

# PAHRANAGAT VALLEY ELEMENTARY SCHOOL

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School



**HANDBOOK  
2016-2017**

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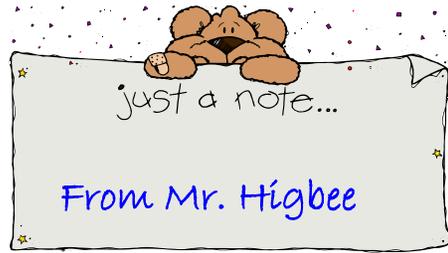
Mrs. Pam Teel      Superintendent

Patrick Kelly	District A
Peggy Rowe	District B
Carolyn Harr	District C
Tyrus Mizer	District D
Wade Poulsen	District E

## PAHRANAGAT VALLEY ELEMENTARY STAFF

<b>Mr. Brian Higbee</b>	<b>Principal</b>
<b>Mrs. Annette Jorgensen</b>	<b>K</b>
<b>Mrs. April Shumway</b>	<b>1<sup>st</sup> Grade</b>
<b>Mrs. Lynette Stirling</b>	<b>2<sup>nd</sup> Grade</b>
<b>Mrs. Cheryl Hansen</b>	<b>3<sup>rd</sup> Grade</b>
<b>Mr. Adam Lytle</b>	<b>4<sup>th</sup> Grade</b>
<b>Mr. Kari Mortensen</b>	<b>5<sup>th</sup> Grade</b>
<b>Mrs. Jessica Jones</b>	<b>Resource</b>
<b>Mrs. Emilee Frehner</b>	<b>Counselor</b>
<b>Mrs. Cathy Stewart</b>	<b>Secretary</b>
<b>Mrs. Carolyn Harris</b>	<b>Custodian</b>
<b>Mrs. Elaine Shumway</b>	<b>Aide</b>
<b>Mrs. Charleen Bowman</b>	<b>Aide</b>
<b>Mrs. Bonnie Poulsen</b>	<b>Aide</b>
<b>Mrs. Kyla Linares</b>	<b>Aide</b>
<b>Mrs. Rachel Hosier</b>	<b>Kitchen Manager</b>





**On behalf of the staff, it is truly my pleasure to extend a warm and heartfelt welcome to you as we begin the 2016-2017 school year. It's an exciting time for us all. August is the time to reconnect with old friends and welcome new friends. To those students and parents that are new to P.V.E.S., we extend an especially warm welcome and best wish for an exciting and productive year. We hope that you will quickly feel at home and become involved in the activities of our school.**

**As a staff, we will continue to work diligently with parents and all stakeholders to foster an atmosphere that promotes a learning community characterized by child centered instruction and decisions, academic excellence, trust, respect, community involvement, excellent communication, and recognition of both student and staff and student achievement. I am committed to working in collaboration with you to continue to develop and implement this shared vision. Working together as a team we can move forward in and create a nurturing, disciplined, and challenging environment/school culture in which all students can learn at optimum levels and become responsible members of society. We have so much to be proud of as a staff, school and community. Let's make this the best year ever!**

## **IMPORTANT DATES**

August 17, 20156	First Day of School
September 5, 2016	Labor Day
October 27, 2016	Nevada Day observed
November 10, 2016	Veterans Day
November 23-24, 2016	Thanksgiving Break
December 21-Jan. 3	Christmas Break
January 16, 2017	Martin Luther King Day
February 20, 2017	President's Day
April 10-13	Spring Break
May 25, 2016	Last Day of School

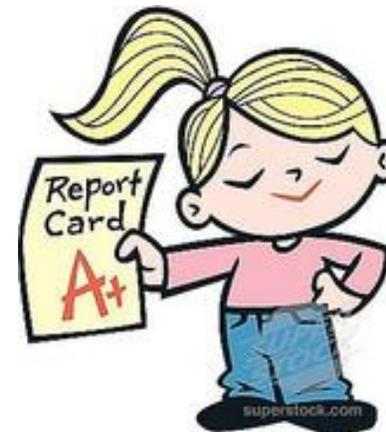
## **REPORT CARDS**

Oct. 26, 2016

Jan. 18, 2017

March 22, 2017

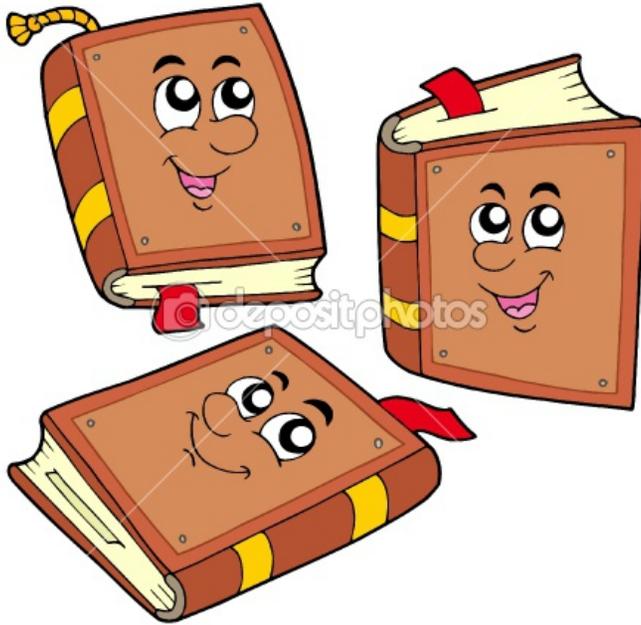
May 25, 2017



## TEXTBOOKS

Students will be charged for damage to school property. If textbooks or workbooks are lost, students will be charged for replacements. Here are some suggestions for keeping books in proper order.

- Provide book sacks, book covers, or book packs for children to take to and from school.
- Books should not be placed directly on the ground or left outside overnight, or allowed to get wet.
- No marks, names, or writing of any type should be written in or on books.
- Pages should not be cut or torn from books.
- Answers to questions should not be written in books unless it is a workbook.



## LOST AND FOUND

Small lost and found articles are kept in the office for students/parents to claim. We do not have space to care for large articles. Therefore, **parents are encouraged to label all coats with the student's name.** By having coats marked, we can often return the lost article to the child without having to go through lost and found. After several weeks, unclaimed clothing items are given to welfare groups.

## CITIZENSHIP PROGRAM

The staff and students at Pahrnagat Valley Elementary School feel strongly about providing a positive learning environment for all students. Each teacher has established a set of Classroom Rules and has determined appropriate consequences. The School Handbook also provides guidelines. Please take the time and read the Handbook guidelines and Classroom Rules with your child.



## SCHOOL VISITS

Visitors on campus are always welcome, and the staff appreciates the opportunity to explain and demonstrate the school program and policies.

When visiting school, **parents and all other visitors MUST check in at the school office.** If a student is to leave school before dismissal time, the office needs written or phone verification from the parent. He/she must be signed out through the office by whoever is taking the student from the school property. The school is also to be notified if the student is not returning from the lunch period. The safety of our children is very important to us.

**Due to insurance liability, students not enrolled in the District will not be allowed to attend class for any portion of the day.**

## SCHOOL CREDIT UNION

The school is participating in the Pahrnagat Valley Federal Credit Union Program. Any student, who wishes to join in the program, may bring their money each **Thursday morning** and turn it in to their teacher. If there are any questions concerning the program, please call **725-3586**.

## SCHOOL HOURS

School for kindergarten through grade 5 begins at **7:30 A.M.**

Grades K-5 will be dismissed at 2:55 P.M.

## LUNCH PROGRAM

**Grades 3, 4 and 5** will dismiss for lunch at **10:55 A.M.** and return to class at 11:30 A.M.

**Grades K, 1, and 2** will dismiss for lunch at **10:50 A.M.** and return to class at 11:30 A.M.

Lunch for elementary students will be \$2.50 and will begin on the first day. We have a computerized system in place for tracking school meals. Credit for that account may be purchased at the school or online. You will need the student ID number which is the same every year. If you have misplaced or forgotten that number, please call Mrs. Stewart at 725-3351. **Students will not be allowed to charge.**

**PRICES:** Lunch- \$2.50 Extra milk - \$ .25



## LUNCHROOM CONDUCT

In order to have the most effective lunch program for our school, students will be expected to behave in the following manner:

1. The lunchroom serves a balanced meal of 5 items. Students may choose not to take two of five items. However, milk must be on every tray to be an approved lunch.
2. Students who bring their lunch are expected to eat in the lunchroom. There is **no microwave** for student use. Bus students need **written** permission from parents when they are not eating in the lunchroom.
3. Students are expected to use good table manners and keep their surrounding area clean.
4. If any student is unable to eat certain foods because of allergies, etc., please notify the school in writing.
5. Students will be dismissed from the lunchroom when they have met the above rules to the satisfaction of the supervising adult.



# BUS STUDENTS

When a student gets to the bus stop, he comes under the supervision of the School. The bus driver is in charge. The rules and regulations of the School District are to be carried out, and the bus driver is to be obeyed at all times. Students are not to be aboard buses during school hours while buses are parked in the parking lots.

Please notify the school of any change in your kindergarten student's regular bus route.

Parents wishing bus students to stay in town must send a written note, or call the school office. If the request is granted, an authorization will be given to the bus duty teacher.

Nevada State Law prohibits foods to be eaten on the bus. Due to insurance restrictions, only school students will be permitted to ride the school buses, except parents who are asked to help supervise.



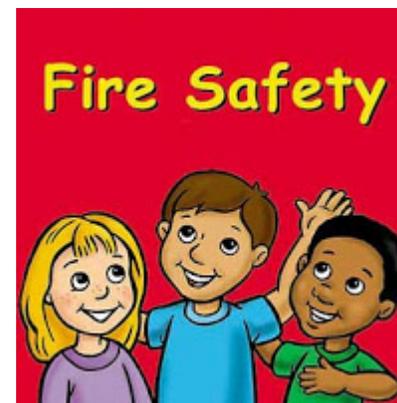
# STUDENT TRIPS

Any student who begins a student trip on a school vehicle shall return to the point of origin in a school vehicle, unless:

- A. Written permission of parent or guardian is filed with the Principal of the school prior to departure from Lincoln County, authorizing return with a specified individual.
- B. Illness or injury of student and medical attention is required.
- C. Student is released to parent or guardian by Administrative Personnel in charge of the trip, in which event, the parent or guardian shall sign a written request. However, the Principal or Administrative Personnel may refuse to honor such a request, if, in his or her opinion, such release would not be in the best interest of the student.

# FIRE DRILLS

Fire drills will be held as per NRS 392.450. Fire Drills are required monthly. Copies of fire escape route diagrams and Fire Drill information shall be posted in every classroom. A building Fire Exit diagram is included at the back of this Handbook.



## **P.V.E.S. SCHOOL RULES**

1. Students are expected to show respect for all staff members and staff members have full authority over every student.
2. Students **are not to come to school before the bus arrives at 7:10 A.M.**
3. **Students are not to have candy, sunflower seeds or gum at school.**
4. There is to be no food in the hallways or multi-purpose room.
5. Bicycles brought to school are the responsibility of students and parents. The school cannot be responsible for misuse of bikes or stolen bikes. Bikes are to be parked in the bike stand at the front of the school.
6. Each student should be responsible to see that they do not write on any walls or desks, and refrain from doing any damage to school property. For the safety of all, no running, jogging, or skipping in the hallways will be permitted.
7. Students are not allowed to leave the school grounds at any time during the school hours without permission from their teacher and/or without written notes from their parents with the exception of town students going home to eat lunch.
8. Town students who go home for lunch should return to school 5 minutes prior to their bell time.
9. Town students are to go home immediately upon dismissal from school.
10. Students are not to have hard balls, bats, toy guns, skate boards, wave runners, roller skates or other toys at school.
11. Weapon Policy- **As per Nevada State Law, knives are considered weapons. Any student found with a knife at school could be kept out of school for up to one year.**

## **DISCIPLINE POLICY**

**PHILOSOPHY** Like everything else we do in education, discipline consists of teaching and learning. We believe in consequence for actions rather than punishment. We believe consequences should be equal to or “match” the degree of the poor decision or the rule that was broken. We believe the safety and learning of students are of primary importance in the school environment.

**TEACHER LEVEL** Most discipline situations can and should be dealt with at the classroom or teacher level. Teachers have the opportunity to provide immediate and appropriate teaching and consequence for students. Teacher level discipline may include a visit with the student to teach or reinforce a rule, a loss of certain privileges, a visit with parents to inform and involve them in the discipline process, a referral to the office of problems that persist or other options as required by a particular situation.

**OFFICE LEVEL** The administrator will deal with discipline situations that are very serious or persistent in nature. This level of discipline may include a visit to instruct or reinforce a rule, a loss of privileges, a loss of lunchtime with other students, “in school school”, time before or after school, a day at home with parents, a required parent conference, the possibility of alternative school or recommendation for expulsion or exclusion.

## Discipline Policy - Continued

**AB521 Exclusion** A teacher may remove a pupil under AB521 section 4. This level of discipline requires parent notification and scheduling of a conference. It may also include one or more days in “in-school school”, one or more days at home, or one or more day’s suspension.

If the conference does not resolve the situation, the parent will be notified that a review committee will be conducting a meeting to resolve the situation. A review committee meeting will then be held the same day. If the review committee determines that the child should not return to the regular classroom they may make suggestions for alternate placement such as placement in another classroom, “in school-school”, home school, the possibility of alternative school, or recommendation for expulsion.

Special education students will be subject to the same process as any other students with the exception that a suspension and resulting conference may result in an amended or new IEP and/or placement.



## DRESS CODE THE LINCOLN COUNTY SCHOOL BOARD OF TRUSTEES

Formal education is a serious matter. Student dress that is disruptive to the learning environment is not acceptable, and students improperly dressed will be dealt with on an individual basis.

- All clothing shall be clean and worn in an orderly fashion. All clothing shall be appropriate to a school situation and of a style so as to not distract other students or cause disruption in a classroom or other activity. Pajamas are not considered appropriate school attire. Clothing shall have no obscene, vulgar or profane writing on it. Shoes or sandals shall be worn at all times during school hours. **No bare feet.**
- Mini skirts, tank tops, tube tops, muscle shirts, transparent, see-through, bare midriff, off the shoulder, strapless and fishnet shirts may not be worn. Shorts of a conservative length may be worn.
- All students are expected to be groomed and to dress appropriately with respect to the following criteria: (This policy affects students during regular school and at all school sponsored activities, including school transportation.)

**CLEANLINESS** – Students are expected to keep themselves well groomed and neatly dressed so they do not constitute a health or safety hazard.

**CLOTHING** – All clothing shall be clean and worn in such a fashion as to insure a decent appearance. Tops must cover the shoulders, back and midriff at all times. Tank tops, off the shoulder or spaghetti straps are not permitted. Extremely sloppy or badly torn clothing is not permitted.

**EDUCATIONAL DISTRACTION** – Grooming and dress shall be appropriate to the school situation and of a style that is not so unusual or bizarre as to constitute a distraction or cause disruptions in the school or interfere with the educational opportunities of the other students.

**NO TATOOS** will be allowed.

**BODY PIERCING** will not be allowed except through the ears. Spacers or place holders are not allowed.

**MALE STUDENTS** will not be allowed to wear earrings or makeup.

## Dress Code - Continued

**PROHIBITED CLOTHING** – Clothing that advertises tobacco, drugs or alcohol, or is obscene, vulgar or profane or that is revealing such as mini-skirts, tank tops, off the shoulder or tube tops, muscle or see-through shirts, bare midriff, braless, strapless, (exception, strapless evening wear may be worn at formal dances) fishnet, spaghetti straps, boxers, spandex, bodysuits, pajamas, or any clothing normally considered as under garments are not acceptable as outer garments.

**SHORTS** – Shorts such as walking shorts, Bermuda shorts and other shorts of similar length are acceptable and appropriate provided that they are modest and of such cut and fit that they are not revealing. The unsagged length must be mid-thigh or longer on the respective person wearing the attire.

**HOLES IN THE SHORTS OR PANTS** – Holes in shorts or pants may be worn provided that the holes are below mid-thigh when worn unsagged on the respective person wearing the attire.

**SAGGED CLOTHING** – Sags must be worn at least hip height and not reveal underclothing or any natural part of the human anatomy of the person wearing the clothing.

**HATS** – Wearing hats, caps, bandannas, etc., is prohibited in cafeterias, hallways and assemblies. Teachers may prohibit the wearing of hats, caps, bandannas, etc., in their respective classrooms.

**FOOTWEAR** – Shoes or sandals shall be worn during school hours and at school-sponsored activities. (No bare or stocking feet.)

**HAIRSTYLES OR DRESS** – Hairstyles or dress that may be hazardous will not be permitted in such areas as shops, laboratories, physical education, arts, etc. Extreme modes of hair design and color are not allowed.

**CLOTHING THAT MAY CAUSE DAMAGE** – Articles of clothing that cause physical damage such as cleated boots, shoes that scratch floors, and clothing with metal rivets that scratch furniture are unacceptable.

**EXTRA-CURRICULAR ACTIVITIES AND SPORTS** – Clothing normally worn when participating in a school sponsored extra-curricular or sports activity may be worn to school, when approved by the principal, sponsor or coach. Examples are cheerleader outfits, drill team and band uniforms, team shirts, accommodations for special occasions such as Homecoming or event days at school and the like.

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## NOTICE OF CONSEQUENCES

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The Governing Board and staff of the Lincoln County School District are committed to keeping our schools safe for all students. It is important that each student understands the consequence of becoming involved in the use and/or possession of a controlled substance (drugs or alcohol) and/or dangerous objects. Any of these offenses will be reported to the proper legal authorities. **Suspension is mandatory upon the first offense for violations related to weapons.**

**These regulations apply to students in the following situations:**

1. On school grounds (this includes vehicles on school property)
2. Going to, or coming from school
3. On lunch break, whether on or off campus
4. At, going to, or coming from a school-sponsored activity

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## (7601) STUDENT CONDUCT

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Because the purpose of a school is to educate, each student shall behave in such a manner as will, in the opinion of the Board promote and encourage an atmosphere conducive to learning. No student shall behave in any manner which materially interrupts or interferes with teaching or the orderly governance and effective operation of the school.

The Board expects all Staff to be involved in monitoring, guiding and enforcing student conduct at all times. The Principal may suspend or recommend expulsion of a student who violates one or more of the specific standards stated in this policy, if the violation takes place on school grounds or at school sponsored activities.

## Student Conduct – Continued

**Bullying** - Pahrnagat Valley Elementary School believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Pahrnagat Valley Elementary School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. This also applies to Cyberbullying or bullying that occurs while online or via text messaging.

Pahrnagat Valley Elementary School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, Pahrnagat Valley Elementary School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

## Student Conduct - Continued

- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

**Oral and Written Expression** – Public school is the proper forum for the expressions, discussion, and the debate of ideas. However, the Board prohibits any expression, which interferes with or detracts from the orderly learning environment or efficient operation of any school. Students must respect not only each other but also respectfully respond to written and verbal directions given by all school personnel.

No student shall engage in any form of expression that is obscene, slanderous, contains fighting or abusive words or materially disrupts the work, activities, or functions of a school. Prohibited acts include, but are not limited to:

1. Using profanity. (Using words which are clearly considered profane by contemporary community standards of behavior (NRS 392.480; 207.270. Could apply under NRS 200.049 provoking an assault.)
2. No student shall engage in behavior that is immoral, indecent, disreputable or of an overly romantic, affectionate or sexual nature in the school setting. (Also applies to sexual assault, indecent exposure and/or lewdness.)
3. Being obscene in words or gestures. (Using words and actions which describe sexual conduct as to appeal to prurient interest in sex; or portraying sex in a manner offensive to contemporary

## Student Conduct – Continued

- community standards and without serious literary, artistic, political or scientific value. Could apply to both NRS 201.235 and .257; also civilly under sexual harassment.)
4. Using derogatory, defamatory, or abusive language. (Using words which are spoken solely to \*harass or \*injure other people, \*threaten violence, or defame the character, race, religion, sex or ethnic origin of another person. (\*These apply under NRS 170.060 the other under NRS 200.510 for libel if information is published or threatened to be published.)
  5. Being in any manner disrespectful or insubordinate to any teacher, staff member, or student, except where a student feels threatened by a possible violation of the person physically, mentally or emotionally. (Would apply under NRS 392.462, if the child were severely unmanageable by both school and parents.)
  6. Arson – the intentional setting of fire, (NRS 205.005, .010, .015, .020, .025 defines first through fourth degree arsons.)
  7. Students are prohibited from assaulting anyone on school property or at any school-related event. Any of the following actions constitute an assault:
    - a. Intentionally or knowingly threatening another with imminent bodily injury. (Assault is an unlawful attempt, coupled with the present ability to commit a violent injury.)
  8. **Battery** – an uncontested touching or application of force to another person.
    - a. Intentionally, knowingly, or recklessly causing bodily injury to another.
    - b. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.
  9. **Burglary** – illegal entry with the intent to commit a crime.
  10. **Disturbing the peace** – maliciously and purposely interfering with or disturbing persons in school. (NRS 392.480)
  11. **Extortion, blackmail, or coercion** – obtaining money or property by violence or threat of violence or causing someone to do something against his or her will by force or threat of force.
  12. **False fire alarms and bomb threats** – activating a fire alarm for other than the purpose to which it was intended or falsely reporting a bomb. (NRS 202.840-850)
  13. **Gambling** – playing games of chance for money.
  14. **Larceny** – theft from the school, from its employees or from other students.
  15. **Littering** on or near the school grounds. (NRS 207.270)
  16. **Robbery** – stealing from an individual by force or by threat of force.
  17. **Trespass** – being present in an unauthorized place or at an unauthorized time or refusing to leave when ordered to do so. Students visiting at other than their assigned school must first obtain written permission from the building Principal or Lead Teacher or his/her designee. (NRS393.070; 207.270 also applies – loitering about schools, public places where children congregate.)
  18. **Alcohol and drug abuse** – sale or possession of alcohol; sales, use, possession of or being under the influence of illegal drugs or controlled substance. Refer to drug policy, student section.
  19. **Vandalism and malicious mischief** – willful and malicious injuring, marking or defacing any public school house, its fixtures, books or appurtenances. See Restitution for Damages Management Section. (NRS393.070 and .170)
  20. **Weapons** – weapons or items capable of inflicting bodily harm may not be carried to, from or used at school.
  21. **Lying/Cheating** – Students are prohibited from engaging in or attempting to engage in cheating, plagiarism or falsification. Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantages of any form of academic work. Plagiarism includes the copying of the language structure, idea, and/or thought of another and representing it as one’s own original work. Falsifications include the verbal or written statement of any untruth. (Could apply under NRS204.380 for obtaining money or property under false pretenses or NRAS205.390 for obtaining signatures by false pretenses.)
  22. **Hazing** – Hazing of students is prohibited and Principals or Lead Teachers are to take disciplinary action with students who violate this policy. Hazing is any act that tends to injure, degrade or disgrace another individual. (Could apply under NRS200.490 provoking an assault or NRS200.510 libel.)
  23. **Use of tobacco-** is prohibited on school property or at school sponsored activities. (NRS 202.2491)

**Adopted Attendance Policy – Continued**

**ATTENDANCE POLICY**

Nevada Revised Statutes (NRS) requires students to be in school. Illness and death are the only excuses. The principal of the school must approve additional absences. Students who are not meeting the State standards of attendance and academic achievement will have additional requirements assigned in regards to attendance. Excused absences require prior approval (NRS 392.130(1) by the principal.

The following absences would be considered approved and not truanancies:

The pupil is physically or mentally unable to attend school and the parent or legal guardian notifies the teacher or principal of the absence within three days after the pupil returns to school. Any unverified absence after three days will be considered truancy. NRS392.130(1)

The parent or legal guardian requests in advance that the pupil is allowed to be absent from school. NRS392.130(1)

The teacher or principal of the school provides a written approval for the pupil’s absence, either because an emergency exists or because the absence otherwise satisfies the school district’s policy for exempt status.

Absences for any reason (excused or not) must be recorded by the school. Less than 90% attendance in a school year may result in the student being retained in the same grade for the next school year.

Procedure:

- 6 Days Absent First written notice to Parents/Guardians
- 10 Days Absent Second written notice to Parents/Guardians  
Written notice to LCSD Truant Officer and Superintendent
- 15 Days Absent Third written notice to Parents/Guardians Second written notice to Superintendent
- 16 Days Absent Fourth written notice to Parents/Guardians
- 17 Days Absent Fifth written notice to Parents/Guardians
- 18 Days Absent Sixth written notice to Parents/Guardians Second written notice to Truant Officer and Third written notice to Superintendent

A student is now considered to be Academically At Risk and may be retained based on the following criteria:

- Attendance for the remainder of the school year
- Academic classroom performance
- Standardized test scores

At PVES we try to teach the concept of the importance of being on time to school. We would appreciate your help, as parents/guardians in reinforcing how habits established in school today will carry over into the future. Many of our basic skills are taught in the early hours of the school day, so it is important that students are prompt.

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## RIGHTS OF STUDENTS, PARENTS, AND SCHOOL IN EVALUATION AND PLACEMENT FOR SPECIAL EDUCATION AND RELATED SERVICES

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### PARENT OR GUARDIAN

A parent or guardian has a right to request and obtain a fair and impartial hearing on any proposed placement of their student in programs for exceptional children. The Lincoln County School District will notify parents, of the time and place of the hearing.

### RIGHTS

Right to challenge proposed action.

Right to challenge content of records.

Right to obtain an independent evaluation of their student at the parent's expense.

Right to examine all records of their students with respect to identification, evaluation and educational placement.

Right to receive copies of records containing assessment information.

### TESTING AND EVALUATION MATERIAL

- Are selected and administered so as not to be racially or culturally discriminatory.
- Are provided and administered in the student's natural language or other mode of communication, unless it is clearly not feasible to do so.
- Have been validated for the specific purpose for which they are used.
- Are administered by trained personnel.
- Are tailored to assess specific areas of educational needs and not designed to provide a single general intelligence quotient.
- Assure that no single procedure is used as the sole criterion for determining an appropriate educational program for a student.

The evaluation is made by a multi-disciplinary team or group of persons.

Identifiable data will be maintained in a confidential manner and will not be released without parental authorization.

## Notification of Rights under Family Educational Rights and Privacy Act (FERPA)

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

1. **The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.**

Parents or eligible students need to submit to the Principal a written request that identifies the record(s) they wish to inspect. The 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 is inaccurate.**

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the Governing Board; a person or company with whom the school 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 educational record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

## Notification of Rights – Continued

1. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the *District* to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### Notification of Rights Under the Protection of Pupil Rights (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

- *Receive notice and an opportunity to opt a student out of* -
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency; inclusive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except *for* hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell to others distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## EMERGENCY RESPONSE PLAN

For a number of years, schools have been facing rising numbers of emergencies. Because of these incidents, each school district and individual school is required to have a critical incident plan. The following is the plan adopted for Pahrnagat Valley Schools.

**Shelter in Place** – involves a HAS-MAT or hazardous materials situation. Everyone is to go to the nearest room or shelter area. The windows and doors are taped shut, and ventilation is shut down until receipt of instructions from the Sheriff's Dept.

**Lock Down** – a potential or actual violent incident happening at one of the schools. Each school is notified with a lock down call. Lights go out; rooms become silent. Cards are placed in the windows to show incoming emergency teams the condition of the occupants.

**Limited Access** – If a threat to students' safety is perceived by the administrator, the doors will be monitored and may be locked. Access for a parent/guardian may be obtained by ringing the bell at the right of the door.

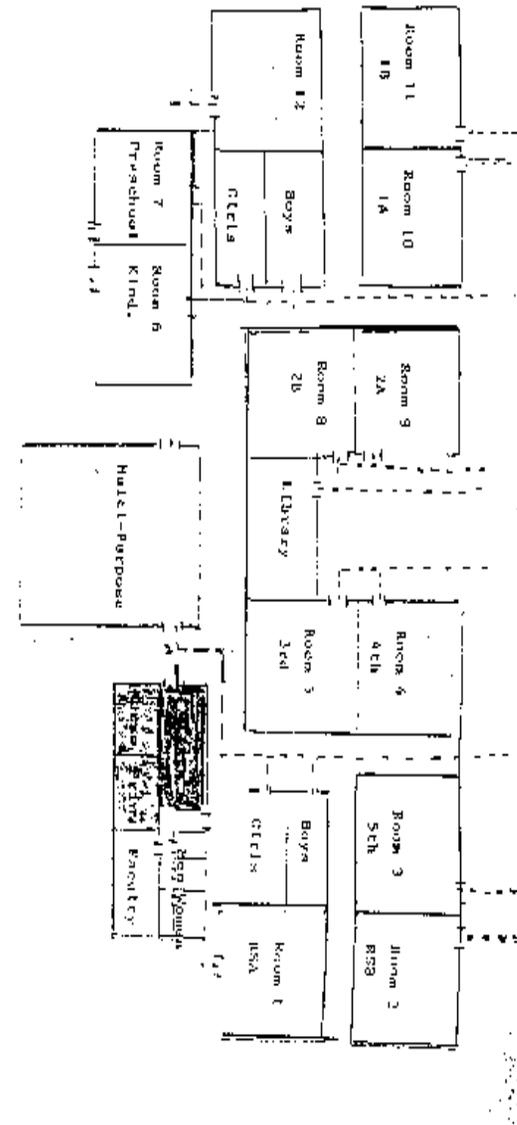
**Immediate Evacuation** – In event of a building threat at the school, students and staff are to evacuate to designated areas and will not return until told by administrators or police to do so.

**Planned Evacuation** – usually will involve a HAS-MAT crisis. If notified in time to evacuate the area, the entire town will be involved.

**Relocation of Parents and Children** – In most school emergencies, it is not necessary to bus students far away from the town. The relocation area of the emergency plan is the LDS church building and parking lot. Please do not go directly to the schools. Students will be reunited with parents at the relocation center ONLY.

The schools have tried to put safe guards into effect. Hopefully, they will never be used. If as a parent you would like to review the school plan in more depth, please feel free to contact the school's secretary and set up an appointment.

## BUILDING FIRE EXIT PLAN



## **Student Acceptable Use of Personal Electronic Devices**

For purposes of this procedural directive, “personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, and personal digital assistants.

For purposes of this procedural directive, “instructional day” means the period of time between the first scheduled bell and the last scheduled bell of the school day and any other time in which instruction occurs.

In classrooms that are provided personal electronic devices from the school district can use these devices according to the discretion of the teacher. All other rules and responsibilities outlined in this policy apply to school provided devices.

## **Student Rights and Responsibilities**

The student who possesses a personal electronic device shall be solely responsible for its care.

Student possession of personal electronic devices on all school campuses, including athletic fields, and school buses, at school-sponsored activities and while the student is under the supervision and control of school district employees shall be permitted. All students may use these devices on campus before school begins and after school ends.

These devices shall be kept out of sight and powered off or silenced during the school day and during any school-sponsored activity meeting or practice held on Pahranaagat Valley Elementary School property. The requirement that personal electronic devices be turned off may not apply in the following circumstances when the student obtains prior approval from the principal or his/her designee:

- The student has a special medical circumstance for self or family member.
- The student is using the device for an educational or instructional purpose with the teacher’s permission and supervision.

## **Personal Electronic Devices – Continued**

Personal electronic devices shall be permitted on school buses, as authorized by the driver, unless use of the personal electronic device causes a disruption on the school bus.

Student use of personal electronic devices shall be prohibited in areas including, but not limited to classrooms, bathrooms, and hallways.

Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school.

Blocked sites include, but are not limited to, social networking sites, and YouTube.

Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. When a personal electronic device is confiscated, it shall only be released and/or returned to the student’s parent/legal guardian. It is the student’s parent/legal guardian’s responsibility to retrieve the device according to school procedures.

## **Unauthorized Use**

Unauthorized use of personal electronic devices includes, but is not limited to, the following:

Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school busses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.

Transmitting school materials for unethical purposes such as cheating.

Any activity which may be in violation with the Pahranaagat Valley Elementary School Bullying Prevention policy and procedural directive.

## **District Staff Rights and Responsibilities**

Pahranaagat Valley Elementary School shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student while the device is under the student’s care. The school where the personal electronic device is confiscated shall be responsible for the theft, loss or damage of personal electronic devices if the district employee demonstrated reckless disregard for internal procedures developed by the school.

## **Personal Electronic Devices – Continued**

The school shall be responsible for the theft loss or damage of personal electronic devices confiscated by district staff if the school has not developed internal procedures.

The school shall develop internal procedures for staff concerning confiscation of personal electronic devices. These procedures shall include, but are not limited to, expectations that the staff will immediately secure the device and turn the device into the school designated location, develop a process for parents/legal guardians to retrieve devices, and record when the device was confiscated and why.

District staff may confiscate personal electronic devices when such devices are being used in violation of this procedural directive and/or internal school procedure. Upon confiscation, district staff shall follow all district and school procedural directives and processes.

District staff may search confiscated personal electronic devices and examine the content of students' personal electronic devices when there is reasonable suspicion of unauthorized or illegal use of the devices and may turn the devices over to the proper authorities for further investigation when warranted. When determining if a search is appropriate, district staff shall ensure the following conditions are met before conducting the search:

- The search is reasonable at its inception. That is, when the context is such that it is clear that the student or students are clearly misusing the device and that the search of content would turn up evidence of the violation.
- The scope of the search of the content is reasonably related to the objective of the search and appropriate in light of the age and sex of the student and the nature of the suspected violation.

## **Corrective Action**

Corrective action shall be determined by the number of previous acts, the nature of the act, and the context in which the alleged act occurred. Consequences may range from positive behavioral interventions to suspension and expulsion for repeated and/or severity of the violations.

## **Vision Statement:**

Children are our future. We are dedicated to their success.

## **Mission Statement:**

We will provide a learning environment where academics are emphasized and encourage our students to excel and perform to their maximum potential. We recognize that discipline and responsibility are critical parts of building character and academic challenges are opportunities for growth. We will celebrate student success and encourage joy in learning which is centered on students, directed by teachers, and supported by home and community.

## **School Motto:**

Being the best I can be rests within me.

## ***CELEBRATION STATEMENT***

Pahrnagat Valley Elementary School feels that there should be celebrations in learning and that these celebrations should reflect our community as well as involving academic learning, traditions, different cultures, music, and art from around the world.

Individualized classrooms may have celebrations as their academic curriculum standards encourage. These standards are combined with parent input, student input, and teacher input to better meet the needs of our community.

As a school, we will celebrate Nevada Day, Winter Break, Spring Break, Valentine's Day, Constitution Day and National holidays. In addition, teachers may add any celebration that is academically appropriate.

We encourage parent groups, community leaders, and all who are interested to help us celebrate our learning community.