



Humboldt County School District

Digital Version

Student Handbook and Information Guide

Print, Sign and Return the signature pages OR
Digitally Sign your Acceptance through the links
found near the end of the handbook for each child
attending an HCSD school.

*Student Residency and Opt Out Directory Information are placed at the end of the handbook and can be completed and submitted if that is information you want to communicate to the school.

Revised August 2023

Welcome to Humboldt County School District

This handbook outlines the rights and responsibilities of students and the standards for student conduct in Humboldt County School District. It also provides information about the District and its services. Students and parents or guardians need to read this handbook carefully and retain it for future reference. A more detailed listing of the School Board's policies and regulations can be found at the district's web site: www.hcsdnv.com. An overview of the public complaint process is outlined in this handbook.

Individual schools in the District have the authority to adopt and implement school rules to assist them in implementing the policies established in the District's policies. Schools are responsible for distributing their school specific procedures and rules, and students and families need to become familiar with them.

The School Board has instituted policies that ensure the fair treatment of students, families, and the general public. The Superintendent of Schools is responsible for following the governance policies of the School Board. The Superintendent and staff of the District strive to involve the public in all significant decisions that impact the school community and communicate proactively with all stakeholders.

District's vision: Every child will graduate: beginning with Kindergarten, each will be prepared and confident to succeed.

District's mission: As a community, we will instill in every child a vision to graduate, providing a comprehensive, safe, challenging and effective learning environment that prepares students to be career and college ready.

Humboldt County School District is a progressive public-school system located in rural north-central Nevada, 170 miles east of Reno, Nevada. The district serves approximately 3,300 students in 11 schools—three K-4 schools, a 5-6 middle school, a 7-8 junior high, and a 9-12 high school located in the community of Winnemucca, as well as four K-8 schools and one K-12 school in rural areas throughout Humboldt County.

Humboldt County schools are routinely honored for their academic accomplishments, success that administrators attribute to strong leadership within the schools themselves, a core of talented and dedicated teachers and staff members as well as strong parental and community support. Over the course of the past several years, Humboldt County School District schools have been recognized as Distinguished Title I schools at the state and national level, and several sites have been recognized as 5 Star and reward schools.

The district supports Early Childhood and Pre-K programs to ensure kindergarten readiness. Children in grades K-6 focus on core subjects such as reading, writing and math, science, and social studies. In addition to the core subjects, elementary students also participate in P.E., music, and computers.

Junior high school students enjoy a comprehensive academic curriculum, as well as elective courses such as theater, arts, shop, agriculture education, home economics and weight lifting. Sports include basketball, cheerleading, dance, volleyball, wrestling, track and field.

High school students enjoy a comprehensive academic curriculum including many Advanced Placement and Honors courses, choral and instrumental music, visual and performing arts classes and vocational and technical educational opportunities. In addition, students have the opportunity to gain college credit through partnerships developed with Great Basin College. A full sports program is available and includes football, basketball, baseball, softball, wrestling, track, volleyball, soccer, golf, and cheerleading; a full array of club and extra-curricular activities ensures that every student has the opportunity to "belong." An alternative education program offers students another option to acquire a high school education.

Rural K-12 students thrive in an environment marked by strong academic expectations set amid close-knit communities with strong parental support. With a four-day, Monday through Thursday, schedule, rural students enjoy expanded family time.

HCSD expanded the learning options available to their students through the Options Program which includes Distance Education for students in grades K-12 as well as an Adult Education Program.

If you have any questions about the contents of this handbook, you may contact your school's principal or call the Superintendent's Office at (775) 623-8100. We look forward to working with you and your child(ren) during the school year.

Humboldt County School District

District Office
310 E. 4th Street
(775) 623-8100
Dr. David Jensen, Superintendent
Judy Kritikos, Superintendent's Secretary
jkritikos@hcsdnv.com

SCHOOL BOARD OF TRUSTEES

Abram Swensen, President

abram@swensencpa.com

Nicole Benogochea, Clerk

nbengochea@gmail.com

Jenna Owen, Member

jowen@financeofamerica.com

Sabrina Uhlmann, Vice President

suhlmann@hcsd.com

Ron Moser, Member

75moser@gmail.com

Lori Woodland, Member

woodand@byui.edu

Lonnie Hammargren, Member

lonhammar@gmail.com

SCHOOLS

Grass Valley Elementary School

Grades Pre-K through 4

Amber Westmoreland, Principal

6345 South Grass Valley Road

(775) 623-8150

awestmoreland@hcsdnv.com

French Ford Middle School

Grades 5-6

Jeanne Jackson, Principal

5495 Palisade Drive

(775) 623-8200

jjackson@hcsdnv.com

McDermitt Combined School

Grades K-12

Brooke Webb, Principal

P.O. Box 98

McDermitt, Nevada 89421

(775) 532-8761

lmolina@hcsdnv.com

Orovada School

Grades K-8

Jennifer St. Germain, Principal

P.O. Box 85

Orovada, Nevada 89425

(775) 272-3333

jstgermain@hcsdnv.com

Sonoma Heights Elementary

School Grades K through 4

Lisa Carlson, Principal

1500 Melarkey Street

(775) 623-8165

lweber@hcsdnv.com

Winnemucca Junior High School

Grades 7-8

Dustin Christean, Principal

451 Reinhart Street

(775) 623-8120

dchristean@hcsdnv.com

Denio Elementary School Grades

K-8

Laura Molini, Principal

P.O. Box 76

Denio, Nevada 89404

(775) 941-0376

lmolini@hcsdnv.com

Paradise Valley Elementary

School Grades K-8

Laura Molini Principal

P.O. Box 33

Paradise Valley, Nevada 89426

(775) 578-3382

lmolini@hcsdnv.com

Winnemucca Grammar School

Grades K through 4

Colby Corbitt, Principal

522 Lay Street

(775) 623-8160

ccorbitt@hcsdnv.com

Albert M. Lowry High School

Grades 9-12

Shaun Taylor, Principal

375 Kluncy Canyon Road

(775) 623-8130

staylor@hcsdnv.com

Kings River School

Grades K-8

Jennifer St. Germain, Principal

Star Route 134

Orovada, Nevada 89425

(775) 859-0352

jstgermain@hcsdnv.com

Options Program

Distance Learning/Adult Ed

Jennifer Evans, Lead

731 Fairgrounds Road

Winnemucca, NV 8945

(775) 623-8277

jevans@hcsdnv.com

District Departments

Human Resources
Will Jensen, Asst. Superintendent
310 E. Fourth Street
(775) 623-8196
wjensen@hcsdnv.com

Director of Opportunity
DeAnna Owens, Director
310 E. Fourth Street
(775) 623-8128
dowens@hcsdnv.com

Director of Performance
Noel Morton, Director
310 E. Fourth Street
(775) 623-8100
nmorton@hcsdnv.com

Director of Innovation
Colby Corbitt
310 E. Fourth Street
(775) 623-8100
ccorbitt@hcsdnv.com

Finance/Accounting
Michael Nelson, Supervisor
310 E. Fourth Street
(775) 623-8116
mnelson@hcsdnv.com

Health Services
Marian Tyree, Chief Nurse
6345 South Grass Valley Road
(775) 623-8128
mtyree@hcsdnv.com

Food Service Coordinator
Laura Jensen
310 E. Fourth Street
(775) 623-8109
ljensen@hcsdnv.com

Transportation
Anthony Valenzuela, Foreman
310 E. Fourth Street
(775) 623-8115
avalenzuela@hcsdnv.com

Maintenance
Michael Formby
310 E. Fourth Street
(775) 623-8110
mformby@hcsdnv.com

Director of Dining Services
Nathan Hardin, Chartwells
310 E. Fourth Street (775)
623-8109
kdewey@hcsdnv.com

Technology
Josiah Brown, Supervisor
310 E. Fourth Street
(775) 623-8157
jbrown@hcsdnv.com

Disclaimer:

THE SCHOOL RULES IN THIS HANDBOOK ARE SUBJECT TO CHANGE, PLEASE SEE THE HUMBOLDT COUNTY SCHOOL DISTRICT WEBSITE FOR MOST UP-TO-DATE RULES, POLICIES, AND REGULATIONS.

Humboldt County School District makes every effort to keep the District Student Handbook and Information Guide updated annually. School Site Handbooks are provided as a quick guide to rules and regulations that facilitate the day to day operations at the individual school sites.

Please be aware that school rules published in the School Site Handbooks and District Handbook and Information Guide are subject to change to maintain compliance with federal, state, and/or local regulations and are subject to review and alteration as becomes necessary for the routine operation of the school. The public is noticed of potential District Policy changes when they are placed on a School Board Agenda for discussion and action. Regulations are to help implement the Policy approved by the Board. The most current handbook will be available on the District website at www.hcsdnv.com or contact the District Administrative Office at (775)623-8100 for assistance.

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STUDENT REGISTRATION INFORMATION

The District welcomes all students and their families to our learning community. Families will be provided information regarding student registration, the schools, family assistance programs, transportation, health and food services, special education and other community services. Families may call individual school sites to obtain more information regarding the registration process.

Parents/Legal Guardians are asked to bring the following information when registering their child:

- State issued birth certificate
- Medical information
- Proof of immunizations
- Parent/legal guardian's name, address and phone number
- Emergency phone numbers for when parents cannot be reached
- Family doctor's name if possible
- Previous school; name, address, phone, fax numbers
- Special Education information, if applicable
- Certified copies of Letter of Guardianship or Decree or Order Designating Custodial Parent, if applicable
- Notarized Statement of Parents/Court Appointed Guardians Allowing Temporary Authority to Enroll Student, if applicable

Enrollment for a kindergarten student takes place during a special registration session in May. Children must be five (5) years old on or before the first day of school of the current year to enroll in kindergarten. New families moving to town may register their child online at any time by going to our website page: www.hcsdnv.com

Students Transferring from Other Districts

When parents move into HCSD, they must bring in proof of address and fill out the records request form. Parents/legal guardians must also provide a state issued birth certificate, medical information, proof of immunizations, pertinent address and phone numbers of parents/legal guardians, emergency contacts and family doctors, special education information, if applicable, certified copies of "Letter of Guardianship or Decree or Order Designating Custodial Parent", if applicable, a Notarized Statement of Parents/Court Appointed Guardians Allowing Temporary Authority to Enroll Student, if applicable. New families moving to town may register their child online at any time by going to our website page: <https://www.hcsdnv.com/page/registration>

Transfers within the District

Occasionally parents/legal guardians wish to transfer their child from one school to another school in the district. The District's policy allows for transfers under certain circumstances if the enrollment of the school to which the parents/legal guardians wish their child transferred is not full and the administration of the schools feel it is in the child's best interest.

Students Residency

Parents are asked to verify residential address information yearly and provide any updates as soon as possible for the safety of their students and to confirm correct school zoning.

Student Retention

Though retention in a grade is not always successful, it is one way to remediate under-achievement or give a student the opportunity to mature a year. Normally, if a student is retained, it is done in elementary school with the involvement and recommendation of the student's teacher(s) and parents/legal guardians.

ASSESSMENTS

HCSD Assessment Vision

In Humboldt County School District, we are committed to providing assessments that are high quality by design, produce meaningful data for all stakeholders and serve as part of a coherent system of teaching and learning. Our goal is to improve instructional practice and increase student learning.

District Level Assessments

Measurement of Academic Progress - MAP Reading & Mathematics (Grades K-8)

- MAP is a Nevada Academic Content Standards aligned, adaptive, and computerized assessment program that provides educators, students and parents with information that can be utilized to improve teaching and learning. Educators use the academic growth and achievement data provided by MAP to implement instruction focused specifically on students' needs. HCSD students in grades 1st-4th are required as part of the Read by Grade Third legislation to take the reading assessment in fall, winter and spring and Kindergarten is required during winter and spring. HCSD has reduced the requirements and students in grades 5th-8th will take the reading MAP and 1st-8th will take the math MAP during fall to measure growth over time.

Interim Assessments reading & Math Grades K-8th

- Students engage in reading and math interims at the end of each nine weeks to measure the implementation of standards and student learning.

State Level Assessments

In alignment with both Federal and State education laws, the Nevada State Assessment System ensures all public-school students, no matter where they attend public school, receive a quality education. The measures used in determining whether students have achieved the challenge academic standards are listed below in the required annual state assessments that students are required to take as noted by the Nevada Revised Statute (NRS) or Nevada Administrative Code (NAC).

- **ACT (Writing, Reading, English, Math & Science Grade 11)**
All HCSD students take the ACT during their junior year. The ACT assessments are specifically designed to measure students' level of college and career readiness and provide valuable feedback to support the attainment of students' college and career goals. Currently participation is mandatory at least once in order to graduate, yet no passing score is required.
- **Career & Technical Education Assessments – (CTE) Program Completion (Grades 11th-12th)**
HCSD annually administers two types of CTE assessments. The Workplace Readiness Skills Assessment measures the “soft skills” needed to be successful in all careers, and the End-of-Program Technical Assessment is program specific and measures the skill attainment of a student who has completed a program course sequence. High school students that enroll in certain CTE programs are required to take these assessments. (NAC 389.800)
- **English Language Proficiency Assessment - WIDA Access 2.0 (Grades K-12)**
Students identified as limited English proficient must be assessed annually with the WIDA. This identification process is determine based on parents and/or guardians information provided during the initial HCSD enrollment application in the section of the home language survey. Once students are identified then students are screened are determined if they are eligible. This assessment is used to determine a student's English proficiency in five areas: speaking, listening, reading, writing, and comprehension. Students are required to take this assessment until they meet the exit criteria. (NRS 390.810)
- **End of Course (EOC) Grades 9th-10th**
The End of Course examination measures how well a student understands Algebra I in 9th grade or English Language Arts in 10th grade. Students take the EOC at the end of the course. The EOC score is required to be 15% of the students final grade. (NRS 390.700)
- **Nevada Science Assessment Grades 5,8, & 10**
Students in grades 5th, 8th and 10th are required to participate in a CRT Science Exam each spring. The purpose is to provide feedback for schools, teachers, students and parents regarding mastery of the NVACS in science. High School students must demonstrate participation in this exam in order to graduate. (NRS 390.105)

- **Smarter Balanced Assessments English Language Arts & Mathematics (SBAC) Grades 3rd-8th**

The Smarter Balanced assessments (SBAC) are a key part of measuring student progress in grades 3-8 towards success in college and career. The computer-adaptive format and online administration of this assessment provides meaningful feedback that teachers and parents can use to help students succeed. Results will be used to help determine the school's Performance Framework. (NRS 390.105)

- **Nevada Alternate Assessment - NAA Grades 3rd-8th & 11th**

The NAA is the alternate statewide assessment for students with significant cognitive disabilities. The NAA assesses student academic performance on Nevada Content Standards through direct observation of specific tasks. (NRS 390.820)

National Level Assessment

National Assessment of Educational Progress (NAEP) Grades 4 & 8

The National Assessment of Educational Progress (NAEP) is the only assessment that measures what U.S. students know and can do in various subjects across the nation, states, and in some urban districts. NAEP is a congressionally mandated project administered by the National Center for Education Statistics (NCES) within the U.S. Department of Education and the Institute of Education Sciences (IES). National results are available for all subjects assessed by NAEP.

TEST SECURITY

In order to maintain the integrity of state and district assessments, students and parents are encouraged and school officials are required to report any suspected testing irregularities. Testing irregularities may be committed by school officials, students or any other parties involved in the testing process.

- A test administration irregularity is the failure to administer an examination in the manner intended by the person or entity that created the examination.
- A test security irregularity is an act or omission that tends to corrupt or impair the security of an examination. Irregularities in testing security include such things as failing to comply with state and district security procedures or disclosing questions, or answers to questions, on an examination in a manner not otherwise approved by law.

Nevada law specifically prohibits any school official from directly or indirectly using his or her official authority to influence a student, parent, or another school official in an effort to interfere with the disclosure of information concerning a testing irregularity. A person who willfully discloses untruthful information concerning testing irregularities may be guilty of a misdemeanor and subject to disciplinary action. A teacher or administrator may be demoted, suspended, not re-employed, or his or her license suspended for failure to observe and carry out state, school or district test security plans.

Issues of test security and procedures that ensure the security of the examinations are outlined in greater detail in Humboldt County School District's Test Security Plan. A copy of this plan may be viewed on the Humboldt County School District website, www.hcsdnv.com. School official is defined as a member of a board of trustees or a licensed or unlicensed person employed by the board of trustees or a licensed or unlicensed person employed by the board of trustees of a school district. Nevada Revised Statutes (NRS) 391.600 through 391.648 provide for specific rights and responsibilities of school district personnel with regard to the disclosure of irregularities in testing administration and testing security relative to all state and district mandated examinations. These rights and responsibilities can be viewed on the Nevada Legislature website, www.leg.state.nv.us.

PARENT REFUSAL

There are direct ramifications on a school campus when parents refuse to have their child take the required state level assessments. The Nevada School Performance Framework requires that 95% or more of students in all designated categories take all state level assessments within their grade level. If a school does not demonstrate the 95% participation there are penalties applied to the school within the annual Star Rating. The HCSd process for parents refusing to have their child take state level assessment is to submit a written letter stating annually describing why they are refusing the assessment. The letter must include a current date, reason for refusal, the child's name, and parent/guardian signature. It must be submitted to the principal at the student's school site of attendance before the test window of an assessment opens.

TRANSPORTATION

Transportation Information

Bus route information is available at each school, the Transportation Office and on the District website, www.hcsdnv.com (Departments/ Maintenance & Transportation/ Bus Routes.)

Due to last minute student registrations during the first two weeks of school, bus routes and stop times may be altered. Only children eligible for transportation services will be transported.

School bussing in the State of Nevada is not mandated. However, Humboldt County School District provides this privilege as a service to students. The District operates transportation services for K through 12th students who live outside of the boundaries the HCSD Board of Trustees has authorized for transportation. For K-12 students, transportation may be provided for students who live outside of a 2-mile radius of the school or live outside the city limits. Students with disabilities may qualify for special transportation if they cannot access school on regular school bus routes. Special transportation must be included in the child's Individualized Education Plan (IEP).

It is the District's goal to provide safe and economical student transportation services. To accomplish this goal, there are responsibilities and rules for each member involved in the transportation system: staff, students and parents/legal guardians. We ask parents/legal guardians to become familiar with the rules and procedures and to discuss them with their child so that we can work as a cooperative team to make transportation successful. HCSD Bus Rules can be found on the District website, www.hcsdnv.com (Departments /Maintenance & Transportation/HCSD Bus Rules.)

Area radio stations will announce school cancellations, delay of starting time or dismissal of school. If no announcements about Humboldt County Schools are made, schools are open. If schools are closed for emergency reasons for one day, they will be open the following day unless information to the contrary is announced.

Facebook: <https://www.facebook.com/HumboldtCountySchoolDistrict?fref=ts>

Website: www.hcsdnv.com

Robocall as well as our local radio stations KUNA 92.7 and MIX 102.7

ATTENDANCE NRS 392.040

The District schools in Winnemucca and McDermitt operate on a 180 day program and Denio, Kings River, Orovada and Paradise operate on a 150 day program (4-day school week). Nevada law (NRS 392.040) requires school age children to be enrolled in public school and attend on a regular basis. Except as otherwise provided by law, each parent, guardian, or other person in the State of Nevada having control or charge of any child between the ages of 7 and 18 years shall send the child to a public school during all the time the public school is in session in the school district in which the child resides. Absences should be pre-arranged when possible. Students must attend ninety percent (90%) of the time; therefore, a student may not miss more than ten (10) days per semester.

Children are also exempt from public school enrollment and attendance if they are enrolled in a private school, or if they are registered for homebound instruction through the District.

Regular attendance is essential if students are to receive full benefit from the educational opportunities. An absence means not only that the student misses the instruction that has been taught on that day, but also that the student usually misses key points and assignments for the next day. Frequent absences often result in the student becoming discouraged and resistant to school because the student loses continuity and understanding of the class work.

The following information concerning attendance will be helpful to parents:

- Attendance as well as achievement will determine successful completion of school classes.
- Within three (3) days of a student's absence, parents or legal guardians must notify the school of the absence in writing or by calling the school to excuse the absence.
- Absences are excused for illness and emergencies beyond student control and for other reasons where satisfactory arrangements are made in advance by a parent or legal guardian. All other absences are unexcused or truant.

- Parents/Legal guardians are urged to make doctor or dental appointments after school hours to minimize the loss of school time.
- Requests to leave school for any reason must be approved by a parent or legal guardian.

Every effort should be made to avoid keeping a student out of school for reasons other than real illness. Of course, when a student is ill, he/she should be kept at home. School staff is responsible for maintaining attendance records and reporting absences to parents by a notation on the report card, by a telephone call, or by a letter when a problem is evident.

Students enrolled in the distance education program are required to report to the Teacher of Record on a weekly basis either by a face-to-face meeting, a telephone call, or an e-mail communication. Failure to report will be deemed as an absence from the program and may result in the student being marked truant with the possibility of being referred to the Humboldt County Juvenile Probation Department.

Truancy

A student is deemed truant when he/she is absent from school without the written approval of his/her teachers or principal. Unapproved absences for at least one period, or the equivalent of one period, may be deemed as truancy. In accordance with NRS 392.140, any student who has been declared a truant three or more times within one school year must be declared a habitual truant. Written notification of truancy shall be mailed to the student's parent/legal guardian and may result in a referral to Humboldt County Juvenile Probation Department authorities.

HOMELESS STUDENTS

All students are guaranteed the rights of a free and appropriate education when experiencing homelessness as guaranteed in the McKinney-Vento Homeless Assistance Act. The definition of homeless children and youth is an individual who lacks a fixed, regular, and adequate nighttime residence and includes:

- An individual whose primary nighttime residence is in a public or private shelter for temporary accommodations (welfare hotels, transitional housing, etc.)
- An individual who sleeps in a public or private place not designated for regular sleeping accommodations for a human being (car, park, hotel, camper, etc.)
- Children living in a domestic violence shelter
- An individual, who out of necessity, is living with a relative due to lack of housing or domestic hardship
- Unaccompanied youth who have been abandoned or forced out of their home by parents or caretakers (under 18 years of age) Even if students secure permanent housing, they remain a student in transition for the remainder of the academic school year.

Under the McKinney-Vento Act, children in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled.
- Receive transportation to and from the school of origin.
- Enroll in school immediately, even if missing records and documents normally required for enrollment, such as a birth certificate, proof of residence, previous school records, or immunization/medical records.
- Enroll, attend classes and participate fully in all school activities while the school arranges for the transfer of records.
- Have access to the same programs and services that are available to all other students including transportation and supplemental educational services.
- Attend school with children not experiencing homelessness; segregation based on a student's status as homeless is prohibited.
- As per district policy, any tardiness or absence that is related to a child's or youth's living situation shall be excused.
- Pupils may receive full or partial credit for a specific course of study without satisfying the attendance requirements or hours of classroom instruction.
- High schools will develop and carry out a plan to award and accept full or partial credit for coursework that is satisfactorily completed by a homeless youth or a pupil that lives in foster care regardless of time, place, or pace at which the pupil progressed or the number of hours of classroom instruction the pupil received.

The District has a homeless liaison and each school has a homeless liaison that will ensure immediate enrollment into a school without required documents. All students in the District are able to be bused to any school of enrollment. Students will receive additional academic support as needed, and additional services can be afforded the student as appropriate. To contact the Homeless Liaison, call the Office of Educational Opportunity, 775-623-8100.

DRESS CODE AND GANG ACTIVITY OR ASSOCIATION

Student dress and grooming is the responsibility of the individual and his/her parents/guardians in cooperation with the following District guidelines:

- Dress and grooming shall be clean and consistent with health, sanitary and safety practices.
- When a student is participating in special activities, his/her dress and grooming shall not disrupt the performance or constitute a health threat to him/herself or other students.
- Dress and grooming shall not disrupt the teaching-learning process. Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

CODE OF HONOR (SB214) HCSD POLICY 5005

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, even if you don't think it will be copied

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.

*****Parent signature is required on the Parent/Student Signature and Acknowledgement Form.*****

STUDENT RECORDS & INFORMATION AND CONFIDENTIALITY

Student Records HCSD Policy 5095

Student records will be maintained by the District for the benefit of the student. They will be used to promote the instruction, career development, guidance and educational progress of the student.

Student records must be maintained in the legal name of a student. In compliance with federal and state regulations, the following is a notice to parents/legal guardians and students who are eighteen (18) years of age or older ("eligible students") of their rights regarding student records.

Confidentiality

Information contained in students' personal folders and health records shall be regarded as confidential by all school personnel.

Family Education Rights & Privacy Act - Parent-Student Rights Regarding Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

(1) *The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.* Parents or eligible students should submit to the school principal or Superintendent a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) *The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.* Parents or eligible students who wish to request that the school amend a student's record should address the school principal or Superintendent in writing, clearly identifying the part of the record that they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) *The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.*

The name and address of the office that administers FERPA is: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520 or visit the web at <https://studentprivacy.ed.gov/file-a-complaint>**

Parents may obtain a copy of the School District's policy regarding student education records. All student records shall be periodically reviewed, and irrelevant material shall be discarded.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems of the student or student's family
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and 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 that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-5920.

“OPT OUT” DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Humboldt County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Humboldt County School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Humboldt County School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. 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 have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Humboldt County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1. If enrolled after October 1st, the written request is due within two weeks of the enrollment date. HCSD has designated the following information as directory information: [Note: An LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing

- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

*****Parent signature is required on the Parent/Student Signature and Acknowledgement Form.*****

HARASSMENT, DISCRIMINATION, VIOLENCE, BULLYING, & SCHOOL SAFETY

General Statement of Policy

It is the policy of Humboldt County School District to maintain a learning and working environment that is free from unlawful harassment, discrimination, violence and bullying. The School District prohibits any form of unlawful harassment, discrimination, violence and bullying.

It shall be a violation of Administrative Regulation 5145, for any pupil, teacher, administrator or other personnel of the School District to inflict, threaten to inflict or attempt to inflict unlawful harassment, discrimination, violence and bullying upon a pupil, teacher, administrator or other school personnel either through conduct or communication of a sexual nature, or regarding religion or race as defined by this Administrative Regulation. (For purposes of this Administrative Regulation, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

The School District will act to investigate all complaints, either formal or informal, verbal or written, alleging unlawful harassment, discrimination, violence and bullying and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this Regulation.

The purpose of Regulation 5145 is to communicate to all students and school personnel, including supervisors and managers, that the District will not tolerate unlawful harassment, discrimination, violence or bullying behavior which is committed in school facilities, on school grounds, during lunch or break periods, at any school-sponsored activities, on a school bus, at a bus stop or on the way to or from school. This also includes conduct off property that materially and substantially affects and disrupts school operations or causes school officials to reasonably believe it will do so. Students found in violation of this Regulation may be subject to disciplinary action.

Reporting Procedures

Any person who believes he or she has been the victim of unlawful harassment, discrimination, violence and bullying, by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute unlawful harassment, discrimination, violence and bullying, toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this Regulation. The School District encourages the reporting party or complainant to use the report form that is available either from the principal of each building or from the School District Administration Office; however, oral reports shall be considered complaints as well. Nothing in this Regulation shall prevent any person from reporting harassment or violence either directly to a District Human Rights Officer or the Superintendent.

Every pupil is encouraged to report immediately any incidents of threats or acts of violence of which she/he is aware against any student, school staff, administrator, volunteer, visitor or other individual. Threats or acts of violence may include:

1. Discussing or depicting weapons or bringing them to the school.
2. Displaying overt signs of extreme stress, resentment, hostility, or anger.
3. Making threatening remarks, either verbally or in writing.
4. Sudden or significant deterioration of performance.
5. Displaying irrational or inappropriate behavior.

In Each School Building: The building principal is the person responsible for receiving oral or written reports of unlawful harassment, discrimination, violence and bullying, at the building level. Any adult School District personnel who receive a report of unlawful harassment, discrimination, violence and bullying shall inform the building principal immediately. Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any unlawful harassment, discrimination, or violence and bullying report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the reporting party or complainant shall file the complaint directly with the Superintendent or the School District Human Rights Officer.

In the District: The School Board will designate a School District Human Rights Officer to receive reports of complaints of unlawful harassment, discrimination, violence and bullying. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with **Will Jensen, Assistant Superintendent** at the district office 310 E. 4th Street, Winnemucca, Nevada 89445, 775-623-8196. He can also be reached by email at wjensen@hcsdnv.com during school hours as well as after school hours.

If after investigating any complaint of unlawful harassment, discrimination, violence or bullying, the School District determines that the complaint is not bona fide and was not made in good faith or that a pupil has provided false information regarding the complaint, disciplinary action may be taken against the pupil who filed the complaint or who gave the false information. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades, or work assignments.

The School District will respect the privacy of the complainant; the individual(s) against whom the complaint is filed and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action and to conform to any discovery or disclosure obligations.

Investigations

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging unlawful harassment, discrimination, violence and bullying, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents, post incidents, or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students, teachers and administrators or other school personnel pending completion of an investigation of alleged unlawful harassment, discrimination, violence and bullying.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination as to whether the allegations have been substantiated as factual, and whether they appear to be violations of this Regulation and/or state and federal law.

School District Action

Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this Regulation will be consistent with requirements of applicable collective bargaining agreements, state and federal law and School District policies.

The result of the School District investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

The School District will take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful harassment, discrimination, violence and bullying, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful harassment, discrimination or violence and bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

EDUCATIONAL INVOLVEMENT ACCORD

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

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:
 1. Attending school-related activities;
 2. Attending organized parent meetings, such as PTA, PTO, or parent advisory committees;
 3. Attending parent-teacher conference(s);
 4. Volunteering at the school;
 5. Chaperoning school-sponsored activities; and
 6. 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.

*****Parent signature is required on the Parent/Student Signature and Acknowledgement Form.*****

ELECTRONIC RESOURCES & DEVICES

Electronic information resources offer access to computers and people throughout the world and are now available to students and staff in our District. The District believes that electronic communication is a tool for lifelong learning and that by providing these services we will promote educational and organizational excellence.

While electronic information resources offer tremendous opportunities and educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers and others, including parents/legal guardians. Students and staff must understand and practice proper and ethical use. All students and staff must be knowledgeable regarding procedures, ethics and security involving the use of electronic communication before receiving an account name and password that allows use of the system. District procedures are in place to protect students, to develop processes for the reporting of abuses and to design methods to prevent their recurrence.

It is important to understand that the use of the network is a privilege, not a right, which may be revoked at any time for abusive behavior. All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and those violations can lead to prosecution. For this reason, all users in the District who wish to access electronic information resources are required to sign a contract which confirms that the user understands his/her responsibilities and has chosen to be accountable for his/her use of the district's electronic communication system. Contracts and guidelines for use of electronic information resources are available at school offices. You can find District policy regarding the use of electronic information resources on the District web site at www.hcsdnv.com

The District requires students and parents/legal guardians to sign an internet access agreement before students are allowed to access approved internet web sites, the agreement is as follows:

INTERNET

Internet Access Agreement: Student

As a condition of the privilege to use Humboldt County School District access to any public or other networks such as the Internet for the current academic year, I understand and agree to the following:

1. I will follow all the guidelines and regulations of the Humboldt County School District's *Student Internet Acceptable Use Agreement*
2. The use of the Humboldt County School District network and access to the Internet or any other public networks is a privilege which may be revoked by the Humboldt County School District at any time for abusive conduct or violation of any of the conditions of use set forth herein, or in future written, electronic, or web-site based directions, policies, regulations, and guidelines that may be developed during this academic year. Humboldt County School District reserves the right to regulate time and access of personal use.
3. Humboldt County School District has a right to review and monitor any material created, stored, transmitted, or received via the Humboldt County School District network or access thereof to the Internet or other public network. Humboldt County School District has the right to remove any material which the district, in its sole discretion, believes may be harmful to minors, obscene, pornographic, abusive, unlawful, or otherwise objectionable, or that may in any way compromise the integrity of the HCS D network, and I hereby waive any right of privacy which I may otherwise have in and to such material.
4. Humboldt County School District will not be liable for any direct or indirect, incidental or consequential damages due to information gained, created, transmitted, created and/or obtained via use of the Humboldt County School District network or access thereof to the Internet or other public networks. Information and services contained on the Internet and other public networks in no way are intended to reflect the beliefs or philosophy of Humboldt County School District, nor are they intended to refer to, or be applicable to any specific person, case or situation.
5. Humboldt County School District and/or Technology Department does not warrant the functions of its network or any of the networks accessible through Humboldt County School District access. The Humboldt County School District does not guarantee that it's network will meet any specific requirements you may have, will be error free or uninterrupted, nor shall Humboldt County School District be liable for any direct or indirect, incidental, or consequential damages(including lost data, information, profits) sustained or incurred in connection with the use, operation, or inability to use Humboldt County School District's network or access.
6. That in consideration for the privilege of using the Humboldt County School District access and network, I hereby release the Humboldt County School District, technology management, its staff, administrators, operators, and any institutions with which they are affiliated from any and all claims and damages arising from my use, or inability to use Humboldt County School District's network or access, including, without limitation, the types of damages identified in paragraphs 4 and 5 above.

Students may possess and use electronic signaling devices provided they do not disrupt the educational program or school activity. Signaling devices must be turned off during class or indoor school activity time.

Internet and Public Network Acceptable Use and Children's Internet Protection Act "CIPA"

The District's Internet and Public Network Acceptable Use Policy, states:

The use of Humboldt County School District access to the Internet and public networks shall be for the purpose of facilitating the exchange of information consistent with the purpose and in the furtherance of district education objectives and in accordance with the latest and best research on K-12 curriculum and student learning.

Users of Humboldt County School District Internet and public network access shall not be used for commercial purposes, including the advertising of commercial offerings.

Humboldt County School District public network access shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation, or which is obscene, abusive or otherwise likely to be offensive or objectionable to the recipients thereof that may in any way compromise the integrity of the Humboldt County School District network.

Any use of Humboldt County School District public network access beyond the District itself shall conform to acceptable use policies of those sources. This includes, but is not limited to, District Policies and Administrative Regulations and procedures.

Furthermore, the District 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:

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

Responsibilities - Technology (including the use of the Internet) can be an exciting adventure for students. Students, however, must be held responsible for reporting to parent, teacher, administrator, or any appropriate adult any inappropriate use of the Internet or any destruction of District property.

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 or harass another person, never send, or encourage others to send, threatening or abusive messages (such as to bully another student, sexually harass another student, make any racial remarks, violate copyright laws, or to engage in any illegal or inappropriate uses etc.).
- Do not swear, use vulgarities or any other inappropriate language.
- Respect the rights of others. Do not vandalize or destroy the data of another user.
- Do not use the school's network to gain unauthorized access and do not attempt to bypass blocked Internet sites.
- Do not use the network in a disruptive manner (e.g., downloading video or music without the express consent of the teacher and printing multiple copies of one document, etc.).
- Do not tamper with the District's network or the school's computer hardware or software.
- Do not connect any devices to computers without the consent of a teacher and only under the direct supervision of a teacher. (This includes CD/DVD, external hard drives, flash drives, phones, iPods, PDAs, etc.).
- Do not download, install, or run any programs unless specifically instructed by a teacher and only under a teacher's supervision, and do not knowingly introduce malicious code (viruses, Malware, Spyware, Ransomware, etc.).
- Do not reveal your personal address, phone numbers, social security number or school site.
- Never log on under another person's name; never let anyone know your password.
- All communications and information accessible via the network are subject to copyright law.

Humboldt County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at

your own risk. Humboldt County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Students may be held responsible for any monetary costs incurred from misuse of equipment.

*****Parent signature is required on the Parent/Student Signature and Acknowledgement Form.*****

HCSD NON-DISCRIMINATION POLICY 3000

Notice of Nondiscrimination

Humboldt County School District (“the school district”) does not discriminate on the basis of race, color, religion, national origin, ancestry, disability, age, marital status, sex, sexual orientation, gender identity or expression, or any other category protected by applicable state or federal law in its program and activity, including employment, and provides equal access to the Boy Scouts of America and other designated youth groups.

In keeping with requirements of federal and state law, the school district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

Notice of Nondiscrimination on the Basis of Sex Under Title IX

Humboldt County School District (“the school district”) does not discriminate on the basis of sex in the education program and activity it operates. Title IX prohibits sex-based discrimination, including sexual harassment, in violation of Title IX of the Education Amendments of 1972. Title IX provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any school district education program or activity. The school district is required by Title IX not to discriminate in such a manner. Title IX applies to any school district education program or activity, whether such program or activity occurs on-campus or off-campus. The requirement not to discriminate in the school district’s program or activity extends to employment.

Sexual harassment by school employees is considered grounds for disciplinary action, up to and including discharge. Sexual harassment by students is considered grounds for disciplinary action, up to and including expulsion.

Sexual Harassment Defined Under Title IX

Sexual harassment is defined under the federal Title IX regulations as conduct on the basis of sex that satisfies one or more of the following:

- a. A school employee conditioning the provision of an aid, benefit, or service of the school district on an individual’s participation in unwelcome sexual conduct (i.e., quid pro quo); or
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school district’s education program or activity; or
- c. Sexual assault as defined in the federal Clery Act, or dating violence, domestic violence, or stalking as defined in the federal Violence Against Women Act.

Reports and Complaints of Sexual Harassment

The school district must respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment. Notice to a Title IX Coordinator, or notice to an official with authority to institute corrective measures on the school district’s behalf, or notice to any school district employee charges a school with actual knowledge and triggers the school district’s response obligations.

Because the school district must respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment, all school district employees are required to report possible incidents of sexual harassment involving students and/or employees directly to the school district’s Title IX Coordinator as soon as practicable, but not later than a time during the same day on which the employee became aware of an incident of sexual harassment, including allegations of sexual harassment. Reports by school district employees made in person, by telephone, and/or by email. Failure to report such incidents may result in disciplinary action.

Any person other than a school district employee may report sexual harassment including allegations of sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment) in person, by mail, by telephone, or by email, using the contact information listed below for the school district's Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

A report of sexual harassment may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

The school district has designated the following employee to coordinate its efforts to comply with Title IX. The school district's Title IX Coordinator is:

**Will Jensen, Assistant Superintendent
Humboldt County School District
310 E. Fourth Street
Winnemucca, Nevada 89445
775-623-8196
wjensen@hcsdnv.com**

The school district notifies applicants employment, parents or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the school district, of the name or title, office address, email address, and telephone number of the school district's Title IX Coordinator.

The contact information for the Title IX Coordinator will be prominently displayed on the school district's website and on the websites for each school in the district.

Inquiries about the application of Title IX to the school district may be referred to the school district's Title IX Coordinator, or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202, or both.

Title IX Sexual Harassment Mandatory Response Obligations and Grievance Process can be found in Board Policy 3005 and Administration Regulation 3005

Notice of Nondiscrimination on the Basis of Disability

Humboldt School District shall ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program of the school district. Humboldt School District, in providing any aid, benefit, or service, shall not, directly or through contractual, licensing, or other arrangements, on the basis of disability:

- a. deny a qualified person with a disability the opportunity to participate in or benefit from the aid, benefit, or service;
- b. afford a qualified person with a disability an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded others;
- c. provides a qualified person with a disability with an aid, benefit, or service that is not as effective as that provided to others;
- d. provide different or separate aid, benefits, or services to persons with disabilities or to any class of disabled persons unless such action is necessary to provide qualified handicapped persons with aid, benefits, or services that are as effective as those provided to others;
- e. deny a qualified person with a disability the opportunity to participate as a member of planning or advisory boards; or
- f. otherwise limit a qualified person with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit, or service.

For student-related disability discrimination concerns, contact the following person:

Will Jensen, Director of Opportunity
Humboldt County School District
310 E. Fourth Street
Winnemucca, Nevada 89445
775.623.8100
wjensen@hcsdnv.com

Parents and Students may opt to

- 1) Print the signature and acknowledgement forms found on the next two pages, sign, and send back to the school, or
- 2) Ask the school for hard copies to sign or
- 3) Complete the acknowledgement online through the links below. One parent/student signature and acknowledgement form must be submitted for each student attending school in HCSD.

[French Ford Middle School](#)
[Grass Valley Elementary](#)
[Lowry High School](#)
[McDermitt Combined Schools](#)
[Remote Rural Schools](#)
[Sonoma Heights Elementary](#)
[Winnemucca Grammar School Winnemucca](#)
[Junior High School](#)

Humboldt County School District Student Handbook 2022-2023

PARENT/STUDENT SIGNATURE AND ACKNOWLEDGMENT FORM

Please complete and return to your child's school.

Student Name	School	Grade
Nevada Department of Education Code of Honor		
I have read and agree to uphold the intent of the Nevada Department of Education Code of Honor.		
_____ parent signature	_____ date	_____ student signature
Nevada Department of Education Educational Involvement Accord		
I have read and agree to uphold the intent of the Nevada Department of Education's "Educational Involvement Accord."		
_____ parent signature	_____ date	_____ student signature
Humboldt County School District Student Internet Access Agreement and Children's Internet Protection Act "CIPA" and P6140.		
I have read the Network and Internet Access Agreement and the District Policy and Administrative Regulation and the Children's Internet Protection Act "CIPA" and agree to abide by the internet provisions. I agree that violations of these agreements and regulations may result in the revocation of my network access and related privileges. I also agree that I may suffer more serious disciplinary action for continued violations or for severe violations including, but not limited to, detention, suspension, expulsion and legal charges.		
_____ student signature	_____ date	
Parent consent is required if student is less than 18 years of age. I have read the Network and Internet Access Agreement and the District Policy and Administrative Regulation and the Children's Internet Protection Act "CIPA" for my information and agree to abide by their provisions. I give permission to issue an access account for my child. I understand and agree that violations of these agreements may cause my child's access privileges to be revoked and result in the revocation of my child's network access and related privileges. I also understand that continued violations or severe violations may result in more serious disciplinary action including, but not limited to, detention, suspension, expulsion, and legal charges.		
_____ parent signature	_____ Date	
Humboldt County School District Release of Student Directory Information		
I have read and understand HCSD District Release of Student Directory Information and that my child's directory information will not be withheld unless the completed Release of Student Directory Information Opt Out Form is returned to my child's school found at the end of the handbook.		
_____ parent signature	_____ date	_____ student signature
If Opt Out Form is returned completed the student will not be included in the yearbook.		

Media Release Form			
<p>I give permission for my child's school to record, film, photograph, interview and/or publicly exhibit, distribute, or publish my child's name, appearance, and spoken words during the school year, whether undertaken by school or District staff, students, or media. This includes but is not limited to the yearbook, class composite picture, school/class newsletter, or on the HCSD web site. I agree that the school may use, or allow others to use, those works without limitation or compensation. I release the school and the District's staff from any claims arising out of my child's appearance or participation in these works. I understand that such films, photographs, or news articles will be used to promote community awareness.</p>			
_____		_____	
parent signature		date	
Humboldt County School District Field Trip Permission			
<p>I hereby consent to my child being taken on field/activity trips during the school year, and I hereby relieve, indemnify, save and hold harmless the District, the Board of Trustees of the District, and all agents or employees thereof from and against any and all liability or claims arising from injury or damage to person or property or both caused by or resulting from said child's acts, omissions or conduct while on said trips. I also release and relieve the aforementioned District and personnel from any and all liability or claims arising from injury or damage suffered or incurred by said child as a result of the acts, omissions, or conduct while on said trips. I also release and relieve the aforementioned District and personnel from any and all liability or claims arising from injury or damage suffered or incurred by said child as a result of the acts, omissions, or conduct of any person, other than the negligence of said District or personnel.</p> <p>It is further understood that I shall have the responsibility of advising said child of the risks, which are known or should be known, of such trips.</p> <p>I further agree to assume the responsibility of seeing that my child cooperates and conforms to the fullest extent with the school directions and instructions of the school officials in charge.</p>			
_____		_____	
parent signature		date	_____
		student signature	Date
Humboldt County School District Student Handbook			
<p>I have read and am aware of the information contained in the Humboldt County School District Handbook for this school year.</p>			
_____		_____	
parent signature		date	_____
		student signature	date

STUDENT RESIDENCY FORM

This form is intended to address the requirements of the McKinney-Vento Act (Title X, Part C of the No Child Left Behind Act). The question below is to assist in determining if the student meets the eligibility criteria for services provided under the McKinney-Vento Act. In the event that the child is not staying with his/her parent(s) or guardian(s), use the caregiver authorization form to address guardianship issues.

Where does the student stay at night?

_____ in a shelter _____ in another location that is not appropriate for people
(e.g., an abandoned building)
_____ in a motel/hotel
_____ temporarily with more than one family in a house,
mobile home, or apartment (because the family does not have a place of its own)

_____ in a car _____ other
_____ at a campsite

Name of school: _____

Name of student: _____ Student's date of birth: _____

I, (name) _____

declare as follows:

I am the parent/legal guardian of (name of student) _____,

who is of school age and is seeking enrollment in Humboldt County School District.

Since (date) _____, our family has not had a permanent residence.

Under penalty of perjury under the laws of this state, I declare that the information provided here is true and correct and of my own personal knowledge and that, if called upon to testify, I would be competent to do so.

Name of person completing the form: _____

Signature: _____ Date: _____

Address: _____

Phone number: _____ E-mail address: _____

HUMBOLDT COUNTY SCHOOL DISTRICT

RELEASE OF STUDENT DIRECTORY INFORMATION OPT OUT FORM

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.

Examples of general directory information are:

- name, address, telephone listing, electronic mail address
- date and place of birth, photographs including yearbooks and newspaper articles
- participation in officially recognized activities and sports
- field of study
- weight and height of athletes
- enrollment status
- degrees and awards received
- dates of attendance
- most recent previous school attended
- grade level

This information will be made available to qualified agencies upon request. Qualified agencies include, but are not limited to colleges and universities, scholarship providers, trade/technical schools, and potential employers.

In addition, Federal No Child Left Behind legislation provides that all branches of the military have access to three directory information categories – names, addresses, and telephone listings – unless parents (or students) have advised the school that they do not want their student's information disclosed without prior written consent.

Parents have the right to have directory information withheld upon written request. If you prefer to deny release of your student's directory information, please complete the form below and return it to your child's school.

Only return this form to your child's school if you are requesting to withhold directory information.

RELEASE OF STUDENT INFORMATION - REQUEST FOR WAIVER

I request that directory information for my child **NOT** be released:

- ☐ Withhold directory information from all agencies and organizations
- ☐ Withhold information from Military only (**applies to high school students only**, parent signature not required)

Student Name _____ Student Signature _____

Address _____ Telephone # _____

School of Attendance _____ Grade _____ Date of Birth _____

Parent Name (Print) _____ Parent Signature _____

Date Signed _____ Date Received by School _____

The written request to withhold directory information is due to the school the student is attending by October 1.

If enrolled after October 1 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 for the current school year.