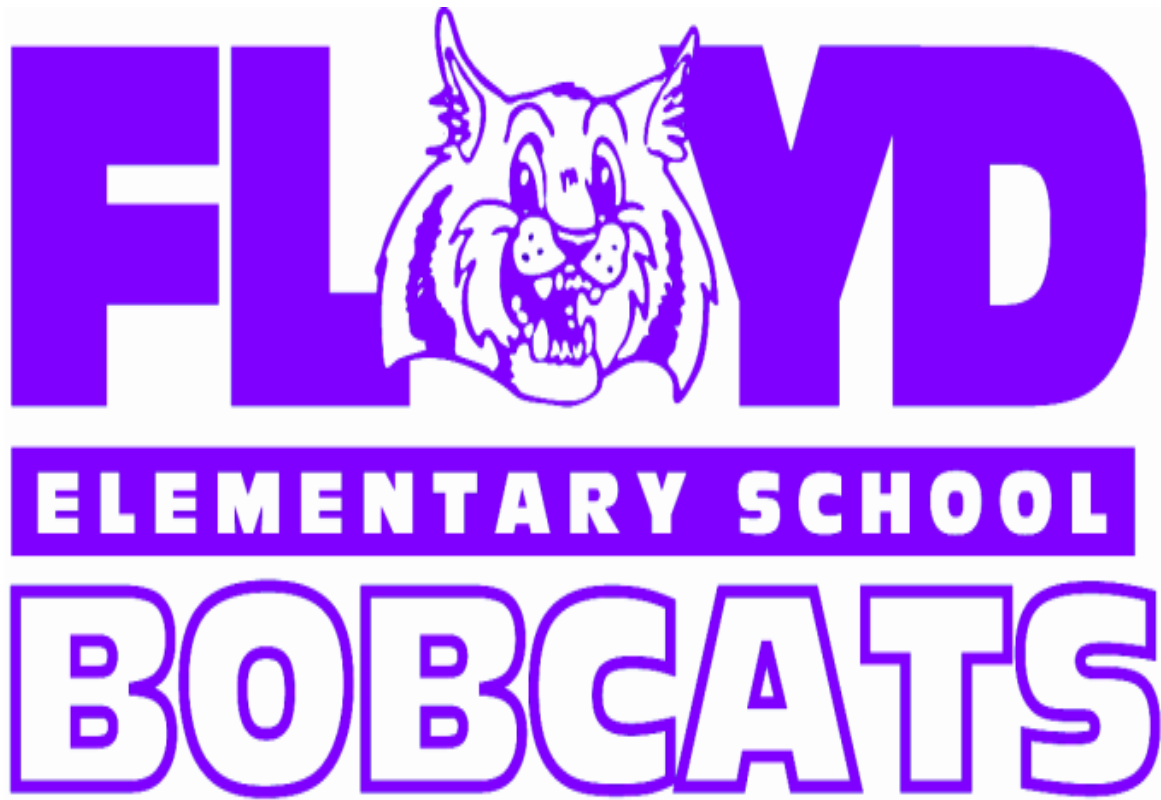


PARENT/STUDENT HANDBOOK

2023-2024



The year we "Level Up"!

ADMINISTRATORS' MESSAGE

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Floyd Elementary School. The faculty and staff at Floyd Elementary are outstanding educators, and I am sure that you will enjoy working with them throughout the year. We look forward to having you as part of the Floyd family. We hope that this will be a successful and satisfying year for you and your children. We are dedicated to providing an engaging school environment that challenges your student academically.

The pages of this handbook are filled with information regarding school policies and procedures. We suggest that parents and students review the contents together. After reading the handbook, call the school office if you have unanswered questions. We feel that open communication between school and home is vital to our educational program.

We welcome your participation and support during the school year and solicit your assistance in making this a better school. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

Mrs. Meagan Hoffmann, Principal

Dear Parent/Guardian:

We ask that you please review the Student Handbook with your child, then complete the information below and on the opposite page and return the page to the classroom teacher. Thank you!

My child, _____ and I reviewed and understand the Student Handbook and Transportation Rules and Safety Information for the 2022-2023 school year.

Student Signature: _____

Parent/Guardian Signature: _____



The School leadership council and parents have jointly developed, agreed upon, and distributed an Educational Involvement Accord. We believe that the standards for learning should be both challenging and attainable for each student. There has to be shared responsibility between parents and school staff in order for students to attain the high level of performance necessary to meet the state's student performance standards. As a partner in your child's education, please review this accord with your child, sign it, and return it to your child's teacher. Their teacher will also sign the accord, and it will be kept on file in the school office. Copies are available upon request.

PARENT

As my child's first teacher, I understand that my participation in my child's education will help their achievement. Therefore, to the best of my ability, I will continue to be involved in their education by:

- Reading to my child or encouraging my child to read
- Encouraging my child to excel in all subject areas
- Being responsible for my child's daily on-time attendance
- Reviewing and checking my child's homework
- Monitoring my child's activities, such as the amount of time spent watching television, using a computer, playing video games, etc.
- Supporting my child's teacher and facilitating communication
- As my schedule permits, contribute time each school year in areas such as:
 - Attending school-related activities
 - Attending organized parent meetings or parent advisory committees
 - Attending parent-teacher conferences
 - Volunteering at the school
 - Communicate with my child's teacher regarding their progress, as needed

Parent/Legal Guardian Signature: _____ Date: _____

STUDENT

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

- Following the Bobcat Ways: Learning Focused, Innovative, Trustworthy, Leaders
- Being prepared and ready to learn each day
- Showing effort, respect, fairness, and cooperation to all
- Completing and submitting homework on time
- Reading each day
- Using all school property safely and respectfully

Student Signature: _____ Date: _____

TEACHER

I 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 my role as an educator and model. Therefore, I agree to carry out the following responsibilities to the best of my 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
- Facilitate communication with families
- To the best of my professional ability, looking out for the best interest of each student
- Providing frequent reports to parents on their child's progress and being accessible to parents and legal guardians of students to discuss their concerns using various forms of communication, including telephone conversations, e-mail, and parent-teacher conference

Teacher Signature: _____ Date: _____

**NYE COUNTY SCHOOL DISTRICT
EVERY CHILD A SUCCESS!**

**FLOYD ELEMENTARY SCHOOL
Mrs. Meagan Hoffmann, Principal**

**6181 S. JANE AVE.
PAHRUMP, NEVADA 89061
(775) 751-4889
FAX (775) 751-5094**

Mrs. Laura Weir - Assistant Superintendent

BOARD OF TRUSTEES

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Mrs. Teresa Stoddard - Trustee - Area II



Bobcats are:

Learning Focused

Innovative

Trustworthy

Leaders



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ATTENDANCE

Please call the school in the morning ASAP to report your child's absence. It is also appreciated if your child turns in a note of explanation for every absence or tardy immediately upon their return to school. A student must have a valid reason for an absence as defined in the Nye County School District Handbook. You have three days from the date of return to school to report the reason for the absence to the school. If you know that your child will be absent for three or more consecutive days, you need to come to the school several days before the absence to fill out a prearranged absence form which will then be sent through the proper channels for approval. NEVADA REVISED STATUTES require every child between the ages of 7 and 17 to attend school. See the Nye County School District Handbook for further details.

TARDINESS

We want to encourage students to be on time for school. Coming late puts a child behind and disrupts the class. The quarterly report card will indicate the number of times your child has been tardy. Teachers must record all tardiness of students. After the third unexcused tardy in a grading period, the office attendance clerk will make parent contact. After the eighth unexcused tardy in any grading period, a referral may be made to the appropriate social service agency. *ALL students arriving after staff is off duty (9:15am) MUST be accompanied by an adult and signed in at the office.*

RECORD KEEPING

It is your responsibility to update and maintain all Infinite Campus records. Including but not limited to: address, phone numbers, email, emergency contact information, etc. All accounts should be kept current and you will need to set up your portal to access progress reports and grades.

LICE

This school has a "No Nit Policy," which means that a child with lice will only be allowed to return to school after treatment and thorough combing to remove all nits. The Health Aide must check the student before returning to the classroom. Lice are very contagious. No student will be permitted to ride the bus with lice or nits.

BIKE RIDING

If a student rides a bike to school, it should be locked for the duration of the school day. We are not responsible for damaged or stolen bicycles. Bikes are not to be ridden on the playground. Bike racks are provided at the front of the school and students **MUST** walk the bike on school grounds.

BUSES & TRANSPORTATION

We utilize the following discipline plan to guarantee that your child and all children riding the bus deserve safe transportation. We believe all students can behave appropriately and safely while riding a school bus. We will not tolerate students preventing drivers from doing their job or interfering with other students having safe transportation. In your child's best interest, we work together in a relationship that provides safe transportation. Bus transportation is a privilege, not a right.

BUS EXPECTATIONS

We utilize the following to guarantee your child and all children riding the bus the safe transportation they deserve. We believe all students can behave appropriately and safely while riding a school bus. We will not tolerate students preventing drivers from doing their job or interfering with other students' safe transportation. In your child's best interest, we ask that we all work together in a relationship that provides safe transportation to and from school.

Please remember that bus transportation is a privilege, not a right and that the bus privilege may be denied at any time for any cause.

RULES OF PASSENGER CONDUCT

The Rules of Passenger conduct must be followed while en route to and from the bus stop, bus stop, and bus. The safety of school bus passengers is the most important consideration of the school bus operation. Parents/Legal guardians and students must be familiar with the bus and bus stop rules, which are given to them with each year's Application/Registration form.

The school bus is considered an extension of the classroom. Students who fail to abide by the published rules or forget to follow the direction(s) of the bus driver will receive four bus warning notices, then bus referrals which will lead to removal from the bus. Please be aware that our buses have video/audio recording devices.

Bus Passengers Must

1. Obey the driver at all times; this means all passengers on the bus will comply with the rules and directions of the bus driver.
2. Keep their cellphones in their backpack during the entire ride to school and home. (We have issues with students taking pictures/videos of others and then posting them on social media. This is ABSOLUTELY not acceptable. If we see a phone out of your child's backpack, it will be confiscated, and the parent/guardian will need to pick it up from the front office.
3. Behave orderly while en route to, waiting for, entering, riding, exiting, or en route home.
4. Stay in their seat facing forward while the bus is in motion.
5. Be at the bus stop ten (10) minutes before the scheduled trip.
6. Not extend any part of their bodies out of the bus or throw any item in or out of the bus.
7. Not bring/consume food or drink on the bus. Bus drivers may make exceptions for athletic runs and special occasions.
8. Not damage any part of the bus or another student's property. Restitution will be required for all damages for any infractions involving damage, along with the assigned consequence.
9. Not bring skateboards, glass containers, large instruments, sports equipment, stuffed animals, weapons, liquor, tobacco, drugs, or any other item that cannot be held on the lap or could interfere with passenger safety or evacuation of the bus an emergency.
10. Not participate in loud talking, use of profanity, displaying obscene gestures, scuffling, horseplay, throwing things, spraying perfume/cologne, hairspray, etc., standing or changing seats, or any other activities which create a safety hazard or which distracts the attention of the driver.
11. Follow the bus driver's directions and signals when crossing the road and entering or departing the bus.
12. Crossing behind the bus is prohibited. Do not touch the outside of the bus.
13. Not ride a bus other than their assigned bus. Students will only board and disembark from the bus at their designated bus stop and school.
14. Kindergarten students must be met at the bus stop by an approved parent/guardian/adult unless written permission is provided to the Transportation department.

DANGEROUS BEHAVIOR CLAUSE

If a student performs an act that jeopardizes the safe operation of the bus or endangers the safety of others on the route, transportation or administration may suspend the student from riding the bus. Riding privileges will not be reinstated until a conference is arranged and held by

School Administration with the parent/guardian. The severity of unacceptable behavior will be interpreted by the administrator/designee and may result in maximum discipline or suspension at any time. If the infraction violates the law, the proper authorities will be notified. If the infraction results in property damage, the restitution must be paid, or a plan for restitution must be agreed upon before the riding privileges are reinstated.

Bus Warning Notices (BWN)- up to 4 warnings- will be mailed home, and possible parent contact directly - After four or more egregious acts- a bus referral will be sent home.

If your child receives a bus referral, below are the steps given:

1st referral- 1 to 3 days off the bus

2nd referral- 3-5 days off the bus

3rd referral- up to 10 days/2 weeks off the bus and required conference with Transportation director, parent, admin, and student. At this time, every participant in the meeting will acknowledge the new behavioral bus contract by signing it. This will be kept on file for the rest of the school year.

The above is a guide and certain circumstances may result in other disciplinary action

SEVERE DISRUPTION

The following inappropriate behavior may result in immediate removal from the bus and suspension of transportation privileges. Suspension of transportation privileges does not excuse your student from school attendance as required by NRS 392.040.

The following inappropriate behavior WILL result in immediate suspension of transportation privileges:

Physical harm to another student.

Physical harm or threat of physical harm to the driver or another student.

Property damage.

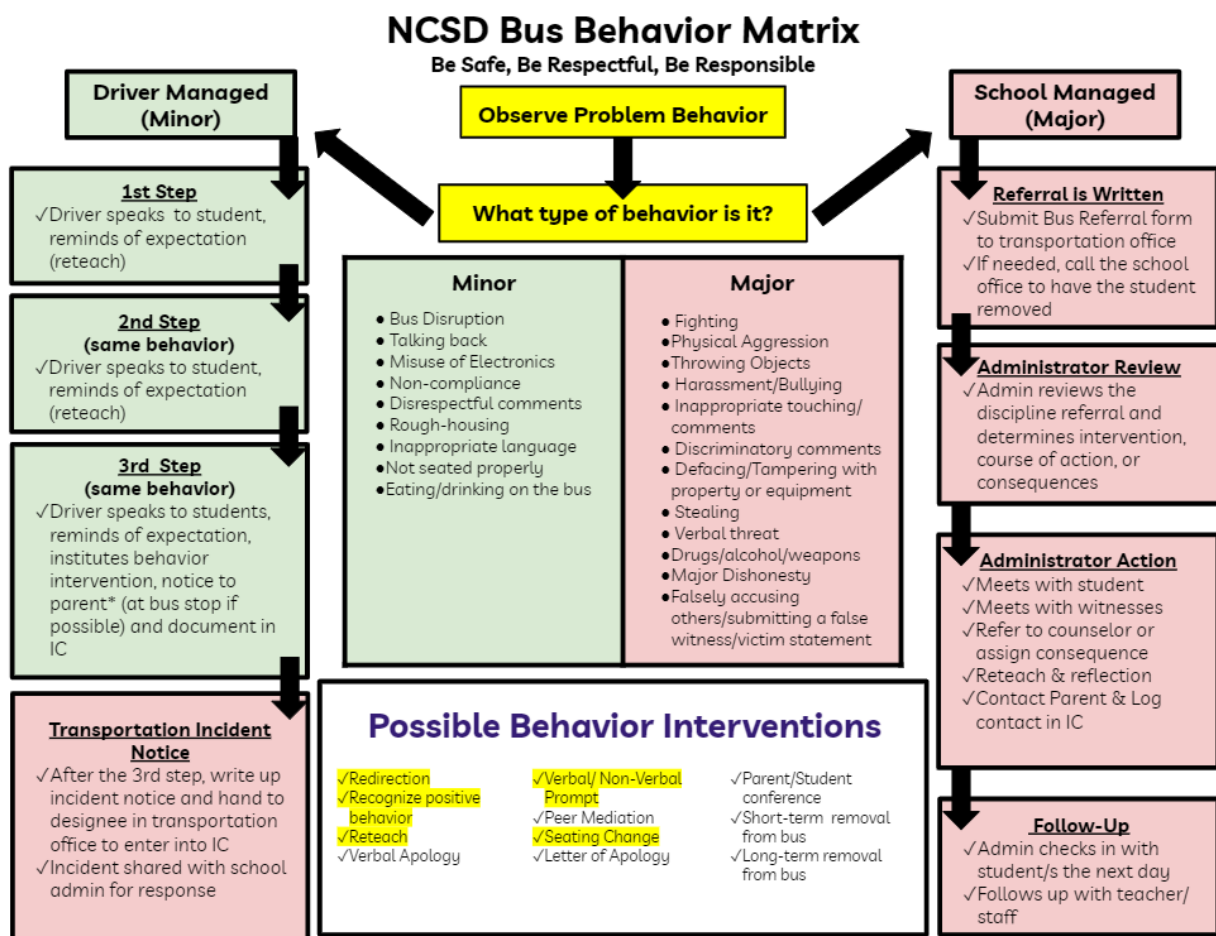
Refusal to obey the driver.

Disruption of the driver.

IF A STUDENT LOSES THEIR BUS RIDING PRIVILEGE, IT BECOMES THE RESPONSIBILITY OF THE PARENT OR GUARDIAN TO TRANSPORT THE STUDENT TO AND FROM SCHOOL.

CONSEQUENCES OF VIOLATING BUS RULES

NCSD Bus Behavior Matrix will be followed depending on the severity of the infraction.



Subsequent referrals may lead to long-term loss of bus riding privileges.

The following inappropriate behavior will result in immediate suspension of transportation privileges:

- Physical harm to another student
- Physical harm or threat of physical harm to the driver or another student
- Property damage
- Refusal to obey the driver
- Disruption of the driver

If a student loses their bus riding privilege, it becomes the responsibility of the parent or guardian to transport the student to and from school.

TRANSPORTATION CHANGES

If your child rides a bus to and from school and you want to pick them up, **you must** send a written note to your child's teacher. **If you are not at the school at dismissal time or if a written note was not received, your child will be put on the bus.**

The following is from the transportation office. Our basic procedure is to transport only those students who live along this school's designated route. We discourage having students other than regular riders on the bus for space and liability reasons. **Occasionally, we allow a child to get on a different bus if it is determined to be an emergency situation. Then, only with a proper written request from a parent to the school AND approval by transportation.**

DISCIPLINE

Each staff member at Floyd Elementary School accepts responsibility for maintaining discipline and promoting an effective learning environment. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers.

[Link to NCSD Restorative Practices](#)

Floyd Behavior Matrix What type of behavior is it?			
Level 1 - <i>Nuisance Behaviors</i> <i>(Also fall under</i> <i>Minor Behaviors)</i>	Level 2 - <i>Minor Behaviors</i>	Level 3 - <i>Major Behaviors</i>	Level 4 - <i>Illegal Actions</i>
<ul style="list-style-type: none"> Running Classroom Disruption: Loud Voices/Yelling/Noise Making Off-Task Behavior Name Calling/Teasing Out of Seat Missing Homework Disruptive Conduct Breaking Cafeteria Rules Breaking Playground Rules Inappropriate Behavior in Bathrooms Chewing Gum Dishonesty Disrespect Horseplay Disregard of Rules/Regulations Refusal to participate in class 	<ul style="list-style-type: none"> Defiance/Insubordination Physical Contact/Aggression Profanity/Obscenity Property Misuse/Graffiti Dress Code Violation Technology Misuse Cheating Forgery Cell Phones Throwing objects (paper, pencils, etc.) Non-compliance 	<ul style="list-style-type: none"> Fighting Disruptive Conduct- Severe Disrespect - Severe Harassment/Bullying Inappropriate touching/comments Truancy Theft Technology Violation Property Damage/Vandalism Rock Throwing 	<ul style="list-style-type: none"> Drug use/Possession Weapon Use/Possession Truancy Arson Bomb Threat Extreme property damage/vandalism Sexual Harassment Assaults/Threats/Battery False Fire Alarm

RULES OF OUR SCHOOL

1. Students do not interfere with the teaching process
2. Students do not interfere with any other student's learning
3. Students do not cause any kind of disruptions in the learning environment
4. No running in the hallways or cafeteria
5. Follow the school district dress code
6. No knives, weapons, or toy weapons of any kind at school
7. Keep the school clean and pick up any trash
8. No gum chewing

"THE BIG FOUR"

1. HANDS AND FEET TO YOURSELF! Do not place your hands or feet on another student for any reason. This includes kicking and tripping.
2. NO THROWING OF ANYTHING! Do not throw rocks, paper, pencils, cans, books, food, etc.
3. NO INAPPROPRIATE LANGUAGE! This includes no swearing, name-calling, or disrespectful language of any kind. Follow the rule, "If you do not have something nice to say, do not say anything at all!"
4. NO HARASSMENT! Saying or doing anything to a person to make them feel uncomfortable is harassment.

ZERO-TOLERANCE BEHAVIORS

Consequences will be given on the **FIRST OFFENSE** for the following behaviors:

- Fighting
- Inappropriate, abusive, or threatening language
- Refusing to follow the directions of an adult
- Bus incidents that the bus driver documents
- Disregard for the safety of self or others
- Deliberate destruction of property
- Use or possession of drugs, alcohol, or weapons
- Bullying behaviors

CAFETERIA RULES

- No sharing lunches
- No cutting or pushing
- You must ask permission before leaving your table for any reason
- No yelling or shouting
- Respect the cafeteria workers and all adults on duty
- Leave quietly when you are dismissed

RESTROOMS

- Paper towels are to be put ONLY in the trash can
- Make sure the toilets flush after use
- Wash hands
- No pencils, pens, crayons, or markers are to be taken in the restroom
- No playing in the restrooms

PLAYGROUND RULES

Play in designated areas only.

- Become familiar with school boundaries
- Do not play in front of the school

- Do not play in the parking lots

Follow the directions of the duty teacher or aide.

- No arguing, use of foul language, or teasing
- No fighting
- No throwing of any object, kicking or tripping

Play authorized games only.

- No contact sports
- No bicycles, skateboards, or roller blades/skates
- Keep kickballs away from school and other students
- Only basketball is to be played on the basketball courts
- Do not interfere with other students' activities

Use authorized equipment only.

- No hard balls or bats
- No sharp objects
- No personal equipment from home

Swings

- Only one person is on a swing at a time
- No swinging on the framework
- No standing on the swing. You must stay seated
- No dismounting while the swing is in motion
- No high, dangerous swinging
- Non-swingers should remain away from the swings
- No swinging side to side

Climbing Apparatus

- No jumping from high positions
- No pushing or holding on to a person who is on the apparatus
- Clothing or ropes should not be tied to any apparatus

DRESS CODE

The school district administration wants you to dress comfortably and safely for school. Please observe the following dress requirements.

1. Wear neat and comfortable clothes that meet generally accepted community standards for school and school activities. Appropriate clothing includes dresses, skirts, dress slacks, jeans, walking shorts, sweaters, jackets, shirts, and blouses.
2. Shorts are to be fingertip length. If your pants have holes, no skin should be seen, so we suggest leggings or tights to wear underneath. All hooded clothing are not allowed to be worn inside the school building. Hats are not allowed to be worn inside the school building. Clothes are to be an appropriate length with shirts or blouses extending below the belt level and buttoned in accordance with the design of the article of clothing. If you raise your arms and undergarments or bare skin shows, you are not in compliance. Straps (no spaghetti straps) must be of adequate width of 3 fingers, to cover the shoulders and underclothing. Examples of inappropriate clothing include: transparent tops, strapless tops, revealing clothing, bare midriff, pants with holes, or frayed shorts. Clothing with controversial pictures, words, or inappropriate advertisements is not permitted.

3. When it is determined that clothing attire and/or other articles may represent gang affiliation, the site administrator will notify the parent or legal guardian in writing of such action as soon as practicable.
4. Students may be required to turn shirts inside out, change into other clothing, or could be suspended for violation of the dress code. The site administrator has the authority to determine at their discretion the appropriate action.
5. Wear comfortable shoes. Examples of safe shoes include dress shoes (no high heels), sneakers, and sandals. Flip-flops (shower shoes) are inappropriate.
6. Keep the school setting in mind when you pick out jewelry. Avoid jewelry that makes noise, has spikes or could pose a danger in a crowded environment. No chains hanging from clothing or necklaces longer than 20".
7. Students are not permitted to have hair coloring in their hair at school unless it is an occasion in which such is allowed by the administration. Examples would be permanent hair color, sparkle coloring, spray in coloring, or gel, making hair an unusual color.
8. The site administrator will answer any questions concerning the dress code. This individual will also resolve any disputes concerning this code.
9. The site administrator shall retain the authority to grant exceptions for special occasions and/or special conditions.
10. Any attire deemed a distraction to the learning environment will be and can be determined and enforced by administration.

Please keep in mind that the purpose of a school-wide DRESS CODE is to establish a school environment that supports a productive academic atmosphere, which supports students' learning and reflects the educational values of the staff and the parents. These standards are consistent with those established by the Nevada Education Code and the Nye County School District. Please take the time to review this policy with your children.

<https://www.nevadaschooldistrict.net/Dress%20Code%202016-2017.pdf>

EMERGENCY DATA

The school needs to have home and emergency telephone numbers and your current mailing address so that you may be notified immediately in case of an accident or illness. If this information changes during the school year, PLEASE notify the school office. If your child is injured (broken arm, etc.) during the school day and we can not contact you or the emergency personnel, the school will call 911 for an ambulance.

HEALTH REQUIREMENTS

Immunizations: **"No Shots, No School."** All students entering for the first time must have proof of immunization aligning to Nevada Department of Education requirements such as Diphtheria, Pertussis, Tetanus, Polio, Mumps, Measles, Rubella, Varicella, Hepatitis A, and Hepatitis B. The only exceptions to this policy are those for whom the board has been granted an exemption.

SCHOOL HOURS

Classes begin at 9:15 a.m. and end at 3:15 p.m. Supervision will be provided by school personnel between the hours of 9:15 a.m. and 3:20 p.m. Students are not to be on campus before 9:05 a.m. or after 3:15 p.m. unless arrangements have been made with the front office. They are to follow the teachers' instructions on duty at all times. In the event your child is not picked up by the time office staff leaves, the school will follow the procedures set forth by NCSD and contact DCFS or NCSO for pick up of the student until the parent is able to meet for pick up.

PICKING UP CHILDREN DURING THE SCHOOL DAY

Parents coming to school to pick up their children must sign them out at the office during school hours. Students will then be called from the classroom and meet the parent or guardian in the lobby outside the office. Parents will not be permitted to go to the classroom to get their children during school hours, the office will make arrangements for students to come to the office. All check-outs MUST be done prior to 3:00pm.. Persons other than parents or guardians will not be allowed to pick up students unless they are listed in their files in Infinite Campus.

ARRIVAL/DISMISSAL PROCEDURES

Kinder will be dismissed from their classrooms at 3:10. 1st and 2nd grades will be dismissed at 3:12, and all others will be dismissed at 3:15 when the bell rings. ***ALL students who are not on campus prior to 9:15am, MUST be walked in by an adult***

MEDICATION

Suppose a physician has prescribed medication for your child to be taken during the school day. In that case, a form must be obtained from the office and completed by the parent or guardian and physician before the health aide administers the medication. **This also applies to students taking Tylenol.** All medication must be in the original prescription container with the child's name.

SAFE

SAFE is a program that is sponsored by the Nye County Coalition. All details and communication should be directly to them. Floyd ES does not handle any components of the program.

OFFICE TELEPHONE

Office phones are available to students for use during non-instructional times. Please make sure your child is aware of their after-school procedure (walk home, bus, parent pick-up, or go to daycare, etc.)

CELLPHONES

Students **may not** use cellular devices, including but not limited to smartwatches, phones, and tablets, during the school day. Devices are expected to be turned off and remain in student backpacks on campus and on school buses.

1st: Verbal warning

2nd: Parent pick up in the office

3rd: Loss of privileges/ behavior infraction on student record

HOMEWORK/EXTRA PRACTICE

The Nye County School Board of Trustees considers homework/extra practice a legitimate extension of meaningful classroom activity to help students develop responsibility and independent study skills. The trustees maintain that the purpose of homework/extra practice is to reinforce, enrich, and/or extend the concepts taught in the classroom. Homework/extra practice will be regularly assigned to meet student needs and will be appropriate to grade level, subject area, and ability.

The Floyd Elementary School Staff understands that homework/extra practice completion is generally dependent on parental guidance. We also realize that families have activities and schedules that may fill after-school hours. With those two essential conditions in mind, the following guidelines will apply:

1. Most homework/extra practice is a carry-over from the regular classroom where a student has not completed the classwork during the allotted time. Students are encouraged to use their time effectively at school and complete assigned work. Assignments not completed at school and due the next day will need to be finished at home.
2. The best plan for completing homework/extra practice is for students to work at a particular time and in a specific place. Parent monitoring is encouraged. If homework/extra practice questions occur, parents are encouraged to contact the classroom teacher.
3. Students in grades Kindergarten through 2nd-Grade will not be assigned homework/extra practice that will exceed thirty minutes a night. Students in grades 3rd through 5th-Grade will not be given homework/extra practice that will exceed 60 minutes a night.
4. Homework/extra practice will generally be assigned Monday through Thursday.

TEXTBOOKS & LIBRARY BOOKS

Textbooks and library books are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks or library books. Students may not check out another library book until a damaged or lost one is paid for entirely. ALL library fees will be added to Infinite Campus and remain on the students account through graduation, for collection..

TOYS & ELECTRONICS

Students are not to bring toys or handheld electronic devices (Game-Boys, CD Players, MP3 Players, etc.) to school. We are not responsible for stolen or damaged items.

CONFERENCES

Parent/teacher conferences can be arranged by contacting the teacher throughout the school year. Check the school calendar for scheduled parent/teacher conference dates.

VISITORS

Students visiting from other areas, or younger children at home, **may not attend** classes with your child. All outside persons entering the school during the school day must report to the office, sign in and receive a visitor's badge.

All volunteers and adults who will visit campus other than for specific events, will be required to go through the NCSD volunteer process. All visitors must schedule with the classroom teacher. If you would like to have lunch with your student, please schedule 24 hours in advance.

Dear Parents/Guardians:

During the 2005 Nevada Legislative session, Senate Bill 214, Section 17.5, directed the Nevada Department of Education to write a "Code of Honor" policy that defines cheating on examinations and coursework. This policy is required to be distributed to all Nevada public school students in order to make students and families aware of Nevada's policy regarding academic honesty and integrity.

As you know, all children grow and learn at different rates, and it is important to keep this in mind when approaching the concepts of cheating and dishonesty with young children. It is during the early childhood years (birth to eight years old) that children begin to distinguish the difference between right and wrong, and fact from fantasy. So, do not be alarmed if your child has what you might consider a rather inconsistent understanding of cheating and dishonesty. This is typical and normal for young children; however, it is not too early to introduce the concept of honesty.

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

Sincerely,

Mrs. Meagan Hoffmann, Principal

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. Students gain knowledge, self-respect, and ownership of their work throughout this process. 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 information to another student, individual, or other sources. 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 represents 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
- Helping others plagiarize by giving them your work

All stakeholders have a responsibility to maintain 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 academic honesty promotes an essential skill beyond the school environment. Honesty and integrity are practical and valuable traits impacting one's life.

LINK TO NCSD PARENT-STUDENT HANDBOOK:

 Live Handbook Posted on Website