



Washoe County School District

Every Child, By Name And Face, To Graduation

Administrative Manual 5904

Parent- Student Handbook

www.washoeschools.net

775.348.0200

425 East Ninth Street

Reno, NV 89512

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

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

Notice to Non-English Speaking Persons

You have the right to an English interpreter at no cost to you to ensure meaningful access to programs and activities. If you would like more information about interpretation and/or translation services or would like to request an interpreter, please ask your school principal, or call the District's central office (775) 333-6090.

Aviso a Las Personas Que no Hablan Inglés (Spanish)

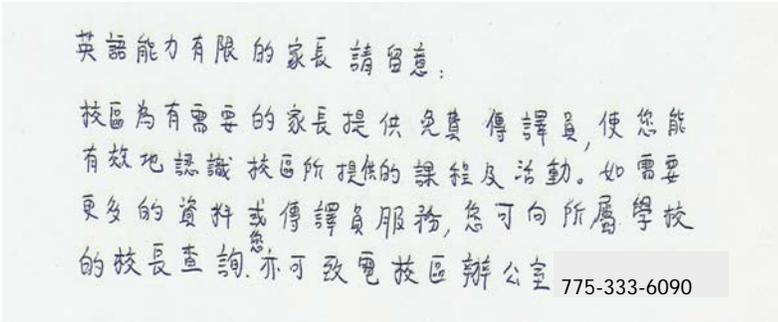
Tiene el derecho a un intérprete a no costo para usted para asegurar un acceso a nuestros programas y actividades. Si desea más información acerca de nuestros servicios de interpretación y traducción o desea un intérprete, por favor pregunte a la directora de su escuela o llame a la oficina central del distrito escolar al (775) 333-6090.

Paunawa sa mga hindi Makapagsalita or Maka-Unawa ng Ingles (Tagalog)

Kayo ay may karapatan na bigyan ng taga-salin sa wikang Pilipino upang maunawaan at maintindihan ang mga libreng programa at iba't ibang gawain sa inyong paaralan. Ito ay libreng paglilingkod sa inyo.

Kung ibig ninyong malaman kung paano magkaroon ng tulong sa pag-intindi or pagsalin sa wikang Pilipino ng mga programa --- maari ba, magtanong kayo sa punong-guro ng paaralan o kaya tumawag sa telepono ng tanggapan / opisina ng purok (775) 333-6090.

(Chinese)



英語能力有限的家長請留意：
校區為有需要的家長提供免費傳譯員，使您能有效地認識校區所提供的課程及活動。如需要更多的資料或傳譯員服務，您可向所屬學校的校長查詢。亦可致電校區辦公室 775-333-6090

WCSD

LEADERSHIP TEAM

Traci Davis, Superintendent

Kristen McNeil, Deputy Superintendent

David Lasic, Chief of Staff

Debra Biersdorff, Chief Academic Officer

Pete Etchart, Chief Operations Officer

Dr. Byron Green, Chief Student Services
Officer

Ben Hayes, Chief Accountability Officer

Emily Ellison, Chief Human Resources
Officer

Dr. Paul Lamarca, Chief Ombudsman and
Strategies Officer

Mark Mathers, Chief Financial Officer

Irene Payne, Chief Communications and
Community Engagement Officer

Neil Rombardo, Chief General Counsel

Adam Searcy, Chief Facilities Management
Officer

Robert Sidford, Chief Information and
Innovations Officer

Jason Trevino, Chief of Police

WCSD

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(District D)

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Katy Simon Holland, President (District
G)

The Board of Trustees of the Washoe County School is the political subdivision established by the State of Nevada to plan and direct all aspects of the District's operations. The legal power, duties and responsibilities of the Board of Trustees are as defined by state statutes and regulations.

For more information about the Board of Trustees, to include contact information, please visit their webpage at:

www.washoeschools.net/board

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Academics

The District seeks to prepare all students for a highly-skilled career and/or college readiness through a unified approach to managing instructional programs, initiatives, and academic projects; and developing and implementing curricula, assessment, and instructional resources.

Academic Honesty and Integrity

“Code of Honor” – Nevada Department of Education

In accordance with state law, the Nevada Department of Education has prescribed a form for an educational involvement accord to be used by all public schools in Nevada. The District is required to distribute the accord to all Washoe County public school students in order to make students and families aware of Nevada’s policy regarding academic honesty and integrity.

The Nevada Department of Education’s “Code of Honor” policy defines cheating on examinations and coursework.

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

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize, and create their own ideas. Throughout this process, students gain knowledge, self-respect and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one’s honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

What is Cheating?

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source;
- Giving answers on an examination or any other assignment to another student;
- Copying assignments that are turned in as original work;
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission;
- Allowing others to do the research or writing for an assigned paper;

- Using unauthorized electronic devices; and
 - Falsifying data or lab results, including changing grades electronically.
-

What is Plagiarism?

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's work or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source;
- Turning in purchased papers or papers from the Internet written by someone else;
- Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own; and
- Helping others plagiarize by giving them your work.

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed to your child's school administration and/or the District.

Resources: Cheating policies from Clark and Washoe County School Districts' secondary schools and Foothill Community College

Assessment

Assessment is the continuous process of collecting information to make decisions about teaching and learning. A balanced assessment program is essential for determining and reporting the learning needs, progress, and achievement of students at the state, district, and classroom levels. A well-designed assessment program will support the District's Pathway, align with the adopted State Standards and encompass several elements, to include: balanced assessment programs, informed decision-making, and meaningful assessments that serve clear and appropriate purposes.

Reporting Testing Irregularities

Each year the Washoe County School District (WCSD) develops an assessment security and training plan to comply with Nevada statutory mandates. This plan is then presented to the Board of Trustees, school site personnel, parents, and students in compliance with Nevada Revised Statutes (NRS) 389.600-389.648, inclusive, and NRS 391.600-391.648, inclusive. This

plan states that if your son or daughter reports any testing irregularities, you are encouraged to inform your principal.

There are certain procedures to follow if anyone suspects any testing irregularities or breaches have occurred. And, there are procedures for dealing with reporting untruthful information.

Additional information regarding assessment and testing irregularities and the entire assessment plan for parents can be found on the District's website at:
<http://washoeschools.net/Page/346>.

For more information, contact Sandra Aird, Director of the Department of Assessment at 775-348-0248.

Cell Phones, Tablets and Other Electronic Devices

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

Field Trips and Student Travel

During the school year, teachers in your child's school may schedule field or activity trips which will take students on educational experiences away from the school. Parents/guardians will be notified of these field trips as they are scheduled, by written notice sent home with the student. This notification will include the nominal cost (if any) for each student, as well as the place, date and time of the field trip. Parents/guardians are asked to sign a permission slip which will be retained by the school office.

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

Sanctioned and Non-sanctioned Field Trips

Students may receive information through school staff regarding trips away from the school. Trips which are sanctioned by the District will be clearly identified as sanctioned field trips of the Washoe County School District. This means that certain precautions have been taken regarding transportation and supervision of the students while on the trip.

In contrast, you may receive information regarding non-sanctioned field trips. With non-sanctioned trips, the Washoe County School District is unaware of any safeguards taken by the sponsors of the trip. The District is not responsible, in any way, for anything that occurs on non-sanctioned field trips. You should communicate directly with the trip's sponsors regarding who to contact in case of any emergency during this trip. If you are unsure if a trip is sanctioned, please contact your principal for clarification.

Homework

Homework plays an important role in the learning process. Conventional purposes for homework are practice, preparation, check for understanding, and development of work habits. Homework is one of many learning activities to engage students. Homework should: extend learning and/or provide practice in applying concepts initially presented in the classroom; provide opportunities for independent work; strengthen concept and skill development; and provide opportunities for enrichment.

Technology – Responsible Use and Internet Safety

The District's procedures related to Responsible Use and Internet Safety is designed to prevent unauthorized access and other unlawful activities by users online, prevents unauthorized disclosure of or access to sensitive information, and complies with the Children's Internet Protection Act ("CIPA"). The District will use technology protection measures to block or filter, to a practical extent, access to any material which the District, in its sole discretion, believes to be unlawful, obscene, pornographic, and/or harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Educators may use the Internet during class directed group demonstrations with or without parental consent. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Responsible Use

1. All users of District technology and digital media shall act safely, responsibly, and ethically at all times.
2. Through this regulation, the District seeks to emphasize the educational and collaborative value of technology, and outline the expectations and responsibilities of anyone using the District's technology resources.
3. Staff, students, volunteers, and all other users shall be responsible for complying with the provisions of this document, as well as all other policies, regulations and rules of the District, when gaining access to the District's network, including the District's Guest Wireless Network. This includes the use of personal devices on District property or at a District-sponsored activity.
4. Individuals accessing District technologies should:
 - a. report to staff any inappropriate use of the Internet or any destruction of District property; and

- b. Protect one's own password and ensure others do not access their accounts. This includes regularly changing ones password.
-

Prohibited Uses

1. The District emphasizes responsible use of technology for educational and administrative functions. Prohibited uses of technology include, but are not limited to:
 - a. any activity that is illegal under local, state, federal, or international law and/or prohibited under District policies and regulations;
 - b. using a WCSD technology resource to actively engage in procuring or transmitting material that is in violation of District policies and regulations and/or applicable state and federal laws and regulations, to include those related to bullying, cyber-bullying, harassment, discrimination or hostile work environment;
 - c. transmission of any communication where the meaning of the message or its transmission or distribution would violate any federal or state law, the acceptable use policies of public access networks, or District policies, administrative regulations and procedures;
 - d. connecting non-District devices or equipment to the District's wide-area network, or to local-area networks connected to the wide-area network without prior written authorization from the Chief Information Officer;
 - e. any activity designed to or resulting in the introduction of malicious programs to District technology resources;
 - f. port scanning or security scanning, without written permission from the Office of Information Technology;
 - g. all forms of network monitoring which will intercept data not intended for the employee or student;

Attendance

A student shall not be absent from school 10% or more of school days in order to be promoted to the next grade or 10% or more of class periods for a student to earn credit in a class, as applicable. Students who are absent for any reason who miss 10% or more of school days will be labeled Chronically Absent. Students who receive instruction are not counted in Chronic Absenteeism. Chronic Absenteeism started being reported in 2017-2018 due to a Federal Mandate.

If students complete and return make-up work assigned by the teacher after an absence, the absence will not count toward retention/failure or chronic absenteeism no matter the reason for the absence.

Absences that do not count toward the student retention or failure are below. These absences do count toward Chronic Absenteeism absences unless the make-up work is completed and returned. Students must miss 10% or more of school days to be labeled Chronically Absent. A

note or phone call must be received from the parent/guardian by the office within 3 days of the initial absence for the following codes to be used for an absence:

APT – Absences Prior to Triggering Failure (8 for ES and most MS, HS trigger numbers)

EMD –Medical Professional Excused Absence; for a student to be excused for being sick, a health care professional note must be provided.

HDE – Health Department Excluded Medical used in school wide outbreaks declared by the Health Department

CIT – Child in Transition Absence; Absences related to homelessness

EFB – Emergency Family Business limited to severe family based emergencies such as death of a human family member

RH – Religious Holiday

FCA – Foster Care Absence; Absence related to being in foster care

SUS – Out of School Suspension (Does not require a parent note)

- **Parent/Guardian's responsibility** to check Infinite Campus to make sure attendance is accurate and to make sure make-up work is completed and returned to the school.
- **Student's responsibility** to request make-up work from the teacher on the day the student returns from an absence.
- **Teacher's responsibility** to provide make-up work within 2 days to the student upon the student's request.

Students have the number of days absent plus one beginning the day that the teacher provided the make-up work to complete and return the make-up work to the teacher.

All absences will be changed to (TEP) Temporary Educational Placement with the exception of Suspension and the student will be considered present if make up work is completed and returned within the timeline described above.

For a complete WCSD Attendance Manual, please visit
<https://www.washoeschools.net/Page/8789>.

Bullying and Cyber-Bullying Prohibited

Nothing contained herein shall be construed or interpreted to prohibit or in any way to discourage the genuine discussion of issues or use of materials for academic, educational, or instructional purposes.

Board Policy 5700 (9205), Safe and Respectful Learning Environment

The Board of Trustees ("Board") believes that a working and learning environment that is safe and respectful is essential for all staff and students to achieve success. Any form of bullying, cyber-bullying, harassment or discrimination interferes with the ability of teachers to teach in the classroom and pupils to learn. This policy and the associated governing documents shall establish

the commitment by the Washoe County School District ("District") to create a safe and respectful working and learning environment, and to promptly investigate accusations of bullying, cyber-bullying, harassment, and discrimination.

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

1. Reporting allegations of bullying, cyber-bullying, harassment or discrimination to school police and school administration immediately to ensure cases are investigated and harmful behavior stopped. Additionally, incidents are further reported to police, legal, counseling or community agencies while interventions are used, and victims are supported.
 - a. The student reporting process is detailed within Administrative Regulation 5700, Student Complaint and Appeal Procedures – Bullying, Harassment, and Discrimination;
 - b. The staff reporting process is detailed within Administrative Regulation 4111.3, Staff Complaint Process: Harassment, Sexual Harassment and Intimidation; and
 - c. The public reporting process is detailed within Administrative Regulation 1312, Public Complaint Resolution Procedures.
 - b. Each school will establish a school safety team to help to support and promote safe school environments including investigation of bullying, cyber-bullying, harassment or discrimination in addition to the implementation of crisis management and emergency response duties and site support.
 - c. The District prohibits the active or passive support for acts of bullying, cyber-bullying, harassment or discrimination. Both students and staff are expected to support attempts to constructively prevent and/or stop such acts and, thereby, promote safe schools.
7. Notice
- a. The District shall inform students, parents/guardians, faculty/staff, and other interested parties of the District's "Safe and Respectful Learning Environment" policy and student complaint process. Such notice shall be included on the District's website (www.washoeschools.net/notice), the District's bullying reporting website (www.wcsdbullying.com), and posting of anti-discrimination notices in all District buildings and the parent/student handbook.
 - b. Reports of student discrimination based on race, national origin, disability, sex or religion may also be filed with the U.S. Department of Education's Office for Civil Rights.
8. The District prohibits the retaliation against any person who reports an act of bullying, cyber-bullying, harassment or discrimination, or against any person who has testified, assisted, or participated in the investigation of a report. Such retaliation is itself a violation of law and may lead to disciplinary or other appropriate action against the offender.
9. This policy applies to bullying, cyber-bullying, harassment or discrimination, by any individual on school district property, including a school bus, at a school-sponsored

event, or while acting on school district business. This includes a member of a club or organization which uses a District facility, regardless of whether the club or organization has any connection to the school.

Student Complaint and Appeal Procedures - Bullying, Harassment...

1. For the purposes of this administrative regulation, the word “bullying” encompasses bullying, cyber-bullying, harassment, sexual harassment, discrimination, and/or retaliation.
2. Filing a Complaint
 - a. The District accepts verbal, written or online ([www.wcsdbullying.com: titleIX@WashoeSchools.net](http://www.wcsdbullying.com:titleIX@WashoeSchools.net)) complaints. Except as noted below, complaints shall be directed to the school’s site administrator (i.e. principal, assistant principal or dean of students).
 - i. If the complaint involves the school principal, the complaint shall be directed to the District’s Department of Civil Rights Compliance.
 - b. The Department of Civil Rights Compliance oversees the complaint process for all bullying matters falling under:
 - i. Title VI (of the Civil Rights Act of 1964) and Title IX (of the Educational Amendments of 1972).
 - ii. Title II (of the Americans with Disabilities Act) and Section 504 of the Rehabilitation Act.

The Director of the Department of Civil Rights Compliance and the Title IX coordinator is Gina C. Session.

- c. Additional avenues available to students and their parent(s)/guardian(s) for filing a complaint include:
 - i. U.S. Department of Education’s Office for Civil Rights (Telephone: 800-421-3481)
 - ii. Nevada Department of Education’s Safe and Respectful Learning Environment Office (www.bullyfreezone.nv.gov)
 - iii. Any court of competent jurisdiction
- d. Additional support, intervention and resolution methods are available through the Office of Student Services’ Counseling, Multi-Tiered System of Supports, and Equity and Diversity Departments.
- e. At no time shall a student’s reluctance to initiate the complaint procedure be used to delay or excuse the District’s responsibility to investigate in a prompt and equitable manner allegations of bullying and to report allegations which are violent or criminal in nature to law enforcement officers.

3. Reporters

- a. Students – Any student who is the target of bullying and/or students who have first-hand knowledge of such bullying are encouraged to report such claims. Students should report incident(s) to any administrator, counselor, faculty, or staff member or through the District's online reporting system at www.wcsdbullying.com or titleIX@WashoeSchools.net.
- b. Employees – Members of the Board of Trustees, administrator, faculty, coaches or staff members who witness an act of bullying or receives information that such an act may have occurred shall report the information to the principal or his/her designee as soon as practicable, but not later than the same day on which the administrator, faculty, or staff member witnessed the act or received information that such an act may have occurred.
- c. Volunteers – Volunteers are encouraged to report possible acts of bullying to the school administrator or through the District's online reporting system at www.wcsdbullying.com or titleIX@WashoeSchools.net.
- d. It is a violation of the law to retaliate against any individual filing a complaint. Any student experiencing retaliation because they filed a bullying complaint should file a separate complaint regarding the alleged retaliation.

4. Complaint Review

- a. Upon receiving a report of possible bullying the principal shall:
 - i. Take any immediate necessary action to ensure the safety and well-being of the involved student(s);
 - ii. Make a preliminary assessment applying the District's Three-Point Criteria (for an explanation of the Three-Point Criteria see the Definitions section of this regulation) to determine whether bullying is actually alleged and/or whether or not enough information is available to make that determination.
- b. If, upon initial examination of the complaint, the principal or his/her designee determines that the complaint **does not meet** the Three-Point Criteria, **a bullying investigation shall not be initiated**. However, other discipline or interventions may still be necessary depending on the incident(s). **The investigator shall document in Infinite Campus the analysis that led to the conclusion that the incident was not bullying**.
- c. If, upon initial examination of the complaint, the principal or his/her designee determines that the complaint **does** meet the Three-Point Criteria and that bullying may have occurred or there is not adequate information to make an initial determination, an investigation shall be initiated.

5. Investigation Process

- a. Notify the parent(s)/guardian(s) of all students (either as a reported victim or offender) by telephone, electronic mail, or in person.
 - i. If the bullying is reported before the end of school hours on a school day, notification of the parent(s)/guardian(s) must occur by 6 p.m. of the same day; or
 - ii. If the bullying is reported on a day that is not a school day or after hours on a school day, notification of the parent(s)/guardian(s) must occur by 6 p.m. on the next school day.
- b. An investigation into bullying must be completed not later than two school days after the principal or his/her designee receives the complaint. An additional day shall be allowed when necessary to complete all interviews.
 - i. During the investigation, statements shall be taken from the involved students, to include any witnesses. Written statements are preferred, when possible.
- c. Within 24 hours after the completion of the investigation, the parent/guardian of the involved student(s) shall be contacted, preferably by telephone, regarding the resolution of the complaint.
- d. A written report of the findings and conclusions of the investigation shall be completed outlining the facts that support or do not support the Three-Point Criteria shall be completed as part of the student records documents process. Student information shall only be released in accordance with the Family Educational Rights and Privacy Act of 1974 ("FERPA") and the Individuals with Disabilities in Education Act (IDEA).
 - i. If bullying is found to have occurred, the report shall make recommendations regarding any disciplinary action or other measures to be imposed.
 - ii. The written report should include a summary of the witnesses interviewed and the evidence considered.
 - iii. The written report must be made available to parents of involved student(s) upon request.
- e. Not later than 10 school days after receiving the initial report/complaint, the principal or designee shall meet with each reported victim regarding the student's well-being and to ensure the reported bullying is not continuing.

6. Sanctions

- a. If an investigation determines that an individual engaged in bullying the District may take any necessary and appropriate action that is consistent with District policies and/or applicable statutes.
- b. Successive violations by a perpetrator shall lead to progressively more severe discipline.
- c. All parties involved in the investigation shall be notified of the decision of the District. However, if the individual(s) who were found to be bullying are disciplined, the complainant(s) will only be advised that the District is taking appropriate steps to ensure that the bullying behavior will not re-occur.
- d. The due process rights of all individuals will be protected.

7. Appeals

- a. Any person dissatisfied with the resolution of a bullying complaint may appeal that decision in writing within 10 business days of notification of the resolution addressed to the Department of Civil Rights Compliance based on one or more of the following grounds:
 - i. Procedural error that significantly impacted the outcome of the investigation (i.e. insufficient evidence to support findings, substantiated bias, material deviation from established procedures).
 - ii. To consider new evidence, unknown or unavailable during the original investigation and that could substantially impact the original findings or sanction. The appeal must include a summary of new evidence, why it was unavailable at the time of the investigation and its potential impact.
 - iii. A sanction imposed is substantially disproportionate to the severity of the violation.
- b. An appeal will be assigned to an Area Supervisor in the Office of School Performance who did not have oversight of the underlying investigation. Acknowledgement of receipt of appeal will be sent to the appealing party within three business days.
- c. Before considering the appeal, the reviewing officer will determine whether the appeal is timely and raises one or more of the permissible grounds for appeal listed under 7(a) above. If the written appeal is not timely or does not raise one or more of the permissible grounds for appeal, the reviewing officer will notify the appealing party in writing that the appeal is denied and the basis for the denial.
- d. A decision on an appeal will be based on the following:
 - i. Unless there is a request to consider new evidence pursuant to 7(a)(ii) as grounds for an appeal, the reviewing officer will limit his or her review to the records from the school's process.

- ii. The reviewing officer will decide whether to grant or deny the appeal based on the specific grounds for appeal pursuant to 7(a)(i) or (ii).
- iii. The reviewing officer may also remand the matter back to the original investigator to consider new evidence.
- iv. The reviewing officer will respond to the appealing party with a written decision within 15 business days of receiving the appeal.

8. Confidentiality

- a. A report of bullying and the details of the investigation are to be kept in strictest confidence, where practical, for the protection of all parties involved.
- b. The District's obligation to investigate, provide a safe environment and take corrective action may supersede an individual's right of privacy.
- c. Pending the completion of the investigation, the District may take any action necessary to protect the safety and well-being of its students, employees and property.

9. Causes of Action

- a. No cause of action may be brought against a student, an employee or volunteer of a school who reports a violation of NRS 388.135 unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.
- b. No cause of action or other legal proceeding may be brought or maintained against the District, its Board of Trustees, any member of the Board of Trustees, or any of its officers, employees, agents or other representatives on account of any act or omission of any officer, employee, agent or other representative of the District in violation of this regulation

10. Nothing contained herein shall be construed or interpreted to prohibit or in any way to discourage the genuine discussion of issues or use of materials for academic, educational, or instructional purposes.

Definitions

- 1. Conflict is described as "a struggle for power, property, etc.; a strong disagreement between people, groups, etc. that results in often angry argument; and a difference that prevents agreement: disagreement between ideas, feelings, etc." (Merriam-Webster)
- 2. "Bullying" (NRS 388.122) means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:
 - a. Have the effect of: physically harming a person or damaging the property of a person; or placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or

- b. Interfere with the rights of a person by: creating an intimidating or hostile educational environment for the person; or substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
- c. Are acts or conduct described in paragraph (a) or (b) and are based upon the: actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or association of a person with another person having one or more of those actual or perceived characteristics.
- d. The term “bullying” includes, without limitation:
 - i. Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;
 - ii. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;
 - iii. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;
 - iv. Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;
 - v. Blackmail, extortion or demands for protection money or involuntary loans or donations;
 - vi. Blocking access to any property or facility of a school;
 - vii. Stalking; and
 - viii. Physically harmful contact with or injury to another person or his or her property.
- e. Examples of general bullying, harassment, and/or discrimination include but are not limited to behaviors that ridicule, degrade, or harass a person because of his/her actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability, and/or religious preference such as the following examples:
 - i. Unwelcome comments; ethnic, racial, religious or anti-gay slurs and jokes; profanity and threats;
 - ii. Cartoons, graffiti, posters, visuals, electronic media, etc., with offensive connotations, though nothing in this procedure shall be interpreted to prohibit use of such materials for genuine academic, educational, or instructional purposes;

- iii. Sabotage, criticism, unreasonable monitoring of a student's work, etc.; and/or
 - iv. Hitting or any form of physical violence; intentionally blocking the path of; body, hand or facial gestures or contact.
3. Cyber-Bullying is bullying and harassing behavior using electronic media such as e-mail, instant messaging, social networking sites (such as Facebook, Instagram, and YouTube), chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone.
4. Discrimination is a failure to treat all persons equally where no reasonable distinction can be found between those favored and those not favored. It is the unfair treatment or denial of normal privileges to persons on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status.
5. Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful when enduring the offensive conduct becomes a condition of continued employment; or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
- a. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.
6. Sexual Harassment is a form of sexual discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive educational or work environment. The term sexual harassment includes sexual violence under Title IX of the Educational Amendments. The following are some examples of sexual harassment or intimidation:
- a. Sexual advances that are unwanted (this may include situations which began as reciprocal, but later ceased to be reciprocal);
 - b. Sexual gestures, verbal abuse, sexually-oriented jokes, innuendos, or obscenities;
 - c. Displaying of sexually suggestive objects, pictures, cartoons, or posters;
 - d. Sexually suggestive letters, notes, threats, or invitations;
 - e. Benefits effected in exchange for sexual favors;
 - f. Physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching; and

- g. Hazing, or daring to engage in unsafe practices, particularly directed toward students in nontraditional settings.
7. Hazing (NRS 20.605) is an activity in which a person intentionally or recklessly endangers the physical health of another person for the purpose of initiation into or affiliation with a student organization, academic association or athletic team at a high school, college or university in this state. The term includes, without limitation, any physical brutality or brutal treatment, including, without limitation, whipping, beating, branding, forced calisthenics, exposure to the elements or forced consumption of food, liquor, drugs or other substances. In accordance with Nevada State Law, an activity shall be deemed to be "forced" if initiation into or affiliation with a student organization, academic association or athletic team is directly or indirectly conditioned upon participation in the activity.
8. Stalking (NRS 200.575) is to engage in a course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member, and that actually causes the victim to feel terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member.
9. Retaliation is defined as any adverse action taken against a person participating in a protected activity (i.e. reporting bullying or hostile work environment, participating in an investigation) because of their participation in that protected activity.
 - a. Includes retaliation against the complainant by the accused or by the accused's friends or others who are sympathetic to the accused.
 - b. Can include retaliation directed toward third parties (witness, bystander) because of their participation in a grievance process or for supporting the complainant.

Freedom from Retaliation

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

Further Information

For information regarding the District's anti-bullying and discrimination policy and complaint procedures, please contact:

- Department of Civil Rights Compliance
 - Gina Session, Civil Rights Compliance Director, Title IX Coordinator, Title VI Coordinator
 - titleix@washoeschools.net or 775-348-0300

Students and/or their parents/guardians may also report concerns to:

Nevada Department of Education

Office for a Safe and Respectful Learning Environment
<http://bullyfreezone.nv.gov>
Phone: 775-687-9130

U.S. Department of Education
Office for Civil Rights
<http://www2.ed.gov/about/offices/list/ocr/index.html>
E-mail: ocr@ed.gov
Online: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Complaints – Public Complaint and Resolution Procedure

The Board of Trustees (“Board”) welcomes constructive criticism of the Washoe County School District (“District” or “WCSD”) intended to improve the quality of the educational program and related services by encouraging parent/guardian and citizen participation while protecting the rights of District employee(s). The Board recognizes that parents/guardians have the right and the responsibility to represent their children, and that other citizens have an interest in commenting on public education and the operation of the District. This policy and the associated governing documents establishes the procedures for members of the public to express and resolve concerns and/or complaints with the services of the District.

1. Administrative Regulation 1601, Public Complaint Response and Resolution Process, describes the District’s procedures for responding to concerns and/or complaints from members of the public, for encouraging informal resolution of such complaints whenever possible, and for the appeal of administrative decisions involving such complaints.
2. When receiving a complaint from a member of the public, members of the Board of Trustees shall refer complaints to the Superintendent or the appropriate designee, generally the Chief of Staff and Board Services Department. Individual Board members do not have the authority to resolve complaints.
3. All complaints will be kept confidential to the extent possible and in compliance with the policies of the District and all state and federal laws.
4. No member of the Board of Trustees or any District employee shall unlawfully retaliate against an individual for bringing a concern or complaint. The Board of Trustees prohibits retaliation in any form for participation in complaint procedures, including but not limited to the filing of a complaint or participating as a witness in an investigation. Participation shall not in any way have a detrimental effect on the complainant or witness to the complaint to include, but not limited to, his/her status, grades or work assignments.

Informal Complaints

The informal complaint resolution process consists of informal discussion between the person having a concern and personnel at the school or location of the concern. Most problems are resolved at this level. Individuals with concerns should bring them to the attention of the employee(s) and/or supervising staff. Timelines for resolution can be mutually established at that time. It is not necessary to complete a written form if the individuals involved are attempting to resolve, or have resolved, a concern at this level.

Formal Complaints

Generally, concerns must be put in writing on a public complaint form and either mailed or delivered to the appropriate administrator.

To obtain a public complaint form, a full version of the complaint resolution procedures, or to address any questions, please contact your school administrator, the WCSD Central Administration Building, or the District's website at <https://www.washoeschools.net/Page/5689>.

Conduct / Behavior

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

Consequences

Consequences for prohibited behaviors shall follow the District's and individual school's sequential and progressive discipline plan and behavioral matrix. Questions related to specific consequences should be directed to the school principal.

Dress Code

The primary responsibility for dress and grooming rests with our students and their parents/legal guardians. However, the District does reserve the right to establish a comprehensive dress code with limitations for students which addresses what clothing they may wear and how they may wear that clothing. School authorities have the professional responsibility and legal sanction to enforce student dress requirements, and within this authority, the right to request that students change their attire to conform to the District's Dress Code. The following requirements are not intended to silence expressive conduct, but instead, constitute an attempt to maintain a productive, safe, learning environment.

The dress or grooming of all students must not present potential health or safety problems or create a disruption of the learning environment. Specific prohibitions or limitations include, but are not limited to, the following. Exceptions shall be considered for religious or medical reasons; or with the permission of the principal (i.e. a designated school spirit day).

Condition and Wear of Clothing

- Nothing that distracts or poses a safety hazard, to include holes, rips, or tears that reveal the body.

Safety

No clothing that can pose a potential health or safety problem;

No jewelry that can cause injury, to include metal or metal studded accessories;

No chains worn as jewelry or hanging from the person or the person's clothing (i.e. a key chain) which are of sufficient weight or length as to risk injury;

No gloves inside the building and no single glove at any time.

Tops/Skirts/Dresses

- Tops must cover the upper and middle torso at all times;
 - Skirts must cover the lower torso with no skin showing between top and skirt;
 - Skirts and dresses must be at least mid-thigh in length; no mini-skirts;
 - No exposed undergarments;
 - No halter, tank or tube tops; no transparent, half, or muscle shirts;
 - No exposed shoulders;
 - No low cut necklines, exposed cleavage, or spaghetti straps;
 - No pajamas, lounge wear, or bath robes; and
 - Inappropriate tops may not be covered with sheer shirts, sweatshirts, or jackets.
-

Pants/Shorts

- Must cover lower torso with no skin showing between top and pants/shorts;
 - No exposed undergarments;
 - No sagging pants or shorts;
 - No single rolled up pant leg;
 - No exposed buttocks;
 - Belt buckle monograms must comply with the provisions described under "language/illustrations" below;
 - No hanging or extended belt lengths;
 - No unfastened overalls;
 - No cut-offs;
 - Shorts must be hemmed and at least mid-thigh in length; and
 - No mini-shorts.
-

Head Coverings

- No head coverings or sunglasses worn in the building during school hours;
-

Footwear

- Proper footwear at all times that do not pose a potential health or safety problem; and
 - No house slippers.
-

Language / Illustrations on Clothing

- No obscene, vulgar, profane, or derogatory language or illustrations on clothing;
-

- Nothing that promotes an illegal activity, including underage drinking, illegal drug use, domestic abuse, gang membership, battery, assault, or any other civil or criminal conduct which would violate state or federal law; and

Gang Attire

All items that have been identified as gang-related by local law enforcement agencies and WCSD school police are prohibited. The District shall consult with law enforcement agencies and other agencies to determine changes in gang appearance, dress and activities and shall inform principals or their designees about these changes as needed. Prohibited items may include but are not limited to:

- dangling belts;
- chains;
- unfastened overalls;
- sagging pants/shorts;
- single rolled up pant leg;
- Footwear colors, to include shoelaces and accessories worn on shoes, may be deemed inappropriate as necessary to protect student safety on campus;
- altered insignias or graffiti;
- jewelry or belt buckles symbolizing any gangs; and
- Graffiti in or on personal belongings symbolizing any identified.

School Uniforms / Standard Student Attire

The Board of Trustees, through Board Policy 5105, Student Uniforms – Adoption of a Site-Based Policy, has authorized schools within the District to establish a site-based policy that requires students to wear school uniforms. Schools that choose to adopt a site-based student uniform policy shall follow a collaborative, inclusive process that gives parents/guardians, students, and faculty and staff a voice. The implementation of school uniforms at a specific school site must adhere to the parameters set forth in the policy and associated administrative regulation.

Prohibited Conduct

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

Activities and behaviors which disrupt and interfere with the educational process or with the rights of other members of the educational community may lead to disciplinary action but are not necessarily criminal in nature. These offenses include, but are not limited to: bullying, disruptive conduct, inappropriate dress and appearance, misconduct on school vehicles, plagiarism and cheating, truancy, gang activity, and possession and/or use of tobacco.

Prohibited Behavior on School Bus

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

1. First Incident (Elementary Only) - Driver issues a student conduct report to be sent home to the parent or guardian. The school is notified.
2. Second Incident (Elementary Only) and First Citation (High School and Middle School) – Driver discusses infraction with student and depending on the severity of the infraction the driver may issue a School Bus Citation that may result in up to three (3) days suspension of bus privileges. All School Bus Citations are given to the School Administrator. Parent/Guardian will be contacted by the School Administrator.
3. Second Citation – Citation is the same as above, but may result in 5-10 days suspension of bus privileges.
4. Third Citation – Citation is the same as above, but may result in up to nine (9) weeks suspension of bus privileges.
5. Severe Disruption – the following inappropriate behavior will result in the immediate issuance of a school bus citation and may result in suspension of all transportation privileges:
 - a. Physical harm or threat of harm to another student;
 - b. Physical harm or threat of harm to the bus driver;
 - c. Fighting, carrying weapons, smoking, use of drugs, etc.;
 - d. Property damage (damage will be paid by the offender);
 - e. Constant refusal to obey the bus driver;
 - f. Total disruption of the bus;
 - g. Harassing or bullying of anyone; and
 - h. Not wearing a seat belt on the bus, if the bus is equipped with seat belts.

Searches of Students

In order to fulfill its primary educational function, schools must maintain discipline and order and provide students with physical safety and security. To provide an orderly and safe learning environment, the school must control the behavior of students and prevent the introduction by students of harmful, damaging, unlawful, or deleterious items onto the school premises.

School officials and teachers act in loco parentis to students during the time students are under their supervision. The law, therefore, permits school authorities to search students, their personal possessions, and their desks and lockers under appropriate circumstances. A decision to search a student, his/her possessions, or any school property, or area assigned to him/her for his/her individual use, shall be made in accordance with the following guidelines:

Student Responsibilities

Students shall not carry, conceal or bring onto the school premises any material that is prohibited by law or published school District rules, procedures or policies or any material that will detract from the maintenance of a calm, orderly, and safe school environment.

Searches

An administrator, or school employee designated by the principal, may search the person of a student, the personal effects in the student's possession, or the student's automobile parked on school grounds, under any of the following circumstances:

1. The search is made in connection with a lawful arrest;
2. The search is made with the voluntary consent of the student; and
3. The search is conducted on the reasonable suspicion that the student has engaged in an activity which violates a law or published District rule, procedure or policy; or that the student is carrying, concealing, or sequestering material the possession of which is prohibited by law or by published District rule, procedure, or policy.

If the search is made with the consent of the student, there should be a witness to the obtaining of the consent and to the search.

The administrator, or other designated school employee making the search shall, when feasible, be of the same sex as the student searched, unless the need for an immediate search requires a search by an administrator or school employee of the other sex. When the search is made by someone of a different sex than the student searched, there shall be a witness to the search.

The search of a desk or locker assigned to a student may be done at any time pursuant to either of the following rules:

1. The search is made to maintain discipline and protect the students from the introduction into the school of offensive or undesirable materials, or
2. The search is made on the reasonable suspicion that the student has engaged in an activity which violates a law or a published District rule, procedure or policy, or that the student is using the school property in the form of a locker or desk for illegal or wrongful purposes or to sequester material the possession of which is prohibited by law or by published District rule, procedure or policy.

Reasonable Suspicion

In those cases requiring a reasonable suspicion as the basis for the search, the school official or employee authorizing the search shall have a reasonable suspicion that the fruits or implements of a crime or unlawful act will be found, or that a weapon or other material the possession of which is prohibited by law or by District rules, procedures or policies will be found. A reasonable suspicion is a subjective, good faith belief supported by objective facts which may include, but are not limited to, the student's age, history and record in the school, the reliability of the information giving rise to the suspicion and the seriousness and prevalence of the problem in the school. The required "reasonable suspicion" must be based on facts relating to a particular student whose person, belongings, automobile, desk, or locker is to be searched and such suspicion must arise immediately prior to the proposed search.

No Expectation of Privacy: Lockers and Desks

The student does not have the exclusive right to possession of the locker or desk to which he or she is assigned and the school reserves the right to conduct searches of lockers and desks. Each student shall accept and use the assigned locker or desk on such basis. Students shall only use his/her assigned locker and desk and may not place his/her belongings or other personal property in an unassigned student's locker or desk.

Canine Sniffs

The District may conduct random canine sniffs of school hallways, lockers, classrooms, buildings, parking lots, and other school property through the use of a canine unit. A canine unit consists of a qualified handler, and a dog specially trained to detect illegal or prohibited substances, weapons, or bombs.

If a teacher, administrator, other school official, employee, school police, or security personnel, have a reasonable suspicion to believe that an individual may have in his/her/their possession a weapon or a controlled substance or material which is prohibited by law or District rules, procedures and policies, the District may conduct canine sniffs of such individual's vehicle(s) and/or personal effects.

Role of Law Enforcement Agencies

School personnel should call for assistance from the School Police Department when there is reason to believe the situation is dangerous. If a search by school personnel results in the discovery of materials the possession of which is prohibited by law, the District's School Police Department shall be notified and the materials shall be turned over to them.

Emergency Procedures – Parent/Guardian Notification

The District is committed to providing a safe environment for students, staff and visitors. We work closely with federal, state and local officials – fire and police departments, emergency medical responders, and the Washoe County Health District to insure our schools are well prepared for emergency situations.

Electronic Notification System

Periodically, you will receive messages from your school and from the District on a variety of important topics from the District's electronic notification system. To enhance the system and be able to reach you during the school day when an emergency situation arises, we need an emergency contact number that we can call in addition to your home number.

This number must be one that we can reach without fail. It may be a cell number or regular number; it can be local or long-distance. It CANNOT include an extension. The system can only call direct numbers. If you want it to be your daytime work number and you work for a large company, please DO NOT give us the switchboard or operator number of your employer. We need a number that will reach you or a trusted friend directly.

Thanks for helping us reach you in emergency situations with information that you will need to know and for your assistance in adding this emergency contact information to your student's records.

Parent/Guardian Notification

In the event a school has an emergency situation, parents/guardians will be notified about the situation and directions regarding what may need to be done will be offered. Information will be made available on the District's website and will be sent out to all media outlets, including all local television and radio stations. A phone call will be made using the District's electronic notification system as well to relay important information to parents/guardians/emergency contacts.

Should parents/guardians require more information, please call the District's Parent Information Line at 334-8373. During emergency situations, it is recommended that parents/guardians call this number rather than the school.

Parent-Student Reunification Procedure

If a school has an incident and it is necessary to send students home, the reunification procedure will be as follows:

- Parents will be notified by the District and/or the local media where to report to reunite with their child;
- The District will only release students to parents/guardians or authorized emergency contacts listed in the student data base. Please be prepared to show valid photo identification; and
- Please keep the parent/guardian and emergency contact information for your child current. If you would like to check on the information, please contact the school.

Family Engagement – Board Policy 5200

The Board of Trustees ("Board") believes that family engagement is essential for academic achievement. When families are involved in their children's education, the attitudes, behaviors, and achievement of students are positively enhanced. Families provide the primary educational environment for children. Families are vital and necessary partners with the educational community throughout their children's school career. Washoe County School District ("District") schools, in collaboration with families, teachers, students and administrators, shall develop and promote strategies in alignment with the District's strategic plan that enhance family engagement and reflect the needs of students, families, and educators to more effectively partner.

1. For the purposes of this policy, the term “family” refers to any adult caregiver/guardian who assumes responsibility for nurturing and caring for their children.
2. Governing Practices
 - a. To enhance family-school partnerships, seven essential elements shall be promoted and connected to the District’s strategic plan:
 - i. Welcoming all families. Parents and families are active participants in the life of the school, feel welcome, valued and connected to each other.
 1. A positive educational environment is established through meaningful, culturally responsive relationships.
 - ii. Communicating effectively. Families and staff engage in regular, authentic, two-way, meaningful communication about student learning.
 1. Families know how to provide input and respond to school communication.
 2. Written and spoken interaction between families and teachers are respectful and considerate of the family’s home language and educational jargon.
 - iii. Supporting student well-being and academic success. Families and school staff collaborate to support student learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills in order to do so effectively.
 1. Teachers and school staff use data to explain how students are doing both individually and in comparison to grade level standards.
 2. Families receive information, resources, and opportunities to learn from teachers and staff on how they can support their students’ learning outside of the classroom and monitor their child’s progress.
 3. Families and staff have opportunities to learn that are linked to learning, relational, asset-based, collaborative, and interactive.
 - iv. Speaking up for every child. Families are empowered to be advocates for their own and other children, ensuring that students are provided equitable access to learning opportunities.
 1. Teachers and families work in partnership to take advantage of resources and programs that support student success (e.g. English Learners, tutoring, counseling).
 2. Teachers and school staff empower families and encourage advocacy for students to resolve problems/conflict.

- v. Sharing power. Families and school staff are equal partners in decisions that affect children and families. Together they inform, influence, and create policies, practices, and programs.
 - 1. Teachers and school staff collaborate with families to establish an equal voice and mutual understanding in decisions regarding their student's education.
 - 2. All staff in the District will encourage families to become active participants in the school culture at the local and District level. Schools and supporting departments will encourage purposeful engagement in parent advisory groups, school board meetings, school functions, and activities.
- vi. Collaborating with community. Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.
 - 1. The teacher and school staff communicate with families about services and resources, make referrals to programs, and plan activities that expand learning opportunities.
 - 2. Schools include community organizations to participate in classrooms, school events, and activities.
- vii. Building the Capacity of Staff to Engage Families. Staff have access to professional learning opportunities that increase their cultural competency and provide practical, research-based strategies that improve their ability to effectively partner with families.
 - 1. Staff receive ongoing coaching and support by school leaders to continuously improve partnerships with families.
 - 2. School leadership continuously communicates expectations to staff regarding the importance of positive partnerships with families.

This policy was adopted on July 24, 2012.

Educational Involvement Accord – Nevada Department of Education

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

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

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; and
 - Communicating with my child's teacher(s) regarding his/her progress, as needed.

Student

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

- Arriving at school each day on time and being prepared;
- Showing effort, respect, cooperation, and fairness to all;
- Using all school equipment and property appropriately and safely;
- Completing and submitting homework in a timely manner; and
- Reading each day before or after school.

Teacher and School Staff

We understand the importance of providing a supportive, effective learning environment that enables the children at our school to meet the State's academic achievement standards through our role as educators and models. Therefore, staff agrees to carry out the following responsibilities to the best of our ability by:

- Ensuring that each student is provided high-quality curriculum and instruction, supervision and positive interaction;
- Maximizing the educational and social experience of each student; carrying out the professional responsibility of educators to seek the best interest of each student; and
- Providing frequent reports to parents on their children's progress, and providing reasonable access of staff to the parents and legal guardians of students to discuss their concerns.

Health Services for Students

The health professionals at the District's Student Health Services Department are dedicated to keeping students healthy and learning-ready. Keeping the school environment safe and healthy can be quite a challenge. There are always germs being passed around from person to person, in the classroom, the cafeteria, on the bus, and every other area of the campus.

We can't eliminate germs and head lice entirely, but by working together with parents/guardians and families, we can reduce the spread of illness, improve attendance, increase graduation rates, and give each student the best opportunity to become a successful and healthy adult. Here's what you can do to help prevent and control the spread of infection and ensure he or she has a healthy and successful academic year:

- Make sure your child's immunizations are current. There are still cases of serious diseases like chicken pox, polio, and pertussis (whooping cough) occurring in communities across the country. Vaccines protect your child, your family, and our entire community from the serious side effects of these diseases. For on-line information about vaccine recommendations, go to <http://www.co.washoe.nv.us/health/cchs/imm.html>.
- Clean hands save lives! Hand-washing is the most effective way to "break" the chain of infection between one person and another. Encourage your child to scrub his or her hands with soap and water after using the bathroom and before eating, for as long as it takes to sing the "Happy Birthday" song.
- Please keep your sick child at home. A child with a fever, vomiting, or diarrhea is not only infectious to others but needs rest and parent-provided TLC. Call your child's doctor if the symptoms seem serious or prolonged and be sure to contact your child's teacher for information about make-up work so he or she doesn't fall behind in class.
- Head lice and nits are a common—but harmless—presence wherever human heads are found! The good news is that lice don't hop or fly but are spread most often by direct contact with another human head or, less commonly, by using an infested brush or hat. Teach your child not to share these personal items, even with close friends or family members.
- Periodic wellness visits to the doctor and dentist will ensure your child maintains good dental and physical health. Be sure to contact your school nurse if your child has a serious health condition, needs to be monitored or given medications during the school day, or if you need help finding low-cost medical or dental services. Just call the school health office and ask the clinical aide to page the school nurse.
- For more information on these and other important topics affecting student health, please go to the district's "Healthy Students, Healthy Schools" website which can be found by clicking on the "Students and Parents" tab at the top of the district's main web page.

Immunization

As you enroll your child in a Washoe County School District school, it is important that you be familiar with the Nevada state laws and District procedures regarding the immunization of pupils. Our strict adherence to immunization requirements is necessary, not only because we must comply with the law, but also because of our concern for the health and safety of all our students.

NRS 392.435 states that a child may not be enrolled in a public school within this state without a record of immunizations from a physician or health care provider showing that he or she has been immunized according to required schedules. Students not in compliance with immunization requirements will be excluded from school until the proper immunizations are received. There is no grace period.

If you do not have copies of your child's immunization records, or your child needs immunizations in order to comply with our District requirements, you will be referred to your physician or health care provider. If you do not have a health care provider, the school's health office can provide you with a list of community clinics where you can obtain immunizations for your child or you can obtain a list by looking on the WCSD website.

We want your child to avoid missing any school, as you do, and your cooperation in this very important matter is appreciated. Immunization laws may differ from state to state and can be confusing. The school nurse or clinical aide will be glad to assist you with any questions you may have. Below is a summary of Nevada's immunization requirements:

Enrollment

Upon enrollment, all students entering the WCSD must be in compliance with Nevada State Law, NRS 392.435, which requires that students be immunized for Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Hepatitis A, Hepatitis B, Varicella and meningitis. Students who have had chickenpox will be exempt from the requirement for Varicella immunization with health care provider's verification that the student has had or has laboratory confirmation of the disease.

As proof of compliance with the above immunization requirements, the parent, guardian, or student must present to the school, upon enrollment, an immunization record stamped or signed by their physician or health care provider. Copies of records are acceptable. New students who are out of compliance with the immunization law will be excluded from school attendance until the necessary immunizations are received. There is no grace period.

Children in Transition (CIT) will not be excluded for lack of immunization(s), but will be assisted by school personnel to obtain the required immunizations.

Immunization Requirement – 7th Grade

Based on a decision by the Nevada legislature and on recommendations from the Washoe County Health District, students entering 7th grade in the Washoe County School District will be required to show proof of immunization against tetanus, diphtheria and pertussis (TDAP) and Meningococcal (MCV4) prior to school enrollment.

Pertussis, also known as "whooping cough," is a highly contagious respiratory tract infection that can occur in places like middle schools, where there is close interaction among large numbers of students. Although most children are immunized against pertussis before enrolling in kindergarten, immunity wears off over time and leaves adolescents unprotected.

Meningococcal disease, is a very serious illness which can lead to death in as little as 48 hours. A second shot is recommended for teens at age 16 to continue providing protection.

This requirement affects all students entering 7th grade. Parents are encouraged to review their child's shot record and make arrangements with their health care provider for vaccination prior to the busy 'Back to School' season.

For more information, you may contact the school's health office or call the WCSD Student Health Services Department at 775-353-5966.

Exclusion

WCSD students currently enrolled who are out of compliance with the immunization law will be excluded from school attendance until the necessary immunizations are received. Exclusion notices will be sent by mail, with a copy of the student's immunization records, and the date of exclusion. A maximum of 10 school days will be given for the student to receive the vaccine before exclusion from school. Exclusion notices, if stamped by the Washoe District Health Department or health care provider, will be accepted as proof of immunization.

Medical Exemptions

Any parent or guardian enrolling their child in the Washoe County School District, and desiring exemptions from immunizations for medical reasons, must submit at the time of enrollment, a written explanation or prescription from a physician or authorized health care provider to the WCSD Board of Trustees. The explanation or prescription will be presented to the school nurse or clinical aide.

Immediately upon receipt of the written explanation or prescription from a physician or health care provider, the school nurse or clinical aide will forward the document to the Student Health Services Department. Acting in behalf of the WCSD Board of Trustees, the Director of Student Health Services will consider the parent or guardian's request for Medical Exemption and notify the school nurse of the decision. A student or parent aggrieved by the decision may file a public complaint.

The student may be enrolled immediately once the letter for Religious or Medical Exemption has been submitted to the school nurse or clinical aide. Personal exemptions are not acceptable. There is no provision for personal exemptions in the immunization law. The school nurse or clinical aide will document in the student's health folder that a religious or medical exemption has been submitted. A record of all students who are exempt from immunization for religious or medical reasons is to be accessible in the health office.

If the Student Health Services Department Director determines that the criteria for religious or medical exemption from immunization have not been met, he or she will notify the parent and the school nurse, who will ensure that the parent receives an immunization exclusion notice identifying the vaccinations the child requires and the date by which immunizations are to be completed.

Religious Exemptions

Any parent or guardian enrolling their child in the Washoe County School District, and desiring an exemption from immunizations because of religious beliefs, must submit a letter to the WCSD Board of Trustees at the time of enrollment, stating that their religious beliefs prohibit immunizations. The letter will be presented to the school nurse or clinical aide.

Immediately upon receipt of the letter from the parent or guardian requesting a religious exemption, the school nurse or clinical aide will forward the letter to the Student Health Services Department. Acting in behalf of the WCSD Board of Trustees, the Director of Student Health Services will consider the parent or guardian's request for Religious Exemption and notify the school nurse of the decision. A student or parent aggrieved by the decision may file a public complaint.

Medical and Religious exemptions need to be renewed when a student is enrolling in 7th grade due to immunization requirement for a student to enroll in 7th grade

Scoliosis Screening

School nurses from the District's Student Health Services Department will conduct screening of middle school students for possible spinal curvature or "scoliosis," as mandated by state law (NRS 392.420). All seventh grade students and any eighth grade students who missed screening in the seventh grade will be screened at some point during the school year.

Scoliosis is a curvature of the spine which occurs in about 4 to 10% of the adolescent population. Early detection and referral to a physician or qualified health care provider can prevent more significant spinal problems as the child grows.

Scoliosis screening will be conducted by school nurses who have been given special training in the procedure. In order to ensure maximum privacy, girls and boys are screened separately in P.E. locker rooms. The screening is quick and simple: First, students are asked to remove their shoes and their shirts. The school nurse inspects the student's spine with the student standing and then bending forward. In some cases, the nurse may place a small level called a "scoliometer" on the student's spine and/or touch the student's shoulders, back, neck, and hips. Girls must be wearing a bra or bathing suit top; otherwise they will not be screened.

If there is a spinal concern, the student will be rechecked by a second school nurse to verify the findings. If further consultation is recommended, a written referral will be sent to the parent or guardian advising that the student be evaluated by a physician or qualified health professional.

Please do not hesitate to call the school nurse if you have any questions about this procedure. If you do not wish your child to be screened for scoliosis, please contact your school's health office prior to the day of the screening.

Vision and Hearing Screening

The District is mandated by state law, NRS 392.420, to conduct vision and hearing screening on students at certain grade levels. The designated grade levels to be screened are 1st grade, 4th grade, 7th grade, and 10th grade. In addition, screening is conducted for all students who receive special education services, those who are new to the District and kindergarten students who have been referred by their teacher. Any child who may have been absent on a scheduled screening date may be screened the following school year.

Screening for vision and hearing is carried out by a team of school nurses or by school personnel who are trained and supervised by the school nurse. The school nurse will notify the parent/guardian of any child who does not pass either screening and recommend that the student have further testing by a physician or other qualified health professional. School nurses do not diagnose vision or auditory problems but are glad to explain the screening process or

discuss your child's screening results with you. If you would like to speak with the school nurse or you do not want your child to be screened for vision or hearing, please contact the school's health office.

Student Education Records: Access and Protecting the Privacy of Student Information

Family Education Rights and Privacy Act (FERPA)

Most information about District students cannot be made public without the consent of parents or guardians. Federal law prohibits schools or the District from releasing information without permission, except for what is termed "directory information" (defined below).

According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by the District without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information. However, schools do use discretion when they receive requests for directory information and will not release such information if it is the principal's judgment that releasing such information would not be in the best interest of the student.

Parents and guardians or students 18 years of age or older who do NOT want directory information released must notify the school principal prior to October 1. A simple form has been created for this purpose and it is available at all high schools and on the District website. This form allows for the information to be withheld from everyone, or just from military recruiters. If the form is not received by the school prior to October 1, the school and the District will assume that consent has been given.

The District's policies on access to student information are in compliance with FERPA and Nevada Revised Statutes (NRS) 392.029.

What Is General Directory Information?

Certain information is made available to most other individuals only with parental written permission. Activities such as awards, scholarships, college/technical school information, and various school publications such as yearbooks and athletic programs, however, require the use of some general information about students. Such information is called general directory information. Examples of general directory information are:

- Name, address, telephone listing, electronic mail address;
- Date and place of birth, photographs;
- Participation in officially recognized activities and sports;
- Field of study;
- Weight and height of athletes;
- Enrollment status;
- Degrees and awards received;
- Dates of enrollment;

- Most recent previous school attended;
- Grade level; and
- Grade point average range for the purposes of college recruitment.

Parents have the right to see any documents or materials directly related to their children that are kept within the school or District offices.

Who may obtain such information?

- All parents and legal guardians. In the case of divorce, custodial, and noncustodial parents have access to the child's record, unless a legally binding document declares differently;
- Children over the age of 18, emancipated minors, or those attending post-secondary institutions;
- School officials (including School Police), parent volunteers, student aides, or researchers working with the District, Nevada System of Higher Education, or Nevada Department of Education with a legitimate educational interest;
- Other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions. This list may include doctors, attorneys, photographers, and college recruiters;
- School officials in a district to which the child intends to transfer;
- Individuals connected with a health or safety emergency;
- Military recruiters;
- Accrediting organizations to carry out their accrediting functions;
- Postsecondary institutions with financial aid for which the student has applied or received;
- State and local authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed;
- Organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs or improving instructions;
- Compliance with a judicial order or a lawfully issued subpoena; and
- In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents (or students) have advised the LEA in writing by **October 1** that they do not want their student's information disclosed without prior written consent.

What is “legitimate educational interest”?

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

Who is a “school official”?

A school official is anyone performing business and/or educational services on behalf of WCSD.

May parents see results of tests given their child?

Parents have the right to review results from academic, standardized, or psychological tests. If the test itself is kept in the child’s records, parents may look at it, if allowed by the NRS.

Can the school legally refuse to show parents any records?

Personal notes kept by a teacher, principal, psychologist, or other school employee for the sole use of that person are not considered part of the child’s record. Such personal notes are not retained in the cumulative record.

How do parents look at such information?

Ask! Schools will make an appointment for parents to review their child’s educational records. Schools have forty-five (45) days to schedule the appointment, but most schools act immediately.

- Parents have a right to an explanation of any forms, test scores, or educational language that they don’t understand. If the principal or the appropriate school staff member is not available to answer questions, the parents should schedule a meeting in advance at a more appropriate time.
 - When asking to see their child’s records, parents with limited English proficiency may ask the school to provide an interpreter for the meeting.
-

How can an individual obtain school records if he/she is no longer enrolled in the District?

The District requires written authorization of the parent to release student records if the student is under 18 years of age. After a former student is 18 years of age or older, records can be released only with his/her written consent.

The information needed to locate records shall include the student’s legal name when enrolled in the Washoe County School District, date of birth, name of last Washoe County school attended, and the last year of enrollment.

Photocopy charges are \$2.00 per health record, \$3.00 per unofficial transcript, and \$5.00 per official transcript, if the individual is no longer enrolled in a Washoe County school.

What Is The Procedure For Challenging School Records?

Each parent has the right to challenge information in the records which is believed to be inaccurate, misleading, or in violation of a student's rights. The parent may request that information be amended or removed from the file.

- A written request to change the record must be submitted to the principal at the school where the student is enrolled. The written request must indicate the challenged aspect of the record and specify why that aspect of the record is believed to be inaccurate, misleading, or in violation of the student's rights. Supporting evidence must be submitted with the written request.
- The school principal and appropriate staff, as needed, determines whether or not to change the record.
- Parents will be notified in writing within 15 school days of the decision. If the principal does not agree that the record needs to be changed, parents will be notified of their right to a hearing. The request for a hearing must be made within 10 school days of receipt of the principal's letter.
- If a District hearing is requested, the hearing officer shall hold a hearing within 30 working days and issue a written decision within 10 working days. The hearing officer's decision is final.
- If the change to the record is denied, parents have the right to place a written statement in the record explaining the reasons for their disagreement.

What Is The Procedure For Destroying Records?

The District regularly destroys records that are no longer needed for the educational benefit of the student.

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

Opt Out of the Release of High School Student Information to the Military

Federal No Child Left Behind legislation provides that all branches of the military have access to the names, addresses, and telephone listings of high school students unless parents or students have advised the school that they do not want their information disclosed without prior written consent.

Opt out forms to deny the release of directory information to the military are available on the District website www.washoeschools.net and in each high school's main office. The written request to withhold student information is due to the high school the student is attending by October 1st. If the student enrolls in the District after October 1st, the written request is due

within two weeks of enrollment. The request to withhold directory information will be in effect from the date it is received by the school; please be aware that prior to this date information may have been released. It is only necessary for students or parents to complete the form once during the students' high school career; the form does not need to be submitted annually.

Protection of Pupil Rights Amendment (PPRA)

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

- A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED). They are:
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental and psychological problems of the student or student's family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- B. Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. Inspect, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

Additional Information on FERPA or PPRA

For students not in Special Education programs, please contact:

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

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

David Frydman, Executive Director
Student Support Services Department
380 Edison Way
P.O. Box 30425 (mailing address)
Reno, NV 89502
Phone: (775) 861-4439

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

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

For parents/eligible students who believe their rights may have been violated, they may file a complaint by writing or phoning the Family Policy Compliance Office.

Family Policy and Compliance Office
400 Maryland Avenue, SW
Washington, DC 20202-4605
Phone: (202) 260-3887

Sex Offender Notification

State law requires local law enforcement to notify the District when sex offenders are paroled or discharged into the community. That information is available at each of the District's school sites. This information is available for parents to view but not to copy. If you wish to do so, contact your school's principal. Remember, these individuals have already served the sentence imposed by the court and are not wanted by law enforcement. You are cautioned not to use the information to threaten or harass any individual.

Call WCSO Police at 348-0285 if you have any questions.

Student Services

Multi-Tiered Systems of Support

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

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

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

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

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

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

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

For more information, please contact your school administrator.

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

No otherwise qualified individual with disabilities in the United States shall, solely by reasons of her or his disability, as defined by in Section 706(8) of this title, be excluded from the

participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or under any program or activity conducted by any executive agency or by the United States Postal Service (29 U.S.C. Sec. 794).

Section 504 is a civil rights law which protects the rights of students with disabilities to receive a free and appropriate public education (FAPE). A student is eligible under Section 504 if he or she has a mental or physical impairment that substantially limits one or more major life activities (e.g., learning, breathing, hearing, seeing, etc.) and is between the ages of 3-21.

Due Process Hearing Procedures for Disability Discrimination Complaints

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

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

For more information please contact Katherine Loudon, Section 504 and Title II/ADA Coordinator, at kloudon@washoeschools.net or 775-850-8011.

Transportation

Transportation of students by bus will be considered under the following conditions:

1. For elementary students, if the shortest walking distance is more than one (1) mile. "One-way" transportation will be provided for students attending kindergarten in the school for which they will be regularly zoned for first grade. Morning kindergarten students will be provided transportation to school on regularly scheduled elementary buses. Afternoon kindergarten students will be provided transportation from school on regularly scheduled elementary buses. Parents are responsible for transportation from school for morning kindergarten students and to school for afternoon kindergarten students.
2. For middle school students, if the shortest walking distance to the school is more than two (2) miles.
3. For high school students, if the shortest walking distance to school is more than three (3) miles.

Bus Rules

Backpacks and book bags are highly recommended for all students riding a school bus to and from school or on a field trip. Backpacks must be removed from the student's back while riding.

Bus students must observe the following rules:

- Always obey the bus driver.
- Arrive at the bus stop five (5) minutes before scheduled departure time, but no more than five (5) minutes.
- Behavior at the bus stop must be orderly.
- Never run to or from the bus.
- Stand back from the curb and do not push or shove.
- Follow the Bus Driver's instructions and directions at all times, particularly when it comes to safety.
- Do not run, jump or climb on the bus steps. Do not hang or climb on the bus stairwell handrails.
- Do not crawl under or between bus seats.
- Do not put your hands, feet, or fingers in heating / cooling fan boxes or covers.
- Remain seated and facing forward at all times. Assigned seats are mandatory at the elementary and middle school level and will be assigned per the bus driver and Transportation Administration. On high school buses that require more student management, assigned seats or seating will be used as a student management tool at the discretion of the bus driver or Transportation Administration.
- Refrain from yelling or using foul language on the bus.
- Refrain from eating, drinking, chewing gum, or using tobacco, drugs, or alcohol on the bus.
- Keep your hands and feet out of the aisle and to yourself.
- Do not extend any part of your body out the windows.
- Remain in your seat until the bus is secured and the door is completely open.
- You must get off at your assigned stop unless prior written permission (from parent or guardian) is granted by a school official.
- You must not cross the street until the driver motions you across in front of the bus only.
- Always cross at least ten (10) giant steps in front of the bus.
- Never crawl under or pick up anything around the bus.
- All of your property must stay out of the aisle at all times.
- No skateboards or scooters will be allowed on the bus.
- Any student damaging a school bus by fire or other means will be held responsible for the cost of the repair work and may be prosecuted.
- **No Exceptions:** There will be no large objects, weapons, or animals allowed on the bus with the exception of an authorized service animal pursuant to state and federal law.

- There will be absolute quiet at all railroad crossings.
- Once a student boards the bus, no items should be removed from his/her backpack including pens, pencils, cell phones, laptops and other electronic devices.
- Evacuation drills are required twice a year for all bus runs at all schools and on each field trip.
- On the last two days of school, backpacks will not be allowed on the bus. Permission can be given by the driver to allow a student to bring a backpack, but the backpack will need to stay in the front of the bus with the driver.

Transporting a Band Instrument

A student must accompany each instrument and all instruments are to be kept in their case and under the student's seat or in their lap or between their legs. The instruments listed below may be transported at any time:

- Trumpet
- Clarinet
- Violin
- Flute
- Bass Clarinet
- Tenor Saxophone

Students who have instruments that are taller than the seat must sit toward the front of the bus next to the window so as not to block the driver's visibility. Any instrument wider than 6.5 inches is too wide to place between the seats. An instrument will not be transported if it takes a student's seat. The student must sit next to the instrument while on the bus. The instruments listed below are allowed on the bus only if a seat is available:

- Baritone Saxophone
- Baritone Horn
- $\frac{3}{4}$ Cello
- $\frac{3}{4}$ Tuba

The instruments listed below are allowed only on band trips and not on a daily route bus:

- Electric or Acoustic Guitar
- Electric Bass Guitar
- Baritone Saxophone
- Baritone Horn
- $\frac{3}{4}$ Cello
- $\frac{3}{4}$ Tuba
- Drums
- String Bass
- Bass Cello
- Sousaphone
- Trombone

Video and/or Audio Surveillance on Bus

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

Winter Stop Procedures

When severe winter weather strikes, our concern is the safety of all students in the Washoe County School District. The District wants to ensure that every child and staff member can arrive at school safely. One of these safety features is a winter weather bus stop. A winter weather bus stop list is posted as a link on the District's website under Transportation Winter Weather Procedures. It is also listed on the District's website e-link page.

Volunteers

We encourage volunteering and wish to thank you in advance for your support. We need volunteers in many areas and want your volunteer experience to be positive! For the safety of all children, WCSD has a volunteer screening policy. We appreciate your patience and compliance in keeping our schools safe.

All volunteers must complete a School Volunteer Application and submit to a picture ID check. IDs need to be an official domestic or international document (driver's license, passport, etc.). A picture ID copy is attached to the School Volunteer Application. Applications are available at your school office or on the WCSD webpage at www.washoeschools.net/Domain/91.

Applications are turned in to the school office or at the Volunteer Services Office, 494 Poplar Street in Reno. Please allow 3 weeks for processing of on-fingerprint applications. Applications which require fingerprinting, see below, require eight (8) weeks for processing. A School Volunteer Application is good for a twelve (12) month period. Every 12 months, plan to submit a new application for a current background check.

Overnight Chaperones

It may be difficult to know in advance, but if you wish to volunteer as an Overnight Chaperone on a field trip, you must be fingerprinted at least eight (8) weeks in advance of the field trip date. There is no charge for volunteers, but fingerprinting must be authorized by your principal, an agent of the principal, or by Volunteer Services. It's better to be prepared, so if you might volunteer as an Overnight Chaperone, please plan to be fingerprinted. You may be fingerprinted up to 6 months in advance. If you are not fingerprinted and cleared within the eight (8) weeks period, you will not be allowed to participate as an Overnight Chaperone. If you know you may not be easily cleared or have difficulty being fingerprinted, please plan to be fingerprinted more than 8 weeks ahead to assure you have plenty of time to be cleared. Fingerprinting is good for twelve (12) months.

To be fingerprinted for Overnight Chaperoning, you must take the authorized (signed by principal, or staff authorized by principal, or from Volunteer Services) School Volunteer Application to the Human Resources Fingerprinting Office. You will be provided a confirmation notice by Human Resources personnel that must be returned to your school staff person to show you have completed your fingerprinting requirement. The Human Resources Fingerprinting Office is located at 425 E. Ninth Street, Building B, Reno (located between Valley Road and

Evans Avenue, near the University of Nevada) on the west side of the Administration Complex. If you have problems locating the FIB office, go to the main entrance and ask the receptionist for Human Resources, Building B, someone will direct you. Fingerprinting is available for "Drop-In" from 8 a.m. to 4:00 p.m, Monday through Friday (excluding holidays). For out of area fingerprinting requirements, contact School Police at 775-348-0285. You will be notified if there are any problems with your screening.

Parent Volunteer Hours Confirmation Notice for Employers

For your convenience, a form has been developed for parents to give to employers in accordance with AB243 (2009). The form is available at your school site.

Volunteer Coaches

To be a Volunteer Coach, please contact the school athletic director or Student Services at 775-333-5185. Volunteer Coaches must fulfill mandatory fingerprinting requirements and additional application requirements.

Please check the Volunteer Handbook at www.washoeschools.net/Domain/91 or contact Volunteer Services at 775-348-0346 for additional information.

Appendix

Washoe County School District Parent and Student Agreement

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

Name of Student: _____

WCSD Student Number: _____

Name of Parent/Guardian: _____

School: _____ Grade: _____

1. The complete WCSD Parent Student Handbook and the Nevada Department of Education Educational Involvement Accord is on the District webpage at <http://washoeschools.net/domain/612>. You may view by placing that address into your computer's browser or go to your student's school and view the Handbook in the computer lab.
2. We understand that the Handbook contains important information on the following policies: Attendance, Educational Involvement Accord, Volunteerism, Connect-Ed, Immunizations, Vision-Hearing and Scoliosis Screening, Internet Usage, Harassment and Discrimination, ADA Requirements, Dress Code, Parent Reunification, Process for Resolving Conflicts, Reporting Testing Irregularities, Safe and Respectful Learning Environment, Sex Offender Notification, and Transportation.
3. We understand that the Nevada Department of Education Educational Involvement Accord has been approved by the school's Discipline Committee and that students who violate them may lose certain privileges.
4. We agree to work with school staff to be sure my child attends school every day (except for excused absences) and completes homework.
5. We have read the Code of Honor and the Nevada Department of Education Educational Involvement Accord on the District webpage at <http://washoeschools.net/domain/612> on pages 18-20 in the Handbook. We agree to work with school staff to make sure that my child follows the Code of Honor and the Nevada Department of Education Educational Involvement Accord.

Parent/Guardian Signature: _____ Date _____

Student Signature: _____ Date _____

Student Media Appearances

From time to time, a student's name, photo, and/or video is considered for publication and/or display as we publicize programs in the District or upon request by the media. Generally, students may only be videotaped, photographed, and/or interviewed with your written consent.

Please review and sign this Student Media Consent and Release Form. If you have any other questions, please contact the school before signing. Please note, this media consent and release form should not be confused with the Opt Out of Student Information document.

I give my permission do not give my permission for my student, _____, to be recorded, filmed, photographed, interviewed and/or for such recordings, films, photographs and/or interviews to be publicly exhibited, distributed, or published along with my student's name, whether undertaken by District staff, a student (as part of a school-approved project), or the media. I understand that information posted on the internet will be available to anyone and for an unspecified amount of time beyond the current school year. I agree that the District may use, or allow others to use, those works without limitation or compensation. I grant permission for the right to edit, use and reuse such recordings, films, photographs and/or interviews for non-profit purposes including use in print, on the internet, and all other forms of media. I release the Washoe County School District and its agents and employees from all claims, demands, and liabilities whatsoever in connect with the above.

By signing below, I verify that I understand the above release.

Parent/Guardian Signature: _____ Date _____

Student Signature: _____ Date _____

(Age 18 or over)

Educational Involvement Accord

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

Parent/Guardian Signature: _____ Date _____

Student Signature: _____ Date _____

Emergency Notification System Update Form

I have read the Emergency Notification information outlined on the District webpage and in this Handbook. The system can only call direct numbers. I have provided a valid and direct daytime number and not a switchboard or operator number of my employer. The District needs this number that will reach me or a trusted friend directly.

Last Name of Student: _____
First Name of Student: _____
Student Date of Birth: _____ School _____
Name of Parent/Guardian: _____
Daytime Emergency Contact Phone Number _____
**Note: this number can be local, long distance or a cell number but must be a direct line.

Parent/Guardian Email Address & Cell Phone Texting Information

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

Parent/Guardian First Name: _____
Parent/Guardian Last Name: _____
Parent/Guardian Email: _____
Parent/Guardian Cell Phone for Texting Messages: _____

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

Sibling Information

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

Please print:

Sibling's Name:
Last _____ First _____ Middle _____
Date of Birth ____/____/____ Grade _____ School _____
Month/Day/Year

Sibling's Name:
Last _____ First _____ Middle _____
Date of Birth ____/____/____ Grade _____ School _____
Month/Day/Year

Sibling's Name:
Last _____ First _____ Middle _____
Date of Birth ____/____/____ Grade _____ School _____
Month/Day/Year

Sibling's Name:
Last _____ First _____ Middle _____
Date of Birth ____/____/____ Grade _____ School _____
Month/Day/Year

NEVADA REVISED STATUTES – PROVISION OF A SAFE AND RESPECTFUL LEARNING ENVIRONMENT

General Provisions

NRS 388.121 Definitions. As used in [NRS 388.121](#) to [388.1395](#), inclusive, unless the context otherwise requires, the words and terms defined in [NRS 388.122](#), [388.123](#) and [388.124](#) have the meanings ascribed to them in those sections.

NRS 388.122 “Bullying” defined.

1. “Bullying” means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:

(a) Have the effect of:

(1) Physically harming a person or damaging the property of a person; or

(2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person;

(b) Interfere with the rights of a person by:

(1) Creating an intimidating or hostile educational environment for the person; or

(2) Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or

(c) Are acts or conduct described in paragraph (a) or (b) and are based upon the:

(1) Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or

(2) Association of a person with another person having one or more of those actual or perceived characteristics.

2. The term includes, without limitation:

(a) Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;

(b) Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;

(c) Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;

(d) Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;

(e) Blackmail, extortion or demands for protection money or involuntary loans or donations;

(f) Blocking access to any property or facility of a school;

(g) Stalking; and

(h) Physically harmful contact with or injury to another person or his or her property.

NRS 388.123 “Cyber-bullying” defined. “Cyber-bullying” means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, “sexual image” has the meaning ascribed to it in [NRS 200.737](#).

NRS 388.124 “Electronic communication” defined. “Electronic communication” means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

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

1. Pupils are the most vital resource to the future of this State;

2. A learning environment that is safe and respectful is essential for the pupils enrolled in the public schools in this State and is necessary for those pupils to achieve academic success and meet this State’s high academic standards;

3. Every classroom, hallway, locker room, cafeteria, restroom, gymnasium, playground, athletic field, school bus, parking lot and other areas on the premises of a public school in this State must be maintained as a safe and respectful learning environment, and no form of bullying or cyber-bullying will be tolerated within the system of public education in this State;
4. Any form of bullying or cyber-bullying seriously interferes with the ability of teachers to teach in the classroom and the ability of pupils to learn;
5. The use of the Internet by pupils in a manner that is ethical, safe and secure is essential to a safe and respectful learning environment and is essential for the successful use of technology;
6. It will ensure that:
 - (a) The public schools in this State provide a safe and respectful learning environment in which persons of differing beliefs, races, colors, national origins, ancestries, religions, gender identities or expressions, sexual orientations, physical or mental disabilities, sexes or any other distinguishing characteristics or backgrounds can realize their full academic and personal potential;
 - (b) All administrators, principals, teachers and other personnel of the school districts and public schools in this State demonstrate appropriate and professional behavior on the premises of any public school by treating other persons, including, without limitation, pupils, with civility and respect, by refusing to tolerate bullying and cyber-bullying, and by taking immediate action to protect a victim or target of bullying or cyber-bullying when witnessing, overhearing or being notified that bullying or cyber-bullying is occurring or has occurred;
 - (c) The quality of instruction is not negatively impacted by poor attitudes or interactions among administrators, principals, teachers, coaches or other personnel of a school district;
 - (d) All persons in public schools are entitled to maintain their own beliefs and to respectfully disagree without resorting to bullying, cyber-bullying or violence; and
 - (e) Any teacher, administrator, principal, coach or other staff member or pupil who tolerates or engages in an act of bullying or cyber-bullying or violates a provision of [NRS 388.121](#) to [388.1395](#), inclusive, regarding a response to bullying or cyber-bullying will be held accountable; and
7. By declaring this mandate that the public schools in this State provide a safe and respectful learning environment, the Legislature is not advocating or requiring the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but is requiring that pupils be free from physical, emotional or mental abuse while in the care of the State and that pupils be provided with an environment that allows them to learn.

NRS 388.1321 Legislative declaration concerning duty of board of trustees, administrators and teachers to create and provide safe and respectful learning environment; authority of parent or guardian of pupil to petition court to compel performance of duty; remedy not exclusive.

1. The Legislature hereby declares that the members of a board of trustees and all administrators and teachers of a school district have a duty to create and provide a safe and respectful learning environment for all pupils that is free of bullying and cyber-bullying.
2. A parent or guardian of a pupil of the public school system of this State may petition a court of competent jurisdiction for a writ of mandamus to compel the performance of any duty imposed by the provisions of [NRS 388.121](#) to [388.1395](#), inclusive.
3. Nothing in this section shall be deemed to preclude a parent or guardian of a pupil of the public school system of this State from seeking any remedy available at law or in equity.

NRS 388.1323 Office for a Safe and Respectful Learning Environment: Creation; appointment and duties of Director.

1. The Office for a Safe and Respectful Learning Environment is hereby created within the Department.
2. The Superintendent of Public Instruction shall appoint a Director of the Office, who shall serve at the pleasure of the Superintendent.
3. The Director of the Office shall ensure that the Office:
 - (a) Maintains a 24-hour, toll-free statewide hotline and Internet website by which any person can report a violation of the provisions of [NRS 388.121](#) to [388.1395](#), inclusive, and obtain information about anti-bullying efforts and organizations; and
 - (b) Provides outreach and anti-bullying education and training for pupils, parents and guardians, teachers, administrators, principals, coaches and other staff members and the members of a board of trustees of a school district. The outreach and training must include, without limitation:
 - (1) Training regarding methods, procedures and practice for recognizing bullying and cyber-bullying behaviors;
 - (2) Training regarding effective intervention and remediation strategies regarding bullying and cyber-bullying;
 - (3) Training regarding methods for reporting violations of [NRS 388.135](#); and
 - (4) Information on and referral to available resources regarding suicide prevention and the relationship between bullying or cyber-bullying and suicide.

4. The Director of the Office shall establish procedures by which the Office may receive reports of bullying and cyber-bullying and complaints regarding violations of the provisions of [NRS 388.121](#) to [388.1395](#), inclusive.
5. The Director of the Office or his or her designee shall investigate any complaint that a teacher, administrator, principal, coach or other staff member or member of a board of trustees of a school district has violated a provision of [NRS 388.121](#) to [388.1395](#), inclusive. If a complaint alleges criminal conduct or an investigation leads the Director of the Office or his or her designee to suspect criminal conduct, the Director of the Office may request assistance from the Investigation Division of the Department of Public Safety.

NRS 388.1325 Bullying Prevention Account: Creation; acceptance of gifts and grants; credit of interest and income; authorized uses by school district that receives grant.

1. The Bullying Prevention Account is hereby created in the State General Fund, to be administered by the Director of the Office for a Safe and Respectful Learning Environment appointed pursuant to [NRS 388.1323](#). The Director of the Office may accept gifts and grants from any source for deposit into the Account. The interest and income earned on the money in the Account must be credited to the Account.
2. In accordance with the regulations adopted by the State Board pursuant to [NRS 388.1327](#), a school district that applies for and receives a grant of money from the Bullying Prevention Account shall use the money for one or more of the following purposes:
 - (a) The establishment of programs to create a school environment that is free from bullying and cyber-bullying;
 - (b) The provision of training on the policies adopted by the school district pursuant to [NRS 388.134](#) and the provisions of [NRS 388.121](#) to [388.1395](#), inclusive; or
 - (c) The development and implementation of procedures by which the public schools of the school district and the pupils enrolled in those schools can discuss the policies adopted pursuant to [NRS 388.134](#) and the provisions of [NRS 388.121](#) to [388.1395](#), inclusive.

NRS 388.1327 Regulations. The State Board shall adopt regulations:

1. Establishing the process whereby school districts may apply to the State Board for a grant of money from the Bullying Prevention Account pursuant to [NRS 388.1325](#).
2. As are necessary to carry out the provisions of [NRS 388.121](#) to [388.1395](#), inclusive.

Policies; Informational Pamphlet; Program of Training

NRS 388.133 Policy by Department concerning safe and respectful learning environment.

1. The Department shall, in consultation with the boards of trustees of school districts, educational personnel, local associations and organizations of parents whose children are enrolled in public schools throughout this State, and individual parents and legal guardians whose children are enrolled in public schools throughout this State, prescribe by regulation a policy for all school districts and public schools to provide a safe and respectful learning environment that is free of bullying and cyber-bullying.
2. The policy must include, without limitation:
 - (a) Requirements and methods for reporting violations of [NRS 388.135](#), including, without limitation, violations among teachers and violations between teachers and administrators, principals, coaches and other personnel of a school district; and
 - (b) A policy for use by school districts to train members of the board of trustees and all administrators, principals, teachers and all other personnel employed by the board of trustees of a school district. The policy must include, without limitation:
 - (1) Training in the appropriate methods to facilitate positive human relations among pupils by eliminating the use of bullying and cyber-bullying so that pupils may realize their full academic and personal potential;
 - (2) Training in methods to prevent, identify and report incidents of bullying and cyber-bullying;
 - (3) Methods to promote a positive learning environment;
 - (4) Methods to improve the school environment in a manner that will facilitate positive human relations among pupils; and
 - (5) Methods to teach skills to pupils so that the pupils are able to replace inappropriate behavior with positive behavior.

NRS 388.134 Policy by school districts for provision of safe and respectful learning environment and policy for ethical, safe and secure use of computers; provision of training to board of trustees and school personnel; posting of policies on Internet website; annual review and update of policies. The board of trustees of each school district shall:

1. Adopt the policy prescribed pursuant to [NRS 388.133](#) and the policy prescribed pursuant to subsection 2 of [NRS 389.520](#). The board of trustees may adopt an expanded policy for one or both of the policies if each expanded policy complies with the policy prescribed pursuant to [NRS 388.133](#) or pursuant to subsection 2 of [NRS 389.520](#), as applicable.

2. Provide for the appropriate training of members of the board of trustees and all administrators, principals, teachers and all other personnel employed by the board of trustees in accordance with the policies prescribed pursuant to [NRS 388.133](#) and pursuant to subsection 2 of [NRS 389.520](#). For members of the board of trustees who have not previously been elected or appointed to the board of trustees or for employees of the school district who have not previously been employed by the district, the training required by this subsection must be provided within 180 days after the member begins his or her term of office or after the employee begins his or her employment, as applicable.
3. Post the policies adopted pursuant to subsection 1 on the Internet website maintained by the school district.
4. Ensure that the parents and legal guardians of pupils enrolled in the school district have sufficient information concerning the availability of the policies, including, without limitation, information that describes how to access the policies on the Internet website maintained by the school district. Upon the request of a parent or legal guardian, the school district shall provide the parent or legal guardian with a written copy of the policies.
5. Review the policies adopted pursuant to subsection 1 on an annual basis and update the policies if necessary. If the board of trustees of a school district updates the policies, the board of trustees must submit a copy of the updated policies to the Department within 30 days after the update.

NRS 388.1341 Development of informational pamphlet by Department; annual review and update; posting on Internet website; development of tutorial.

1. The Department, in consultation with persons who possess knowledge and expertise in bullying and cyber-bullying, shall, to the extent money is available, develop an informational pamphlet to assist pupils and the parents or legal guardians of pupils enrolled in the public schools in this State in resolving incidents of bullying or cyber-bullying. If developed, the pamphlet must include, without limitation:

(a) A summary of the policy prescribed by the Department pursuant to [NRS 388.133](#) and the provisions of [NRS 388.121](#) to [388.1395](#), inclusive;

(b) A description of practices which have proven effective in preventing and resolving violations of [NRS 388.135](#) in schools, which must include, without limitation, methods to identify and assist pupils who are at risk for bullying and cyber-bullying; and

(c) An explanation that the parent or legal guardian of a pupil who is involved in a reported violation of [NRS 388.135](#) may request an appeal of a disciplinary decision made against the pupil as a result of the violation, in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district.

2. If the Department develops a pamphlet pursuant to subsection 1, the Department shall review the pamphlet on an annual basis and make such revisions to the pamphlet as the Department determines are necessary to ensure the pamphlet contains current information.

3. If the Department develops a pamphlet pursuant to subsection 1, the Department shall post a copy of the pamphlet on the Internet website maintained by the Department.

4. To the extent the money is available, the Department shall develop a tutorial which must be made available on the Internet website maintained by the Department that includes, without limitation, the information contained in the pamphlet developed pursuant to subsection 1, if such a pamphlet is developed by the Department.

NRS 388.1342 Establishment of programs of training by Department; completion of program by members of State Board of Education and boards of trustees; completion of program by administrators in prevention of and appropriate responses to violence and suicide; annual review and update.

1. The Department, in consultation with persons who possess knowledge and expertise in bullying and cyber-bullying, shall:

(a) Establish a program of training on methods to prevent, identify and report incidents of bullying and cyber-bullying for members of the State Board.

(b) Establish a program of training on methods to prevent, identify and report incidents of bullying and cyber-bullying for members of the boards of trustees of school districts.

(c) Establish a program of training for school district and charter school personnel to assist those persons with carrying out their powers and duties pursuant to [NRS 388.121](#) to [388.1395](#), inclusive.

(d) Establish a program of training for administrators in the prevention of violence and suicide associated with bullying and cyber-bullying and appropriate methods to respond to incidents of violence or suicide.

2. Each member of the State Board shall, within 1 year after the member is elected or appointed to the State Board, complete the program of training on bullying and cyber-bullying established pursuant to paragraph (a) of subsection 1 and undergo the training at least one additional time while the person is a member of the State Board.

3. Except as otherwise provided in [NRS 388.134](#), each member of a board of trustees of a school district shall, within 1 year after the member is elected or appointed to the board of trustees, complete the program of training on bullying and cyber-bullying established pursuant to paragraph (b) of subsection 1 and undergo the training at least one additional time while the person is a member of the board of trustees.

4. Each administrator of a public school shall complete the program of training established pursuant to paragraph (d) of subsection 1:
 - (a) Within 90 days after becoming an administrator;
 - (b) Except as otherwise provided in paragraph (c), at least once every 3 years thereafter; and
 - (c) At least once during any school year within which the program of training is revised or updated.
5. Each program of training established pursuant to subsection 1 must, to the extent money is available, be made available on the Internet website maintained by the Department or through another provider on the Internet.
6. The board of trustees of a school district may allow school district personnel to attend the program established pursuant to paragraph (c) or (d) of subsection 1 during regular school hours.
7. The Department shall review each program of training established pursuant to subsection 1 on an annual basis to ensure that the program contains current information.

School Safety Team

NRS 388.1343 Establishment by principal of each school; duties of principal. The principal of each public school or his or her designee shall:

1. Establish a school safety team to develop, foster and maintain a school environment which is free from bullying and cyber-bullying;
2. Conduct investigations of violations of [NRS 388.135](#) occurring at the school; and
3. Collaborate with the board of trustees of the school district and the school safety team to prevent, identify and address reported violations of [NRS 388.135](#) at the school.

NRS 388.1344 Membership; chair; duties.

1. Each school safety team established pursuant to [NRS 388.1343](#) must consist of the principal or his or her designee and the following persons appointed by the principal:
 - (a) A school counselor;
 - (b) At least one teacher who teaches at the school;
 - (c) At least one parent or legal guardian of a pupil enrolled in the school; and
 - (d) Any other persons appointed by the principal.
2. The principal or his or her designee shall serve as the chair of the school safety team.
3. The school safety team shall:
 - (a) Meet at least two times each year;
 - (b) Identify and address patterns of bullying or cyber-bullying;
 - (c) Review and strengthen school policies to prevent and address bullying or cyber-bullying;
 - (d) Provide information to school personnel, pupils enrolled in the school and parents and legal guardians of pupils enrolled in the school on methods to address bullying and cyber-bullying; and
 - (e) To the extent money is available, participate in any training conducted by the school district regarding bullying and cyber-bullying.

Prohibition of Bullying and Cyber-Bullying; Reporting and Investigation of Violations

NRS 388.135 Bullying and cyber-bullying prohibited. A member of the board of trustees of a school district, any employee of the board of trustees, including, without limitation, an administrator, principal, teacher or other staff member, a member of a club or organization which uses the facilities of any public school, regardless of whether the club or organization has any connection to the school, or any pupil shall not engage in bullying or cyber-bullying on the premises of any public school, at an activity sponsored by a public school or on any school bus.

NRS 388.1351 Staff member required to report violation to principal; required actions and investigation; notification to parent or guardian; written report of findings and conclusions of investigation; follow-up with victim; list of resources to be provided to parent or guardian; appeal of disciplinary action.

1. A teacher, administrator, principal, coach or other staff member who witnesses a violation of [NRS 388.135](#) or receives information that a violation of [NRS 388.135](#) has occurred shall report the violation to the principal or his or her designee as soon as practicable, but not later than a time during the same day on which the teacher, administrator, principal, coach or other staff member witnessed the violation or received information regarding the occurrence of a violation.
2. Upon receiving a report required by subsection 1, the principal or designee shall immediately take any necessary action to stop the bullying or cyber-bullying and ensure the safety and well-being of the reported victim or victims of the bullying or cyber-bullying and shall begin an investigation into the report. The investigation must include, without limitation:

(a) Except as otherwise provided in subsection 3, notification provided by telephone, electronic mail or other electronic means or provided in person, of the parents or guardians of all pupils directly involved in the reported bullying or cyber-bullying, as applicable, either as a reported aggressor or a reported victim of the bullying or cyber-bullying. The notification must be provided not later than:

(1) If the bullying or cyber-bullying is reported before the end of school hours on a school day, 6 p.m. on the day on which the bullying or cyber-bullying is reported; or

(2) If the bullying or cyber-bullying was reported on a day that is not a school day, or after school hours on a school day, 6 p.m. on the school day following the day on which the bullying or cyber-bullying is reported.

(b) Interviews with all pupils whose parents or guardians must be notified pursuant to paragraph (a) and with all such parents and guardians.

3. If the contact information for the parent or guardian of a pupil in the records of the school is not correct, a good faith effort to notify the parent or guardian shall be deemed sufficient to meet the requirement for notification pursuant to paragraph (a) of subsection 2.

4. Except as otherwise provided in this subsection, an investigation required by this section must be completed not later than 2 school days after the principal or designee receives a report required by subsection 1. If the principal or designee is not able to complete the interviews required by paragraph (b) of subsection 2 within 2 school days after making a good faith effort because any of the persons to be interviewed is not available, 1 additional school day may be used to complete the investigation.

5. A principal or designee who conducts an investigation required by this section shall complete a written report of the findings and conclusions of the investigation. If a violation is found to have occurred, the report must include recommendations concerning the imposition of disciplinary action or other measures to be imposed as a result of the violation, in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district. Subject to the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, and any regulations adopted pursuant thereto, the report must be made available, not later than 24 hours after the completion of the written report, to all parents or guardians who must be notified pursuant to paragraph (a) of subsection 2 as part of the investigation.

6. Not later than 10 school days after receiving a report required by subsection 1, the principal or designee shall meet with each reported victim of the bullying or cyber-bullying to inquire about the well-being of the reported victim and to ensure that the reported bullying or cyber-bullying, as applicable, is not continuing.

7. To the extent that information is available, the principal or his or her designee shall provide a list of any resources that may be available in the community to assist a pupil to each parent or guardian of a pupil to whom notice was provided pursuant to this section as soon as practicable. Such a list may include, without limitation, resources available at no charge or at a reduced cost. If such a list is provided, the principal, his or her designee, or any employee of the school or the school district is not responsible for providing such resources to the pupil or ensuring the pupil receives such resources.

8. The parent or guardian of a pupil involved in the reported violation of [NRS 388.135](#) may appeal a disciplinary decision of the principal or his or her designee, made against the pupil as a result of the violation, in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district. Not later than 30 days after receiving a response provided in accordance with such a policy, the parent or guardian may submit a complaint to the Department. The Department shall consider and respond to the complaint pursuant to procedures and standards prescribed in regulations adopted by the Department.

NRS 388.1352 Establishment of policy by school districts for employees to report violations to law enforcement. The board of trustees of each school district, in conjunction with the school police officers of the school district, if any, and the local law enforcement agencies that have jurisdiction over the school district, shall establish a policy for the procedures which must be followed by an employee of the school district when reporting a violation of [NRS 388.135](#) to a school police officer or local law enforcement agency.

NRS 388.1354 Disciplinary action against administrator or principal or designee thereof who fails to comply with certain provisions. If an administrator, principal or the designee of an administrator or principal of a school knowingly and willfully fails to comply with the provisions of [NRS 388.1351](#), the superintendent of the school district:

1. Shall take disciplinary action against the employee by written admonishment, demotion, suspension, dismissal or refusal to reemploy; and

2. If the employee is the holder of a license issued pursuant to [chapter 391](#) of NRS, may recommend to the board of trustees of the school district that the board submit a recommendation to the State Board for the suspension or revocation of the license.

NRS 388.136 School officials prohibited from interfering with disclosure of violations.

1. A school official shall not directly or indirectly interfere with or prevent the disclosure of information concerning a violation of [NRS 388.135](#).
2. As used in this section, "school official" means:
 - (a) A member of the board of trustees of a school district; or
 - (b) A licensed or unlicensed employee of a school district.

NRS 388.137 Immunity for reporting of violations; exceptions; recommendation for disciplinary action if person who made report acted with malice, intentional misconduct, gross negligence or violation of law.

1. No cause of action may be brought against a pupil or an employee or volunteer of a school who reports a violation of [NRS 388.135](#) unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.
2. If a principal determines that a report of a violation of [NRS 388.135](#) is false and that the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law, the principal may recommend the imposition of disciplinary action or other measures against the person in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district.

Rules of Behavior; Week of Respect

NRS 388.139 Text of certain provisions required to be included in rules of behavior. Each school district shall include the text of the provisions of [NRS 388.121](#) to [388.1395](#), inclusive, and the policies adopted by the board of trustees of the school district pursuant to [NRS 388.134](#) under the heading "Bullying and Cyber-Bullying Is Prohibited in Public Schools," within each copy of the rules of behavior for pupils that the school district provides to pupils pursuant to [NRS 392.463](#).

NRS 388.1395 Requirements for delivery of information during annual "Week of Respect." The board of trustees of each school district and the governing body of each charter school shall determine the most effective manner for the delivery of information to the pupils of each public school during the "Week of Respect" proclaimed by the Governor each year pursuant to [NRS 236.073](#). The information delivered during the "Week of Respect" must focus on:

1. Methods to prevent, identify and report incidents of bullying and cyber-bullying;
2. Methods to improve the school environment in a manner that will facilitate positive human relations among pupils; and
3. Methods to facilitate positive human relations among pupils by eliminating the use of bullying and cyber-bullying.

NRS 388.145 Requirements for delivery of information during annual "Week of Respect." [Replaced in revision by [NRS 388.1395](#).]

Safe-to-Tell Program

NRS 388.1451 Definitions. As used in [NRS 388.1451](#) to [388.1459](#), inclusive, unless the context otherwise requires, the words and terms defined in [NRS 388.1452](#) and [388.1453](#) have the meanings ascribed to them in those sections.

NRS 388.1452 "Director" defined. "Director" means the Director of the Office for a Safe and Respectful Learning Environment appointed pursuant to [NRS 388.1323](#).

NRS 388.1453 "Safe-to-Tell Program" and "Program" defined. "Safe-to-Tell Program" or "Program" means the Safe-to-Tell Program established within the Office for a Safe and Respectful Learning Environment pursuant to [NRS 388.1455](#).

NRS 388.1454 Legislative findings and declarations. The Legislature hereby finds and declares that:

1. The ability to anonymously report information about dangerous, violent or unlawful activities, or the threat of such activities, conducted on school property, at an activity sponsored by a public school or on a school bus of a public school is critical in preventing, responding to and recovering from such activities.
2. It is in the best interest of this State to ensure the anonymity of a person who reports such an activity, or the threat of such an activity, and who wishes to remain anonymous and to ensure the confidentiality of any record or information associated with such a report.
3. It is the intent of the Legislature in enacting [NRS 388.1451](#) to [388.1459](#), inclusive, to enable the people of this State to easily and anonymously provide to appropriate state or local public safety agencies and to school administrators information about dangerous, violent or unlawful activities, or the threat of such activities, conducted on school property, at an activity sponsored by a public school or on a school bus of a public school.

NRS 388.1455 Establishment of Program; requirements of Program; hotline or call center for initial reports; training regarding Program; duties of Director.

1. The Director shall establish the Safe-to-Tell Program within the Office for a Safe and Respectful Learning Environment. The Program must enable any person to report anonymously to the Program any dangerous, violent or unlawful activity which is being conducted, or is threatened to be conducted, on school property, at an activity sponsored by a public school or on a school bus of a public school. Any information relating to any such dangerous, violent or unlawful activity, or threat thereof, received by the Program is confidential and, except as otherwise authorized pursuant to paragraph (a) of subsection 2 and [NRS 388.1458](#), must not be disclosed to any person.
2. The Program must include, without limitation, methods and procedures to ensure that:
 - (a) Information reported to the Program is promptly forwarded to the appropriate public safety agencies and school administrators; and
 - (b) The identity of a person who reports information to the Program:
 - (1) Is not known by any person designated by the Director to operate the Program;
 - (2) Is not known by any person employed by, contracting with, serving as a volunteer with or otherwise assisting an organization with whom the Director enters into an agreement pursuant to subsection 3; and
 - (3) Is not disclosed to any person.
3. On behalf of the Program, the Director may enter into agreements with any organization that the Director determines is appropriately qualified and experienced, pursuant to which the organization will operate a hotline or call center that will receive initial reports made to the Program and forward the information contained in the reports in the manner required by subsection 2.
4. The Director shall provide training regarding the Program to employees and volunteers of each public safety agency, public safety answering point, board of trustees of a school district, governing body of a charter school and any other entity whose employees and volunteers the Director determines should receive training regarding the Program.
5. The Director shall:
 - (a) Post information concerning the Program on an Internet website maintained by the Director; and
 - (b) Provide to each public school educational materials regarding the Program, including, without limitation, the telephone number and any other methods by which a report may be made.
6. As used in this section:
 - (a) "Public safety agency" has the meaning ascribed to it in [NRS 239B.020](#).
 - (b) "Public safety answering point" has the meaning ascribed to it in [NRS 707.500](#).

NRS 388.1456 Safe-to-Tell Program Advisory Committee: Establishment; membership; written report to be submitted to Governor and Legislature. [Effective through December 31, 2016.]

1. The Safe-to-Tell Program Advisory Committee is hereby created in the Office for a Safe and Respectful Learning Environment.
2. The Committee consists of the following members, who must be appointed as soon as practicable after July 1, 2015, but not later than July 31, 2015:
 - (a) The following members appointed by the Governor:
 - (1) One member who is a representative of a law enforcement agency in a county whose population is 700,000 or more;
 - (2) One member who is a representative of a law enforcement agency in a county whose population is 100,000 or more but less than 700,000;
 - (3) One member who is a representative of a law enforcement agency in a county whose population is less than 100,000;
 - (4) One member who is an employee or other representative of the Office of Suicide Prevention of the Division of Public and Behavioral Health of the Department of Health and Human Services;
 - (5) One member who is an employee or other representative of the Department of Public Safety;
 - (6) One member who is a school counselor of a public school, as defined in [NRS 385.007](#);
 - (7) One member who is a psychologist employed by a school district; and
 - (8) One member who is a victim's advocate, as defined in [NRS 49.2545](#), or who the Governor determines is otherwise qualified to provide expertise in the field of providing assistance to victims;
 - (b) One member who is a Senator, appointed by the Majority Leader of the Senate;
 - (c) One member who is a Senator, appointed by the Minority Leader of the Senate;
 - (d) One member who is an Assemblyman or Assemblywoman, appointed by the Speaker of the Assembly;
 - (e) One member who is an Assemblyman or Assemblywoman, appointed by the Minority Leader of the Assembly;
 - (f) The Superintendent of Public Instruction, or his or her designee;

(g) The Executive Director of the State Public Charter School Authority, appointed pursuant to [NRS 388A.190](#), or his or her designee;

(h) One member who is a licensed teacher, appointed by the Nevada State Education Association, or its successor organization;

(i) Two members appointed by the Nevada Association of School Administrators, or its successor organization, who are school administrators;

(j) One member appointed by the Nevada Association of School Superintendents, or its successor organization, who is the superintendent of a county school district; and

(k) Two members appointed by the Nevada Association of School Boards, or its successor organization.

3. To the extent practicable, the persons appointing members to the Committee shall coordinate the appointments to ensure that the members represent the geographic and ethnic diversity of this State.

4. Any vacancy occurring in the membership of the Committee must be filled in the same manner as the original appointment not later than 30 days after the vacancy occurs.

5. The members of the Committee serve without compensation. If sufficient money is available, members are entitled to the travel allowances provided for state officers and employees generally while attending meetings of the Committee.

6. The Committee shall hold its first meeting as soon as practicable on or after August 1, 2015. At the first meeting of the Committee, the members of the Committee shall elect a Chair.

7. The Chair of the Committee may appoint such subcommittees of the Committee as the Chair determines necessary to carry out the duties of the Committee.

8. The Committee, or any subcommittee of the Committee, may seek the input, advice and assistance of persons and organizations with knowledge, interest or expertise relevant to the duties of the Committee.

9. The Committee shall, not later than June 30, 2016, submit to the Governor and the Director of the Legislative Counsel Bureau for transmittal to the 79th Session of the Nevada Legislature a written report that includes, without limitation:

(a) Subject to the provisions regarding confidentiality set forth in [NRS 388.1451](#) to [388.1459](#), inclusive, information regarding the number of reports received by the Safe-to-Tell Program and the disposition of those reports; and

(b) Recommendations, including, without limitation, any proposed legislation for the improvement of the Safe-to-Tell Program.

NRS 388.1457 Safe-to-Tell Program Account: Creation; use of money in Account; administration; acceptance of gifts, grants, donations and other sources of money; Director to post list of sources of money on Internet and transmit list to Legislature.

1. The Safe-to-Tell Program Account is hereby created in the State General Fund.

2. Except as otherwise provided in subsection 4, the money in the Account may be used only to implement and operate the Safe-to-Tell Program.

3. The Account must be administered by the Director, who may:

(a) Apply for and accept any gift, donation, bequest, grant or other source of money for deposit in the Account; and

(b) Expend any money received pursuant to paragraph (a) in accordance with subsection 2.

4. The interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.

5. The money in the Account does not revert to the State General Fund at the end of any fiscal year.

6. The Director shall:

(a) Post on the Internet website maintained by the Department a list of each gift, donation, bequest, grant or other source of money, if any, received pursuant to subsection 3 for deposit in the Account and the name of the donor of each gift, donation, bequest, grant or other source of money;

(b) Update the list annually; and

(c) On or before February 1 of each year, transmit the list prepared for the immediately preceding year:

(1) In odd-numbered years, to the Director of the Legislative Counsel Bureau for transmittal to the next regular session of the Legislature; and

(2) In even-numbered years, to the Legislative Committee on Education.

NRS 388.1458 Confidentiality of information provided to Program; motion to compel production or disclosure of record or information; records and information made available to appellate court.

1. Except as otherwise provided in this section or as otherwise authorized pursuant to paragraph (a) of subsection 2 of [NRS 388.1455](#), a person must not be compelled to produce or disclose any record or information provided to the Safe-to-Tell Program.

2. A defendant in a criminal action may file a motion to compel a person to produce or disclose any record or information provided to the Program. A defendant in a criminal action who files such a motion shall serve a copy of the

motion upon the prosecuting attorney and upon the Director, either or both of whom may file a response to the motion not later than a date determined by the court.

3. If the court grants a motion filed by a defendant in a criminal action pursuant to subsection 2, the court may conduct an in camera review of the record or information or make any other order which justice requires. Counsel for all parties shall be permitted to be present at every stage at which any counsel is permitted to be present. If the court determines that the record or information includes evidence that could be offered by the defendant to exculpate the defendant or to impeach the testimony of a witness, the court shall order the record or information to be provided to the defendant. The identity of any person who reported information to the Safe-to-Tell Program must be redacted from any record or information provided pursuant to this subsection, and the record or information may be subject to a protective order further redacting the record or information or otherwise limiting the use of the record or information.

4. The record of any information redacted pursuant to subsection 3 must be sealed and preserved to be made available to the appellate court in the event of an appeal. If the time for appeal expires without an appeal, the court shall provide the record to the Safe-to-Tell Program.

NRS 388.1459 Willful disclosure of record or information of Program or willful neglect or refusal to obey court order punishable as criminal contempt. Except as otherwise provided in [NRS 388.1458](#) or as otherwise authorized pursuant to paragraph (a) of subsection 2 of [NRS 388.1455](#), the willful disclosure of a record or information of the Safe-to-Tell Program, including, without limitation, the identity of a person who reported information to the Program, or the willful neglect or refusal to obey any court order made pursuant to [NRS 388.1458](#), is punishable as criminal contempt.