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SCHOOL SECRET WITNESS

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274637 Enter TIP725 + Message

Washoe County School District Police Department
775-348-0285

Washoe County School District Safe & Drug Free Schools
775-333-5033
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Dear WCSD Students, Parents, Guardians, and Family Members,

The 2015-2016 school year is here and I couldn’t be more excited to have another successful and productive year for our students and the Washoe County School District. Family involvement is essential to students’ success, and we look forward to partnering with you to ensure our students reach his or her full potential.

Since I became an educator, it has been my motto that “achievement is not a place, it is a belief.” We must have high academic expectations for every one of our students so they cross the graduation stage ready for success. As the new school year takes shape, we are focused on each individual child in the classroom, providing the support, teaching, guidance, and encouragement he or she needs to learn and grow. At WCSD, you will see our teachers and principals monitoring the progress of individual students and looking at new ways to give them the assistance they need. I encourage you to engage with your child’s teacher to see where your child is excelling, and where they need more help. By having valuable conversations and working together, I know every child will achieve greatness.

We have numerous programs and services to help support our students and ensure they are ready for college and careers for the 21st century. We have more options available for students to learn in ways that fit their individual needs and personalities. Our online school, North Star, provides self-motivated students an opportunity to explore class virtually. Through our Signature Academies program, students can gain knowledge and experience in career fields and industries that interest them. We also are continuing to partner with the University of Nevada, Reno and Truckee Meadows Community College to ensure there is a seamless pathway from WCSD to higher education learning.

The 2015-2016 school year is going to be filled with much success, positive lessons, hard work, and great memories. WCSD has made great strides forward in our mission, and I look forward to working with you on that path to greatness.

Thank you for your dedication to your child’s future!

Traci Davis
WCSD Interim Superintendent
Board of Trustees

Lisa Ruggerio (District A)
John R. Mayer (District B)
Nick Smith (District C)
Howard Rosenberg (District D)
Angie Taylor (District E)
Veronica Frenkel (District F)
Barbara L. McLaury (District G)

For more information on the Board of Trustees, visit:
http://www.washoeschools.net/domain/168

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.

Bullying, Harassment, Discrimination Prohibited

The Washoe County School District is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran’s status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment or discrimination on the premises of any public school, school-sponsored event, or school bus in the District. Prohibited behaviors include cyber-bullying, hazing, intimidation and retaliation.

Disclaimer:
This Parent-Student Handbook contains Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents during the course of the school year. For the current version of any of these documents, please check the District’s website at www.washoeschools.net/Page/2903.
Attendance Policy

Nevada Revised Statutes (NRS) 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 listed below:

<table>
<thead>
<tr>
<th>Religious</th>
<th>Family business</th>
<th>Bereavement</th>
<th>Pre-arranged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal</td>
<td>Personal business</td>
<td>Emergencies</td>
<td></td>
</tr>
</tbody>
</table>

- **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.

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% and will be coded NCU.
- 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/guardian’s control also count as Domestic absences.
- Examples of these types of absences are listed below:

<table>
<thead>
<tr>
<th>Staying home to care for siblings</th>
<th>Didn’t feel like coming to school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excessive transportation issues</td>
<td>Sleeping in too late</td>
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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!

Bullying and Cyber-Bullying is Prohibited in Public Schools
Provision of a Safe and Respectful Learning Environment and Complaint Procedures

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.

Safe and Respectful Learning Environment (Board Policy 9031)
The Board of Trustees believes that a working and learning environment that is safe and respectful is essential for all staff and students to achieve success. Any form of bullying, cyber-bullying, and/or discrimination interferes with the ability of teachers to teach in the classroom and pupils to learn.

1. The District shall provide an environment in which persons of differing beliefs, characteristics and backgrounds can realize their full academic and personal potential.
2. All administrators, teachers and other District staff shall demonstrate appropriate behavior by treating other persons, including students, with civility and respect and by refusing to tolerate bullying, cyber-bullying and/or discrimination.
3. All persons are entitled to maintain their own beliefs and to respectfully disagree without resorting or being subjected to bullying, cyber-bullying and/or discrimination.
4. By declaring this goal, the Board of Trustees is not advocating or requiring the acceptance of differing beliefs in a manner that would inhibit freedom of expression. The Board does require that any persons with differing beliefs be free from bullying, cyber-bullying and/or discrimination.
5. Use of the internet and other technology by staff and students shall be in a manner that is ethical, safe and secure.
6. The Board of Trustees ensures the aforementioned by enacting the following:
   a. All members of the Board of Trustees, administrators, teachers, support personnel, and other staff employed by the District shall:
      i. Participate in training regarding the appropriate methods to facilitate positive human relations among students and staff without the use of bullying, cyber-bullying and/or discrimination. School administrators shall also receive training in the prevention of violence and suicide associated with bullying, cyber-bullying and/or discrimination as well as the appropriate methods to respond to such incidents; Employ strategies to
improve the climate of schools and the overall district environment in a manner that
will facilitate respectful positive human relations among students, families and staff;

ii. Use positive behavioral interventions and supports to foster and guide student learning
of skills to replace bullying, cyber-bullying, and/or discrimination;

iii. Report allegations of bullying, cyber-bullying, and/or discrimination to school police
or administration immediately to ensure cases are investigated, harmful behavior
stopped, incidents are further reported to police, legal, counseling or community
agencies while interventions are used, and victims are supported.

b. Each school will establish a school safety team to help to support and promote safe school
environments including investigation of bullying, cyber-bullying, and/or discrimination in
addition to the implementation of crisis management and emergency response duties and site
support.

c. The District prohibits the active or passive support for acts of bullying, cyber-bullying, and/or
discrimination. Both students and staff are expected to support attempts to constructively
prevent and/or stop such acts and, thereby, promote safe schools.

d. The District prohibits the retaliation against any person who reports an act of bullying, cyber-
bullying, and/or discrimination, or against any person who has testified, assisted, or participated
in the investigation of a report. Such retaliation is itself a violation of law and may lead to
disciplinary or other appropriate action against the offender.

e. This policy applies to bullying, cyber-bullying, and/or discrimination, by any individual on
school district property, including a school bus, at a school-sponsored event, or while acting
on school district business. This includes a member of a club or organization which uses a
District facility, regardless of whether the club or organization has any connection to the school.

Definitions

1. “Bullying” means a willful act which is written, verbal or physical, or a course of conduct on the
part of one or more persons which is not authorized by law and which exposes a person repeatedly
and over time to one or more negative actions which is highly offensive to a reasonable person and:
   a. Is intended to cause or actually causes the person to suffer harm or serious emotional
distress;
   b. Exploits an imbalance in power between the person engaging in the act or conduct and the
   person who is the subject of the act or conduct;
   c. Poses a threat of immediate harm or actually inflicts harm to another person or to the
   property of another person;
   d. Places the person in reasonable fear of harm or serious emotional distress; or,
   e. Creates an environment which is hostile to a pupil by interfering with the education of the
pupil. (NRS 388.122)

2. “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. (NRS
388.123)

3. “Electronic communication device” means any electronic device that is capable of transmitting or
distributing an image of bullying, including, without limitation, a cellular telephone, personal
digital assistant, computer, computer network, and computer system. (NRS 388.124)

4. “Image of bullying” means any visual depiction, including, without limitation, any photograph or
video, or a minor bullying another minor. (NRS 200.900)

Desired Outcomes

1. The District will implement consistent processes for the intervention and prevention of bullying,
cyber-bullying, and/or discrimination.

2. Training in the prevention and/or recognition of bullying, cyber-bullying, and/or will take place for
all employees and, when appropriate, students.

3. This policy and its accompanying regulations and operating procedures will align with the School
Safety Teams.
4. Students, parents and staff will be empowered with information about District mechanisms to prevent and intervene related to bullying, cyber-bullying, and/or discrimination situations.

Review and Reporting
1. Incidents, types and the prevalence of interventions for bullying, cyber-bullying, harassment, and intimidation will be recorded and reported to the Board of Trustees on or about January 1 and June 30 of each year.
2. The District will conduct Climate and Safety Surveys with input from students, parents, and staff. The results of the Climate and Safety Surveys are provided to the Board of Trustees annually.
3. Pursuant to NRS 385.347, the District shall, on or before September 30 of each year, prepare an annual report of accountability that includes data related to bullying and cyber-bullying. Such report will be presented to the Board of Trustees prior to its submission to the Nevada Department of Education.
4. Pursuant to NRS 388.4134, this policy shall be reviewed on an annual basis, and updated when necessary. Should the policy be updated, a copy shall be submitted to the Nevada Department of Education within 30 days after the update.

Revision History – This policy was last revised on February 11, 2014.

Definitions:

1. Bullying – is the intentional attempt(s) 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.

2. 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.

3. Discrimination – is 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 on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran’s status.

4. Harassment – is to knowingly threaten to cause bodily injury in the future to the person threatened or to any other person, to cause physical damage to the property of another person, to subject the person threatened or any other person to physical confinement or restraint, or to do any act which is intended to substantially harm the person threatened or any other person with respect to his or her physical or mental health or safety; and the person receiving the threat by words or conduct is in reasonable fear that the threat will be carried out.

5. Hazing – 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. In accordance with Nevada State Law, 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.

Examples of general bullying, harassment, and/or discrimination 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 the following examples:

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.

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: Submission is made either explicitly or implicitly a term or condition of a student’s educational progress; 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 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: Any unwelcome behavior with sexual connotations makes a student feel uncomfortable, humiliated, or embarrassed; or 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:

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

Freedom From Retaliation – No member of the Board of Trustees or any District employee or student shall unlawfully retaliate against an individual for bringing a concern or complaint. The Board of Trustees prohibits retaliation in any form for participation in complaint procedures, including but not limited to the filing of a complaint or participating as a witness in an investigation. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

For information regarding the District’s complaint procedures, please contact:
- Coordinator over Department of Guidance Counseling, Section 504, Title II, Safe & Drug Free Schools: Katherine Loudon, kloudon@washoeschools.net or 775-850-8016
- Coordinator over Department of Equity & Diversity, Title VI and Title IX: Tiffany Young, tyoung@washoeschools.net or 775-789-4664
- Executive Director of Student Support Services, to include Special Education: Frank Selvaggio, fselvaggio@washoeschools.net or 775-789-4665
Resolving Student Complaints Based on Bullying, Discrimination, Harassment

Reporting Alleged Violations

The District has three options for reporting:

1. By reporting directly to an administrator, counselor, faculty or staff member.
2. By calling Secret Witness at 775-329-6666;
3. Through the District’s bullying reporting site, “Bully Free Zone,” (http://www.wcsdbullying.com) or by using the link located on the front page of the Washoe County School District website, “Report a Bullying Incident.” This tool will send an email directly to the site administrator, alerting him/her to the alleged bullying.

The complainant (student) has a right to: Provide a list of the names of witnesses who have information about the case; Provide any evidence he/she believes supports the complaint; and have the opportunity to be interviewed and present his/her issues of complaint. All students are permitted and encouraged to have a parent/guardian present 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 bullying, harassment or discrimination and to report allegations which are violent or criminal in nature to law enforcement officers.

At any time, a student may choose to initiate the District’s complaint procedure, while retaining the legal right to file a grievance with the U.S. Department of Education’s Office for Civil Rights or a court of competent jurisdiction at any time.

Investigation

The principal or his/her designee shall apply the District’s 3-Point Criterion to make an initial determination of whether or not bullying, harassment or discrimination may have occurred. The 3-Point Criterion is described as follows:

1. Criteria One: Did Harm Occur and is there an Imbalance of Power; and/or is the Target in a Protected Class?
   • Was there an intentional act that caused physical or emotional pain? (Note: an intentional act refers to the individual’s choice to engage in a behavior(s); it does not refer to the intent of the individual to hurt the target.) Did the action exploit an imbalance in power between the person(s) engaging in the act or conduct and the person(s) who is the subject of the act or conduct?
   • Is the behavior related to one of the following Protected Classes: Race or ancestry; color; national origin or ethnic group identification; marital status; sex; sexual orientation; gender identity or expression; genetic information; religion; age; mental or physical disability; and military or veteran’s status.

2. Criteria Two: Is the Action Unwelcome?
   • Was the conduct welcome by the recipient? Consent does not mean that the action is welcome (i.e. Hazing).

3. Criteria Three: Is the Action Severe, Persistent or Pervasive
   • Severe behavior can be established with a single action (i.e. Physical Assault, threat of harm).
• Persistent behavior occurs repeatedly. If student asks offender to stop but the action continues, it becomes persistent.

• Pervasive behavior is when the behavior is rampant throughout the school. Not one specific “bully” in these cases.

If, upon initial examination of the complaint, the principal or his/her designee determines that bullying may have occurred, or there is not adequate information to make an initial determination, an investigation into bullying shall be initiated. Such investigation shall begin no later than one (1) day after receiving notice of the alleged bullying and notification shall be made to the parent/guardian of each involved student.

Within 10 days after the date the investigation was initiated, the parent/guardian of the involved student(s) shall be contacted regarding the resolution of the complaint. Such notification may include identification of the complaint allegations, the evidence considered, the findings, and the administrator’s conclusions. If the investigation finds that the complainant’s allegation(s) was substantiated by the evidence, notification will also include a 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.

If the investigation has not been concluded within 10 days, the parent/guardian will be notified that additional time is necessary and the reasons. Generally such additional time may be necessary when additional intervention services or law enforcement become involved.

Sanctions and Appeal

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.

In accordance with state law, the parent/guardian of a student involved in a reported bullying violation may appeal his/her discipline implemented as a result of the violation. Generally, such appeals will be handled by the Area Superintendent who has supervisory authority over the school. Only the discipline, and not the investigation process, is subject to appeal.

Confidentiality

A report of bullying, harassment, or discrimination shall 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.

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.
Section 504 of the Rehabilitation Act of 1973, as Amended by ADA

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.

Due Process Hearing Procedures for Disability Discrimination Complaints

The WCSD Grievance procedure will provide an avenue for prompt and equitable resolution of grievances alleging discrimination on the basis of disability in the District’s provision of programs, services, and activities, and access to physical facilities. Problems and complaints related to the identification, evaluation or placement of a student under Section 504, alleged disability-based discrimination, and/or harassment brought by students, District employees, parents/guardians, other members of the community, or applicants for employments may be resolved in an informal manner and at the most immediate level in the District organization.

When a person or persons wish to register a formal complaint alleging that disability-based discrimination and/or harassment has occurred, the District’s grievance procedure shall be implemented. Please note: A parent must file a due process complaint pursuant to this section within one (1) year after the date on which the parent knew or should have known about the alleged action that forms the basis of the complaint.

For more information please contact Katherine Loudon, 504 and Title II Coordinator, at klouden@washoeschools.net or 775-850-8016.

Provisions of a Safe and Respectful Learning Environment (Nevada Revised Statutes (NRS) 388.121 through 388.145)

NRS 388.121 Definitions. As used in NRS 388.121 to 388.145, 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.

NRS 388.122 “Bullying” defined. “Bullying” means a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:

1. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
2. Exploits an imbalance in power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
3. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
4. Places the person in reasonable fear of harm or serious emotional distress; Or
5. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

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.

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

1. 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;
2. 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;
3. 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;
4. The intended goal of the Legislature is to ensure that:
   a. 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;
   b. All administrators, principals, teachers and other personnel of the school districts 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 bullying and cyber-bullying; and
   c. 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
5. 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.

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 Superintendent of Public Instruction. The Superintendent of Public Instruction 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 388.145, 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 388.145, inclusive.

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 388.145, inclusive.

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; 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 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.

(Added to NRS by 2005, 704; A 2009, 687; 2013, 1656, 2138)

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 388.145, 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)
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 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. 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 388.145, 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)

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
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; written notice of reported violation to parent of each pupil involved; time period for initiation and completion of investigation; authorization for parent to appeal disciplinary decision.

1. A teacher 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 verbally report the violation to the principal or his or her designee on the day on which the teacher or other staff member witnessed the violation or received information regarding the occurrence of a violation.

2. The principal or his or her designee shall initiate an investigation not later than 1 day after receiving notice of the violation pursuant to subsection 1. The principal or the designee shall provide written notice of a reported violation of NRS 388.135 to the parent or legal guardian of each pupil involved in the reported violation. The notice must include, without limitation, a statement that the principal or the designee will be conducting an investigation into the reported violation and that the parent or legal guardian may discuss with the principal or the designee any counseling and intervention services that are available to the pupil. The investigation must be completed within 10 days after the date on which the investigation is initiated and, if a violation is found to have occurred, 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.

3. The parent or legal 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.

(Added to NRS by 2011, 2244; A 2013, 2140)

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 388.1353 Principal required to submit report of violations for each semester to school district; review and compilation of reports by school district; submission of compilation to Department. Repealed. (See chapters 379 and 393, Statutes of Nevada 2013, at pages 2042 and 2141.)

NRS 388.1355 Compilation of reports by Superintendent of Public Instruction; submission of written compilation to Attorney General. Repealed. (See chapters 379 and 393, Statutes of Nevada 2013, at pages 2042 and 2141.)

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 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 388.145, 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)

NRS 388.145 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)

Code of Honor and Educational Involvement Accord -
From the Nevada Department of Education

In accordance with state law, the Nevada Department of Education has prescribed a form for educational involvement accords to be used by all public schools in Nevada. The District is required to distribute this Accord to all Washoe County public school students and parents.

The Nevada Department of Education’s “Code of Honor” policy defines cheating on examinations and coursework. The District is 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.; and
• Contributing at least 5 hours of time each school year in the areas such as:
  o Attending school-related activities;
  o Attending organized parent meetings, such as PTA, PTO, or parent advisory committees;
  o Attending parent-teacher conference(s);
  o Volunteering at the school;
  o Chaperoning school-sponsored activities; and
  o 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.

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**Complaints / 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/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.

**Informal Complaints**

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.
Formal Complaints

Generally, 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.

To obtain a public complaint form, a full version of the complaint resolution procedures, or to address any questions, please contact your school administrator, the WCSD Central Administration Building, or the District’s website at http://washoeschools.net/domain/209.

Discipline / Prohibited Conduct

The District believes that every student has the right to learn in a respectful, safe and inviting learning environment and that every teacher has the right to teach in an environment that is free from distractions and disruptions that impede learning. A positive school climate that holds high expectations for student behavior and growth will result in the academic, social, and emotional growth of all of our students.

The District employs the Multi-Tiered System of Support as a preventative, supportive and consistent instructional and motivational model to deter negative student behaviors. If student behavior falls below expectations, established behavioral guidelines will be used by school administrators to determine appropriate consequences for student behavior violations. In all instances, these guidelines may be modified contingent upon the level of severity of the incident and aligned with age, developmental level and other extenuating circumstances. The guidelines are applicable to incidents which occur at school, on school buses, during travel to and from school, during lunch, and while involved in school sponsored-activities. In all circumstances, school administrators will make decisions based upon the health, safety and welfare of all students, regardless of race, creed, religion, sexual orientation and gender while keeping the focus on student success and the “Pathway” to graduation. Any behavioral or disciplinary related actions or sanctions being taken with any student who is participating in a program of Special Education, must comply with the Individuals with Disabilities Education Act and Nevada Administrative Code.

It is expected that all District students will conduct themselves in a proper and exemplary manner. This includes, within the limits of good taste, dress and grooming. General rules of conduct for the welfare and safety of all students, as well as personal cleanliness, neatness, and appropriate standards of dress and appearance, shall be maintained.

The District may take disciplinary action on criminal offenses which occur on properties of the District or at activities sponsored by the District. Such offenses include, but are not limited to: Possession and/or consumption/use of alcohol and/or narcotics, assault, battery, destruction of property, profanity, and weapons. An incident which constitutes the commission of a criminal act shall be reported to the Washoe County School District's School Police Department.

Activities and behaviors which disrupt and interfere with the educational process or with the rights of other members of the educational community may lead to disciplinary action but are not necessarily criminal in nature. These offenses include, but are not limited to: bullying, disruptive conduct, inappropriate dress and appearance, misconduct on school vehicles, plagiarism and cheating, truancy, gang activity, and possession and/or use of tobacco.
Consequences – Consequences for prohibited behaviors shall follow the District’s and individual school’s sequential and progressive discipline plan and behavioral matrix. Questions related to specific consequences should be directed to the school principal.

Use of Cell Phones, Tablets and Other Electronic Devices – WCSD is proud to be a 21st century district, and we promote responsible and thoughtful use of personal electronic devices to support student achievement. Electronic devices can be disruptive and interfere with student learning, including the learning of those that are not in possession of such devices. Electronic devices should not interfere with the instructional process. Teachers and administrators reserve the right to confiscate a student’s electronic device if it is interfering with curriculum/instruction. Students may possess or use electronic devices, provided that the use of such devices does not interfere with the instructional process. Electronic devices shall not be brought into classrooms during assessments, semester exams, or other testing situations. The first time a student’s personal electronic device appears to be a disturbance to the educational environment, it will be taken away and returned to the student at the end of the school day. The parent/guardian will need to come to the school to collect their child’s personal electronic device any subsequent times the device is confiscated.

Prohibited Behavior on School Bus - Students who engage in prohibited conduct while on District transportation may receive the consequences as determined by the School Administrator, who will weigh the severity of the action by the student. Consequences may range from the filing of a student conduct report to suspension of bus privileges as follows:

- 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) and 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 School Administrator.
- 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.

Dress Code

The primary responsibility for dress and grooming rests with our students and their parents/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 District’s
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, to include holes, rips, or tears that reveal the body;
  and 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, to include hanging chains and 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.

**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. The District shall consult with law enforcement agencies and other agencies to determine changes in gang appearance, dress and activities and shall inform principals or their designees about these changes as needed. Prohibited items may include but are not limited to:

- dangling belts;
- chains;
- unfastened overalls;
- sagging pants/shorts;
- single rolled up pant leg;
- hairnets, bandanas, or do-rags (all colors);
- blue or red shoelaces on footwear at any time; other colors may be deemed inappropriate as necessary to protect student safety on campus;
- altered insignias or graffiti;
- jewelry or belt buckles symbolizing any gangs; and
- Graffiti in or on personal belongings symbolizing any identified.

School Uniforms / Standard Student Attire

Pursuant to Nevada Revised Statute 392.415, the board of trustees of a school district may establish a policy that requires pupils to wear school uniforms. Individual schools are permitted to pursue and establish an individual school uniform policy in accordance with Board Policy 5105, Student Uniforms, Adoption of a Site-Based Policy, and the associated Administrative Regulation.

Emergency Notification/Connect-Ed Update

Periodically, you will receive messages from your school and from the District on a variety of important topics from the District’s telephone messaging system, Connect-Ed. 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 and for your assistance in adding this emergency contact information to your student’s records.
Family Engagement (Board Policy 5036.1)

The Washoe County School District Board of Trustees believes that family engagement is essential for academic achievement. When parents are involved in their children’s education, the attitudes, behaviors, and achievement of students are positively enhanced. Parents and families provide the primary educational environment for children; consequently, families are vital and necessary partners with the educational communities throughout their children’s school career. Washoe County schools, in collaboration with parents, teachers, students and administrators, shall develop and promote strategies in alignment with our strategic plan Envision WCSD 2015, that enhance family engagement and reflect the needs of students, parents, and families.

1. The term “parent” refers to any caregiver/guardian who assumes responsibility for nurturing and caring for their children.
2. To enhance family-school partnerships, six essential elements shall be promoted and connected to our strategic plan:
   a. Welcoming all families:
      i. Promotion of an atmosphere for parents and families to visit the school their children attend in order to feel welcomed, valued and connected to the school community.
   b. Communicating effectively:
      i. Families and school staff engage in regular, two-way, meaningful communication about student learning.
      ii. Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child’s strengths, challenges and accomplishments.
      iii. To communicate effectively, both parties must be aware of and address issues such as cultural diversity, language differences and special needs.
      iv. Appropriate steps shall be taken to allow authentic communication between participants.
   c. Supporting student success:
      i. Collaboration among parents, families and schools to support learning by pupils and healthy development of pupils at home and school.
      ii. Student achievement increases when parents are actively engaged in the learning process and the school system.
      iii. Schools shall provide opportunities for parents to learn effective ways to support their child’s educational needs including information about how to support learning at home, promoting effective study habits and monitoring their child’s progress through student achievement data.
   d. Speaking up for every child:
      i. Empowerment of parents and families to advocate for their children and the children of other parents and families to ensure that all pupils are treated fairly, and have access to learning opportunities that support pupil achievement.
   e. Sharing power:
      i. Promotion of an equal partnership between parents, families and schools in making decisions that affect children, parents and families and in informing, influencing and creating school policies, practices and programs. Schools shall actively enlist parent participation in decision-making.
      ii. Efforts shall be made to recruit and support participation by parents representing diverse student groups such as: English Language Learners, special needs, gifted and talented, and homeless.
      iii. The role of parents in decision-making shall be continually evaluated, refined, and expanded at the District and school levels.
f. Collaborating with community:
   i. Collaboration of parents, families and schools with the community to connect pupils, parents, families and schools with learning opportunities, community services and civic participation.

Desired Outcomes
1. Through the implementation of this policy and our strategic plan, effective communication between the school and the parent will be valued.
2. The District shall develop and promote strategies that enhance family-school partnerships and reflect the needs of students, parents and families.

Implementation Guidelines & Associated Documents
1. This policy reflects the goals of the District’s Strategic Plan, Envision WCSD 2015 – Investing in Our Future, Goal 3, Engage Families and Community Partners, Objective 3.2, Increase Meaningful Parent Involvement and Family Engagement Initiatives.
2. This policy supports Board Policy 5036, Parents as Partners.
3. The following documents describe the process for communicating student progress:
   a. Administrative Regulation 1160.1, Parent Involvement
   b. Administrative Procedure OSP-P006, Reporting to Parents
   c. Administrative Procedure SSS-P400, Special Education Reporting to Parents
4. This policy is supported by Administrative Procedure SUP-001, Meaningful Access, which addresses document translation, language interpretation, and access to school campuses and activities.
5. This policy complies with Nevada Revised Statutes (NRS) Chapter 392, Pupils, and specifically:
6. This policy and its corresponding regulation 1160.1 comply with the federal Elementary & Secondary Education Act, Part a, Improving Basic Programs Operated by Local Educational Agencies, Section 1118, Parent Involvement, and the No Child Left Behind Act of 2001, as set forth in 20 U.S.C. § 6318.

Review and Reporting
1. The Board of Trustees will receive data related to student success and family engagement at the annual Data Summit Work Session, specifically regarding:
   a. Percent of parents satisfied with school service
   b. Percent of parents satisfied with District service
   c. Percent of parents using the Infinite Campus Parent Portal
2. The Office of School Performance & Accountability will monitor this policy and its accompanying documents.
   a. The Department of Family-School Partnerships will work on family engagement initiatives. Data regarding such initiatives and their outcomes will be made available to the Board of Trustees annually as part of the department plan reporting process.
3. Pursuant to Nevada Revised Statute 392.457, this policy shall be reviewed and amended, as necessary, by the Board of Trustees.

Policy History
- This policy was adopted on July 24, 2012.

Field Trips and Student Travel

During the school year, teachers in your child’s school may schedule field trips which will take 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. The parent/guardian will be asked to sign a permission slip specific to the field trip prior to the date of the activity.

District personnel will take all normal precautions to ensure student safety on all field and activity trips. Please be sure to contact the school nurse if your child will need to be assisted with medication or other nursing services while on the field trip.

Sanctioned and Unsanctioned Field Trips

Students 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.

Health Services - Keeping Your Child Healthy and Learning Ready

The health professionals at the Washoe county School District’s Student Health Services Department are dedicated to keeping students healthy and learning-ready.

With more than 63,000 students and 7,000 staff members spending time at Washoe County schools each day, keeping the school environment safe and healthy can be quite a challenge. There are always germs being passed around from person to person, in the classroom, the cafeteria, on the bus, and every other area of the campus.

We can’t eliminate germs and head lice entirely, but by working together with parents and families, we can reduce the spread of illness, improve attendance, increase graduation rates, and give each student the best opportunity to become a successful and healthy adult.

Here’s what you can do to help prevent and control the spread of infection and ensure he or she has a healthy and successful academic year:

- **Make sure your child’s immunizations are current.** There are still cases of serious diseases like chicken pox, polio, and pertussis (whooping cough) occurring in communities across the country. Vaccines protect your child, your family, and our entire community from the serious side effects of these diseases. For on-line information about vaccine recommendations, go to [http://www.co.washoe.nv.us/health/chhs/imm.html](http://www.co.washoe.nv.us/health/chhs/imm.html)
- **Clean hands save lives!** Hand-washing is the most effective way to “break” the chain of infection between one person and another. Encourage your child to scrub his or her hands with soap and water after using the bathroom and before eating, for as long as it takes to sing the “Happy Birthday” song.
- **Please keep your sick child at home.** A child with a fever, vomiting, or diarrhea is not only infectious to others but needs rest and parent-provided TLC. Call your child’s doctor if the symptoms seem serious or prolonged and be sure to contact your child’s teacher for information about make-up work so he or she doesn’t fall behind in class.
- Head lice and nits are a common—but harmless—presence wherever human heads are found! The good news is that lice don’t hop or fly but are spread most often by direct contact with another human head or, less commonly, by using an infested brush or hat. Teach your child not to share these personal items, even with close friends or family members.

- Periodic wellness visits to the doctor and dentist will ensure your child maintains good dental and physical health. Be sure to contact your school nurse if your child has a serious health condition, needs to be monitored or given medications during the school day, or if you need help finding low-cost medical or dental services. Just call the school health office and ask the clinical aide to page the school nurse.

- For more information on these and other important topics affecting student health, please go to the district’s “Healthy Students, Healthy Schools” website which can be found by clicking on the “Students and Parents” tab at the top of the district’s main web page.

**Immunization**

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. Below is a summary of Nevada’s immunization requirements:

**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 Diptheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, 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.
Immunization Requirement – 7th Grade
Based on a decision by the Nevada legislature and on 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. 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.

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 school 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.

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, a written explanation or prescription from a physician or authorized health care provider to the WCSD Board of Trustees. The explanation or prescription 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 document to the Student Health Services Department. Acting in behalf of the WSCD 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 to the school nurse or clinical aide. **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 record of all students who are exempt from immunization for religious or medical reasons is to be accessible in the health office.

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.

Religious Exemptions
Any parent or guardian enrolling their child in the Washoe County School District, and desiring an exemption 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.**

**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 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, 4th 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.
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) 333-6090.

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) 333-6090.

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/et 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) 333-6090.

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.washoeschools.net 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.
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 students in compliance with Nevada Revised Statutes (NRS) 389.600-389.648, inclusive, and NRS 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://washoeschools.net/Page/346.

For more information, contact Sandra Aird, Director, Department of Assessment at 348-0248.

School Emergency / Parent and Student Reunion Procedure

The WCSD 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 WCSD 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.

Searches of Students

In order to fulfill its primary educational function, schools must maintain discipline and order and provide students with physical safety and security. To provide an orderly and safe learning 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.

School officials and teachers act in loco parentis to students during the time students are under their supervision. 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**
   A 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, 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**
   An administrator, or school employee designated by the principal, may search the person of a 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 has 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 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 an administrator or school employee of the other sex. When the search is made by someone of a different sex than the student searched, there shall 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 has 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.

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.

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**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. 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 WCSD Police at 348-0285 if you have any questions.

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**Student Educational Records:**
**Access and 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 1. 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 1, 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 Statutes (NRS) 392.029.

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;
- Grade level; and
- Grade point average range for the purposes of college recruitment.

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?
- 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 (including School Police), parent volunteers, student aides, or researchers working with the District, Nevada System of Higher Education, or Nevada Department of Education with a legitimate educational interest;
- Other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions. This list may include doctors, attorneys, photographers, and college recruiters;
- School officials in a district to which the child intends to transfer;
- Individuals connected with a health or safety emergency;
- Military recruiters;
- Accrediting organizations to carry out their accrediting functions;
- Postsecondary institutions with financial aid for which the student has applied or received;
State and local authorities pursuant to a State statute concerning the juvenile justice system and the system’s ability to effectively serve the student whose records are being disclosed;

- Organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs or improving instructions;
- Compliance with a judicial order or a lawfully issued subpoena; 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 1 that they do not want their student’s information disclosed without prior written consent.

What is “legitimate educational interest”?
“Legitimate educational interests” are defined as interests that are essential to perform the function of one’s employment in the Washoe County School District (WCSD). Legitimate educational interests would include teaching, research, public service, and such directly supportive activities as academic advising, general counseling, therapeutic counseling, discipline, vocational counseling and placement, advisement, medical services, safety, academic programs, and academic assistance activities. In addition, WCSD officially recognizes appropriate co-curricular activities that are generally supportive of overall goals of the District and contribute generally to the well-being of the entire student body and specifically to many individuals who participate in these activities. These activities include varsity and intramural sports, specific interest clubs, and student government.

Who is a “school official”?
A school official is anyone performing business and/or educational services on behalf of WCSD.

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 an interpreter 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.

What is the procedure for destroying records?
The Washoe County School District regularly destroys records that are no longer needed for the educational benefit of the student.

- The elementary school removes all non-pertinent information before forwarding the cumulative file to the middle school.
- Emails, unless electronically archived, are deleted every 60 days. If electronically archived, they are deleted in seven years.

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:

A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED). They are:
   1. Political affiliations or beliefs of the student or student’s parent;
   2. Mental and psychological problems of the student or student’s family;
   3. Sex behavior and attitudes;
   4. Illegal, anti-social, self-incriminating, or demeaning behavior;
   5. Critical appraisals of others with whom respondents have close family relationships;
   6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
   7. Religious practices, affiliations or beliefs of the student or parents; or
   8. Income, other than as required by law to determine program eligibility.

B. Receive notice and an opportunity to opt a student out of:
   1. Any other protected information survey, regardless of funding;
   2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell otherwise distribute the information to others.

C. Inspect, upon request and before administration or use:
   1. Protected information surveys of students;
   2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
   3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

For additional information on FERPA or PPRA for students not in Special Education programs, please contact:

   Dr. Bryn Lapenta, Senior Director
   Student Accounting
   Washoe County School District
   425 East Ninth Street (location address)
   P.O. Box 30425 (mailing address)
   Reno, NV 89520-3425
   Phone: (775) 348-0283

For students who are in Special Education programs in the District, please contact:

   Frank Selvaggio, Executive Director
   Student Support
   Services Division
   Washoe County School District
   425 East Ninth Street (location address)
   P.O. Box 30425 (mailing address)
   Reno, NV 89520-3425
   Phone: (775) 861-4439

For information from the State Department, contact the Department of Education.

   Nevada Department of Education
   700 East Fifth Street
   Carson City, Nevada 89710
   Phone: (775) 687-9200

For parents/eligible students who believe their rights may have been violated, they 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
Technology / Acceptable Use Agreement

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. Cancellation may result for the following reasons:
   - 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. Students; however, must be responsible to the following:
   - Report to an appropriate adult (parent, teacher, or administrator) any inappropriate use of the Internet or any destruction of District property;
   - Any monetary costs incurred from misuse of equipment; and
   - Take care of their accounts, to include not letting anyone else know your password, when applicable.

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:
   - Do not bully, cyber-bully or harass another person, to include sending, or encouraging others to send, threatening or abusive messages;
   - Use appropriate language - Do not swear, use vulgarities or any other inappropriate language;
   - 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 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, violate 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 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, tablets, 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 any personal information, your home address, phone numbers, social security number or school site;
• Never log on under another person’s name;
• Remember that all communications and information accessible via the network are subject to copyright law; 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 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 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.

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**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.

Bus students must observe the following 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.

**Transportation Camera Policy**
The District recognizes the importance of safety in the transportation of eligible riders on school buses. Each District school bus will be provided with a video and audio camera that shall record whenever the bus is in operation. Every person on the bus will be subject to video and audio surveillance.

**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 instruments listed below may be transported at any time:

1. Trumpet
2. Clarinet
3. Violin
4. Flute
5. Bass Clarinet
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 instruments listed below are allowed on the bus only if a seat is available:

1. Baritone Saxophone
2. Baritone Horn
3. ¾ Cello
4. ¾ Tuba
The instruments listed below are allowed only on band trips and not on a daily route bus:

1. Drums
2. String Bass
3. Bass Cello
4. Sousaphone
5. Trombone

Volunteering
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 webpage at www.washoeschools.net/Domain/91.

Applications are turned in to the school office or at the Volunteer Services Office, 494 Poplar Street in Reno. Please allow 3 weeks for processing of on-fingerprint applications. Applications which require fingerprinting, see below, require eight (8) weeks for processing. 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 eight (8) 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 by Volunteer Services. It’s better to be prepared, so if you might volunteer as an Overnight Chaperone, please plan to be fingerprinted. You may be fingerprinted up to 6 months in advance. If you are not fingerprinted and cleared within the eight (8) 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 8 weeks ahead to assure you have plenty of time to be cleared. Fingerprinting is good for 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 Human Resources Fingerprinting Office. You will be provided a confirmation notice by Human Resources personnel that must returned to your school staff person to show you have completed your fingerprinting requirement. The Human Resources Fingerprinting Office is located at 425 E. Ninth Street, Building B, Reno (located between Valley Road and Evans Avenue, near the University of Nevada) on the west side of the Administration Complex. If you have problems locating the FIB office, go to the main entrance and ask the receptionist for Human Resources, Building B, someone will direct you. Fingerprinting is available for “Drop-In” from 8 a.m. to 4:00 p.m, Monday through Friday (excluding holidays). For out of area fingerprinting requirements, contact School Police at 775-348-0285. You will be notified if there are any problems with your screening.

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.
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.washoeschools.net/Domain/91 or contact Volunteer Services at 775-348-0346 for additional information.
Informational Letter about Multi-Tiered Systems of Support

Dear Parents:

Washoe County School District (WCSD) believes that to provide the most effective education for ALL students, we must start with providing an effective education for EACH student. We know that not all children will respond the same to an instructional approach. Some students require additional support to experience success. In the WCSD, we use Multi-Tiered Systems of Support (MTSS), a 3-tiered problem-solving approach, to identify and support students who are not experiencing success with our core curriculum and instructional strategies. Students who are not meeting WCSD standards necessary for success will be provided with 2 levels of support beyond the core curriculum. MTSS has been identified as best practice in education, and fulfills federal and state legal requirements for meeting the needs of all students.

At Tier 1, the classroom teacher uses the core curriculum and instructional strategies with school-wide positive behavior supports for all students, including strategies to support students with different skill levels.

At Tier 2, the core curriculum and instructional strategies with school-wide positive behavior supports are supplemented with additional small-group interventions for students not successful at Tier 1. In Washoe County School District, students are provided additional instruction in their area(s) of need. Parents will be notified in writing and proposed group interventions and support strategies will be described.

At Tier 3, a small percentage of students who do not benefit from Tier 2 supports are provided more individualized, more intensive and more focused interventions.

At each tier, student progress is monitored on a schedule determined by the student’s need. At Tier 1, all students’ basic skills are monitored 3 times a year. At Tier 2 and Tier 3, students’ skills are monitored more frequently. Parents will be given access to ongoing student progress data to ensure awareness of student progress.

We take very seriously our responsibility to ensure the success of ALL students. MTSS will allow us to support each student efficiently and more effectively. The goal of MTSS is to close achievement gaps and ensure all students are successful at Tier 1.

For more information, please contact your school administrator.
Washoe County School District Parent and Student Agreement

Please read pages 44-58 carefully. Complete all information requested. Sign where requested in the indicated region on all pages. Please return the required forms to the school when they are requested by the enrolling school. Your signature after each section indicates agreement to the entire section. If you do not agree to a specific part of this Agreement, please cross it out. If you have questions or need help understanding the Agreement, call the principal of the school.

| Name of Student ______________________________________________________ |
| WCSD Student Number _________________________________________________ |
| Name of Parent _____________________________________________________ |
| School __________________________ Grade ___________________________ |

1. The complete WCSD Parent Student Handbook and the Nevada Department of Education Educational Involvement Accord is on the District webpage at http://washoeschools.net/domain/612. You may view by placing that address into your computer’s browser or go to your student’s school and view the Handbook in the computer lab.

2. We understand that the Handbook contains important information on the following policies: Attendance, Educational Involvement Accord, Volunteerism, Connect-Ed, Immunizations, Vision-Hearing and Scoliosis Screening, Internet Usage, Harassment and Discrimination, ADA Requirements, Dress Code, Parent Reunification, Process for Resolving Conflicts, Reporting Testing Irregularities, Safe and Respectful Learning Environment, Sex Offender Notification, and Transportation.

3. We understand that the Nevada Department of Education Educational Involvement Accord has been approved by the school’s Discipline Committee and that students who violate them may lose certain privileges.

4. We agree to work with school staff to be sure my child attends school every day (except for excused absences) and completes homework.

5. We have read the Code of Honor and the Nevada Department of Education Educational Involvement Accord on the District webpage at http://washoeschools.net/domain/612 on pages 18-20 in the Handbook. We agree to work with school staff to make sure that my child follows the Code of Honor and the Nevada Department of Education Educational Involvement Accord.

| Parent Signature ___________________________ Date ________________ |
| Student Signature ________________________ Date ________________ |

Media Appearances

I give permission for my son/daughter’s school (named on current page) to record, film, photograph, interview and/or publicly exhibit, distribute, or publish my son/daughter’s name, appearance, and spoken words during the 2015-2016 school year, whether undertaken by school or District staff, students, or the media. This includes but is not limited to the yearbook and class composite picture. I agree that the school may use, or allow other to use, those works without limitation or compensation. I release the school and the Washoe County School District staff from any claims arising out of my son/daughter’s appearance or participation in these works.

| Parent Signature ___________________________ Date ________________ |
| Student Signature (Age 18 or over)____________________ Date ________________ |
Acceptable Use: Student/Parent Technology Agreement
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.

The signatures at the end of this document are legally binding and indicate that the signing party has read the terms and conditions carefully on pages 37-39 on the District webpage at http://washoeschools.net/domain/612 in the Handbook. I understand the significance of these terms and conditions, and will abide by the Washoe County School District’s Acceptable Use Policy.

Using the Internet at school is optional. If the Technology Agreement is not signed or the form is not returned, this means the students will not be allowed to use the Internet at school.

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Educational Involvement Accord
My child and I understand that as my child’s first teacher my participation in my son/daughter’s education will help his/her achievement. Therefore, to the best of my ability, I will continue to be involved in his/her education and my child will carry out the responsibilities outlined on the District webpage at http://washoeschools.net/domain/612 and on page 18-20 in the handbook.

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**Emergency Notification/Connect-Ed Update Form**
I have read the Emergency Notification/Connect-Ed policy outlined on the District webpage on page 24 at [http://washoeschools.net/domain/612](http://washoeschools.net/domain/612) in the Handbook. 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.

<table>
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<th>Last Name of Student</th>
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<tbody>
<tr>
<td>First Name of Student</td>
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<tr>
<td>Date of Birth</td>
<td>School</td>
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<td>Name of Parent</td>
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<td><strong>Daytime Emergency Contact Phone Number</strong></td>
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**Note:** This number can be a local, long distance, or cell number and must be a direct line.

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**Parent Email Address & Cell Phone Texting Information**
In addition to the Emergency Notification/Connect-Ed Update Form on the previous page, the Parent Email Address & Cell Phone Texting Information form provides parents/guardians another means to receive messages from your child’s school and Washoe County School District. If you would like to be notified of information and events by receiving text messages, provide your email address and cell phone number below for this purpose. Because of the limited space in Connect-Ed, only one cell phone number may be used for texting messages.

<table>
<thead>
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<th>Parent First Name</th>
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<tr>
<td>Parent Last Name</td>
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<tr>
<td>Parent Email</td>
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<tr>
<td>Parent Cell Phone for Texting Messages</td>
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</table>

**Parents:** Please note! By providing us your cell phone number for text messages, you agree to receive text messages from your child’s school and the Washoe County School District. The Washoe County School District is not responsible for any charges that you would receive from your cell phone carrier. Please check your cell phone plan before providing us your cell number for text messages.
## Sibling Information

Complete the following information if the child you are registering has a sibling that attends a school in a Washoe County School District school:

<table>
<thead>
<tr>
<th>Sibling's Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Date of Birth</th>
<th>Grade</th>
<th>Public/Charter School</th>
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<table>
<thead>
<tr>
<th>Sibling's Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Date of Birth</th>
<th>Grade</th>
<th>Public/Charter School</th>
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<th>Sibling's Last Name</th>
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<th>First Name</th>
<th>Middle Name</th>
<th>Date of Birth</th>
<th>Grade</th>
<th>Public/Charter School</th>
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</table>
# Children in Transition Program/Homeless Services Form

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Full registered name)</td>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Ethnicity</th>
<th>D.O.B.</th>
<th>SCHOOL</th>
<th>GRADE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
<td>/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td>/</td>
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</tr>
</tbody>
</table>

Homeless living situations may include the following: Weekly motel, domestic violence, or homeless shelter, staying with someone due to financial hardship, car, camper, or other temporary living situation.

Please check all that apply to your current situation:

- Unemployed
- Evicted
- Divorced
- Illness
- Incarcerated
- Foreclosure

Other

<table>
<thead>
<tr>
<th>Please Specify</th>
<th>______________________________________________________________________________________</th>
</tr>
</thead>
</table>

Homeless shelter/Domestic Violence Shelter

<table>
<thead>
<tr>
<th>Name of Shelter:</th>
</tr>
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<tbody>
<tr>
<td></td>
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Hotel

<table>
<thead>
<tr>
<th>Motel</th>
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<tbody>
<tr>
<td>RV Park</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of hotel/motel/RV Park</th>
<th>Room/Space #</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Doubled with another family

<table>
<thead>
<tr>
<th>If so, reason why:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Do you contribute money to the household?

- Yes
- No

If so, how much?

- Zero
- Less than half the rent
- Half
- More than half the rent
- Other

If student is not living with the parent, does this other person have legal guardianship?

- Yes
- No

Institution

- Kids Kottage

Other

<table>
<thead>
<tr>
<th>Please Specify</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Is the student

- Abandoned
- Runaway
- Unaccompanied

## PARENT'S NAME:

| ___________________________________________ | ________________________ / ____________________ |
| Phone | Cell |

Names of all OTHER children attending a Washoe County School:

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>DOB</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>DOB</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Please list ALL children under school age (0-5 yrs. old)

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>DOB</th>
<th>Preschool</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

SCHOOL CIT ADVOCATE: Complete information below and send original to CIT Office:

<table>
<thead>
<tr>
<th>School Site #</th>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID:</th>
<th></th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Info (Please check those that apply):

- ELL
- IEP
- G&T

<table>
<thead>
<tr>
<th>CIT Site Advocate Signature</th>
<th>Principal Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Homeless Liaison Verification (CIT Office) ____________________________ Date ________________

Rev 09/10

Return to CIT Office-Hug ELC

v20

15-16
Federal Impact Aid (FIA) Section 8003 Grant Information Form

What is the Federal Impact Aid (FIA) Grant?
The Federal Impact Aid Section 8003 Grant provides extra funding to qualifying school districts within the United States. In order to qualify for this grant, each school district must identify and verify federally connected students.

Who are federally Connected Students?
Federally connected students are students who fall in one or more of the following categories:

1. Parents, step-parents, or guardians are in the military services;
2. Live on Indian lands; or
3. Live on federal property or in federally subsidized low rent housing. Reno Housing Authority is an example of a federal property.

Why does the District need this information?
Washoe County School District uses this information to identify students who are federally connected. Completing and returning this form to your child’s school ensures the accuracy of the information provided for the FIA Grant. This form does not replace the actual FIA Survey which will be distributed in the fall of each school year.

Military Services:
Are one or both parents, step-parents, or guardians in the military? If retired from the military, please disregard this form.
☐ Yes  ☐ No  ☐ Enlisting

Residing on Indian Land:
Are one or both parents, step-parents, or guardians residing on Indian Land?
☐ Yes  ☐ No  ☐ On waiting list

Reno Housing Authority:
Are one or both parents, step-parents, or guardians residing in one of the Reno Housing Authority complexes?
☐ Yes  ☐ No  ☐ On waiting list

If any of the above are marked “yes”, please complete the following and return this form to your child’s school. Thank you in advance for your time and consideration.

Please print your child’s Name: ________________________________, Grade: ______, Birth Date: __________, and School of Attendance: ________________________________.

Families who have federally connected children enrolled within the Washoe County School District will be contacted and asked to complete the FIA survey in the fall.
Student Health Services
Student Health Information

Your child’s learning depends upon good health. The information you provide may be shared with other staff members so that necessary accommodations can be made to help ensure the health and safety of your child at school. If you do not want this information shared with appropriate school staff members, please contact the school’s health office/clinic and ask to speak with the school nurse.

Please complete the following information as it applies to your child and return it to the school health office/clinic immediately upon registration.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Birth Date</th>
</tr>
</thead>
</table>

School Year: ___________ Grade: ________ Teacher (Elementary Only): ___________

Has your child ever attended a school in another Nevada district? ☐ Yes ☐ No Where/When: ___________

**EMERGENCY INFORMATION:**

<table>
<thead>
<tr>
<th>Mother/Guardian</th>
<th>Hm Phone</th>
<th>Cell</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father/Guardian</td>
<td>Hm Phone</td>
<td>Cell</td>
<td>Work</td>
</tr>
</tbody>
</table>

Hospital of Choice: ___________ Drug allergies: ___________

Primary Care Provider(s): ___________

Please provide pertinent health information by checking one of the boxes below:

☐ ATTENTION SCHOOL NURSE: MY CHILD HAS A MEDICAL OR MENTAL HEALTH CONDITION.

Diagnosis or Condition(s): ___________

Signs/Symptoms: ___________

Date(s) diagnosed: ___________ Other Health Care Provider(s): ___________

Medications: ☐ None ☐ Daily ☐ Emergency ☐ As needed. Please List: ___________

Other important health information: ___________

**OR**

☐ MY CHILD DOES NOT HAVE A MEDICAL OR MENTAL HEALTH CONDITION.

Every effort should be made to have medication taken at home instead of during school hours. School personnel may not assist students with any medication (prescription or non-prescription) unless a current WCSD Consent and Request for Medication Assistance During School Hours form hea-f205, signed by both parent/guardian and physician, is on file in the school health office. This form can be obtained from the school health office. Consult with the school nurse if there is a need for the student to carry emergency medications while at school.

PARENT/GUARDIAN SIGNATURE: ___________ DATE: ___________

Print name/relationship to student: ___________
Migrant Education Program

If you have worked in agriculture or fishing industry in the past three years on a temporary or seasonal basis, please read on.

The Washoe County Educational District Migrant Education Program advocates for Migrant families. The program provides summer school and tutoring for students, services and information on parent involvement, community resources and adult literacy programs.

If you are a migrant family, please complete the bottom portion of this letter and return it to your child’s school. You will be contacted later.

| Child’s Name | ____________________________ |
| Phone | ____________________________ |
| Parent Name(s) | ____________________________ |
| Address | ____________________________ |
| School | ____________________________ |
| Grade | ____________________________ |
| When and where did you work in agriculture or the fishing industry? | ____________________________ |
WASHOE COUNTY SCHOOL DISTRICT

Immigrant Grant Information Form

This information will allow the District to receive extra funds for classroom materials and supplies.

Please print and complete ALL information.

Student's First Name ______________  Student's Last Name __________________

Date of Birth ______/_____/_____    Grade ______

Birth country ___________________ Date entered the United States ____________

Student language ________________ Parent language ________________

Foreign Exchange Student?     Yes ______   No ______

Was the student born on a U.S. military base?  Yes _____   No _____

Name of school student is now registering at for the 2015-16 year__________________

Previous schools attended:

<table>
<thead>
<tr>
<th>School Name</th>
<th>State/Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td></td>
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<tr>
<td>2013-2014</td>
<td></td>
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<tr>
<td>2012-2013</td>
<td></td>
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<tr>
<td>2011-2012</td>
<td></td>
</tr>
<tr>
<td>2010-2011</td>
<td></td>
</tr>
</tbody>
</table>

We may contact you at home if this form is incomplete.

Parent/Guardian Signature ___________________________ Date ___________

Secretaries: Make sure this form is complete and send this form immediately to the ELL Office.

IMMIGRANT/kay/14-15
ADULT SCHOOL VOLUNTEER APPLICATION
(CONFIDENTIAL - Please Print Clearly)

This volunteer application must be completed and approved prior to volunteering. Return the completed application, with a copy of your photo ID, to the District’s Fingerprint ID and Background Office (“FIB”) at 425 E. 9th St., Reno, NV or your school office. Allow 3 weeks for non-fingerprint processing and 8 weeks for fingerprinted applications.

Date: ___________________ Photo ID Check: ___________________
Initial and attach a copy of photo ID) Fingerprinting-School Authorization (When required)

Location/School: ___________________ Program/Purpose: ___________________

Field trips: Date ___________________ Overnight Trip - Must be fingerprinted by FIB

Name: ___________________
(Last Name, First Name Initial) Enter exactly as it is on your photo identification

Phone: ___________________ Email: ___________________

Physical Address: ___________________
(Street, City, State Zip Code)

Mailing Address: ___________________
If different from above (Street, City, State Zip Code)

Date of Birth: ___________________
Last four digits of your Social Security Number: ___________________
(Mandatory) (Per NRS 603A.040) (Optional)

I am a (please check all that apply): □ Parent/legal guardian of a student attending a WCSD school
□ Community Volunteer □ WCSD Employee □ Former WCSD employee □ Practicum Student

If you are a parent, guardian or caretaker, please list student(s) and teacher(s) names:

______________________________________________________________________________

If you are volunteering as part of a community organization or business member, list the name/s of the organization or business:

______________________________________________________________________________

If you are NOT a parent, guardian or caretaker, please provide two (2) non-relative references:

(Name) (Relationship) (Phone) (Initial Reference Checked)

(Name) (Relationship) (Phone) (Initial Reference Checked)

In Case of Emergency contact:

(Name) (Relationship to you) (Phone)

Emergency medical information/conditions: (i.e: Asthma)

Ethnic Code Identification: (Check the code that best represents your ethnic identity) - Optional
□ African American □ Alaskan / Indian □ Asian / Pacific □ Caucasian □ Hispanic □ Other

OFFICIAL USE ONLY

Questions? Contact Volunteer Services, 425 E. 9th St., Reno, NV 89512; Phone: 775-348-0346 / Fax: 775-851-5669; Email: volserv@washoeschools.net

School Police check: Valid DL _______ SO Check ________ Fingerprinting check _______

DISTRIBUTION: School, Volunteer Services; FIB Office

Notes: __________________

______________________________________________________________________________
You must ALWAYS disclose criminal information no matter how long it has been since the offense/arrest. Have you EVER been arrested (even if charges were dropped), convicted, pled guilty or pled no contest to:

- A criminal offense, other than a minor traffic violation, this includes, but is not limited to a felony, gross misdemeanor, misdemeanor, DUI, etc.) □ Yes □ No
- A drug or sexual related offense or act of violence? □ Yes □ No
- Been reported for child abuse/sexual activities involving a student or minor or had charges filed against you by a school district, state / county agency, police or court? □ Yes □ No

If “Yes”, please explain the type(s) of offense(s), Location(s) and date(s) in the space below. Attach a sheet if necessary.

<table>
<thead>
<tr>
<th>Date</th>
<th>Charge/Offense</th>
<th>Disposition</th>
<th>Penalty</th>
<th>Explanation</th>
</tr>
</thead>
</table>

Administrator Only: I have reviewed the disclosed information above and □ accept □ do not accept this applicant as a volunteer on our campus. If accepted, School Police will still perform the background check required by WCSD.

Principal Signature

Note: Any applicant on an active “Wants and Warrants List”, Registered Sex Offender, terrorist list or on Parole or Probation WILL NOT BE ALLOWED TO VOLUNTEER at Washoe County School District. Background checks are completed by WCSD FIB Department. The Washoe County School District reserves the right to disallow any individual from serving as a volunteer.

Volunteer Signature

VOLUNTEER COMMITMENT AND PROCEDURES

READ THE FOLLOWING CAREFULLY BEFORE SIGNING AND DATING THIS APPLICATION

Screening: For the safety of students, all prospective volunteers will be asked to complete an Adult School Volunteer Application and provide a valid photo I.D. (international ID’s are accepted). All prospective volunteers will be given a “Background Check” check pursuant to NRS 179D. Additionally, the District, in its discretion and without a statement of reason, may require a complete criminal history check on any volunteer at any time. In programs where a volunteer is an Overnight Chaperone and may work alone for extended periods of time with a student or by request from the principal, fingerprinting and a full state and federal background check are required. If fingerprinting is required, the school district will cover these costs. All fingerprinting must be authorized. The Washoe County School District reserves the right to disallow any individual from serving as a volunteer.

Confidentiality: What you hear and observe about students, families, and staff while volunteering in a school is confidential. Repeating a seemingly harmless comment can lead to misunderstandings and hurt feelings. For schools to provide the best environment for learning, everyone’s privacy must be respected.

Liability: The Washoe County School District is proud to provide liability coverage and an accident policy for its volunteers, which will provide up to $1,500 after any other valid and collectable insurance. In order to have this protection, all volunteers must sign on the school’s volunteer / visitor sign in sheet (in every school office) every time they volunteer. Volunteers are not covered by Workers’ Compensation.

Child neglect and abuse reporting: School volunteers are obligated under mandatory child reporting laws to report any suspected child neglect or abuse. Please refer to Washoe County School District mandatory reporting guidelines.

Supervision: Volunteers perform under the direction and supervision of school personnel. Volunteers should know and follow school policies and rules. The District, in its discretion and without a statement of reasons, may suspend any volunteer from further volunteer activities pending any background check. No statement by the District establishes a property right to perform volunteer work.

Communication: If you are unable to make it to school when you are expected, please call the school and leave a message. Similarly, school staff will contact you if your time is cancelled or changed for any unforeseen reason. You may contact the WCSD Volunteer Services Office at 775-348-0346, or email lightfoot@washoeschools.net with questions or for assistance.

Student / Volunteer relationships: Volunteers function in a position of trust and Washoe County School District does not extend that volunteer / student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify the site administrator immediately if he/she becomes involved with a student / family outside the WCSD environment.

I affirm that I have read and understand all the information on this Adult School Volunteer Application and that all the information I have provided in this application is true and complete to the best of my knowledge. I understand that WCSD reserves the right to verify all information on this application form and that any false statements or failures to disclose information may be sufficient to disqualify me as a volunteer. I hereby authorize Washoe County School District to obtain information relating to my current and/or previous employment, education, and personal history records.
Parents: Please return this completed form to your child’s school. In order to apply for a formula grant under the Indian Education Program, your child’s school district must determine the number of Indian children enrolled. Any child who meets the following definition may be counted for this purpose. You are not required to complete or submit this form to the school. However, if you choose not to submit a form, the school district cannot count your child for funding under the program. This form will become part of your child’s school district record and will not need to be completed every year. This form will be maintained at the school and information on the form will not be released without your written approval.

Definition: Indian means any individual who is (1) a member (as defined by the Indian tribe or band) of an Indian tribe or band, including those Indian tribes or bands terminated since 1940, and those recognized by the State in which the tribe or band reside; or (2) a descendent in the first or second degree (parent or grandparent) as described in (1); or (3) considered by the Secretary of the Interior to be an Indian for any purpose; or (4) an Eskimo or Aleut or other Alaska Native; or (5) a member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

NAME OF CHILD_____________________________________________   Date of Birth ____________________
(As shown on school enrollment records)

School Name _________________________________________________   Grade _____________________

NAME OF TRIBE, BAND OR GROUP _____________________________________________________________

Tribe, Band or Group is: (check one)

Federally Recognized, State Organized Indian Group
_____ Including Alaska Native _____ Recognized _____ Terminated _____ Meeting #5 of the Definition Above

Name of individual with tribal membership: ____________________________________________________

Individual named is (check one): _____ Child _____ Child’s Parent _____ Child’s Grandparent

Proof of membership, as defined by tribe, band, or group is:

Membership or enrollment number (if readily available) ________________________________ OR

Other (explain) __________________________________________________________________________

Name and address of organization maintaining membership data for the tribe, band or group:
_______________________________________________________________________________________

I verify that the information provided above is accurate:

PARENT’S SIGNATURE  ___________________________________________  DATE _____________________

Mailing Address _________________________________________________ Telephone ____________________

Notice: Public Reporting Burden Notice on Reverse Side
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3E200, Washington, D.C. 20202-6335.
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 contacting the District’s Safe Routes to School Coordinator:

Officer MJ Cloud, WCSD-PD
mcloud@washoeschools.net
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
775-348-0346
www.washoeschools.net/Domain/91

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