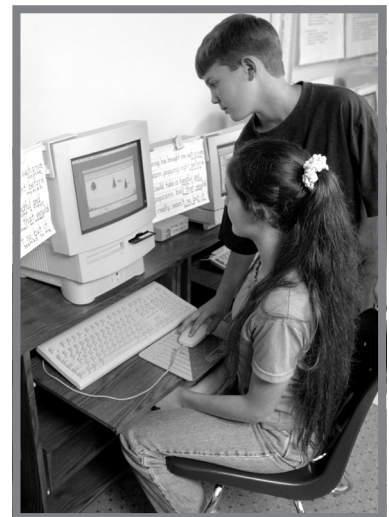




# Behaving Positively at School



## Elementary Students





Dear Student and Parent:

School is a wonderful place for discovering, learning, and making new friends. Positive rules help your school run smoothly and help make school a safe place. Sometimes a rule is broken and when this happens, the educational opportunities for students are adversely affected. Since this is not fair to others who want to learn, it is important that each elementary school establish a progressive discipline procedure to be followed for all students.

Nevada Statute requires that each school develop a progressive discipline plan with input from teachers and parents of students enrolled in the school. The following document serves as a guide for the development of each school's progressive discipline plan and describes general rules of behavior along with a range of consequences and procedures to be followed when imposing consequences for unacceptable behavior.

Please help us reach our goal of maintaining a safe educational environment rich with learning opportunities for all students. I wish you an exciting school year filled with wonder, accomplishment, success, and academic achievement.

Thank you,  
Pat Skorkowsky  
Superintendent

# The Challenge of Excellence — Be Positive!

## DEVELOPMENT OF CHARACTER, ETHICS, AND MANNERS

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***Students, parents, administrators, teachers, and staff work continuously together to model positive characteristics in the educational environment conducive to the development of character, ethics, and manners.***

***Seven qualities that are believed to be basic to positive human conduct are as follows:***

### **Respect**

*Students demonstrate respect by being considerate of others and for the property of others. Students demonstrate respect for themselves through adherence to these character traits.*

### **Integrity**

*Students demonstrate integrity through honest and sincere interactions with others. Students demonstrate academic honest by producing work that is theirs alone.*

### **Responsibility**

*Students demonstrate responsibility by being dependable, accountable, and taking ownership for their actions.*

### **Empathy**

*Students demonstrate empathy by being considerate of and sensitive to racial, ethnic, cultural, and community values.*

### **Courage**

*Students demonstrate courage by expressing their thoughts and feelings in a responsible and respectful way.*

### **Manners**

*Students demonstrate good manners by being conscientious of and respectful to adults and to each other at all times.*

### **Justice**

*Students demonstrate justice by treating others in a fair and equitable way.*

***We open the doors to the future — we teach.  
Together (parents, teachers, staff, administrators, and students)  
we can shape the future.***

# Explanation of Corrective Disciplinary Actions

When school-related misbehavior occurs, the school principal and teachers may decide to use a variety of strategies to address the problem. The following options are not necessarily listed in order of use. The school will use the corrective action which complies with CCSD Policy and Regulation and best addresses the nature of the problem and the overall citizenship record of the student. Typically, disciplinary action would begin at the minimum; however, it may be necessary to take more severe action immediately.

**INFORMAL TALK** – A school official and the student will discuss school expectations for appropriate behavior.

**CONFERENCE** – The student and school official will discuss school expectations for appropriate behavior. At this time, the student must agree to improve his/her behavior.

**PARENT NOTIFICATION** – A school official will notify parent(s)/guardian(s) by telephone, letter, or meeting. Parent(s)/guardian(s) are advised as to the inappropriate behavior(s) and are asked to help solve the problem by addressing it with the student.

**REQUIRED PARENT CONFERENCE NOTIFICATION (RPC)** – The student is not allowed to return to school until a conference has been scheduled. Parents/guardians must confer with a school official to discuss the problem. At the time of the conference the student is expected to agree to improve his/her behavior.

**IN-SCHOOL DISCIPLINE** – A school official issues discipline to the student for misbehavior. The official may consider constructive detention and/or remove privileges.

**SUSPENSION** – The student is temporarily removed from school and is not allowed to return for the number of days (up to 10) set by the principal. Parent notification is required to discuss the reason for the suspension, to determine how parent(s)/guardian(s) can help to improve the behavior, and to seek resolution to the problem.

**BUS SUSPENSION** – The privilege of riding the bus will be revoked for a set number of days determined by the principal. Students are expected to attend school during this time with the parent/guardian responsible for transportation.

**CLARK COUNTY DEPARTMENT OF FAMILY SERVICES** – The student will be referred to Clark County Department of Family Services for educational neglect.

**STUDENT/PARENT SUBSTANCE ABUSE AWARENESS PROGRAM** – The student and parent(s)/guardian(s) must attend the CCSD Substance Abuse Awareness Program.

**HABITUAL DISCIPLINE-NRS 392.4665** – Habitual disciplinary procedures will be implemented if a student in one school year:

- Threatens or extorts, or attempts to threaten or extort, another pupil or a teacher or other personnel employed by the school two or more times;
- Has a record of five suspensions from school for any reason; and the student has not entered into and participated in a plan of behavior.

**A student shall be deemed suspended from school if the school in which the student is enrolled:**

- a. Prohibits the student from attending school for three or more consecutive days; and
- b. Requires a conference or some other form of communication with the parent or legal guardian of the student before the student is allowed to return to school.

## NOTICE OF STUDENT SEARCHES

Students are hereby informed that they will be subject to search when they enter campus after the beginning of the school day. This includes, but is not limited to, unauthorized returns. This notice does not exclude personnel, however, from searching a student at any time should there be reasonable suspicion of wrongdoing.

### TEMPORARY ALTERNATIVE PLACEMENT CLASSROOM TEACHER REMOVAL OF STUDENT – in accordance with NRS 392.4645

If, in the judgment of the teacher, a student has engaged in behavior that seriously interferes with the ability of the teacher to teach the other students in the classroom and the ability of the other students to learn, the perpetrating student will be assigned to a temporary alternative placement. This temporary removal may be identified by the teacher involving any behavior offense. The school is required to have a plan in place to address students who have been identified in accordance with this statute.

## Problem Behavior Areas and Corrective Consequences

During a school year, a wide variety of unacceptable behavior may occur. Following is a list of unacceptable behaviors and the range of corrective actions that may be used. Although these problems do not happen frequently at any school, it is our intent to inform you how the school may address unacceptable behavior. Other corrective consequences may also be used at each school.

## DANGEROUS OBJECTS/MATERIALS

### EXPLOSIVES

Possessing, using, distributing, or selling objects that could explode, such as fireworks, bombs or propellants.

#### Range of Disciplinary Action:

**Minimum:** Required Parent Conference

**Maximum:** Suspension, Expulsion recommendation

### WEAPONS

Possessing any gun, any knife or sharp instrument, or any other dangerous object.

#### Range of Disciplinary Action:

**Minimum:** Required Parent Conference

**Maximum:** Suspension, Expulsion recommendation

## ILLCIT SUBSTANCES

### DRUGS

Possessing, using, selling, or distributing drugs or other harmful substances.

#### Range of Disciplinary Action:

**Minimum:** Required Parent Conference, Substance Abuse Awareness Program

**Maximum:** Juvenile Justice Services, Suspension, Expulsion recommendation

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## TOBACCO

Smoking, possessing, distributing, or using tobacco products.

### **Range of Disciplinary Action:**

**Minimum:** Informal Talk, Conference,  
Required Parent Conference, In-school Discipline

**Maximum:** Suspension

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## ALCOHOL

Possessing, using, or selling alcohol.

### **Range of Disciplinary Action:**

**Minimum:** Required Parent Conference,  
Substance Abuse Awareness Program

**Maximum:** Juvenile Justice Services, Suspension,  
Expulsion recommendation

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## AGGRESSION

### **BULLYING and CYBERBULLYING**

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; or

(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.

B. Cyberbullying means bullying through the use of electronic communication. "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.

### **Range of Disciplinary Action:**

**Minimum:** Conference, Parent Notification,  
Required Parent Conference, In-school Discipline

**Maximum:** Suspension, Expulsion recommendation

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## ASSAULT

Attack on any person or threat of attack.

### **Range of Disciplinary Action:**

**Minimum:** Conference, Required Parent Conference,  
In-school Discipline

**Maximum:** Juvenile Justice Services, Suspension,  
Expulsion recommendation

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## FIGHTING/BATTERY

Causing harm to another person by hurting him/her on purpose.

### **Range of Disciplinary Action:**

**Minimum:** Informal Talk, Conference, Parent Notification,  
Required Parent Conference, In-school Discipline  
Juvenile Justice Services, Suspension,  
Expulsion recommendation

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## INSUBORDINATION

### DISRESPECT OF AUTHORITY

Talking back to or not minding teachers and other members of the school staff.

**Range of Disciplinary Action:**

**Minimum:** Conference, Parent Notification,  
Required Parent Conference, In-school Discipline

**Maximum:** Suspension

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### DRESS CODE VIOLATION

Wearing clothes that do not comply with the District's, or school's established, dress code.

**Range of Disciplinary Action:**

**Minimum:** Informal Talk, Conference, Parent Notification

**Maximum:** Required Parent Conference

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### DEFIANCE

Refusing to follow directions of a staff member or poor citizenship.

**Range of Disciplinary Action:**

**Minimum:** Informal Talk, Conference, Parent Notification,  
Required Parent Conference, In-school Discipline

**Maximum:** Suspension

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## DESTRUCTION OF PROPERTY

### ARSON

Starting a fire.

**Range of Disciplinary Action:**

**Minimum:** Required Parent Conference

**Maximum:** Juvenile Justice Services, Suspension,  
Expulsion recommendation

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### DAMAGING PROPERTY/VANDALISM

Improper care of things that belong to the school or things at the school that belong to other people.

**Range of Disciplinary Action:**

**Minimum:** Conference, Parent Notification,  
Required Parent Conference, In-school Discipline

**Maximum:** Juvenile Justice Services, Suspension

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## ATTENDANCE

### EXCESSIVE ABSENCES – EXCUSED/APPROVED

Being absent from school for a reason accepted by the school or a prearranged absence.

**Range of Disciplinary Action:**

**Minimum:** Informal Talk, Parent Notification

**Maximum:** Required Parent Conference

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### UNEXCUSED ABSENCE(S)/TRUANCY

Being absent from school without parent permission, or refusal by the parent to require student attendance, or failure to notify the school within 3 days of the reason for the absence, or failure to arrange in advance in writing a prearranged absence.

**Range of Disciplinary Action:**

**Minimum:** Parent Notification, Required Parent  
Conference, In-school Discipline

**Maximum:** Juvenile Justice Services,  
Department of Family Services

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### TARDINESS

Arriving late to class.

**Range of Disciplinary Action:**

**Minimum:** Informal Talk, Conference, Parent Notification

**Maximum:** Required Parent Conference, In-school Discipline

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## TRANSPORTATION

### BICYCLE INFRACTIONS

Not following the rules of the school for bicycle safety.

**Range of Disciplinary Action:**

**Minimum:** Informal Talk, Conference, Parent Notification

**Maximum:** Required Parent Conference, In-school Discipline

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### BUS MISBEHAVIOR

Not following bus rules.

**Range of Disciplinary Action:**

**Minimum:** Informal Talk, Conference, Parent Notification,  
Required Parent Conference, In-school Discipline

**Maximum:** Bus Suspension, Suspension

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## OTHER OFFENSES

### BARTERING

Trading (or selling) something in ways that are not fair or using things which are not allowed by the school.

**Range of Disciplinary Action:**

**Minimum:** Informal Talk, Conference, Parent Notification,  
Required Parent Conference

**Maximum:** In-school Discipline

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### **THEFT/STEALING**

Taking and trying to keep something that belongs to someone else.

**Range of Disciplinary Action:**

**Minimum:** Conference, Parent Notification, Required Parent Conference, In-school Discipline

**Maximum:** Juvenile Justice Services, Suspension

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### **EXTORTION**

Threatening other students to try to get money or something of value from them.

**Range of Disciplinary Action:**

**Minimum:** Informal Talk, Parent Notification, Required Parent Conference, In-school Discipline

**Maximum:** Juvenile Justice Services, Suspension, Expulsion recommendation

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### **FORGERY**

Signing the name or initials of another person without that person's permission.

**Range of Disciplinary Action:**

**Minimum:** Informal Talk, Conference, Parent Notification, Required Parent Conference, In-school Discipline

**Maximum:** Suspension

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### **GAMBLING**

Using money to play games of chance.

**Range of Disciplinary Action:**

**Minimum:** Informal Talk, Conference, Parent Notification, Required Parent Conference, In-school Discipline

**Maximum:** Suspension

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### **NUISANCE ITEMS**

Items considered disruptive to the educational environment (i.e., electronic games/devices, toys, trading cards etc.)

**Range of Disciplinary Action:**

**Minimum:** Informal Talk, Conference, Parent Notification, Required Parent Conference

**Maximum:** In-school Discipline, Suspension

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### **Personal Technology and Communication Devices**

The use by students of personal technology and communication devices such as cell phones, laptops, tablet computers, or similar electronic devices is permitted during scheduled nutrition or lunch periods, and school-sponsored activities at all District school campuses and while on District buses. During the instructional day, students may only use these devices with the approval of the principal. Use that violates state, or federal law, any District policies or regulations, or the Clark County School District Acceptable Use Policy is prohibited. Students must access the internet using the Clark County School District Network. Network filters will be applied to access the Internet and may not be circumvented. CCSD Policy 5136 Personal Technology and Communication Devices provides further detail regarding the use of Personal Technology and Communication Devices.

**Range of Disciplinary Action:**

**Minimum:** Conference, Parent Notification, In-school Discipline, Loss of Privilege

**Maximum:** Required Parent Conference, Suspension

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### **VULGARITY/PROFANITY**

Using foul language; possessing pornographic or sexually explicit material.

**Range of Disciplinary Action:**

**Minimum:** Informal Talk, Conference, Required Parent Conference, In-school Discipline

**Maximum:** Suspension, Expulsion Recommendation

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## **Rules of Conduct for School Bus Riders**

The students on the bus are under the immediate supervision of the bus driver and are, thus, subject to the rules set by the Clark County Board of School Trustees and the State of Nevada. Any offense of these rules by a student is to be documented on a School Bus Incident Report to Parents issued by bus drivers concerning the disciplinary offense with copies distributed to the principal, the parents, and the Clark County School District Transportation Department.

In order to provide for safety to passengers and effective, efficient use of buses, the following rules of conduct are established:

- Bus students must stand in an orderly single-file line at pickup points until the bus comes to a complete stop.
- Students must board the bus in an orderly fashion and go directly to a seat.
- All students must remain seated while the bus is in motion.
- Students must remain seated until the bus has fully stopped, then enter the aisle and go directly to the front exit door. Exit through the front exit door after the bus has come to a complete stop.

If you must cross the road, walk forward 10 feet or more, wait for the driver's signal, then cross when it is safe to do so.

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## School Bus/Personal Vehicle Instructions:

- When driving your personal vehicle, it is unlawful to pass a school bus with its flashing red lights and stop arms activated (unless a median separates your portion of the roadway from the portion of the roadway where the bus is loading/unloading).
- It is unlawful to cross any portion of a crosswalk within the school-crossing zone until all students and the crossing guard has cleared the entire crosswalk. When traveling within the school zone, you must ensure that you are traveling at the appropriated posted speed limit. Always be alert and watch for children.
- The school bus loading/unloading zones are designated for school buses only.

## School Bus Student Behavior Offenses/Consequences

Any distracting action by the student creates a safety hazard by demanding the unnecessary attention of the driver. Such actions are forms of misconduct. Specifically, loud talking, use of profanity, fighting, throwing things, smoking, damaging the bus or bus seats, standing, and eating or drinking, are examples of misconduct that may result in disciplinary action.

Misconduct at the bus stop is considered a violation. When a student misbehaves on the bus, it will be reported to the principal of the student's school.

**Parents will be held responsible for any bus damage that may result from the student's misconduct.**

**Misconduct may be cause to deny the privilege of transportation to the student for a limited, specified time. Continued misconduct may result in loss of riding privileges.**

In conformance with the rules of conduct, the principal will address offenses in the following manner:

1. Confer with the student, the parent/guardian, or appropriate Transportation staff, as necessary, to resolve student conduct problems.
2. Designate students as ineligible for transportation services when warranted and notify the Transportation Department and the parent or guardian of the action taken.

### CCSD School Bus Student Offenses/Consequences

#### CATEGORY I

- Deliberate littering of paper, gum, etc.
- Excessive noise and outbursts
- Continuous eating/drinking on bus
- Failing to sit in assigned seat
- Failing to remain seated
- Rude, discourteous conduct
- Riding unauthorized bus
- Getting on or off the bus at an unassigned bus stop
- Repeatedly late to the bus
- Other behavior that has not improved after driver has given several verbal warnings

#### CATEGORY II

- Hanging out of window/door
- Throwing objects in or out of bus
- Refusing to obey driver
- Improper boarding/departing
- Bringing unauthorized objects aboard the bus
- Inappropriate language
- Other behavior resulting in the driver's attention being taken off the road

#### CATEGORY III

- (Immediate administrative response required)*
- Possession of a weapon
  - Smoking on bus/arson
  - Fighting/pushing/tripping
  - Destruction of property
  - Tampering with bus equipment
  - Verbal or physical assault
  - Indecent exposure
  - Harrassment or taunting others
  - Other acts resulting in damage or injury to self or others

#### MINIMUM ADMINISTRATIVE ACTION: (In accordance with CCSD Regulation 3533 Safety of Students: Transportation Vehicles)

#### CATEGORY I

- 1st Offense = Student-School Conference; Parent Notification
- 2nd Offense = Student-School-Driver and In-house Suspension or Detention
- 3rd Offense = Three-day Bus Suspension and Required Parent Conference
- 4th Offense = Loss of Riding Privileges for Remainder of School Year

#### CATEGORY II

- 1st Offense = Student-School Conference; Parent Notification
- 2nd Offense = Three-day Bus Suspension and Required Parent Conference
- 3rd Offense = Loss of Riding Privileges for Remainder of School Year

#### CATEGORY III

- 1st Offense = Three-day Bus Suspension and Required Parent Conference
- 2nd Offense = Loss of Riding Privileges for Remainder of School Year

**If more than one category is indicated on the bus incident report, the principal shall determine the appropriate action based on the most serious offense.**



# Student Dress Code

The Clark County School District Basic Dress Code serves to provide guidelines for student dress and appearance at all District schools (whether or not they adopt Standard Student Attire). Students are to be dressed in such a manner that their appearance in the school contributes to the learning environment. Exemption from the CCSD Basic Dress Code may be permitted for medical or religious reasons.

1. Require the wearing of shoes with soles. House slippers and shoes with wheels are not permitted.
2. All clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
3. Require that all shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.
4. All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
5. Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) is not permitted on campus except for designated school approved uniforms, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school sanctioned activities.

6. Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited.
7. Any clothing, jewelry, buttons, and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats are prohibited.
8. Spiked or studded clothing, jewelry, and/or accessories are prohibited.
9. Outerwear such as coats, mittens, and scarves must be removed upon entering the classrooms/buildings. Administrators, teachers, and staff may use their discretion as appropriate based on the temperature in the facility.

The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard. The principal shall retain the authority to grant exceptions for spirit days, special event dress days, and schoolwide free dress days. On those CCSD/school sanctioned exception days, schools will notify the students and parents/guardians of the unique dress provisions.

Additional information regarding student dress and appearance, including Standard Student Attire, is contained in CCSD Regulation 5131 Dress and Appearance.

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## Nevada Code of Honor and the Educational Involvement Accord

In accordance with NRS 392.461, the following two pages provide samples of forms - the **Nevada Code of Honor** and the **Educational Involvement Accord** – which must be used by all CCSD schools. These two forms, **along with the materials listed below**, are required to be distributed to each student’s parent(s) or guardian(s) at the beginning of each school year or upon a student’s enrollment in the class, as applicable.

- Information describing how the parent or legal guardian may contact the pupil’s teacher and the principal of the school in which the pupil is enrolled;
- The curriculum of the course or standards for the grade in which the pupil is enrolled, as applicable, including, without limitation, a calendar that indicates the dates of major examinations and the due dates of significant projects, if those dates are known by the teacher at the time that the information is distributed;
- The homework and grading policies of the pupil’s teacher or school;
- Directions for finding resource materials for the course or grade in which the pupil is enrolled, as applicable;
- Suggestions for parents and legal guardians to assist pupils in their schoolwork at home;
- The dates of scheduled conferences between teachers or administrators and the parents or legal guardians of the pupil;
- The manner in which reports of the pupil’s progress will be delivered to the parent or legal guardian and how a parent or legal guardian may request a report of progress;
- The classroom rules and policies;
- The dress code of the school, if any;
- The availability of assistance to parents who have limited proficiency in the English language;
- Information describing the availability of free and reduced-price meals, including, without limitation, information regarding school breakfast, school lunch, and summer meal programs;
- Opportunities for parents and legal guardians to become involved in the education of their children and to volunteer for the school or class; and
- The code of honor relating to cheating prescribed pursuant to NRS 392.461.

Schools will provide the **Educational Involvement Accord** to each student’s parent/legal guardian and provide the parent/legal guardian with a reasonable timeline to sign the **Educational Involvement Accord** and return it to school. Additional guidelines regarding the implementation of these requirements are available on the Nevada Department of Education website at <http://www.doe.nv.gov/parents/accord.html>.

# **CODE OF HONOR**

## **Nevada Department of Education**

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

### **What is cheating?**

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

- Taking or copying answers on an examination or any other assignment from another student or other source
- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results, including changing grades electronically

### **What is plagiarism?**

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

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

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

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

# EDUCATIONAL INVOLVEMENT ACCORD

## Nevada Department of Education

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

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

### **STUDENT**

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

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

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

### **TEACHER AND SCHOOL STAFF**

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

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

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



# Bullying and Cyberbullying is Prohibited in Public Schools

The Nevada laws related to bullying and cyberbullying have recently been revised by the Nevada Legislature in Senate Bill 504 (SB 504). The law requires the District to include a copy of the text of the NRS 388.121 to 388.145 and certain sections of S.B. 504 in the rules of behavior for students. Because the provisions

of SB 504 have not yet been codified, the District has combined the NRS and SB 504 in an attempt to provide a comprehensive summary of the bullying laws. Section numbers before the NRS statutory numbers are from SB 504. References to "this act" are also a reference to SB 504.

## Policy 5137 - SAFE AND RESPECTFUL LEARNING ENVIRONMENT: BULLYING AND CYBERBULLYING

### I. Introduction

The Clark County School District is committed to providing a safe, secure, and respectful learning environment for all students and employees at all District facilities, school buildings, in school buses, on school grounds, and at school-sponsored activities. The school district strives to address bullying and cyberbullying so that there is no disruption to the learning environment and learning process.

### II. Definitions

#### A. Definition of Bullying

1. Under NRS 388.122, "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; or
  - 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 student 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 age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, 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

age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, 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.
- B. Under NRS 388.123, "cyberbullying" 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 which is any visual depiction, including, without limitation, any photograph or video of a minor simulating or engaging in sexual conduct, or of a minor as the subject of a sexual portrayal.
- C. Under NRS 388.124, "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.
- D. A student who is a minor who knowingly and willfully transmits or distributes an image of bullying, electronically or using another means, with the intent to encourage, further, or promote bullying:
1. For a first violation is considered a child in need of supervision, as that term is used in Title 5 of the NRS.

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2. For a second or subsequent violation, commits a delinquent act, for which a court may order the detention of the minor in the same manner as if the minor had committed an act that would have been a misdemeanor if committed by an adult.

### III. Bullying and Cyberbullying are Prohibited in Public Schools

No member of the Board of Trustees, employee of the school district, member of a club or organization which uses District facilities (regardless of whether the club or organization has any connection to the District), or any student shall tolerate or engage in bullying or cyberbullying at any District facilities, school buildings, in school buses, on school grounds, or at school-sponsored activities. This includes classrooms, hallways, locker rooms, cafeterias, restrooms, gymnasiums, playgrounds, athletic fields, school buses, parking lots, and other areas on the premises of a school.

### IV. Reporting of Bullying and Cyberbullying

#### A. Students

It is the policy of the Clark County School District to encourage students who are subjected to, witness, or overhear incidents of bullying and cyberbullying to report such incidents. Students should report any incident(s) of bullying and cyberbullying to a teacher, counselor, or school administrator. Students are also encouraged to report knowledge of bullying and/or cyberbullying via the CCSD "Say No to Bullying" Web site that allows individuals to anonymously report unlawful activities. However, students should be aware that the CCSD "Say No to Bullying" Web site is not monitored after school hours, or during weekends and holidays.

#### B. Employees

Any Clark County School District teacher, administrator, principal, coach, or other staff member who witnesses or receives information about an incident of bullying and/or cyberbullying at any District facility, on school grounds, in school buildings, on school buses, or at school-sponsored activities shall report it to the principal or the principal's 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 witnesses or receives information about the incident.

- C. No cause of action may be brought against a student, an employee, or volunteer of a school who reports a bullying and cyberbullying incident unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.

- D. If the principal determines that the report was 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 District policies that govern disciplinary action.

### V. Investigation of Reported Violation

- A. Upon receiving a report of bullying or cyberbullying, the principal or designee shall immediately take any necessary action to stop the bullying or cyberbullying and ensure the safety and well-being of the reported victim or victims of the bullying or cyberbullying and shall begin an investigation into the report.
- B. Notification of Reported Violation of Bullying Prohibition
  1. The investigation must include notification provided by telephone, electronic mail or other electronic means, or provided in person, of the parents or guardians of all students directly involved in the reported bullying or cyberbullying, as applicable, either as a reported aggressor or a reported victim of the bullying or cyberbullying. The notification must be provided not later than:
    - a. If the bullying or cyberbullying is reported before the end of school hours on a school day, 6 p.m. on the day on which the bullying or cyberbullying is reported; or
    - b. If the bullying or cyberbullying 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 cyberbullying is reported.
  2. The notification may not include personally identifiable student information other than the name of the parent's child to whom the notice is addressed, and is not required to label the student's alleged role in the incident.
  3. If the contact information for the parent or guardian of a student 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 notification requirements of Paragraph 1.
- C. Interviews

The investigation must include interviews with all students whose parents or guardians must be notified pursuant to Paragraph B and with all such parents and guardians.
- D. Timeline for Investigation

The investigation must be completed not later than two (2) school days after the principal or designee receives a report of bullying or cyberbullying. If the principal or designee is not able to complete the interviews required by Paragraph C within two (2) school days after making a good faith effort because any of the persons to be interviewed is not available, one (1) additional school day may be used to complete the investigation.

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### E. Written Report

1. A principal or designee who conducts an investigation shall complete a written report of the findings and conclusions of the investigation.
2. 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 CCSD Regulation 5141.1.
3. 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 B as part of the investigation.

### F. Follow-Up

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

- ### G.
- To the extent information is available, the principal or designee must provide, to a parent or guardian of a student to whom notice of a reported bullying violation was provided under Section V(B)(1), a list of resources that may be available in the community to assist a student, as soon as practicable. If a list is provided, the principal or designee, or any employee of the school or the District, is not responsible for providing the resources to the student or ensuring the student receives the resources.

## VI. Discipline

### A. Student Discipline

1. Discipline for a violation of the bullying and cyberbullying policy for students is imposed in accordance with CCSD Regulation 5141.1.
2. The parent or legal guardian of a student involved in the reported bullying or cyberbullying violation may appeal a disciplinary decision of the principal or designee made against the student as a result of the violation in accordance with District policies.
3. Not later than 30 days after receiving the disciplinary decision, the parent or guardian may submit a complaint to the Office for a Safe and Respectful Learning Environment within the Nevada Department of Education.

### B. Employee Discipline

1. Allegations of bullying and/or cyberbullying among

teachers or between teachers and administrators, principals, or other school employees must be reported and will be investigated in accordance with Board policy, administrative procedures, any applicable collective bargaining agreement, and other applicable laws.

2. Any District employee who violates this bullying and cyberbullying policy shall be subject to discipline, if appropriate.
3. An administrator, including a principal, or the designee of an administrator or principal of a school:
  - a. Shall be disciplined by written admonishment, demotion, suspension, dismissal or refusal to reemploy for knowingly and willfully failing to comply with the provisions of NRS 388.1351
  - b. May be demoted, suspended, dismissed, or not reemployed for knowingly and willfully failing to comply with the provisions of NRS 388.1351 or an intentional failure to report a violation of NRS 388.135 if the administrator witnessed the violation.
4. A teacher may be suspended, dismissed, or not re-employed for knowingly and willfully failing to comply with the provisions of NRS 388.1351 or an intentional failure to report a violation of NRS 388.135 if the teacher witnessed the violation.
5. If an employee is the holder of a license issued pursuant to Chapter 391 of NRS, the Superintendent may recommend to the Board of School Trustees that the Board submit a recommendation to the State Board of Education for the suspension or revocation of the license for knowingly and willfully failing to comply with the provisions of NRS 388.1351.

## VII. School Safety Team

- ### A.
- The principal of each school shall develop a school safety team to help develop, foster, and maintain a school environment which is free from bullying and cyberbullying. The school safety team shall:
1. Consist of the school principal or designee, and the following persons appointed by the principal: a school counselor; at least one teacher who teaches at the school; at least one parent or legal guardian of a student enrolled in the school; and any other person appointed by the principal. The principal has discretion to limit the number of additional persons appointed to the safety team so that it does not become too large or unmanageable.
  2. Meet at least two (2) times each year.
  3. Identify and address patterns of bullying and cyberbullying.

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4. Assist the principal in reviewing and strengthening school policies to prevent and address bullying or cyberbullying.
5. Assist the principal in providing information to school personnel, students enrolled in the school and parents of students enrolled in the school about methods to address bullying and cyberbullying.
6. Not have access to personally identifiable student information related to bullying and cyberbullying, unless a member of the safety team is a school official with a legitimate educational interest, and then only that particular member may have access.
7. Participate in the District's training regarding bullying and cyberbullying, to the extent that funds are available.

### VIII. Professional Development

The Clark County School District will provide for the appropriate training of all administrators, principals, teachers, and all other personnel employed by the District as prescribed by this policy under the heading "Professional Development."

- A. The Superintendent shall develop methods of discussing the meaning and substance of this policy with staff in order to help prevent bullying and cyberbullying.
- B. In addition to informing staff and students about the policy, the Superintendent shall develop a plan, including requirements and procedures, to assure that the following professional development be provided to all administrators, principals, teachers, and other personnel employed by the Board of Trustees of the Clark County School District:
  1. Awareness concerning the various types of bullying and cyberbullying; how the bullying and cyberbullying manifests itself; and the devastating emotional and educational consequences of bullying and cyberbullying.
  2. Training in the appropriate methods to facilitate positive human relations without the use of bullying and cyberbullying so that students and employees may realize their full academic and personal potential.
  3. Training in methods to prevent, identify, and report incidents of bullying and cyberbullying.
  4. Methods to promote a positive learning environment.
  5. Methods to improve the school environment in a manner that will facilitate positive human relations.
  6. Methods to teach skills so that students and employees are able to replace inappropriate behaviors with positive behaviors.
  7. Training in the prevention of violence and suicide associated with bullying and cyberbullying and

appropriate methods to respond to incidents of violence or suicide.

- C. The Superintendent shall work with the Office for a Safe and Respectful Learning Environment within the Nevada Department of Education to access available outreach and anti-bullying education and training materials, if appropriate.

### IX. Disclosure and Public Reporting

- A. The policy will be distributed annually to all students enrolled in the District, their parents and/or guardians, and employees. It will also be made available to organizations in the community having cooperative agreements with the schools. The District will also provide a copy of the policy to any person who requests it.
- B. As required by NRS 385.3483, the following statistics regarding bullying and cyberbullying will be included in the District's annual report of accountability:
  1. The number of reported violations of the bullying and cyberbullying policy occurring at each school, or otherwise involving a student enrolled at the school, regardless of the outcome of the investigation conducted.
  2. The number of incidents determined to be bullying or cyberbullying after an investigation is conducted.
  3. The number of incidents resulting in suspension or expulsion for bullying and/or cyberbullying.
  4. Any actions taken to reduce the number of incidences of bullying or cyberbullying, including without limitation, training that was offered or other policies, practices, and programs that were implemented including actions taken for the "Week of Respect."
  5. Personally identifiable student information related to bullying and cyberbullying must not be included in the annual report of accountability.
- C. An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public. The annual report will include statistical information, and will not include personally identifiable student information.

Legal References: NRS Chapter 200, Crimes Against the Person  
NRS Chapter 385, State Administrative Organization  
NRS Chapter 388, System of Public Instruction  
NRS Chapter 613, Employment Practices

Review Responsibility: Office of the Superintendent, Equity and Diversity  
Education Department

Adopted: [5137:7/13/06]

Revised: (3/11/10; 7/12/12; 2/4/15; 8/13/15)

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### Section 2

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 suspension or revocation of the license.

### Section 3

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 cyberbullying.
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 388.145, inclusive, and sections 2, 3 and 4 of this act.
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.

### Section 4

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 388.145, inclusive and sections 2, 3, and 4 of this act, 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 school 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 and cyber-bullying and suicide.

4. The Director of the Office shall establish procedures by which the Office may receive reports of bullying and cyberbullying and complaints regarding violations of the provisions of NRS 388.121 to 388.145, inclusive and sections 2, 3, and 4 of this act.
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 388.145, inclusive and sections 2, 3, and 4 of this act. 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 388.121 Definitions.** As used in NRS 388.121. to 388.145 inclusive, and sections 2, 3 and 4 of this act, 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; or
  - (b) Interference 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,



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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 388.125** "Harassment defined. Repealed (see chapter 339, Statutes of 2013, at page 1661.)

**NRS 388.129** "Intimidation defined. Repealed (see chapter 339, Statutes of 2013, at page 1661.)

**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. The Legislature hereby declares that 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) 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
  - (d) 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 388.145, inclusive, and sections 2, 3, and 4 of this act 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 388.1325** 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 Section 4 of this act. 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

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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 388.145 inclusive, and sections 2, 3, and 4 of this act; 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 388.145 inclusive and sections 2, 3, and 4 of this act.

**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 388.145, inclusive and sections 2, 3, and 4 of this act.

### 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; 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 improve the school environment in a manner that will facilitate positive human relations

among pupils; and

- (4) 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 388.520. 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 399.133 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 389.529. 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

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388.1.1 to NRS 388.145, inclusive, and sections 2, 3, and 4 of this act.

- (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 3988.135 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 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 388.145, inclusive and sections 2, 3, and 4 of this act.
  - (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.

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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.
- the end of school hours on a school day, 6 p.m. on the day on which the bullying or cyberbullying is reported; or
- (2) If the bullying or cyberbullying was reported on a day that is not a school day, or after hours on a school day, 6 p.m. on the school day following the day on which the bullying or cyberbullying 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 action adopted by the board of trustees of the school district. Subject to the provisions of the Family Education Rights and Privacy Act of 1974, 20 U.S.C. Section 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) 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. 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. No 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.

### 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; notice of reported violation to parent of each pupil directly involved; time period for initiation and completion of investigation; authorization for parent to appeal disciplinary decision.

1. A teacher, administrator, principal, coach or other staff member who witness 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 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 cyberbullying and ensure the safety and well-being of the reported victim or victims of the bullying or cyberbullying and shall begin an investigation into the report.
  - (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 cyberbullying, 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 cyberbullying is reported before

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**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 388.1353** Principal required to submit report of violations for each semester to school district; review and compilation of reports by school district; submission of compilation to Department. Repealed. (See chapters 379 and 393, Statutes of Nevada 2013, at pages 2042 and 2141.)

**NRS 388.1355** Compilation of reports by Superintendent of Public Instruction; submission of written compilation to Attorney General. Repealed. (See chapters 379 and 393, Statutes of Nevada 2013, at pages 2042 and 2141.)

**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 388.145, 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 388.145** 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.

### Clark County School District Policy Safe and Respectful Learning Environment

**Policy 5137** is currently being revised, and these guidelines will be updated once the revisions are approved by the Board of Trustees.

