LUND COMBINED SCHOOLS

2020-2021



STUDENT AND PARENT HANDBOOK

Dear students and parents,

Another year is upon us. I am always happy to start a new year, with the anticipation of new classes and meeting old friends again. This is especially true as it will have been almost 6 months since we got out of school because of Covid19 last March. I hope that you had a restful and productive summer and that you also are ready for a new year.

We are welcoming new faces and welcoming back many old faces to the school. Firstly, Mrs. Johnson is going to be teaching 2nd and 3rd grade. Mrs. Johnson comes to us from Ely where she has been teaching in both the middle and elementary schools. We are excited to have her join our team. Mrs. Sabaitis will be moving back into the kindergarten 1st grade, and Mrs. Reid will gratefully be going back to teaching 4th and 5th grades. Mr. Spencer, unfortunately will not be returning to us this year. He has been sequestered by the district to teach the online classes for the district high school students.

Please read through this student and parent handbook carefully. There are a few changes to our normal business, the most obvious will be that we all have to wear masks. We will also be practicing social distancing in the classrooms, and students will be assigned a specific door to enter and exit the school from.

One final note, we have received brand new chromebooks. We have approximately 100 students and we received 87 new chromebooks. This will make a one to one ratio of chromebooks to students when you consider the chromebooks that we have had in years past.. We encourage students to use the chromebooks to enhance learning opportunities. But, chromebooks are not to be used for gaming, listening to music, watching funny youtube clips, or any other use that is not in line with our vision to be a world class education system.

I am excited to work with students and parents this year. My office is always open for questions, concerns, or just to chat.

Sincerely,

Tim Moser Principal

**ACADEMIC EXPECTATIONS**

It is the desire of Lund’s staff and the district for students to gain the skills necessary to pursue their post-secondary dreams. The contents of this section are listed alphabetically and are designed to provide information regarding anything that relates to students progressing towards graduation.

**Attendance**

There is nothing more vital to students’ success at school than their regular attendance in class. This not only is essential to success in school, but also to success in postsecondary endeavors whether educational or vocational. Lund’s attendance policy is designed to help students learn the importance of being in school as much as possible and in a timely fashion. There are both incentives and consequences built into the policy.

1. Students are absent when they fail to meet with their class as scheduled.
2. In order to be excused, a written note from the parent must be submitted within 3 days of the student returning to school.
3. In order to be successful, students must regularly attend their classes. LHS students must not miss more than 7 days of school during a semester. Students who miss more than 7 days will be in danger of failing their courses. Absences for school activities are not counted towards this total, but absences for any other reason are.
4. Students who are at school and wish to leave must check out through the office. Students who do not follow this procedure will not have their absences excused subsequently, regardless of whether or not the absence was for a legitimate reason. Students leaving school during the day must obtain a release permit and check out through the office.
5. Students who are 18 years old are subject to the same attendance requirements as other students.
6. **Timeliness** is extremely important at Lund Schools. Students are expected to be on time for all of their classes. This means that students should be in their seats ready to begin class when the bell rings. Additionally, any student who is tardy for the period directly following lunch must serve a lunch detention the following day.
7. Excessive Absences—absences are not “days off’ or “vacation days.” They are for doctor appointments, emergency situations, etc. There is no reason to exceed the 7 day limit.
   1. Any Elementary student who is absent more than 14 days in a school year may be considered for retention in the same grade for the next school year. High School and Middle School Students who miss more than 7 days of school during a semester for ANY reason (other than a school activity) will not receive credit for their coursework,
   2. A letter will be sent notifying parents when a student has missed four classes.
   3. A letter requesting a parent/principal conference will be sent to parents when a student has missed four days.
   4. The Attendance Review Subcommittee has final authority regarding denial of
   5. credit. The only days of school missed that will not be counted against the 14 or 7 day total are those excused through school activities or severe medical emergencies.
   6. Students may reinstate credit only through Friday school designed and conducted at the discretion of the principal.
8. Truancy.
   1. Truancy is when students miss class without an excuse, when students miss class without the knowledge of their parents, or when students miss class for a reason not deemed necessary by the school administration.
   2. Students who are truant are assigned two days of lunch detention on the first and second offenses. Their parents are notified as well.
   3. By state law, students who accumulate more than three unexcused absences are habitually truant and will be cited for truancy.
   4. Students who accumulate three or more unexcused absences are cited for truancy as described in NRS 392.142.

**Code of Honor**

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

1. 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:
   1. Taking or copying answers on an examination or any other assignment from another student or other source
   2. Giving answers on an examination or any other assignment to another student
   3. Copying assignments that are turned in as original work
   4. Collaborating on exams, assignments, papets, and/or projects without specific teacher permission
   5. Allowing others to do the research or writing for an assigned paper Using unauthorized electronic devices
   6. Falsifying data or lab results, including changing grades electronically
2. 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:
   1. Submitting someone else’s work, such as published sources in part or whole, as your own without giving credit to the source
   2. Turning in purchased papers or papers from the Internet written by someone else
   3. Representing another person’s artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
   4. Helping others plagiarize by giving them your work
3. 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.

**Graduation Requirements**

1. Following is a list of White Pine County School District and Nevada graduation requirements. A total of 24 credits are required.

|  |  |
| --- | --- |
| English | 4 credits |
| Mathematics | 3 credits |
| Science | 2 credits |
| World History | 1 credit |
| US History | 1 credit |
| Government | 1 credit |
| Physical Education | 2 credits |
| Humanities/ Fine Arts or CTE | 1 credit |
| Technology | .5 credit |
| Health | .5 credit |
| Electives | 6.5 credits |
| Total credits | 22.5 credits |
| End of Course ELA | Counts for \_\_\_\_\_% of final English Grade |
| End of Course Science | Counts for \_\_\_\_\_% of final Science Grade |
| End of Course Social Studies | Counts for \_\_\_\_\_% of final Social Studies Grade |

1. An Advanced Diploma can be obtained
   1. earn a minimum of 18 unit credits for required courses and 6 unit credits for elective courses for a total of 24 credits
   2. Maintained at least a 3.25 grade point average on a 4.0 grading scale, weighted or unweighted, for all units of credit applicable toward graduation
   3. Earned credits in the following areas:

|  |  |
| --- | --- |
| English | 4 credits |
| Mathematics | 4 credits |
| Science | 3 credits |
| American government | 1 credit |
| American History | 1 credit |
| World History | 1 credit |
| Physical education | 2 credits |
| Humanities\/Fine arts or CTE | 1 credit |
| Technology | .5 credit |
| Health | .5 credit |
| Elective | 6 credit |
| Total Credits | 24 |

1. A Career and Technical Education endorsement can be obtained by completing the terminal course in any CTE program, passing the end of course exam, and passing the workplace readiness test.
2. Students are eligible to participate in the TA/Intern/Work Study program for one class period as juniors and two class periods as seniors.
3. Students are eligible to enroll in dual credit college classes as juniors. Prior permission must be obtained from the principal. Dual credit courses count as high school credit at the rate of 3 college credits equal one half high school credit. Students wishing to replace required high school courses must take the full sequence of college courses. (For example, to replace a Lund English class, seniors must take English 101 and 102.) See the Great Basin Course Catalog for a list of dual approved courses and other details.
4. All LHS students are required to attend class for seven periods every day. Seniors who are on track to graduate may enjoy free periods only under the following conditions: one free period will be allowed if a student is taking four math or four science credits or is taking a dual credit college course. Additionally, they must maintain a 2.5 grade point average and model excellent citizenship. All requirements are based upon principal’s recommendation. Seniors who do not meet these expectations must be in class for all seven periods.

Makeup Work Students who have excused absences may make up the work they missed. Following are the guidelines.

1. Students who know they are going to be absent must obtain makeup work before they leave. This includes absences of a personal nature and all absences related to extra- or co-curricular activities.
2. Students have the number of days they were absent to make up the missing assignments.
3. Students may be assigned Mandatory Tutoring by their teachers if makeup work is not turned in.

**Tutoring**

Lund School’s vision is to Change the World. In order to accomplish this vision, teachers have the prerogative to require students to attend after- hours tutoring if the students have not mastered material essential to the class. ‘The goal of Mandatory Tutoring is to provide students extra time and support to master the outcomes of their courses. Following are the guidelines.

1. Teachers may assign students who have not turned in essential assignments to attend Mandatory Tutoring.
2. Teachers may assign students who need extra help studying for tests or other assignments to attend Mandatory Tutoring,
3. Students do not have to be assigned tutoring to go! They may attend voluntarily if they need help on an assignment or if they need a quiet place to study. Students are also encouraged to seek assistance from their teachers outside of class time.

**Valedictorian and Salutatorian Requirements**

LHS believes that its valedictorians and salutatorians are lifelong representatives of the school and the education they received therein. Accordingly, these students and all others wishing to be considered in the top ten percent of their class are subject to the following criteria.

1. The student’s cumulative GPA.
2. In case of a tie, the student who has earned an Advanced diploma is ranked higher.
3. In case of a further tie, the student with the higher score on the ACT is ranked higher.
4. In case of a further tie, the student with the higher score on the SAT is ranked higher.
5. The official announcement of valedictorian, salutatorian, and top ten will be made at the end of the first nine weeks of the eighth semester. Grades from students’ classes at that time will factor into the final calculation.

**Withdrawing from School**

Lund’s policy does not allow students to “drop out” of school. Students must show proof of enrollment in another school, proof of their intent to take the GED, or proof of enrollment in an alternative system of education before they will be allowed to sign out of school.

**EXTRA AND CO-CURRICULAR ACTIVITIES AND EXPECTATIONS**

LHS understands the importance of activities that are above and beyond what happens during the school day. All students are strongly encouraged to become a participant in at least one extra or co-curricular activity. Extra-curricular is defined as an activity that is offered outside of the regular curriculum. Co-curricular is defined as an activity that is offered in conjunction with the regular curriculum. The contents of this section are designed to provide information about LHS extra and co-curricular activities.

Activities Available

1. Following is a list of extra and co-curricular activities. Extra-curricular Co-curricular

Volleyball

Student Council

Girls’ Basketball

L Club

Boys’ Basketball

FFA

Girls’ Track

National Honor Society

Boys’ Track

Cross Country

1. In addition to the co-curricular activities mentioned, any field trip or trip that relates to the curriculum of a course is also defined as co-curricular.
2. Students may form other extra or co-curricular groups, but they must be under the direction of an advisor.

**Dance Code**

1. The appropriate form must be obtained and turned into the principal at least one month in advance of the scheduled dance.
2. Dances are to end at 11:00 at the latest.
3. Guests must be approved by the administration. No guests 21 years of age or older will be allowed. LHS students are responsible for the behavior of their guests. Inappropriate behavior by a guest will result in disciplinary action against the student. Admission to dances ends at 9:00.
4. Students leaving dances will not be allowed to reenter.
5. No food or drink may be brought into dances.
6. The dress code is in effect. Students who violate the dress code will not be allowed to enter the dance.
7. Raunchy, nasty, dirty, and other forms of unacceptable dancing are not tolerated. Students engaging in this type of behavior will have their parents called, will be required to leave the dance, and will be assigned detention. There are no warnings.

**Eligibility Policy**

Students must meet the following requirements to participate in any activity that will require them to miss school.

1. The eligibility week runs from Monday through Saturday.
2. Students must maintain a 2.0 GPA and satisfactory citizenship in all courses for the current semester.
3. Students must not be failing any class.
4. All grades will be calculated cumulatively from the first day of the semester. All subjects are included.
5. Students’ absences during the week of eligibility must be excused.
6. At the grade check, students not meeting the above requirements will be declared ineligible for the following eligibility week.
7. If an eligibility check falls on the last day before any vacation, excluding summer vacation, the ineligibility will go into effect the following school day.
8. Eligibility requirements apply to all open tryouts for NIAA regulated activities.
9. Eligibility requirements apply to co-curricular activities when the activity causes students to be absent from school.
10. Participants must attend all of their classes on the day of the event until their team or group is excused.
11. Students owing fines to LHS are ineligible.
12. All expectations, rules, and procedures that are in place at LHS are also in place while students are representing the school at any extra-curricular, co-curricular or other event.

**BEHAVIOR EXPECTATIONS**

It is the desire of Lund’s staff to help students learn how to be productive members of society. The expectations, protocols, and procedures discussed in this section are designed to help students learn how to be responsible and accountable for their actions.

**Campus Expectations**

When students arrive on campus, whether by bus, personal vehicle, or parent, they are to report immediately into the school building. Loitering in the parking lot, at the football field, or any other area is prohibited. All school rules and policies are in effect on every part of Lund’s campus.

**Cell Phone & Electronic Device Usage on Campus and in Classrooms**

Lund supports the use of technology as a learning tool. Many times, this includes allowing students to use cell phones to access information on the internet and other areas. Students are allowed to use their cell phones for class research and participation in situations specifically designated by the teacher. This does not give students the right to use cell phones or other electronic devices for any other purpose while in the classroom setting. Texting friends, listening to music, sharing answers, plagiarizing, or using the phone or any other personal electronic device for any reason beyond those explicitly stated by the teacher will result in the device being confiscated and returned only to a parent. Detention may also be assigned.

**Desired Behaviors**

Following is a list of characteristics that are rewarded at LHS. Students who consistently exhibit these behaviors will have very few or no discipline issues.

Respect

Sportsmanship

Responsibility

Optimism

Citizenship

Honesty

Accountability

Compassion

Timeliness

Perseverance

Kindness

Courage

Integrity

Contemplation

Trustworthiness

Initiative

**White Pine County School District**

**World Class Relationships through**

**Social and Emotional Learning, Restorative Practices,**

**and Trauma Informed Care**

Purpose and Overview

The WPCSD’s vision is to change the world by creating a world class learning environment where all participants work interdependently to achieve our mission of promoting, supporting, and ensuring high levels of learning. Our logo to the right shows the skilled hands of educators combined with the fertile ground of our culture culminating in the plant, which represents the healthy learning, growth, and development of our students. We are committed to developing this fertile ground through inclusive school cultures that provide safe and vibrant spaces for all students regardless of race, color, ancestry, religion, gender, national origin, sexual orientation, citizenship, or disability. In short, this policy document describes the third goal of the WPCSD’s District Performance Plan: to develop vibrant relationships and a world class affective environment--or culture--in our schools. This goal is monitored through school culture and climate surveys, attendance rates, chronic absentee rates, suspension and other consequence rates, etc. The overarching aims include

* Understanding the importance of and providing opportunities for social and emotional learning for students, educators, and families.
* Focusing on relationship building among educators, students, and families.
* Engaging in early and frequent communication around potential struggles, including those of an academic, social and emotional, mental health, and behavioral nature.
* Utilizing research based practices that reinforce the value of people and allow for individuals to heal, thrive, love, and grow.

This document is designed as a guide and resource for students, families, and employees as we strive to create world class relationships through intentional, purposeful actions.

[**Common Language**](https://docs.google.com/document/d/1_CZpcHAgH70_sUdncyy1_e_8LTFiVQtbjoLSmu8_nCo/edit?usp=sharing)

[**Procedures**](https://docs.google.com/document/d/1ZepHaRt6MNNLnifx8tSdqDoTyXJn-N0OIT6fDkbjJ7g/edit?usp=sharing)

[**Definitions of Incidents and Responses**](https://docs.google.com/document/d/1LXHzarI8rihkRaERvJzTygq17Ingu6_YzRiBGb2b1JA/edit?usp=sharing)

[**World Class Relationships Summary Graphic**](https://drive.google.com/file/d/1unLvCUHYblLNDoETDQJFX1dLx2IwNQIV/view?usp=sharing)

**Discipline System**

Lund Combined School uses a progressive discipline system. Students who continue to violate expectations will be given increasingly severe consequences. Disciplinary actions include the following.

1. Conference or verbal warning. The teacher and the student discuss the misbehavior. For repeated or more serious misbehavior, the teacher will contact the parent.
2. Time out of class. The student spends class time in the office then returns to class after a conference or verbal warning. Parent contact is made.
3. Detention—lunch or after school. The student is assigned detention by a teacher or the Principal. The student who is assigned detention is expected to serve it the day it is assigned. The student is responsible for making arrangements for transportation, job conflicts, extra-curricular activities, etc.
4. School or community service. The student is assigned work to do to help reinforce desired behaviors. This work may be either on a regular school day or a weekend day and may be at the school or off campus, Community service may be used in lieu of or in conjunction with detention and/or suspension.
5. Required parent conference (RPC).The student is removed from classes until his or her parents are able to attend a conference with the student and an administrator.
6. In-school suspension (ISS). In-school suspension is used sparingly because the office staff is busy with daily responsibilities. OSS is used when ISS is unavailable.
7. Out of school suspension (OSS). Lund utilizes out-of-school suspensions for serious infractions that warrant a student’s time away from the classroom. Procedures and student rights are enumerated in the WPCSD Policy Manual, available on the WPCSD web page. Students assigned OSS are ineligible to participate in extracurricular activities on the days of their suspension. Additionally, students are ineligible to participate in activities that require an eligibility check (athletics, co-curricular trips, plays, etc.) for a given week.
8. Expulsion. This is a district option in very serious cases. Procedures and student rights are enumerated in the WPCSD Policy Manual, available on the WPCSD web page.
9. Law enforcement officials are summoned in cases of suspected illegal activities.

**Dress Code**

The purpose of the dress code is to ensure that students and staff have a comfortable and non-offensive learning environment. Besides the following guidelines, any style of dress or grooming that disrupts this environment will not be tolerated. The principal determines what is disruptive.

Shoes, no open-toed, and appropriately buttoned shirts/blouses, pants, dresses must be worn at all times. Flip flops and slippers are not allowed. Pajamas are not allowed. Clothing must be modest—low cut tops that reveal cleavage, see through outfits, tank tops, halter tops, and midriff revealing clothes are not appropriate for school wear. All tops must have straps that are at least 3 inches wide and must extend below the belt level. No bare skin is to be visible at the waist area.

Shorts, dresses, and skirts must be no shorter than 5 inches from the knee. To measure yourself, kneel down on the floor and use a ruler. Place the tip of the ruler on the ground and measure. If your shorts or skirts have to be pulled down to be within five inches, it is too short! Undergarments, including boxer shorts, must not be visible. All clothing must be hemmed and must not be frayed.

Clothing and jewelry must not include symbols advertising controlled substances, alcohol, or tobacco. It must not include inappropriate words or pictures, degrade any group, or contain any type of inappropriate innuendo. Clothing and accessories that imply known gang connotations are also prohibited. This includes apparel and the manner in which it is worn, jewelry, pocket chains, wallet chains, accessories, notebooks, or any manner of personal grooming.

Caps, hats, and other head coverings may not be worn in classrooms. Any confiscated clothing or other items will only be returned to a parent or legal guardian. Schools may require specific dress, including uniforms, for PE classes.

Students who violate dress protocol will be given the choice of wearing school provided clothing, being sent home, or spending the day in ISS. Additional consequences, such as detention and/or community service may also be assigned. Absences from classes to allow students to acquire proper clothing will be unexcused,

**Driving Privileges**

It is not a right for students to drive their vehicles on LHS property. Rather, it is a privilege. This privilege will be revoked when the following protocols are not observed. Warnings are not given.

Drive the speed limit at all times.

Park in one parking space only. Do not park where there is no space indicated,

Do not drive during class time.

Drive to the vocational shop behind the school only after obtaining permission from the teacher.

Be safe and do not use a vehicle to horseplay.

ATVs are not allowed to be driven on campus.

UNLICENSED STUDENTS ARE NOT ALLOWED TO DRIVE ON LUND SCHOOL PROPERTY.

**Habitual Discipline Guidelines**

Lund Combined School will not allow a student to disrupt the rights of other students to learn and teachers to teach. Nevada Revised Statutes 392.46 details the procedures for declaring a student a habitual disciplinary problem.

1. Under Nevada law, students MUST be suspended or expelled for at least one semester if:
   1. The pupil has threatened or extorted, or attempted to threaten or extort another pupil, or a teacher or other personnel employed by the school.
   2. The pupil has been suspended for initiating at least two fights on school property, or The pupil has a record of five suspensions from school for any reason.

**Harassment and Intimidation Policy**

Any behavior that interferes with another student’s right to learn is unacceptable. This includes harassment.

1. Harassment means a willful act or course of conduct that is not otherwise authorized by law and is highly offensive to a reasonable person and intended to cause and actually causes another person to suffer serious emotional distress.
2. Intimidation means a willful act or course of conduct that is not otherwise authorized by law and is highly offensive to a reasonable person and poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person.
3. Harassment and/or intimidation are prohibited at LHS. Students who feel harassed or intimidated should immediately report their situation to the counselor. Students who engage in harassment and/or intimidation will be disciplined.

**Food and Drink**

Students are not to have food and drink in the classroom, with the exception of bottled water or during a planned class activity.

**Library**

Students are encouraged to use the library for class assignments, personal enrichment and recreational reading. During class students must present a library pass to use the library. The librarian will ensure students maintain an atmosphere conducive to study. All materials removed from the library must be checked out. Reference materials must remain in the library. Students with any outstanding fines for lost or damaged books will not be allowed to check out any library books until the fine is paid.

**Lockers**

Lockers are the property of Lund School and may be searched at any time with or without cause. Students should not leave valuables in their lockers and should not give their combinations to other students, Students are not to share lockers. Students are not to change lockers without permission from the office. Lockers are not to be defaced or decorated with messages or pictures advocating the use of alcohol, tobacco products or other drugs. Pictures portraying nudity or sexually suggestive messages will not be permitted. Students are responsible to remove any stickers and residue from their lockers before the end of the school year. Lund school provides locks for both hall and P.E. lockers, however, students with any outstanding fines from the previous school year for a lost lock will not be issued a new one until the fine is paid.

Because we take pride in our school, we want out hallways to be neat and tidy. Students who have so much in their lockers that the door will not shut will be asked to clean out their lockers.

**Lunch**

The cafeteria does not provide hot lunch. Off-campus lunch is a privilege that may be revoked. Students are not allowed in the halls, the lobby neat the office or in front of the building during lunch. Additionally, the athletic field is off-limits to all students and the playground is off-limits to high school students during lunch.

**Public Display of Affection**

LHS recognizes that one part of high school involves students learning how to appropriately form relationships. Students must conform to societal expectations and also legal expectations about what is an appropriate display of affection in a public place. Following are guidelines.

1. Holding hands is permitted.
2. Anything beyond holding hands is not permitted, including hugging, kissing, leaning against each other, etc..
3. Ask yourself: “Would I do this in front of my boyfriend's/girlfriend's parents? If the answer is no, don’t do it at school!

**Search of Students and/or Property Procedure**

1. Application of Policy: Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol and other materials (“contraband”) in violation of school policy or state law. Students who bring contraband on school grounds may be searched in order to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials and shall be subject to search.
2. School Property: The school owns lockers, desks and other such property. The school exercises exclusive control over the school property and students should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.
3. Automobiles. Vehicles on school property are subject to search by school officials if a school official has reasonable suspicion to believe that contraband is in or on the vehicle.
4. The Person. Students and their effects are subject to being searched by school officials if a school official has reasonable suspicion to believe that the student is in possession of contraband.
5. Procedures, If a school official has reasonable cause to believe that contraband is present, he or she may institute a search. Although the following procedures for a search are suggested they are not mandated because the circumstances attendant to the need for each search may vary. If practical, the student should be present and asked to consent to the search. If, after being informed of the basis for the school official’s reason to search, the student does not consent and if circumstances permit, the student’s parent or guardian should be called and informed of the circumstances. If a parent or guardian will not consent to the search the school official may proceed with the search or if necessary, call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his or her effects should be conducted out of the presence of other students. The administration is authorized to use canines whose reliability and accuracy for sniffing out contraband has been established to help in the search for contraband in school owned property and vehicles parked on school property. Canines should not be used to search students unless school officials have established independently that there is reasonable cause to believe the student possesses contraband on his or her person. A qualified and authorized trainer who will be responsible for the dog’s actions must accompany the canine. An indication by the dog that contraband is present on school property ot a vehicle shall be cause or a further search by school officials.

**Sexual Harassment Policy**

Any behavior that interferes with another student’s right to learn is unacceptable. This includes sexual harassment.

1. Gossip, sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.
2. Jokes, pictures, gestures, innuendo, language.
3. Students who feel sexually harassed should immediately report their situation to the counselor. Students who engage in sexual harassment will be disciplined.

**General School Rules**

Listed below are some of the basic rules to guide Lund students. This is not a complete list. Students engaged in any activity deemed disruptive to the educational environment will be subject to appropriate disciplinary action.

1. Tardiness and excessive absences—refer to the Attendance section of this handbook.
2. Truancy and any other form of unexcused absences—any absence where the student leaves school during the school day without checking out through the office will be deemed unexcused regardless of parental permission. This is for students’ protection. Students participating in co-curricular and extracurricular activities who have an unexcused absence will be ineligible to that week’s activities. Refer to the Attendance and Eligibility sections of this handbook.
3. Insubordination/defiance—students are expected to follow the directives of staff members, including teachers, custodians, secretaries, aides, and administrators.
4. Distributing any written or other material—students must obtain administrative approval for any meeting or assembly held on school property and for any printed matter which they wish to post or distribute on school property.
5. Hallway without permission—students are expected to be in their assigned classroom at all times. They must obtain a hall pass and their teacher’s permission before leaving the classroom. Only one student may use a hall pass at a time.
6. Eighteen year old students have rights granted to them by legislative. action. However these students must conform to the same rules and requirements, as well as to disciplinary consequences, as all other students if they wish to attend LHS.
7. Vandalism—vandalism means defacing or damaging in any way property that does not belong to you personally. Students who vandalize property will be required to clean, repair, and/or pay for the repair of damage, at the administration’s discretion. Further disciplinary action may also result, including suspension and police contact.
8. Profanity—students are expected to use language that conforms with social norms, is appropriate to the learning environment, and is not offensive. Students using profanity, racial slurs, sexually explicit or suggestive, or in any other way offensive language will be subject to disciplinary action.
9. Fighting—students are not to push, hit, punch, trip, or in any other way lay their hands on another person. This includes horseplay. Students involved in fighting will be suspended and law enforcement may be notified.
10. Dishonesty—this means lying, cheating, covering up, or in any other way being untruthful.
11. Rumor spreading/libel—students are not to engage in talking about other students, whether the information is accurate or not. Rumors can be vicious and hurtful, Students involved in this type of malicious behavior will be disciplined.
12. Theft—students are not to touch items that do not belong to them.
13. Forgery—altering, falsely signing, or tampering in any way documents or records of the school or district, including passes and admits, by any method.
14. Alcohol/tobacco/drugs—possession or use of any of these items will result in suspension and/or expulsion.
15. Guns/knives/ weapons—-students are not to be in possession of any type of weapon, including dirk, dirk knife, sword, sword cane, dagger, switchblade, blackjack, billy, slingshot, sand club, sandbag, metal knuckles, nunchucks, pistol, gun, or other device possessed, used or brandished in a rude, threatening, or angry manner with the intent to intimidate or do bodily harm.
16. Gambling.
17. Hazing—students are not to ‘initiate’ other students in any fashion, whether meant as fun or otherwise.
18. Verbal abuse—students are not to engage in name calling, racial or ethnic slurs, derogatory statements addressed publicly to others that may cause disruption to the school program, incite violence, or otherwise detract from the educational rights of others.
19. Extortion, coercion, and/or blackmail—students are not to obtain money or other objects of value from an unwilling person or force an individual to act through the use of force or the threat of force.
20. Immortal conduct—this is defined as conduct which the Board determines is not in conformation with the accepted principles of right and wrong behavior and which is contrary to the moral standards of the community.
21. Bomb threats, false fire alarms.
22. Consumption of food and/or drink—students are allowed only to bring bottled water into the classroom areas.
23. Any activity which disrupts the educational process as a whole or detracts from the learning environment.
24. All rules that apply on school grounds and in the classroom also apply at Lund sponsored out-of-school functions and at bus stops. Coaches, teachers, staff, chaperones, and bus drivers are to be respected and obeyed as they are at school. All rules established by coaches, advisors, the NIAA, and the Lund Activity Code will be followed by students representing this school.
25. Students failing to use due caution and common sense while operating vehicles on school grounds will be subject to disciplinary action. Improper operation of vehicles may result in suspension of driving and parking privileges on school property.
26. The following items are not permitted on campus or at school activities: matches, lighters, all fireworks including firecrackers, caps, stink bombs, etc. Also prohibited are shaving lather, water guns, snowballs, skateboards, rollerblades, laser pointers, or any other item deemed disruptive, inappropriate or dangerous by the teacher or administrator.

**Lund Discipline Matrix**

|  |  |
| --- | --- |
| **Consequences** | |
| **1** | Warning |
| **2** | Time out of class |
| **3** | Detention |
| **4** | School or community service |
| **5** | Required parent conference (before student returns to class) |
| **6** | In school suspension 1 to 10 days |
| **7** | Out of school suspension 1 to 10 days |
| **8** | Expulsion |
| **9** | Law enforcement contact |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Violations** | | **1st** | **2nd** | **3rd** |
|  |  | **Offense** | **Offense** | **Offense** |
| **1** | Alteration of or unauthorized access to records including electronic records | **5,6** | **5,6,9** | **8,9** |
| **2** | Arson | **5,6** | **5,6,7,9** | **8,9** |
| **3** | Assault/Battery on school personnel see note #1 e | **5,7,9** |  |  |
| **4** | Bomb threat | **5,6,7,9** | **5,6,7,9** | **7,8,9** |
| **5** | Burglary | **4,5,6,7,9** | **6,7,9** | **7,8,9** |
| **6** | Chronic tardiness to school/class | **See Attendance** | | |
| **7** | Construction or production of drug paraphernalia or other prohibited items | **5,6,9** | **5,7,9** | **7,8,9** |
| **8** | Defiance of authority or insubordination | **2,3,4,6** | **3,4,5,6** | **7,8** |
| **9** | Disruptive behavior | **2,3,4** | **3,4,5,6** | **7,8** |
| **10** | Dress policy | **1,3** | **2,3,4,6** | **2,4,5,6** |
| **11** | Driving/Parking violations | **2,6** | Forfeit driving privileges | |
| **12** | Failure to comply with policy or building regulations | **3,4** | **4,5,6** | **6,7** |
| **13** | False fire Alarm | **6,9** | **5,6,9** | **5,7,8,9** |
| **14** | Fighting see note #1 b | **5,6,7,9** | **7,8,9** |  |
| **15** | Extortion, coercion, blackmail see not #1 c | **5,6,7** | **5,7,9** | **7,8,9** |
| **16** | Forgery | **6** | **5,6** | **7,8,9** |
| **17** | Gambling/wagering | **3** | **3,4,6** | **5,6,7** |
| **18** | Gang activity | **5,6,9** | **5,6,7,9** | **7,8,9** |
| **19** | Harassment, hazing | **1,3,6** | **5,6,9** | **7,8,9** |
| **20** | Horseplay | **2,3,4,6** | **3,4,6** | **5,6,7** |
| **21** | Immoral conduct | **1,3** | **3,4,6** | **5,6,7** |
| **22** | Inappropriate display of affection | **3** | **3,4,6** | **4,5,6** |
| **23** | Intentional failure to follow safety rules established for lab instructional areas | **2,3** | **3,4,6** | **4,5,6,7** |
| **24** | Intentional misuse of school equipment, supplies or materials | **2,3** | **3,4,6** | **4,5,6** |
| **25** | In building halls without authorization | **3** | **3,4** | **3,4,6** |
| **26** | Leaving campus without permission | **3** | **3,4,6** | **4,5,6,7** |
| **27** | Libel or slander | **3,6** | **3,4,6** | **4,5,6** |
| **28** | Misconduct on or in a school vehicle | **3** | **3,4,6** | **4,5,6** |
| **29** | Misrepresentation or lying to school personnel | **3,6** | **6** | **5,6** |
| **30** | Obstruction | **3,6** | **6** | **5,6** |
| **31** | Sales or distribution of a controlled substance | **5,6,9** | **7,8,9** |  |
| **32** | Possession or use of drugs, alcohol, or paraphernalia | **5,6,9** | **7,8,9** | **7,8,9** |
| **33** | Use of profanity or display of vulgarity | **2,3,6** | **3,4,6** | **4,5,6,7** |
| **34** | Radios, CD players, toys, etc. | **1,3** | **3,4** | **4,6** |
| **35** | Repeated misconduct see note #1a | **5,6** | **5,6** | **7,8** |
| **36** | Sales or receipt of stolen property | **3,6,9** | **5,6,9** | **5,6,7,9** |
| **37** | Scholastic dishonesty | **1,3,6** | **4,5,6** | **7,8** |
| **38** | Sexual harassment | **5,6** | **5,6,9** | **7,8,9** |
| **39** | Tampering with motor vehicles | **3,6,9** | **5,6,9** | **7,8,9** |
| **40** | Theft | **4,5,6,7,9** | **5,6,7,9** | **7,8,9** |
| **41** | Throwing objects or substances at vehicles | **3,4,6** | **4,5,6** | **6,7** |
| **42** | Trespassing | **1,3,6** | **6** | **6,7** |
| **43** | Truancy | **3,4** | **See Attendance** | |
| **44** | Unauthorized communication devices (cell phones, beepers, etc) | **1,3,5** | **3,5** | **7,8,9** |
| **45** | Under the influence of drugs or alcohol | **5,6,7,9** | **5,6,7,9** | **7,8,9** |
| **46** | Use or possession of fireworks or other explosive devices | **6,9** | **5,6,9** | **7,8,9** |
| **47** | Use or possession of tobacco products | **6** | **5,6,7** | **6,7** |
| **48** | Use or possession of firearms see note #1d | **6,7,8,9** |  |  |
| **49** | Use or possession of other weapons | **3,4,5,6,9** | **4,5,6,9** | **5,7,9** |
| **50** | Vandalism | **4,5,7,8,9** | **5,7,8,9** | **7,8,9** |
| **51** | Verbal abuse, assaults, or threats | **1,2,3,4,5** | **4,5,6** | **4,5,6,7** |
| **52** | Any act that disrupts the educational process or environment | **At principal’s discretion** | | |

**Notes**

1. In accordance with Nevada Revised Statutes
   1. Any student suspended five times in one school year will be declared a habitual disciplinary problem and must be suspended or expelled for a period equal to at least one semester.
   2. Any student who has been suspended for initiating at least two fights on school property will be declared a habitual disciplinary problem and must be suspended or expelled for a period equal to at least one semester.
   3. Any students who has threatened or extorted, or attempted to threaten or extort, another pupil, teacher, or other staff member will be declared a habitual disciplinary problem and must be suspended or expelled for a period equal to at least one semester.
   4. Any student who is found in the possession of a firearm while.on the premises of any public school, at any activity sponsored by a public school, or on any school bus, must for the first occurrence, be expelled from school for a period of not less than one year. For the second occurrence, he or she must be permanently expelled.
   5. Any student who commits a battery which results in the bodily injury of an employee must for the first occurrence be suspended or expelled from that school, although he or she may be placed in another kind of school, for at least a period equal to one semester. For a second occurrence, the student must
      1. Be permanently expelled from that school and
      2. Secure equivalent instruction authorized by the state board pursuant to NRS.

**OTHER POLICIES AND PROCEDURES**

**Committees**

Parents and students are invited to participate in the Principal’s Advisory Committee.

**Enrollment**

Students newly entering Lund Combined School must present a birth certificate and record of immunization before they may attend classes. Official records must be requested from previous schools so the counselor can develop a schedule.

**Medication at School**

All medication must be recorded on the Individual Medication Record. **With the written permission** of the parent or guardian, LHS students grades 9-12 may self-medicate. The student in need of doing so should notify the principal and may possess prescription medication on district property, but it is to be labeled with the student’s name, physician’s name, name and dosage of the medication, and instructions for administration.

**Visitors**

All visitors, including parents, must check in at the office. Students are not allowed to bring friends with them to class. Students wishing to bring visitors to dances must obtain permission from the principal in advance.

**Withdrawal**

Students must obtain parental permission to withdraw from school. At all times, students must enroll in an educational program. Books must be turned in and fines must be paid before transcripts will be released.

The White Pine County School District does not discriminate on the basis of race, color, religion, national origin, ancestry, disability, age, marital status, sex, sexual orientation, gender identity or expression, or any other category protected by applicable state or federal law in its program and activity, including employment, and provides equal access to the Boy Scouts of America and other designated youth groups.

**EDUCATIONAL INVOLVEMENT ACCORD**

**Parent**

I understand that as my child’s first teacher my participation in my child’s education will help his/her achievement. ‘Therefore, to the best of my ability, I will continue to be involved in his/her education by

* Reading to my child or encouraging my child to read
* Being responsible for my child’s on-time attendance
* Reviewing and checking my child’s homework
* Monitoring the activities of my child, such as the amount of time spent watching television, using a computer, playing video games, etc.
* 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 PTO, or patent 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 e¢ Completing and submitting homework in a timely manner and
* Reading each day before or after school

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

**Teacher and School Staff**

We understand the importance of providing a supportive, effective learning environment

that enables the children at our school to meet the State’s academic achievement standards

through our role as educators and models. Therefore, staff agrees to carry out the following

responsibilities to the best of our ability by

* Ensuring that each student is provided high-quality curriculum and instruction supervision and positive interaction
* Maximizing the educational and social experience of each student
* Carrying out the professional responsibility of educators to seek the best interest of each student
* 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HANDBOOK RECEIPT**

Dear Parent/Guardian, Please review this handbook with your child. Sign this form and return to your child’s teacher.

Thank you.

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I have reviewed the Lund Combined Schools Student Handbook with my child.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Media Release**

White Pine County School District requires parental or guardian written consent for any media release of student images.

1)I hereby grant the White Pine County School District and Great Basin College the tights to obtain and/or use my child’s photograph, video image and/or voice for educational and informational purposes. This may include but is not limited to, classroom activities, student academic projects, student multimedia portfolios, school and sports activities, institutional advancement activities, college student recruiting, yearbooks, and the district website.

2)I understand that publications, presentations, web sites and productions will only be used for activities and programs approved through the White Pine County School District or Great Basin College. I further understand that all images, productions and content, therein, become property of the White Pine County School District and/or Great Basin College.

3)By signing below, and checking the appropriate box, I hereby give the above permission and release White Pine County School District and/or Great Basin College from any liability resulting from or connected with the abovementioned activities.

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check One:

* You have my permission
* You do not have my permission

Parent or Guardian’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

White Pine County School District is not responsible for photographs or video images taken by non-district employees.

This permission will remain in effect until such time as your child changes schools ot permission is rescinded by the parent or guardian. You may withdraw your consent at any

time during the school year by providing written notice of withdrawal of consent to your child’s school or the district office.