

**PYRAMID LAKE  
JUNIOR/SENIOR HIGH SCHOOL**



**STUDENT HANDBOOK  
2018-2019**

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## PRINCIPAL'S MESSAGE



### PLHS STUDENTS & PARENTS

Pesa Awamoo'a! It was a short summer but one full of hard work and promise by the staff at PLHS. Remember, what you get out of education is determined by the effort that you put into it. Our main goal at PLHS is to for you to grow academically every day. To provide you the very best education honoring Culture, College, and Career.

For you, I hope that you take every day and make the most out of it. Remember, the day will come when you will ask yourself, so what do I do now? Hopefully your answer will be, I've studied hard, I'm well prepared and now I'm ready for my first job, the military, a trade school or on to college. Whatever your choice, your preparation in middle and high school will determine your success once you graduate.

In closing let me say that I look forward to working with all of our students and families. We have the best staff in Nevada and I know that together we can provide all of the guidance and support that you will need to have a rewarding experience while attending Pyramid Lake Junior/Senior High School.

I would like to thank you for your continued support of PLHS.

Pesa Natunedyoo'e,

Jake Chapin

Principal, PLHS

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 [Independence Day](#)

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# of School Days: 15

- 1-4 Winter Break 2019
- 7 Students Return to School
- 21 [M.L. King Day](#)

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# of School Days: 12

- 6-10 Teachers & Staff Work Week
- 13 Students Return to School

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

# of School Days: 15

- 18 [Presidents' Day](#)

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# of School Days: 15

- 3 [Labor Day](#)
- 28 Native American Day

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# of School Days: 12

- 14 End of Grading Period
- 25-29 Spring Break

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# of School Days: 15

- 1 -5 Fall Break
- 19 End of Grading Period
- 26 [Nevada Day](#) Observed
- 31 [Halloween](#)
- 31 Nevada Day

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# of School Days: 18

- 1 Students Return to School
- 12 [Good Friday](#)
- 21 [Easter Sunday](#)

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# of School Days: 15

- 11 [Veterans Day](#)
- 12 Veterans Day Observed
- 22 [Thanksgiving Day](#)
- 23 Family Day

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# of School Days: 17

- 12 [Mother's Day](#)
- 17 PL War Days
- 27 [Memorial Day](#)
- 29 8<sup>th</sup> Grade Promotion
- 30 End of Grading Period
- 31 Graduation
- 31 Last day for Students/Staff

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# of School Days: 12

- 14 Teachers Work Day
- 20 End of Grading Period
- 24 Christmas Eve
- 24 Winter Break Starts
- 25 [Christmas Day](#)

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# of School Days: 0

- 16 [Father's Day](#)

# MISSION STATEMENT

Pyramid Lake Jr/Sr High School  
values high quality education for  
every student by honoring  
culture, college, and career.

## **EMERGENCY WEATHER PROCEDURES**

At times during the year the weather may be a concern for the safe transportation of students to and from school. Pyramid Lake Junior Senior High School follows the same protocol as does Washoe County. Check our School App, Facebook, Twitter, or Website to find the information regarding a “late start,” “delay,” or “cancellation,” of school. In the event of a 2 hour delay, all bus stops will occur exactly 2 hours later than their regularly posted times.

### **THE BELL SCHEDULE**

#### **High School Monday thru Thursday**

Mentor/Advisory	7:40-7:58	18 mins
1 <sup>st</sup> Period	8:02-8:56	54 mins
Breakfast	8:56-9:12	16 mins
2 <sup>nd</sup> Period	9:16-10:10	54 mins
3 <sup>rd</sup> Period	10:14-11:08	54 mins
4 <sup>th</sup> Period	11:12-12:06	54 mins
Lunch	12:06-12:36	30 mins
5 <sup>th</sup> Period	12:40-1:36	54 mins
6 <sup>th</sup> Period	1:40-2:34	54 mins
7 <sup>th</sup> Period	2:38-3:32	54 mins

#### **Middle School Bell Schedule**

Advisory	7:40-7:58	18 mins
Breakfast	9:16 – 9:26	10 mins
Lunch	11:08-11:38	30 mins

## **Cafeteria**

All students will receive the application for free and reduced lunches at the start of the school year. Every student should return the completed form to the front office. All full price meals and reduced meals will be billed.

## **Bag Search/Canine Search**

In order to maintain a safe, drug free learning environment a canine unit may periodically conduct sniffs on campus. Prior to a canine sniff on campus, student will be asked to vacate the area. If during this process the canine officer indicates that there is a need for a search, then school administration will follow the procedures outlined in our search and seizure policies and Tribal Law. Lockers are subject to search at any time. All bags and backpacks are searched each day before entering the hallway and must be stored in the locker during the day.

## **Surveillance System**

PLHS has an extensive audio and video surveillance system located throughout the school campus. Students and guests will be recorded when visiting the school campus or during school activities. Viewing of surveillance video is prohibited due to privacy regulations.

## **Emergencies During Non Class Time**

In the event of an emergency that requires an evacuation of the building, you will need to follow the procedures below:

- Before school, report to the evacuation location of your first period class
- During break, breakfast, or lunch report to your first period class's evacuation location.
- During class, follow the instructions of your teacher to get to your designated evacuation location

**McKinney-Vento Definition of "Homeless" Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (Title X, Part C, of the No Child Left Behind Act) defines "homeless" as follows:**

The term "homeless children and youths"

(A) Defined as individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) Includes:

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

**Rights of Homeless Students**

- Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.
- Students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing.
- Students who choose to enroll in a school where they are temporarily residing must be enrolled immediately, even if they do not bring records usually required for enrollment with them.

**For more information on the McKinney-Vento Homeless Assistance Program, contact the Pyramid Lake High School Parent Involvement Coordinator: Fawn Hunter, phone: [775-574-1016](tel:775-574-1016) Ext: [1024](tel:1024) or [hunterf@plhs.us](mailto:hunterf@plhs.us), you can also visit: Website: [www.ed.gov/programs/homeless/index.html](http://www.ed.gov/programs/homeless/index.html).**

# GUIDE TO STUDENT COMMITMENT FOR SUCCESS

Through shared decision making, the students, staff, parents, school board members, and local tribal council members within the community of Pyramid Lake Junior/Senior High School will provide a safe and caring learning environment in which a balanced program will assure the academic, social, cultural, physical, and spiritual growth of a diverse student population.

The school staff, students, and parents/guardians are all partners in the success of Pyramid Lake Jr./Sr. High School. In order to assure the educational growth of each student, each group must understand and be committed to acceptable expectations.

## **EXPECTATIONS OF STUDENTS**

Regardless of age, students enrolled in Pyramid Lake Jr./Sr. High School shall be expected to:

1. Attend all classes every day that school is in session and maintain an attendance rate in the 91-100 percent range.
2. Communicate with their teachers regularly and as needed to monitor their achievement status in each course of study.
3. Notify all teachers whose classes are affected by school-related absence.
4. Communicate regularly with their parents about their achievements in school and individual classes.
6. Complete missed assignments by consulting with their teachers upon return to school after an excused or unexcused absence.
7. Notify the school when leaving campus during school hours. Parent/guardian permission is required prior to leaving campus.
8. Be seated and ready to learn before the tardy bell rings.
9. Understand modified educational placement and/or social probation and ineligibility to participate in a school-sponsored activity might result from excessive absence and/or excessive tardiness during the regular day school program. PLHS adheres to NIAA regulations & guidelines in order to participate in athletic programs.

## **EXPECTATIONS OF PARENTS/GUARDIANS**

The parent/guardian of each student shall be expected to:

1. Become familiar with the school calendar, noting the days school is in session.
2. Notify the school attendance secretary the day before a planned absence.
3. Communicate regularly with your child about his/her school attendance, absences, and tardiness.
4. Attend parent-teacher conferences and parent activities on a regular basis.
5. Monitor their child's academic performance in each class by communicating regularly with the child and school staff.
6. Make sure your child gets enough sleep prior to school days.(at least 9 hours are recommended)
7. Establish a waking time each morning which allows your child to eat, prepare for school, travel safely and be on time at school.
8. Be familiar with the Pyramid Lake School Code of Conduct and the Attendance Policy.
9. Participate in meetings with teachers, counselors, and administrators when requested.
10. Request homework for the child if he/she is suspended from school or is on long-term absence

## **EXPECTATIONS OF STAFF**

School staff and administrators shall:

1. Keep a written record of each student's absence and tardiness in each class period.
2. Communicate to students and parents the direct relationship between high academic achievement and regular school attendance.
3. Provide students with missed assignments upon request.
4. Notify parents when absence(s) or tardiness begins to have a negative effect on student achievement.
5. Make recommendations for modifications to individual student programs when absenteeism leads to unsatisfactory achievement.
6. Model good behavior, attendance, and punctuality.
7. Emphasize strategies, activities, and positive learning experiences.
8. Modify educational program placement when a student fails to meet attendance guidelines.
9. Inform parents of their child's school performance through progress reports and end-of-quarter grade reports.
10. Submit written referrals for tardiness, unacceptable behavior, failure to serve detention, and failure to progress.
11. Assign work for after-school study sessions and be available before and after school.
12. Implement the PLHS Jr./Sr. High School student conduct codes.

## **STUDENT REGISTRATION & STUDENT SCHEDULES**

Before the school year begins, students will have the opportunity to sign-up for courses for the coming year. The Assistant Principal as well as the counselor will assist them. Students, who enroll after the beginning of the school year, will be assigned classes through the Assistant Principal's office.

### **ENROLLMENT**

The Pyramid Lake Jr./Sr. High School will have an application policy. Although its primary intention is to serve students who live on the Pyramid Lake Reservation, enrollment will also be available to those who live off the reservation.

Students may apply to Pyramid Lake Jr./Sr. High School at any time during the school year. Enrollment can only be completed upon receipt of the transcript from another school. All new applications are subject to review by the Principal. Transfers due to disciplinary actions or failing grades from another school district shall require administrative approval and issuance of a contract prior to admission if approved. Generally in these instances it is best to complete the semester at your current school demonstrating improved effort and desire to join Pyramid Lake Jr/Sr High School

Enrollment contracts may be required of students entering Pyramid Lake High School. These contracts may include specific behavior or academic expectations. Failure to live up to the commitment of the contract may be grounds for unenrollment.

Pyramid Lake will honor other schools disciplinary decisions including suspensions and expulsions.

NIAA rules are applicable regarding eligibility.

Students who are not currently enrolled, may transfer in at any time, but are subject to Nevada State Law regarding credit as are applicable in any Nevada school. Credit may not be issued.

### **SCHEDULE CHANGE**

Any student who wishes to change his schedule must first talk to the **Assistant Principal by appointment only**. No changes will be made after the first week of a semester without the counselor's approval. Teachers will be notified of student transfers. All schedule changes must be signed by the respective teachers and approved by the administration. Parents will be notified of schedule changes.

### **STUDENT WITHDRAWALS OR TRANSFER TO ANOTHER SCHOOL**

1. Request for student withdrawal from school must be in writing and signed by the parent/guardian and must include where the student's next educational opportunity will be.
2. Obtain the withdrawal form from the counselor's office.
3. Comply with all steps listed on the withdrawal form.
4. When the process is completed, student must obtain signature of the Principal.
5. A transcript will be forwarded upon request by the new school providing that all school materials have been returned and all fines paid to the school.

## **ATTENDANCE, TARDIES, AND TRUANCY POLICIES**

Achievement in school connects directly to being in school. Further, regular school attendance establishes an important foundational habit for success in employment and other lifetime pursuits. Attendance in school is a prerequisite to success just as it is in the world of work. Regular attendance instills and reflects self-discipline and enhances the educational process by providing experiences for students to interact with teachers and fellow students in multiple subject and experiential areas. Regular attendance enables students to hear, participate in and react to classroom experiences. Regular attendance, participation in classroom activities and positive social interaction with contemporaries are proper educational habits, which bear on a student's academic achievement.

Students in grades 7-11 must be enrolled in and attend school full time. A student in 12<sup>th</sup> grade must be enrolled minimally in four classes each semester to be eligible for extra curricular activities.

### **ATTENDANCE EXPECTATIONS**

Students must be in attendance for a minimum of ninety percent (90%) of the instructional days from the time of enrollment per semester, in order to earn credit. All absences, excused or unexcused, count towards student attendance. One of the most frequently asked questions we receive from prospective employers of high school students is, "How was this student's attendance?" Employers understand that good attendance shows commitment on the part of the student, and commitment to the job and good attendance is a quality sought by employers.

### **ATTENDANCE**

Students must be in attendance for a minimum of ninety percent (90%) of the instructional days from the time of enrollment in order to be considered for promotion to the next higher grade or to earn credit. All absences, excused or not excused, count towards student attendance.

Attendance is tracked by periods. Parents are notified in writing when a student has five absences in any one period. When a student reaches nine absences they are at risk to lose credit.

### **UNEXCUSED ABSENCES/TRUANCIES**

Truancies are unexcused absences for all or part of a school day. Because students are required by law to attend all classes to which they have been assigned, unexcused or unauthorized absences from school, individual classes, before or after school assignments such as detention or classroom make-up are considered truancies. It is a violation for students to be truant or for parents or guardians to promote or allow students to be truant. In addition, students who have 3 or more truancies are considered habitual truants. Personnel are committed to working with students, parents, or guardians, and local law enforcements personnel to address truancy issues. Any absence from school becomes unexcused if a parent or guardian does not provide an excuse for it within two school days.

Students who have truancies will receive the following consequences:

#### First Truancy:

- Students will have a conference with the principal (or designee) and will be assigned a consequence by the school.
- Parents will be notified by phone and/or in writing of the truancy.
- Documentation regarding this truancy will be sent to the School Resource Officer within jurisdiction for the student.

#### Second Truancy:

- Students will have a conference with the principal (or designee) and will be assigned a consequence more severe than the first occurrence.
- Parents will be notified by phone and/or in writing of the truancy. Parent Conference may be required.
- Documentation regarding this truancy will be sent to the School Resource Officer within jurisdiction for the student.

#### Third Truancy:

- Students will have a conference with the principal (or designee) and will be assigned a consequence more severe than for the 2<sup>nd</sup> occurrence.
- Parents will be notified in writing of the truancy.
- Documentation regarding this truancy will be sent to the School Resource Officer within jurisdiction for the student. At this time a truancy petition will be filed with the Tribal court
- School personnel will develop an intervention plan.
- Each additional truant event will result in continued referral to court.

Work may be made up for truanancies, and the student can receive full credit per our makeup work policy. It is the responsibility of the student to ask teachers for missed work and to ensure that it is completed and turned in to the teachers.

## ABSENCES

Students will have as many days as they are absent (up to a maximum of ten days for a single occurrence) plus one day to makeup missed schoolwork. All make-up work must be turned in by the beginning of the day following the total number of days allowed for make-up work. Make-up work will be provided upon a student's return to school to the extent the work can be make-up outside the classroom. Alternative assignments will not be provided for those that can only be completed in the classroom. It is the responsibility of students to initiate and carry out make-up assignments. It is the responsibility of the student to get the assignments missed from their teachers. All work for absences is graded at 100%.

### Unavoidable Absences

The school recognizes the following reasons for valid student absence from school:

1. Illness;
2. Death in the immediate family;
3. Medical emergency or dental care.

Procedures for clearing unavoidable absences are as follows:

1. If you are absent, have your parents/guardian call the attendance office or write a note explaining the reason for the absence. We strongly recommend that parents or guardians call the school **on the date of absence**. If a call or note is not received within two school days after the first day of absence, the absence(s) will be considered unexcused and could result in truancy citations to the juvenile court. **For medical-related absences, a note from your doctor is helpful in accounting for your absence(s).**

### Avoidable Absences

Avoidable absences are those that are not health and/or medical related. These are absences that parents or guardians deem important enough for their children to miss school. Pyramid Lake Junior Senior High School does not support such absences.

1. Prearrange all scheduled absences by completing the prearranged absence form available from the attendance secretary in the front office. You will need to take this to all of your teachers, get their signatures, and then return it to the principal's office.
2. To leave school during the day, you must have a parent note or call to the school. Work may be made up for unavoidable absences. Students have one class period plus one for each class period missed to complete makeup assignments.

The following rules apply to such avoidable absences:

- Parents or guardians may be asked to write a letter explaining how they will provide for their children's education during an avoidable absence. In the event students have excessive absences and/or difficulty academically, the principal, or designee, will contact the parents or guardians discouraging the absence.

### **Prearranged Absences**

A parent may choose to take their child out of school for a special event. The family may feel that the event is important enough that the student will be absent from school. In these events the absence should be prearranged. The student will complete a prearranged absence request prior to the event and request approved absence. The request may be approved or denied based on prior attendance of the student.

### **TARDINESS**

Tardies are a truant event and will be subject to the Truancy policies

Like absences, tardiness also adversely affects the learning process. Since promptness is a recognized virtue in adult life, the schools will emphasize the importance of being on time.

In keeping accurate track of attendance, it is important that students arrive promptly to class. This is also an important life skill.

Definition of a tardy: Student is not through the classroom door when the bell rings. Individual teachers may exceed this standard, but this will be a minimum expectation school wide. This applies for any tardy. Chronic tardiness will be referred for disciplinary action.

### **TARDY POLICY**

The following are the procedures for a student who is tardy.

1. Students who are late for school must report to the attendance secretary upon arrival and secure an admittance slip, otherwise, the situation will be treated as an unexcused tardy.
2. Students who are late during the school day will be admitted to their class by the teacher and marked as tardy. (excused or unexcused)
3. Students have ample passing time. **Students have 74 possible minutes to use the restroom, go to the office, and/or visit their lockers each school day.** Students needing to use the restroom or be late for other reasons must check in and get approval from the teacher to avoid a tardy. Students have a total of

PLHS Interventions:

**Tardy #1:** Detention and Guardian Contact

**Tardy#2:** Detention and Guardian Contact

**Tardy#3:** Detention and Guardian Contact

**Tardy#4:** Student may be assigned to After-School Detention, Friday, or Saturday School (Dates to be announced – based on need). Transportation will be provided.

**Subsequent Tardies:**

Each Tardy will result in detention and guardians will be contacted. If a student does not serve detention they will receive a second detention. If these detentions are not served the progressive discipline policy will be implemented. If a student fails to serve a Friday or Saturday assigned detention, they will be unable to participate in **any** school activities including field trips, sports, events, etc until the detention day is served. These incidents will be considered in the progressive discipline policy and consequences will follow the natural progression.

Truancy is defined as an absence from any part of a school day that is avoidable. **It is important that if your student misses any period of time during a school day that you contact our office by phone or note to verify and clear the absence. If this does not happen, then the absence may become truancy.**

# **SCHOOL SERVICES, PRACTICES, & GUIDELINES**

## **CLOSED CAMPUS**

Pyramid Lake Jr./Sr. High School is a **CLOSED CAMPUS** during school hours. Once a student arrives on campus s/he is not allowed to leave without authorization from the parent/guardian and written permission of school authorities. This pertains to the entire school day including lunches and after school programs. This is valid for all students currently enrolled.

The student parking lot is out-of- bounds with the exception of arriving to and leaving from school.

## **MEDICAL EMERGENCIES AND PROCEDURES**

In case of a medical emergency, the school will administer first aid and notify the parent/guardian. All prescription drugs must be given to the administration in the original prescription vial. A parent release form must be on file if a student is to request any form of over the counter medication or pain reliever. If immediate medical assistance is needed, the school will contact Pyramid Lake Health Department for assistance.

## **VISITORS HALL PASSES**

All visitors must register in the main office to receive authorization to visit the Pyramid Lake Jr/Sr High School campus.

## **STUDENT HALL PASSES**

Any student not in their assigned class must have a PLHS hall pass or other note provided by the teacher. These passes must be signed with the date, time, and teacher signature/initial. Students are required to write the time they leave, time they return, and reason for leaving a classroom every time they are out of the class. Procedures require that only one student at a time be excused from class. Student must have a staff their weekly hall pass before leaving class. Student hall passes are at the discretion of the classroom teacher. **Cell Phones must be left in class to use the rest room.**

## **CELL PHONE/ELECTRONIC DEVICE USAGE**

Cell phones/earphones/ear buds/iPods/etc (ANY electronic device not provided and or directed by the instructor) may be carried but not utilized during instructional time. This includes **all** class periods and the after school tutoring time. Inappropriate use is reason for confiscation and subject to progressive discipline. Electronic confiscations are tracked by the school year. Earphones/earbuds are **NOT** to be worn in class and must be put away. The first occurrence of cell phone in the classroom the teacher will confiscate the phone and turn into the front office. The phone will be available after school for pickup by the student. The second occurrence the phone will be sent to the office for parent pickup. The third use of phone will require parent pick up and may result in loss of phone privilege. Use of these devices on school transportation is allowed ONLY at the discretion of the vehicle operator and may be revoked at ANY time. This includes any and all accessories that may be used with an electronic device.

## **PUBLIC ANNOUNCEMENTS DURING THE INSTRUCTIONAL DAY**

Announcements will be limited during class times in order to preserve teaching and learning time.

## **LOCKERS & BACKPACKS**

A locker will be assigned to each student at the beginning of the school year. Lockers must be kept clean, neat, and free of abuse. Locker combinations are not to be shared with other students. Lockers and backpacks are subject to search and seizure at any time. There will be **NO Backpacks/Gym Bags/Sports Equipment allowed in classes.**

## **LIBRARY**

The Pyramid Lake Jr./Sr. High School Library offers courtesy check-out services to all students currently enrolled at Pyramid Lake. Courtesy check out allows students to borrow books. However, individuals are responsible for books that are lost or returned damaged, an implied cost with replacement fees beginning at \$25.00 or more depending on replacement cost.

## **FOOD AND DRINK**

Food and beverages, for students and adults, will not be allowed in the classrooms, the library, the gymnasium, the fitness center, restrooms, locker rooms, and hallways. The only exception will be under the direction of the teacher. Only **water** is allowed in classrooms in clear waterbottles. The cafeteria is the designated area for all other food-related activities.

## **SKATEBOARDS, ETC.**

Skateboard use is prohibited from the Pyramid Lake Jr./Sr. High School campus at all times including after school and weekends.

## **GANG AFFILIATION**

Gangs are groups that pose a threat to public safety and order through violence, intimidation, or other illegal activities. Gangs or gang activity shall not be tolerated. Perception of gang affiliation is determined by administration.

## **DRESS CODE**

Pyramid Lake Jr./Sr. High School has **adopted a uniform code of dress that includes a standardized uniform.** The uniform is to be worn at school, school events, during school sponsored transportation and any time you are representing the school. The school may alter the dress code to meet the needs of an activity.

The uniform consists of the following:

- **Top – the top is maroon with the school emblem, or any other school issued shirt or top.**
- **Bottom- tan or khaki color and can include pants, Capris, shorts, or skirts**
- **Once in School, non-uniform items must be placed in the locker. This includes sweatshirts, jackets, knit hats, scarves, suspenders, etc.**
- **An “undershirt” may be worn under the uniform shirt. This undershirt may be maroon white, grey, or black in color. The undershirt needs to be tucked in at the waist with no undershirt showing between the uniform top and the uniform bottom.**
- **A long sleeve undershirt of maroon, white, grey or black in color may be worn under the uniform as long as there are no visible letters, designs or graphics.**

- **Sagging Pants are not to be worn.**
- **Students are not to wear red.**
- **No blankets**
- **No slippers**
- **No hoods are to be worn in the school**
  - **Each offense results in a confiscation (example: Hat). First offense: Student warning and pick up at the end of the school day. Second and subsequent offenses: Guardian pickup and contact.**

It is expected that students should come to school clean, well groomed and in the school uniform. Pants that sag or skirts that are too short (shorts and skirts must longer than 4 inches above the knee) are not appropriate and may be a reason for a referral.

At the discretion of the administration, students who violate the dress code will be required to change into a proper uniform lent to them by the office.

### **SEARCH AND SEIZURE**

A principal or designee, with reasonable suspicion, may conduct a search of a student's person, school property, or vehicle at any time.

### **SEXUAL HARASSMENT/INAPPROPRIATE PHYSICAL CONTACT**

School policy prohibits harassment behavior in general, sex based or not sex based. Sexual advances, in any form, will not be tolerated.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, made by someone in the educational setting.

Disciplinary action will result from a violation.

Public display of affection distracts from the learning environment. Students engaging in public display of affection will be referred to the front office for disciplinary action.

## **ACADEMIC PROGRAMS**

### **PROMOTION REQUIREMENTS FROM JUNIOR HIGH SCHOOL**

Reading/Language Arts	3 units
Science	2 units
Social Studies	2 units
Mathematics	3 units

### **GRADUATION REQUIREMENTS FOR HIGH SCHOOL (Standard Diploma)**

English Language Arts	4 credits
Mathematics	4 credits (3 credits with a waiver & enrollment in the 4 <sup>th</sup> class)
Science	3 credits (2 credits with a waiver & enrollment in the 3 <sup>rd</sup> class)
Social Studies	4 credits (World History/Geography, U.S. History, Gov't)
Physical Education	2 credits
Health	½ credit
Technology	½ credit (may be waived by ½ credit in junior high school)
Personal Finance	½ credit (Class of 2014)
Humanities	1 credit (Native Studies)

24 credits is needed for an Advanced Diploma and is an entrance requirement for many 4 year universities and all students will be placed on this academic plan unless otherwise determined by an “opt out” process involving the student, guardian, and school staff. 22 ½ credits must be obtained in order to receive a standard diploma. Students must also pass all required state proficiency examinations.

### **REPORT CARD/PROGRESS REPORT**

Evaluation of a student's academic progress is an important and fundamental responsibility of the classroom teacher. Communicating this evaluation to students and parents is a responsibility shared by the teacher and the school. This takes place in several ways.

- A. Parents can access student records through the parent portal on the Internet. The Infinite Campus data system password and procedure can be attained through the facilities director, Mr. Joe Esposito.
- B. Report cards are issued four times each year at the end of each quarter. Credit is granted at the end of each semester.
- C. At the mid-point of each quarter, a progress report will be mailed home for all classes. Parents and students are encouraged to arrange for an appointment with the teacher when it is apparent that a student is not performing satisfactorily in any of his/her classes.
- D. Parents should feel free to phone the classroom teacher after the instructional school day. Teachers and principals will try to return all phone calls as soon as possible.
- E. Additional progress notes may be sent home for seventh and eighth students providing information to parents and guardians.

Pyramid Lake Jr./Sr. High School recognizes that students work and learn at different rates. Every attempt is made to provide instruction and materials consistent with personal learning rates. The grading

system adopted by the school reflects overall pupil achievement considering the instructional objectives, curriculum requirements, teacher expectations, and individual differences. Report card comments provide additional information.

A	=	Excellence
B	=	Above Average
C	=	Average
D	=	Below Average
F	=	Failing
I	=	Incomplete (at the end of the quarter and/or semester must be supplemented by a grade with a maximum of two weeks after the end of the term)
W	=	Withdrawn
P	=	Passing

### **GRADING SCALE**

The students Grade Point Average (GPA) is based upon the following point system.

A	=	4.000
B	=	3.000
C	=	2.000
D	=	1.000
F	=	0.000

The grade point average (GPA) shall serve as the basis for determining class rank for official transcript reporting and for any designated classifications of honors or recognition at commencement or awards assemblies.

Few courses, i.e. Exploratory and Work Study, classes will be awarded a Pass/Fail grade rather than a letter grade.

### **HONOR ROLL/VALEDICTORIAN/SALUTATORIAN**

Students will earn Honor Roll status for that grading period if a grade point average of 3.0 or above is earned and Principal's Honor Roll status if the grade point average is 3.5 or above. A Valedictorian and Salutatorian of each graduating class will be chosen on the basis of the highest grade point average. If a tie exists, it will be settled according to adopted procedure.

### **INDIVIDUAL EDUCATION PLANS**

Services will be provided for students who have been identified with differing needs. Each student will have an individual educational plan that has been developed by a school committee including the parent/guardian.

Pyramid Lake Jr./Sr. High School offers assessment for students who are experiencing disabilities that interfere with their educational progress. The school will provide services for those students who have been identified with special needs including those requiring a 504 plan.

If a student is enrolled in a Special Education or 504 Program, a particular set of rights and responsibilities pertain. They are provided in written form at each planning meeting with parents/legal guardians. Any alleged violation of Federal law governing Special Education and related services may be filed with the principal.

## **HOMEBOUND STUDENTS**

If it is impossible for a student to attend school because of chronic illness or extenuating circumstances, the parent/guardian should contact the principal and request for home study. If the request is approved, "Homebound" instruction will be provided by assigning a certified teacher as a liaison between the home and the school. Five hours per week will be afforded to the student.

## **ASSESSMENT PROGRAM**

### **GUIDANCE PROGRAM**

All students will have an opportunity to meet with their counselor at least twice a year to create and monitor their 5-year educational plan. Students and parents are encouraged to make an appointment to see their counselor when assistance is needed. Vocational and education counseling is available to all students. Special programs featuring guest speakers and field trips will be scheduled during the school year.

The guidance program personnel will provide the following tests for our students. Some tests listed below will be scheduled at off campus sites.

The school counselor will provide information and schedules with respect to each test. In addition the counselor will assist the students in scheduling testing appointments.

### **SCHOLASTIC APTITUDE TEST (SAT)**

The SAT measures developed verbal and mathematical reasoning abilities related to successful performance in college. The SAT is intended to supplement the secondary school record and other information about the students in assessing readiness for college level work. The test is given several times during the school year and students should check in the counseling office for registration information.

### **AMERICAN COLLEGE TEST (ACT)**

The ACT measures the knowledge and skills that students have acquired throughout their education. The ACT assessment includes four curriculum-based tests that measure student's educational development in English Mathematics, Reading and Science Reasoning. The test emphasizes student's capabilities in understanding and interpreting information, solving problems, and applying knowledge and skills. The assessment results are valuable in educational and vocational counseling, career planning, and college planning. It is important to note that many universities and colleges accept the ACT in place of the SAT. For registration information and dates, the student should check with the counseling office.

### **ARMED SERVICES VOCATIONAL APTITUDE BATTERY**

The ASVAB test is given to 10th and 11th grade students. It is a test of multiple fundamental components, which is beneficial of a comprehensive counseling program. The results from these batteries help students assess their aptitudes and predict performance in academic and occupational areas, select career exploration activities and make tentative career choices. The ASVA13 is the most widely used multiple aptitude battery in the United States and provides measures of aptitudes for general academic areas and for career areas that encompass most of the civilian and military world of work.

### **NEVADA STATE PROFICIENCY TESTS**

All high school graduates must pass the Reading, Writing, Mathematics, and Science State Proficiency Tests.

### **MEASUREMENT OF ACADEMIC PROGRESS (MAP) ASSESSMENT**

All students are required to take the MAP assessment a minimum of three times per year. The assessment provides content proficiency and growth assessment data in the content areas of reading, language usage, mathematics, and science. The MAP assessment is also an indicator for student proficiency on the Nevada State Proficiency Tests as well as written critical content.

### **REPORTING OF ASSESSMENT RESULTS**

Students and parents will be given all formal test assessment results in an acceptable written format depicting the test norms and indicating student grade level and/or content proficiency after the completion of each assessment.

### **FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)**

FERPA is a Federal law designed to protect the privacy of a student's educational records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education. FERPA gives certain rights to parents regarding their children's educational records. These rights transfer in the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

# **CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS**

## **ATHLETIC PROGRAM**

Prior to the beginning of each sport, announcements will be made giving the date and time of the sign up. All tryouts will be scheduled for those students whose names appear on the sign-up list. Student eligibility will conform to the rules of the Nevada Interscholastic Activities Association (NIAA).

Pyramid Lake High School is a member of the NIAA and competes against other class "A" schools in a variety of sports.

Eligibility criteria for extra-curricular activities are determined by the NIAA. This criterion includes citizenship, academic grades and a physical the first year of participation in a school athletic program and every other year thereafter.

## **CLUBS AND ORGANIZATIONS**

All students are encouraged to join a club in which they have an interest. The school administrator will consider establishing clubs to meet students' needs. Students wishing to start a club must have a faculty approval.

## **DANCES AND SCHOOL ACTIVITIES**

All dances and school activities must be scheduled and the following procedures followed:

1. A sponsored group must make the request to a faculty advisor.
2. Faculty advisor obtains permission from the principal and confirms the date of the school activity on the school calendar.
3. All activities require chaperones based on student participation. All costs for the event are the responsibility of the sponsoring group.
4. Dances are for students and approved guests. Once a student leaves the dance they cannot re-enter.

## **VIDEO SURVEILLANCE SYSTEM**

Pyramid Lake Junior Senior High School has an extensive video surveillance system located throughout the school campus. Students may be filmed at any time while on campus or during school activities in the interest of school safety. This documentation of behavior can be used in any disciplinary hearing as it becomes part of the student record. Parental viewing is not available due to confidentiality and privacy rights.

# **STUDENT BEHAVIOR CODE OF CONDUCT**

## **PHILOSOPHY OF DISCIPLINE**

The primary objective of Pyramid Lake Jr./Sr. High School is to assist each student to develop into a safe, responsible, respectful, self-disciplined individual willing to assume his/her role as a productive member of society. In order to implement this objective the school has adopted a Multi-Tiered System of Support. The school encourages positive relationships, committing to a set of shared values that both staff and students have developed and live by. An important aspect of any learning process is learning to respect the rules and regulations that are established **for** the protection of the rights of all members of the school community. It is not the intent of Pyramid Lake Jr./Sr. High School through these policies to infringe upon student's exercise of constitutionally guaranteed rights. However, when a student's behavior presents a risk to his/her own well-being, interferes with the rights of others, or becomes disruptive of the educational process, parents, staff and administration must take corrective action through the Code of Conduct.

## **DUE PROCESS**

**It is the belief of the Board, supported by the employees of Pyramid Lake Jr./Sr. High School, that all infractions of rules identified in this document are to be treated fairly and openly, and that rules and the consequences of breaking them will apply to all. Due process is the right of the student to have:**

- 1. Written notice of violation;**
- 2. An opportunity to state, in writing, his/her perspective;**
- 3. Be permitted to ask questions; and**
- 4. Have access to an appeal process for consequences equal to or exceeding an expulsion.**

There are two levels of disciplinary action; those concerns handled by the teacher and those referred to the administration. The administrative team is ultimately responsible for all disciplinary actions, including out-of-school suspensions and recommendation for expulsion. The principal may review any disciplinary action, taking into consideration all extenuating circumstances that might alter the disciplinary process.

## **STUDENT DISCIPLINE**

Students who commit violations as described in this section may be subject to the following: conferences, which may include the student, parent, teacher and administrator; loss of privileges, detention, alternate placement in-school suspension, out-of-school suspension or expulsion. Each student will be treated fairly as the consequences are “progressive” with the consequences varying based on individual student discipline history. (Exception: severe or major violations)

## **RESPONSIBILITIES OF THE TEACHER**

When teachers are having difficulty with individual students regarding discipline, they will implement the following process and keep a written record by recording the incident in the student information system in a timely fashion. A teacher may invoke a “severe” clause at any time based upon the conduct of the student (meaning invoking the 3<sup>rd</sup> offense).

Prior to disciplinary referral, the teacher may employ the following interventions in the classroom: verbal warning, change of seat, parent contact, conference with student, detention with teacher, refocus activity, etc.

### **RESPONSIBILITIES OF THE SCHOOL ADMINISTRATION**

When a student is referred to the administration, it will be interpreted as a transfer of responsibility for handling the situation. With that responsibility goes the authority to select the appropriate action.

### **PROGRESSIVE DISCIPLINE POLICY- GRADES 7-12**

The school follows a progressive discipline policy. When a student is referred to administration for disciplinary problems, consequences may include a warning, detention, alternative in-school suspension, out of school suspension, and/or expulsion. Each additional referral may result in a more severe level of consequence. A student may be suspended or expelled for commission of one or more of the following offenses committed in school facilities, on school grounds, during lunch and break periods, at any school-sponsored activity, on a school bus, at a school bus stop, or on the way to or from school. This also includes conduct off school property that materially and substantially affects and disrupts school operations or causes school officials to reasonably believe that it will do so.

#### **Violations That May Lead to an Alternative Placement In-School Suspension**

- Non-compliance of rules
- Disruption of teaching and learning
- Habitual Truancy/Tardiness
- Inappropriate language
- Inappropriate display of affection
- Any other violations that Dean of Students/Principal find to warrant In-School Suspension.

#### **Violations that Will Lead to Out of School Suspension**

**(Students may be given 3 days, 5 days, 7 days, 10 days depending on severity of violation)**

- Malicious damage to school property
- Willful disobedience to administrators, teachers, or other school personnel
- Hazing in connection with any school function or social activity related to school
- Impairing or threatening the health, safety, or welfare of teachers, students, or other persons
- Failure to immediately report a situation or incident that could result in impairing or threatening the health, safety, or welfare of teachers, students, or other persons.
- Harassment/Bullying
- Sexual harassment
- Possession and/or use of tobacco, in school facilities, on school grounds, or at a school-sponsored activity
- Gang activity
- Possession of a lighter, cigarette paper, or matches, e-cigarette, or liquid nicotine.
- Possession/use of drug paraphernalia
- Possession and/or use of a weapon
- Involvement in cheating or plagiarizing assessments or assignments
- Use of e-mail, text messages, instant messages, websites, voice messages, photos or any other communication technologies to harass, intimidate, offend, embarrass, or threaten students, teachers, administrators or other school personnel that may disrupt school operations or causes school officials to reasonably believe that it will do so.
- Possession, use, distribution or intent to distribute, and/or being under the influence of alcohol or other drugs by students, while in school, on school property, or at school sponsored events, is

expressly forbidden. Students must follow proper protocol in dealing with their own prescription drugs. Prescription drugs are not to be shared or distributed by State Law. Over the Counter drugs, i.e. aspirin, is also not to be shared or “distributed” to other students. Inhalants are included in this definition and are forbidden.

- Habitual Discipline Problem Student as defined in NRS 392.4655- NRS 392.4675
- Law enforcement will be notified at the discretion of school administration.

### **Violations That May Lead to a Mandatory Expulsion (To Be Heard by the Board)**

- Out of School Suspension beyond 10 days-(Heard by the Board, not a mandatory expulsion)
- Battery that results in the bodily injury of an employee of the school
  - (first occurrence: a period of time equal to one semester; second offense: permanently expelled)
- Distribution and/or sale of any controlled substance
  - (first occurrence: a period of time equal to one semester; second offense: permanently expelled)
- Possession of a firearm or dangerous weapon
  - First occurrence: a period of time equal to one school year; second offense: permanently expelled)
- Habitual Disciplinary Problem as defined in NRS 392.4655- NRS 392.4675
  - Threatened or extorted, or attempted to threaten or extort, another student or a teacher or other personnel employed by the school,
    - (First occurrence: a period of time equal to one semester)
  - Been suspended for initiating at least two fights on school property, at an activity sponsored by a school, on a school bus, or, if the fight occurs within one hour of the beginning or end of a school day, on his/her way to or from school or,
    - (First occurrence: a period of time equal to one semester)
  - A record of five out-of-school suspensions of three days or more for any reason.
    - (First occurrence: a period of time equal to one semester)

### **STUDENTS UNDER ENROLLMENT CONTRACT**

Students may be issued an enrollment contract with specific conditions to maintain in order to remain enrolled at PLHS. If a student violates any condition of the contract the principal will revoke the student’s right of enrollment.

### **CODE DEFINITION**

1. Detention - For some violations, a student may be assigned school service, to be performed after school or during lunch periods.
2. Alternative Placement In-School Suspension - Any student found in violation of the code of conduct may be assigned an alternative in-school placement. Students will bring their books to the alternative placement and will be provided assignments by their regular classroom teachers during their preparation periods. Security will monitor the placement of students.

Students may not attend regular classes during alternative in-school placement. No school-sponsored events may be attended during or after school while a student is in the placement.

4. Out-of-School Suspension - Any student assigned an out-of-school suspension will be barred from attending all classes and school sponsored events for the duration of the suspension. Upon the day of return, the student is responsible for getting assignments from teachers in all classes for each day missed. The teacher will accept all make-up work for a grade. Students may not be on

school property for any reason during an out-of-school suspension. However, students may be placed on home-bound with education services provided up to five hours per week.

5. Expulsion – Under certain conditions students can be expelled from school. This is permanent release from a school for a specific amount of time. The time depends on the infraction but will usually last for one semester or even one year. Expulsions are honored by all schools in the State of Nevada and sometimes even in California. Expulsions are generally heard by the Board. **Discipline records will be reviewed prior to enrollment for all students. Pyramid Lake will honor recommendations for suspensions or expulsions from all districts.**

When the school administrator suspends the student, in-school or out-of-school, the administrator will attempt to notify the parents prior to the suspension. Notification shall include the reasons for the suspension and the steps necessary for the student to return to school.

### **STUDENT VEHICLES**

- **All student vehicles are subject to search and seizure at any time.**
- Students may park their vehicles on school property only in areas designated for student parking.
- The standard rules or proper use of an automobile will apply at all times.
- Students who endanger others by improper use of their vehicles will be denied parking privileges.
- ***NO STUDENT IS TO USE THE AREAS SET ASIDE FOR FACULTY PARKING OR VISITORS' PARKING.***
- Students are not allowed to loiter in or around cars during school hours or to use the vehicle to store illegal substances or weapons.

The following rules apply:

1. Students who wish to bring vehicles to school, must have a valid Nevada and/or Pyramid Lake Tribally certified drivers license.
2. Use of student vehicles is prohibited during the school day unless approved by school personnel and/or parent. Pyramid Lake Jr./Sr. High School is a closed campus. Violation of this rule may result in loss of parking privileges.
3. Insurance on student vehicles: No student will be allowed to bring a vehicle to school without proof of insurance on the vehicle regardless of having parental or guardian permission.
4. Use of vehicles without parental and school consent during the school day will result in the following:
  - A. Student is warned the first time.
  - B. A second offense will result in a conference between parent/guardian, student, Campus Police, and Principal.
  - C. Any additional offenses can result in a loss of on-campus driving privileges.

### **INTERNET USE**

Students at Pyramid Lake Junior Senior High School have the ability to access the Internet as a learning device. We encourage its use in this capacity. Students are given a confidential password which, is under no circumstances to be shared. Students should not use someone else's password. Students sign an acceptable use agreement and violations of this agreement such as the accessing of non-educational, inappropriate sites will result in the loss of their computer privileges and other disciplinary consequences. Students are held responsible for any internet activity that occurs while their login name and password are being used. Students are encouraged to log-out anytime they leave their work station.

# Pyramid Lake High School

## 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
- ◆ 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 works 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
- ◆ 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 towards your child's school administration and/or the school district.***

## CIVILITY POLICY

Pyramid Lake Jr/Sr High School employees shall treat parents and other members of the public with respect and expect the same in return. It is the intent of the School Board to keep the schools, administrative offices and other school properties free from disruptions and prevent unauthorized persons from entering School premises.

Accordingly, this policy promotes mutual respect, civility and orderly conduct among School employees, parents and the public. This policy does not intend to deprive any person of his or her right to freedom of expression. Rather, the School Board seeks to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. In the interest of presenting teachers and other employees as positive role models, the School Board encourages positive communication and discourages volatile, hostile, profane, or aggressive actions and language. Pyramid Lake School seeks public cooperation and support of such civility on school premises. It is unlawful for a person to violate the peace of the school by using vile or indecent language, to threaten or assault any student or employee on any school property or premises, or to purposely interfere with those peaceably assembled for School purposes. Violation of this policy may result in permanent removal from the school grounds and facilities.

1. Disruptive individual must leave school grounds: Any individual who disrupts or threatens to disrupt school operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language, verbally, electronically, or in written form, that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on School premises will be directed by the school's principal or other responsible employee to immediately leave the school premises or other School property.
2. Directions to staff in dealing with abusive individuals: If any member of the public uses obscenities or speaks in a threatening, loud, insulting or degrading manner, the administrator or other responsible School employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the School employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on any School premises, the employee shall direct the abusive individual to leave immediately. If the individual refuses to cease the harassment, leave after being warned, or comes back on school property, law enforcement shall be called and charges may be filed.
3. Provide policy and report incident: When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member, if possible, shall provide a written copy of this policy at the time of occurrence. The staff member shall then immediately notify his or her supervisor and provide a written report of the incident.

# ANNUAL NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (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 as follows:

1. The right to inspect and review the student’s education records within 45 days of the day the Pyramid Lake Junior Senior High School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal 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 or misleading.

Parents or eligible students may ask Pyramid Lake Junior Senior High School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 consent to disclosures of personally identifiable information contained 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 counselor, a school psychologist; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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, school system, or institution of postsecondary education where the student seeks or intends to enroll.

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 federal office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

In addition, the Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Pyramid Lake Junior Senior High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Pyramid Lake Junior Senior High School, may disclose appropriately designated “directory information” without written consent, unless you have advised the school to the contrary in accordance with school

procedures. The primary purpose of directory information is to allow the Pyramid Lake Junior Senior High School to include this type of information from your child's education records in certain school participations. 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<sup>1</sup> require the PLHS to provide military recruiters and institutions of higher education upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the PLHS that they do not want their student's information disclosed without their prior written consent. If you do not want PLHS to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing. PLHS has designed the following information as directory information:

- Student name
- Address (military & institutions of higher education only)
- Telephone listing (military recruiters & institutions of higher education only)
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Photograph

For additional information, please contact the PLHS, Counseling Office, at 775-574-1016, or write to:

Pyramid Lake Junior Senior High School  
711 State Street  
Nixon, NV 89424

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# Pyramid Lake Jr/Sr High School 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:
  - Attending school-related activities;
  - Attending organized parent meetings, such as PTA, PTO, or parent advisory committees;
  - Attending parent-teacher conference(s);
  - Volunteering at the school;
  - Chaperoning school-sponsored activities;
  - Communicating with my child's teacher(s) regarding his/her progress, as needed.

Parent/Legal Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **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.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **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.

School Staff Designee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Pyramid Lake  
Jr/Sr High School  
Student Handbook  
Acknowledgement Form  
2018-2019**

**Important Note:**  
Turn this form into  
your Mentor or the  
front office

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Grade

Our signatures indicate that we have received, read, and understand the 2015-2016 Pyramid Lake Junior Senior High School Student Handbook including those policies regarding attendance, discipline, tardies, and dress code.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date