pursuant to [NRS 236.073](#). The information delivered during the “Week of Respect” must focus on:

1. Methods to prevent, identify and report incidents of bullying and cyber-bullying;
2. Methods to improve the school environment in a manner that will facilitate positive human relations among pupils; and
3. Methods to facilitate positive human relations among pupils by eliminating the use of bullying and cyber-bullying.

(Added to NRS by [2013, 2137](#)) — (Substituted in revision for NRS 388.145)