THE INFORMATION IN THIS HANDBOOK SUPERSEDES ALL PREVIOUS INFORMATION PRINTED IN HANDBOOKS OR COURSE CATALOGUES. ANY LAWS OR REGULATIONS IMPACTING SCHOOL POLICY PASSED BY THE LEGISLATURE WILL BECOME PART OF THIS HANDBOOK. IF REQUIREMENTS ARE MORE SEVERE, THEY WILL TAKE PRECEDENCE OVER WHAT IS STATED IN THIS HANDBOOK.
Churchill County School District Title IX
Notice of Non-Discrimination

The Churchill County School District is an Equal Opportunity / Affirmative Action agency and does not knowingly discriminate against any person on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age or disability.

All programs, classes and opportunities are available to all students regardless of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age or disability.

If you have any questions, please contact:
Kimi Melendy, Title IX Coordinator  775-423-0462
# Table of Contents

Churchill County School District Title IX 2
Mission Statement 5
Telephone Directory 5
2016-2017 School Calendar 5
Student Safety 6
  Safe School Helpline 6
  Safe Zone 6
  Surveillance System 6
  Police Officers on Campus 6
  Emergencies During Non-Class Time 6
Student Services 6
  Transportation 6
  Daily Announcements 6
  Cafeteria 6
Health Services 6
  Dispensing of Medications at School 6
  Extra-Curricular and Co-Curricular 7
Extra-Curricular and Co-Curricular Activities 7
Academic Expectations and Procedures 7
  Honor Society 7
  Eligibility 7
End of Course Exams 7
SAT/ACT Testing 8
A.P. Testing 8
Grades 8
  Incomplete Grades 8
  Added Value Grades 8
  Credit by Examination 8
  Audit 8
  Report Cards 9
Final Exams and Schedule 9
Credits 10
Diplomas 10
  Standard Diploma 10
    Career and Technical Education Endorsement (CTE) 11
  Advanced Diploma 11
  Honors School Diploma 11
  Diploma Options 11
    Adult Standard Diploma 11
Graduation Speakers 11
Jump Start College 11
  Eligibility Requirements 11
  Program Expectations 11
Honors School Program Requirements 11
Counseling and Guidance 12
Class Change Policy 12
Student Politics 13
Fundraising 13
Attendance Expectations 13
  Approved/Exempt Absences 13
  Unapproved/Non-Exempt Absences 13
  Unapproved/Non-Exempt Absences & Truancies 13
  Tardy Policy (by semester) 14
  SB269 14
  Makeup Work for Absences 14
Visitors 14
Behavior Expectations 15
Authorized Areas on Campus
Churchill County Secondary Schools Progressive Behavioral Matrix
Habitual Discipline
Nevada Bullying/Harassment
Cyber Bullying
Sexual Harassment
Definition
Filing a Complaint
Harassment and Intimidation
Internet Use
Student Dress Code
Off-Campus Lunch
Patriotic Exercise
Student Fines
Student Fees
Parking Policy
Extracurricular and School Dance Guidelines
Other Services
District Liability and Student Insurance
Fifth Year Students
Homeless Students or Students in Transition
Nevada Department of Education Code of Honor
What is cheating?
What is plagiarism?
Churchill County School District Student Internet Access Agreement
Release of Student Directory Information
Annual Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)
Mission Statement
CCHS will increase student academic performance and encourage citizenship by creating a safe, equitable and challenging learning environment through modeling respect, hardwork and character.

Telephone Directory
Main Number  (775) 423-2181

Front Reception  ext. 4100

Attendance  ext. 4103 & 4104

Administration
Scott Winter, Principal  ext. 4107
Mike Hogan, Vice Principal  ext. 4108
Brenda Boone, Vice Principal  ext. 4109
John Johnson, Dean of Students  ext. 4105

Counseling
Amanda Lister, 9th & 11th grade  ext. 4116
Sherry Martin, 10th & 12th grade  ext. 4115

Athletics
Brad Daum ext. 4110

School Nurse
Adonna Crowley ext. 4124
### 2018-2019 School Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16</td>
<td>5:30-7:00 pm Back to School Night</td>
</tr>
<tr>
<td>August 20</td>
<td>1st Day of School</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day</td>
</tr>
<tr>
<td>September 6-7</td>
<td>ACT Aspire Interim 9/10 grades</td>
</tr>
<tr>
<td>October 24 - 25</td>
<td>Parent Teacher Conferences</td>
</tr>
<tr>
<td>October 26</td>
<td>Nevada Day</td>
</tr>
<tr>
<td>November 12</td>
<td>Veterans' Day</td>
</tr>
<tr>
<td>November 21-23</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 6-7</td>
<td>ACT Aspire Interim 9/10 grades</td>
</tr>
<tr>
<td>December 18-21</td>
<td>1st Semester Finals</td>
</tr>
<tr>
<td>Dec. 24-Jan. 7</td>
<td>Winter Break</td>
</tr>
<tr>
<td>January 7</td>
<td>Teacher Workday</td>
</tr>
<tr>
<td>January 21</td>
<td>M.L. King Jr.'s Day</td>
</tr>
<tr>
<td>February 18</td>
<td>Presidents' Day</td>
</tr>
<tr>
<td>February</td>
<td>ACT Test all 11th grade</td>
</tr>
<tr>
<td>March 7-8</td>
<td>ACT Aspire Interim 9/10 grades</td>
</tr>
<tr>
<td>March 21-22</td>
<td>Parent Teacher Conferences</td>
</tr>
<tr>
<td>April 15-19</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 23-24</td>
<td>12th Grade Finals</td>
</tr>
<tr>
<td>May 28-31</td>
<td>9th, 10th, &amp; 11th Finals/</td>
</tr>
<tr>
<td>May 31</td>
<td>Last day of School/Graduation</td>
</tr>
</tbody>
</table>

### BELL SCHEDULE

#### Regular Day

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:10 AM</td>
<td>8:59 AM</td>
</tr>
<tr>
<td>Passing</td>
<td>8:59 AM</td>
<td>9:04 AM</td>
</tr>
<tr>
<td>2nd</td>
<td>9:04 AM</td>
<td>9:53 AM</td>
</tr>
<tr>
<td>Passing</td>
<td>9:53 AM</td>
<td>10:08 AM</td>
</tr>
<tr>
<td>3rd</td>
<td>9:58 AM</td>
<td>10:47 AM</td>
</tr>
<tr>
<td>Passing</td>
<td>10:47 AM</td>
<td>10:52 AM</td>
</tr>
<tr>
<td>4th</td>
<td>10:52 AM</td>
<td>11:41 AM</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:41 AM</td>
<td>12:16 AM</td>
</tr>
<tr>
<td>5th</td>
<td>12:21 AM</td>
<td>1:10 AM</td>
</tr>
<tr>
<td>Passing</td>
<td>1:10 PM</td>
<td>1:15 PM</td>
</tr>
<tr>
<td>6th</td>
<td>1:15 PM</td>
<td>2:04 PM</td>
</tr>
<tr>
<td>Passing</td>
<td>2:04 PM</td>
<td>2:09 PM</td>
</tr>
<tr>
<td>7th</td>
<td>2:09 PM</td>
<td>2:58 PM</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:16 AM</td>
<td>11:54 AM</td>
</tr>
<tr>
<td>3rd</td>
<td>11:59 AM</td>
<td>12:26 PM</td>
</tr>
<tr>
<td>Passing</td>
<td>12:26 PM</td>
<td>12:31 PM</td>
</tr>
<tr>
<td>4th</td>
<td>12:31 PM</td>
<td>1:00 PM</td>
</tr>
</tbody>
</table>

#### Monday - Wednesday

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:10 AM</td>
<td>8:59 AM</td>
</tr>
<tr>
<td>Passing</td>
<td>8:59 AM</td>
<td>9:04 AM</td>
</tr>
<tr>
<td>2nd</td>
<td>9:04 AM</td>
<td>9:53 AM</td>
</tr>
<tr>
<td>Passing</td>
<td>9:53 AM</td>
<td>10:08 AM</td>
</tr>
<tr>
<td>3rd</td>
<td>9:58 AM</td>
<td>10:47 AM</td>
</tr>
<tr>
<td>Passing</td>
<td>10:47 AM</td>
<td>10:52 AM</td>
</tr>
<tr>
<td>4th</td>
<td>10:52 AM</td>
<td>11:41 AM</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:41 AM</td>
<td>12:16 AM</td>
</tr>
<tr>
<td>5th</td>
<td>12:21 AM</td>
<td>1:10 AM</td>
</tr>
<tr>
<td>Passing</td>
<td>1:10 PM</td>
<td>1:15 PM</td>
</tr>
<tr>
<td>6th</td>
<td>1:15 PM</td>
<td>2:04 PM</td>
</tr>
<tr>
<td>Passing</td>
<td>2:04 PM</td>
<td>2:09 PM</td>
</tr>
<tr>
<td>7th</td>
<td>2:09 PM</td>
<td>2:58 PM</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:16 AM</td>
<td>11:54 AM</td>
</tr>
<tr>
<td>3rd</td>
<td>11:59 AM</td>
<td>12:26 PM</td>
</tr>
<tr>
<td>Passing</td>
<td>12:26 PM</td>
<td>12:31 PM</td>
</tr>
<tr>
<td>4th</td>
<td>12:31 PM</td>
<td>1:00 PM</td>
</tr>
</tbody>
</table>

#### Thursday

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:10 AM</td>
<td>9:38 AM</td>
</tr>
<tr>
<td>Passing</td>
<td>9:38 AM</td>
<td>9:43 AM</td>
</tr>
<tr>
<td>2nd</td>
<td>9:43 AM</td>
<td>11:16 AM</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:16 AM</td>
<td>11:54 AM</td>
</tr>
<tr>
<td>3rd</td>
<td>11:59 PM</td>
<td>12:27 PM</td>
</tr>
<tr>
<td>Passing</td>
<td>12:27 PM</td>
<td>12:32 PM</td>
</tr>
<tr>
<td>4th</td>
<td>12:32 PM</td>
<td>3:00 PM</td>
</tr>
</tbody>
</table>

#### Friday

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th</td>
<td>8:10 AM</td>
<td>9:43 AM</td>
</tr>
<tr>
<td>Passing</td>
<td>9:43 AM</td>
<td>9:48 AM</td>
</tr>
<tr>
<td>6th</td>
<td>9:48 AM</td>
<td>11:16 AM</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:16 AM</td>
<td>11:54 AM</td>
</tr>
<tr>
<td>7th</td>
<td>11:59 PM</td>
<td>12:27 PM</td>
</tr>
<tr>
<td>Passing</td>
<td>12:27 PM</td>
<td>12:32 PM</td>
</tr>
<tr>
<td>Teacher Collaboration</td>
<td>1:32 PM</td>
<td>3:15 PM</td>
</tr>
</tbody>
</table>
Student Safety

SafeVoiceNV.org - Anonymous Helpline - Students with information about students in need or the presence of weapons, drugs, etc. on school property can leave an anonymous message for school officials by calling Safe Schools Hotline 767 (SOS). This service is available 24 hours a day and is completely confidential. SECRET WITNESS number is 775 322-6666. You can also anonymously text safety concerns to 775 426-8901. Include the location of the safety concern in the text.

Safe Zone - For effective learning to occur, students and staff need to feel safe and secure. Churchill County High School (CCHS) is a safe zone, which provides for learning and social interactions based on respect for all. As a result, we have zero tolerance for DRUGS, KNIVES, GUNS and OTHER WEAPONS. Violation of the policies that apply to these areas will cause an investigation that may result in suspension, expulsion, and/or arrest.

Surveillance System - CCHS has a surveillance system located throughout the school campus. Students and guests may be recorded while on campus or during school activities.

Police Officers on Campus - CCHS has Fallon Police Officers assist in enforcing laws and school policies. The Fallon Police Officer’s objective is to maintain a safe and proper educational environment.

Emergencies During Non-Class Time - In the event of an emergency that requires an evacuation of the building, you need to follow the procedures below:

- Before school, you should report to your first class evacuation location.
- During a break or lunch, you should report to your previous class evacuation location.
- If out of class during an emergency, find nearest class and follow staff direction.

Student Services

Transportation
The Churchill County School District provides regularly scheduled bus routes to and from school each day. Students that participate in after-school programs will require their own transportation. Misbehaving on the bus or damaging the bus in any fashion could result in the loss of riding privileges as well as additional consequences. Transportation issues can be answered by phoning the transportation department at 423-7135.

Daily Announcements
Daily announcements will be posted on TVs in the main CCHS lobby and cafeteria. Students and parents are encouraged to access announcements and/or sign up for email notifications through Infinite Campus.

Cafeteria
The cafeteria at CCHS serves breakfast and lunch each school day. With the addition of the computerized payment system, students may make a deposit of a larger sum and then deduct from their account each day. All students will receive the application for free and reduced lunches at the start of the school year. Those interested in applying, should return the completed form to the front office. Breakfast and lunch will only be served during non-instructional times – before school and at lunch. Students are NOT permitted to go to the cafeteria during instructional time.

Health Services

Dispensing of Medications at School
The school nurse’s office is located just off the hall near the front entrance of the school. The school nurse is available to assist with dispensing medications and with student first aid and medical concerns. Prescription medications must be dispensed by the school nurse. If you need to take prescription medication during school hours, bring the medication in its original container to the school nurse. CCSD form 1M must be filled out and signed by the parent/guardian, prescribing physician, and school nurse.

CCHS students are allowed to carry and self-administer, with parent permission, over-the-counter medications such as Tylenol, Ibuprofen, cough drops, etc. Students may not share over-the-counter medications with other students and privileges may be revoked at any time.

Students are also allowed to carry asthma rescue inhalers and epinephrine auto-injectors (NRS 392.425). CCSD form 5M must be filled out in entirety and signed by the parent or guardian and the prescribing physician.

Students are not permitted to possess any drugs or controlled substances at any time at school, on school grounds, or at school-sponsored events. Refer to CCSD Administrative Regulation 5150 for more information.

Extra-Curricular and Co-Curricular Activities
Students participating in extra-curricular and co-curricular activities may not possess their own medication, with the exception of EpiPens and inhalers and with the written consent of a medical doctor. Coaches and advisors will coordinate with the school nurse to
provide medications to student participants as needed during school-related activities. If you are participating in extra-curricular or co-curricular activities and will need to have medications dispensed to you, you and your parents will need to fill out and give to the school nurse the Medical Assistance Request form. We want to ensure that this happens within the guidelines of your student contract, district policies and state law.

**Students may participate in the following organizations:**

<table>
<thead>
<tr>
<th>Academic Team</th>
<th>Dance, Honor Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Student Body</td>
<td>Debate, Pep Club</td>
</tr>
<tr>
<td>Band</td>
<td>Drama, S2S</td>
</tr>
<tr>
<td>Baseball</td>
<td>FBLA, Softball</td>
</tr>
<tr>
<td>Block F</td>
<td>FCCLA, Speech and Debate</td>
</tr>
<tr>
<td>Boys Basketball</td>
<td>FFA, SkillsUSA</td>
</tr>
<tr>
<td>Boys Golf</td>
<td>Flag Team, Swimming</td>
</tr>
<tr>
<td>Boys Soccer</td>
<td>Football, Volleyball</td>
</tr>
<tr>
<td>Boys Tennis</td>
<td>Girls Basketball, Wrestling</td>
</tr>
<tr>
<td>Boys Track</td>
<td>Girls Golf, Young Democrats Club</td>
</tr>
<tr>
<td>Cheer</td>
<td>Girls Soccer, Young Republicans Club</td>
</tr>
<tr>
<td>Chorus</td>
<td>Girls Tennis</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Girls Track</td>
</tr>
</tbody>
</table>

**Academic Expectations and Procedures**

We hold high expectations for CCHS students in the areas of grades, attendance, behavior, and decision-making. A successful graduate of CCHS has demonstrated high academic achievement, outstanding attendance, and mature behavior by making positive decisions.

**Eligibility**

To participate in any Churchill County School District activity, a student must be registered, enrolled, residing in Churchill County and attending classes. If activities occur during the summer months, a student must be registered, enrolled and residing in Churchill County to participate. Activities include trying out for athletic teams. If a student is not enrolled, they must follow CCSD Regulation R5601.

- All students participating in athletics, extra-curricular and co-curricular activities and/or going on field trips must be eligible (have no less than 60% in any class).

**Churchill County High School Students’ online eligibility will be determined as follows:**

- The student must be passing their course with an Overall Grade of 60% or higher.
- The student must be within 5 percentage points (5%) of their Completion (Count) percent compared to their Target Completion percent.

**Honor Society**

Only juniors and seniors who have attended Churchill County High School for at least one semester and are pursuing a standard, advanced, or honors diploma are eligible for consideration for membership and are eligible for this honor. Membership in National Honor Society is based on the four pillars of scholarship, service, leadership and character. In the fall of each year, those seniors who have achieved a cumulative grade point average of a 3.8 or above are presented a Student Activity Information Form to complete and return by a specific date. This form will give the NHS Faculty Council information on a student’s involvement in the school and community in the areas of leadership and service. Students should be actively involved in their school and community and demonstrate high levels and examples of service and leadership in order to be considered for membership. The names of those students who submit their forms and essays on time are compiled and sent to every faculty member for evaluation. Faculty and staff provide insights into the character aspects of the prospective members. This information is confidentially gathered and compiled and presented to the NHS Faculty Council. The NHS Faculty Council serves as the selection committee and evaluates each candidate on the criteria of scholarship, leadership, service and character. The process is repeated at the end of the first semester for juniors. Juniors who are selected continue as members during their senior year. Students selected for membership in the National Honor Society are expected to maintain the high standards, upon which they were selected, attend meetings and perform 20 hours of volunteer service each year.

The National Honor Society is an honorary society, there is no right to membership; it is a privilege bestowed upon a student by the faculty of the school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS is more than just an honor roll. For a full description of the selection process and other NHS information, please refer to CCSD Administrative Regulation R5107 available on the District website at www.churchillcsd.com (Ref. CCSD Regulation 5107)
SAT/ACT Testing
CCHS Students will be participating in the ACT College and Career Readiness System. 11th grade students will be required to participate as a graduation requirement free of charge.

Our High School Code is 290060

Registering Late
If you are testing in the United States, U.S. territories, or U.S. commonwealths and you miss the registration deadline, you still have time to submit a registration, but **you must pay a late fee**. Note that late registrations made by mail have a different deadline from those made by phone or online.

- To register online for the SAT, visit www.collegeboard.org or call 609/771-7700. (There is a fee involved)
- To register online for the ACT, visit www.actstudent.org or call 319/337-1270. (There is a fee involved)

Not all test dates shown on the website apply to CCHS. Please check with your counselor or the CCHS website for dates applicable to us.

A.P. Testing
Students participating in AP courses may choose to take the corresponding AP test. Details at http://www.collegeboard.org/

Grades
Students will receive grades for academic achievement. Academic grades will be expressed in the letter form:

- **A** 90-100%
- **B** 80-89%
- **C** 70-79%
- **D** 60-69%
- **F** less than 60%
- **I** Incomplete

**Incomplete Grades:** "Incomplete" (I) as a semester grade is used for extenuating circumstances, such as a prolonged illness. It is your responsibility to **COMPLETE THE REQUIRED WORK BEFORE THE END OF THE NEXT PROGRESS REPORT** (six weeks). At that time, the incomplete grade will be changed to a letter grade and entered on your report card.

Added Value Grades
A list of Honors and Advanced Placement courses offered for the 2017-2018 school year is located in the Course Catalog. Added value course grades will be computed as follows:

<table>
<thead>
<tr>
<th>Value</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
</tbody>
</table>

.025 added value for Honors Courses
.050 added value for Advanced Placement Courses

Semester grades represent a composite of work completed, test scores, cumulative knowledge and abilities shown by the end of the semester. A progress grade will be issued at the end of six and twelve weeks each semester to inform you and your parents of academic achievement and behavior to that date. Progress grades are not recorded on your permanent report card and, because of major semester examinations and projects, may frequently be less than one-third to two-thirds of your semester grades.

Credit by Examination
Students may challenge some courses and receive credit by passing an examination per semester. The student must request credit by examination two weeks before the date of the examination. If a student passes the examination, he or she will receive a “P” for passing. Failures are not recorded. A student may apply for one-half (1/2) credit by examination per semester. SEE YOUR COUNSELOR FOR DETAILS.

Audit
A student may audit a class by meeting one or more of the following conditions:

1. Entering school later than three weeks into the semester
2. Wanting to attempt a more challenging class without jeopardizing their GPA
The student must attend class regularly, turn in all assignments, follow all class rules, and take all examinations. No credit will be given. If the student attempts and passes the final semester exam a “P” and .5 credit may be awarded. If a student attempts and fails the final exam no grade or credit will be awarded.

A student may request changing to an audit status on or before the first nine weeks of a semester if he or she has a low grade due to lack of ability and not lack of effort. If these requirements are not met, the instructor will request a meeting with the parent, student, teacher, counselor and administrator and the student will be taken off “audit status” and will receive the grade earned. No grade or credit will be awarded.

THE FINAL DECISION TO ALLOW A STUDENT TO CHANGE TO OR FROM AN AUDIT STATUS RESTS WITH THE PRINCIPAL.

Report Cards are issued quarterly and include grades in academics. Grades for the quarter are recorded as a percentage. Semester grades on transcripts are recorded as a letter grade. Semester grades are calculated using the following formula:

40% 1st quarter  40% 2nd quarter  20% semester final;  40% 3rd quarter  40% 4th quarter  20% semester final

(Finals only in Algebra I, Geometry and English II for the second semester will be worth 10% of the students overall grade.)

A “P” for “Pass”, “F” for “Fail”, “S” for “Satisfactory”, and “U” for “Unsatisfactory” may be used by instructors in some classes for grading purposes. The PRINCIPAL must approve this system of grading.
Final Exams and Schedule

Final exams for the 1st semester held on December 19, 20, and 21. Final exams for 2nd semester held on May 23-24 for seniors then May 29, 30, and 31 for 9 – 11th grade students. Finals days except for Seniors in the spring are minimum days. Do not schedule appointments or absences during finals. Students are expected to be at their final during the scheduled time.

### 1st Semester Finals

<table>
<thead>
<tr>
<th>Class</th>
<th>Start</th>
<th>End</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:10 am</td>
<td>9:38 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>9:38 am</td>
<td>9:43 am</td>
<td>5</td>
</tr>
<tr>
<td>2nd</td>
<td>9:43 am</td>
<td>11:11 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>11:11 am</td>
<td>11:16 am</td>
<td>5</td>
</tr>
<tr>
<td>3rd</td>
<td>11:16 am</td>
<td>12:44 pm</td>
<td>88</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:44 pm</td>
<td>1:24 pm</td>
<td>40</td>
</tr>
</tbody>
</table>

**Wednesday, December 19th**

<table>
<thead>
<tr>
<th>Class</th>
<th>Start</th>
<th>End</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th</td>
<td>8:10 am</td>
<td>9:38 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>9:38 am</td>
<td>9:43 am</td>
<td>5</td>
</tr>
<tr>
<td>5th</td>
<td>9:43 am</td>
<td>11:11 pm</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>11:11 am</td>
<td>11:16 am</td>
<td>5</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:16 am</td>
<td>11:56 pm</td>
<td>40</td>
</tr>
</tbody>
</table>

**Thursday, December 20th**

<table>
<thead>
<tr>
<th>Class</th>
<th>Start</th>
<th>End</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th</td>
<td>8:10 am</td>
<td>9:38 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>9:38 am</td>
<td>9:43 am</td>
<td>5</td>
</tr>
<tr>
<td>7th</td>
<td>9:43 am</td>
<td>11:11 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>11:11 am</td>
<td>11:16 am</td>
<td>5</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:16 am</td>
<td>11:56 pm</td>
<td>40</td>
</tr>
</tbody>
</table>

**Friday, December 21st**

<table>
<thead>
<tr>
<th>Class</th>
<th>Start</th>
<th>End</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:10 am</td>
<td>9:38 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>9:38 am</td>
<td>9:43 am</td>
<td>5</td>
</tr>
<tr>
<td>2nd</td>
<td>9:43 am</td>
<td>11:11 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>11:11 am</td>
<td>11:16 am</td>
<td>5</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:16 am</td>
<td>12:56 pm</td>
<td>40</td>
</tr>
</tbody>
</table>

### 2nd Semester Finals

<table>
<thead>
<tr>
<th>Class</th>
<th>Start</th>
<th>End</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:10 am</td>
<td>9:38 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>9:38 am</td>
<td>9:43 am</td>
<td>5</td>
</tr>
<tr>
<td>2nd</td>
<td>9:43 am</td>
<td>11:11 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>11:11 am</td>
<td>11:16 am</td>
<td>5</td>
</tr>
<tr>
<td>3rd</td>
<td>11:16 am</td>
<td>12:44 pm</td>
<td>88</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:44 pm</td>
<td>1:24 pm</td>
<td>40</td>
</tr>
</tbody>
</table>

**Wednesday, May 29rd**

<table>
<thead>
<tr>
<th>Class</th>
<th>Start</th>
<th>End</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th</td>
<td>8:10 am</td>
<td>9:38 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>9:38 am</td>
<td>9:43 am</td>
<td>5</td>
</tr>
<tr>
<td>5th</td>
<td>9:43 am</td>
<td>11:11 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>11:11 am</td>
<td>11:16 am</td>
<td>5</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:16 am</td>
<td>11:56 pm</td>
<td>40</td>
</tr>
</tbody>
</table>

**Thursday, May 30th**

<table>
<thead>
<tr>
<th>Class</th>
<th>Start</th>
<th>End</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th</td>
<td>8:10 am</td>
<td>9:38 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>9:38 am</td>
<td>9:43 am</td>
<td>5</td>
</tr>
<tr>
<td>7th</td>
<td>9:43 am</td>
<td>11:11 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>11:11 am</td>
<td>11:16 am</td>
<td>5</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:16 am</td>
<td>11:56 pm</td>
<td>40</td>
</tr>
</tbody>
</table>

**Friday, May 31st**

<table>
<thead>
<tr>
<th>Class</th>
<th>Start</th>
<th>End</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:10 am</td>
<td>9:38 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>9:38 am</td>
<td>9:43 am</td>
<td>5</td>
</tr>
<tr>
<td>2nd</td>
<td>9:43 am</td>
<td>11:11 am</td>
<td>88</td>
</tr>
<tr>
<td>Passing</td>
<td>11:11 am</td>
<td>11:16 am</td>
<td>5</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:16 am</td>
<td>12:56 pm</td>
<td>40</td>
</tr>
</tbody>
</table>

*Seniors will take their finals on May 23 and 24 during their regularly scheduled classes.*

### Credits

CCHS, like all U.S. high schools, uses a credit system to graduate. Each class is worth 1/2 credit per semester. To graduate, a student needs to take and pass 45 semester classes to accumulate 22.5 credits. In addition, the State of Nevada establishes requirements for student courses. Of the 22.5 credits, 18-1/2 represents these requirements; the remainder of credits may be student electives. Students must now enroll in 4 credits of math and 3 credits of science. Standard diploma students may opt out of 4th year of math and 3rd year of science if parent, principal, and counselor are all in agreement. Requirements are as follows:

- **English/Language Arts** 4 credits (8 semesters)
- **Mathematics** 4 credits (8 semesters)
- **Science** 3 credits (4 semesters)
  - 1 Physical and 1 Life science required
- **Social Studies** 3 credits (6 semesters)
  - World History 1 credit (2 semesters)
  - U.S. History 1 credit (2 semesters)
  - U.S. Government 1 credit (2 semesters)
- **Physical Education** 2 credits (4 semesters)
- **Health** ½ credit (1 semester)
- **Art/Humanities** 1 credit (2 semesters)
- **Computers** ½ credit (1 semester)
- **Electives** 4 credits

**TOTAL CREDITS** 22.5 credits

All students must be enrolled in seven classes; except juniors may be enrolled in a minimum of six, and seniors may be enrolled in a minimum of four if they are on track to graduate. Seniors may not use TA or CVE as their fourth class.
While CCHS does not require enrollment or completion of foreign languages… you need to be aware that some universities do require completion of 2 years of a foreign language (same language, both years) as a part of entrance requirements… also in a global society we are certain that inclusion of a foreign language in your course of study would be beneficial.

**Standard diploma requirements with a 3.25 GPA meet the minimum requirements for the Millennium Scholarship.**

### Diplomas

**Standard Diploma:**
- Receive passing scores on all End of Course Exams
- Core credit/unit requirements:
  - English: 4 credit/units
  - Mathematics: 4 credit/units
  - Science: 3 credit/units
  - 1 unit Life Science
  - 1 unit Physical Science
  - 1 additional Science
  - World History: 1 credit/unit
  - U.S. History: 1 credit/unit
  - American Government: 1 credit/unit
  - P.E. or Naval Science: 2 credit/units
  - Arts/Humanities: 1 credit/unit
  - Technology: 1 credit/unit
  - Health: .5 credit/unit

**Advanced Diploma:** 3.25 G.P.A.
- Receive passing scores on all End of Course Exams
- Core credit/unit requirements:
  - English: 4 credit/units
  - Mathematics: 4 credit/units
  - Science: 3 credit/units
  - 1 unit Life Science
  - 1 unit Physical Science
  - P.E. or Naval Science: 2 credit/units
  - World History: 1 credit/unit
  - U.S. History: 1 credit/unit
  - American Government: 1 credit/unit
  - Arts/Humanities: 1 credit/unit
  - Technology: 1 credit/unit
  - Health: .5 credit/unit

Additional courses to make up the balance of credits required for a total of **22.5**

**Honors School Diploma**

Be of high character, minimum 4.0 G.P.A. for all course work, submit 24 grades for ranking with no grades of D or F, and receive passing scores on all End of Course Exams. Refer to Honors School requirements printed in the handbook, this illustration is not meant to be comprehensive.

**Core credit/unit requirements:**
- English: 4 credit/units
- Mathematics: 4 credit/units
- (up through Algebra 2)
- Science: 3 credit/units
- 1 unit Life Science
- 1 unit Physical Science
- 1 additional Science
- World History: 1 credit/unit
- U.S. History: 1 credit/unit
- American Government: 1 credit/unit
- Arts/Humanities: 1 credit/unit
- Technology: 1 credit/unit
- Health: .5 credit/unit

Additional courses to make up the balance of credits required for a total of **24** (3 must be Advanced Placement courses)

**Career and Technical Education Endorsement (CTE)**

CTE diploma must meet all requirements for a standard diploma. Additional courses or additional core courses to make up balance of credits required for a total of 22.5. Two of which must be CTE coursework, culminating in a terminal project.
Diplomas that may or may not be an option:

**Adult Standard Diploma** - *Evidence graduation from high school of a person who has met the requirements of graduation through a program of adult education. NRS 388.537*

**Jump Start College** - Jump Start College is a partnership between Western Nevada College and Churchill County High School. It offers high-achieving junior and senior students the opportunity to earn up to 60 college credits prior to their high school graduation.

Eligibility Requirements: Students who have passed Algebra II with a C grade or better may be considered. They will complete the college Accuplacer essay test and those who test into English 101 will be eligible to apply for the "Jump Start College" program.

Program Expectations: Jump Start students will complete their degree requirements for English and mathematics, as well as several other areas, depending on the participating high school. Check with your high school counselor for the list of classes offered.

**Honors School Program Requirements**

Students are invited to apply for admission to the Honors School provided they have earned an overall minimum G.P.A. of 4.0 for all Honors School Diploma coursework (all “course work” includes courses not submitted as part of the 24-credit Honors School requirement) by the end of their 7th semester under the following conditions:

- Any letter grade of D or F will disqualify an applicant even if their total GPA is 4.0 or higher. This includes the end of 7th and 8th semesters.
- Honor school members must be of the highest character. Students who have violated behavior standards will be denied admission to the Honors School.
- Behaviors that will disqualify a student from participating include, but are not limited to are cheating, theft, fighting, insolence or insubordination directed at school personnel, and vandalism.
- Honor School members who withdraw from or Fail a dual credit class or fail to report their final grade during any semester will receive an F on their transcript and therefore be ineligible for Honors School.
- Dual credit classes that qualify for “Dual-Credit” must be counted as part of the regular high school classes.
- Dual credit classes do not carry added value for GPA calculation.
- Three (3) college credits equal one-half (1/2) credit of high school work.
- Students may submit distance education classes that were not taken for credit retrieval.
- Submission of twenty-four (24) high school letter grades. Classes that are graded with "pass/fail", “satisfactory/unsatisfactory or do not carry credit will not count toward the twenty-four (24)-credit entrance requirement.
- Top positions in each graduating class at Churchill County High School are filled by Honors School members only. Any Honors School student with a 4.8 G.P.A. or higher will be a "Co-valedictorian." The two highest-ranking "Co-valedictorians" will deliver commencement addresses.
- Shall have qualified for a State of Nevada “Honors School Diploma.” (see diploma options)
- Must have earned a minimum of three (3) credits in Advanced Placement (AP) courses by the end of their 8th semester.
- Receive passing scores on all End of Course Exams.
- GPA calculations cannot be “rounded.”

**Nevada Department of Education Code of Honor**

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. 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.

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

Counseling and Guidance
Students are encouraged to visit with their counselors for personal guidance, for course scheduling, and for information on grades, graduation requirements, career planning, colleges, scholarships, tutoring, study help and testing programs. The counselors are available to discuss any home, school, or social concerns (see telephone extensions on page 5). Counselors provide academic, vocational, and personal/social counseling services for students. If you would like to see your counselor, you may stop by the counseling office before or after school, between classes or a lunch to make an appointment. A variety of support groups may also available. Please visit the school website for detailed counseling information.

STUDENTS NOT IN ATTENDANCE DURING THE FIRST WEEK OF SCHOOL MAY FORFEIT THEIR ASSIGNED SCHEDULE OF CLASSES.

Amanda Lister:
● Freshman & Juniors 2018-19
Sherry Martin:
● Sophomore & Seniors 2018-19

Class Change Policy
In order to streamline the start-up here at CCHS, we have had to modify the manner in which schedule change requests are made and addressed, as will be outlined below. A key element in reducing the volume of schedule alterations in the Fall is careful course selection in the Spring. Course selection is not a guarantee of placement.

Schedule change requests will be handled in the following manner:
● Students upon receiving their schedule may immediately complete and submit a Class Change/Correction Request form to the Counseling Office. All students and/or parents of students who desire a schedule change/correction must submit a Class Change Request Form to the High School office.
● Schedule correction requests will have priority consideration over schedule change requests.
● Not all requests can be honored. Students may not select preferred teachers or request specific class periods.
● No changes will be made without parent signature.
● Email requests and phone contact will not substitute for the Schedule Correction or Change form.
● Parents who want to be present for a meeting with their child’s counselor for the purpose of a scheduling change concern can request a meeting with their child’s counselor by filling out and submitting the class change form.

Those requests that can be accommodated without meeting with the counselor will be handled without the student present and a new schedule will be delivered to the student. Otherwise, the counselor will call for the student as the request is being handled, which will eliminate the need for the student/parent to make an appointment.

Attendance Expectations
Achievement and grades are directly related to attendance. Students who attend school have better grades than students with numerous absences. Students are expected to be in attendance for a minimum of 81 instructional days per semester, or ninety percent (90%) of the instructional days from the time of enrollment per semester, in order to earn credit. All non-exempt absences will count toward 90% student attendance. Exempt absences will not count. Students will be referred to the Student Attendance Review Board (SARB) on the 11th non-exempt absence. Students missing more than 1/3 of a class will be marked absent. Students will be marked absent missing more than 20 minutes of a 48 minute block and 30 minutes of an 88 minute block. The authority to approve an absence rests with the principal or their designee.
Approved/Exempt Absences
The Churchill County School District Board of Education recognizes the following reasons for valid student absence from school:

1. Illness;
2. Death in the immediate family;
3. Verified medical emergency, dental care, or legal appointments.
4. Exceptional circumstances determined by administration (includes college visits for Juniors and Seniors only).

Unapproved/Non-Exempt Absences
Unapproved/non-exempt absences result when the listed procedures below are not followed. Procedures for clearing approved absences are as follows:

1. If you are absent, have your parents call the attendance office or write a note explaining the reason for the absence. We strongly recommend that parents or guardians call the school on the date of absence. If a call or note is not received within three calendar days after the last day of absence, the absence(s) will be listed as truancy. For medical-related absences, a note from your doctor is requested in accounting for your absence(s). Doctor's note(s) may be required for lengthy illnesses, extended absences, or over 10 absences. Absences that do not qualify as exempt (including family vacations and events parents deem important enough for you to miss school over) will be considered a Parent Excused (PE) absence and be non-exempt.

2. Prearrange all scheduled absences of three or more days by completing the pre-arranged absence form available from the attendance secretary in the attendance office. You will need to take this to all of your teachers, get their signatures, and then return it to the principal's office for approval.

3. Prior notification is required to leave school during the day by providing a parent note or call to the school. You then need to get a pass for “early out” to present to your teacher so you may leave. Students are NOT permitted to use their cell phone to call or text a parent to leave during the day. Students are required to use non-instructional time (between classes, lunch, before and after school) to access the attendance office. Calls to release students will not be accepted after 2:30 – parents will need to sign students out at the attendance office. Failure to call or sign students out at the attendance office may result in an unapproved/non-exempt absence(s).

Unapproved/Non-Exempt Absences & Truancies
Any absence from school becomes unapproved and non-exempt if a parent or guardian does not provide a valid excuse for it within three calendar days (72 hours per NRS). Truancy is defined as an absence from any part of a school day that is unexcused. It is important that if your student misses any period of time during a school day that you contact our office by phone or note to verify and clear the absence. If this does not happen, then the absence will become truancy. Progressive truancy procedures:

1. Conference with student, written notification, documentation in Infinite Campus, and a student will be assigned After School Detention for each day/class they are Truant.
2. Conference with student, written notification, documentation in Infinite Campus.
3. Student marked as Habitual Truant (NRS 392.140) parent, student, and Student Attendance Review Board (SARB) conference that may result in behavior contract or referral to juvenile probation authorities.
4. Direct referral to Juvenile Probation.
5. If a student is truant from the same class 5 times then he/she will be required to attend a conference with parent and administration. Student may be assigned to ISS until conference is held.
6. If a student has 6 truancies in the same class, he/she may be denied credit for that class.
Tardy Policy (by semester)
In keeping accurate track of attendance, it is important that students arrive promptly to class. This is also an important employability skill. Definition of a tardy: Student is not through the classroom door when the bell rings. This policy applies to unexcused/non-exempt tardy. Tardy between classes are unexcused/non-exempt tardy. (A parent may excuse a tardy for their child first period but can’t excuse a tardy for their child between class periods.) Each semester the tardy policy will start over.

Progressive tardy procedures:

1. Office will track tardies and assign consequences for odd tardies starting with the 5th. All students will be assigned one-day lunch detention for each qualifying tardy. If the student fails to attend an assigned detention he/she will be assigned Friday detention
2. Consequences for excessive student tardy may result in a Parent/Student/Principal conference regarding the Attendance Review Board (SARB) that may result in a behavior contract.

SB269 - SB269 establishes school attendance requirements for application and maintenance of student learner’s permits and driver’s licenses. Schools are required to implement this law. Under the law, students under the age of 18 who wish to apply for a learner’s permit or driver’s license must submit to the DMV office at the time of application a completed DMV-301 form signed by a school official. This form will verify that the applicant has attended at least 90 percent of the school days in the current semester. If the student does not meet the minimum attendance requirement he/she will be unable to apply until the next semester provided he/she meets the 90 percent attendance requirement. Students who are deemed habitual truants (three or more unapproved absences) could either lose their license or be ineligible to get a license for a minimum of 30 days for the first offense and 60 days for the second offense, regardless of their attendance status in the current semester. Students who turn 18 during the suspension will be required to complete the terms of the suspension before regaining their driving privileges. Students whose licenses or permits are suspended due to poor attendance must surrender their license or permit to school officials under Nevada law.

Makeup Work for Absences
It is the shared responsibility of students and teachers to initiate and facilitate the makeup work for students to the extent that is practical. Students have one class period plus one for each class period missed to complete makeup assignments. Requests for homework will only be accepted for three or more consecutive days.

Behavior Expectations
On a daily basis, we all make decisions about our behavior. The choices we make always have consequences. Because we have high expectations for CCHS students, we support all healthy, positive choices you make about your behavior. Students demonstrating inappropriate behavior will be referred by staff to administration. These students will receive due process and a consequence determined through the school’s progressive discipline policies, district policies and state laws. It is important that you know you are accountable for your behavior. Violations of any of the school rules will result in disciplinary action.

Listed below are some basic rules to guide Churchill County High School students.
1. Students are expected to respect members of the school staff.
2. Students must carry and provide proper identification to school personnel upon request.
3. Students must obtain administrative approval for any meeting or assembly held on school property and any printed matter they wish to distribute or post on school property.
4. No student may leave the campus for any reason during class without obtaining a pass from the attendance office. Permission from a teacher to leave is not sufficient.
5. Students in the hall without a hall pass or who leave class without permission are subject to disciplinary action.
6. Eighteen-year-old students must conform to the STATE Attendance Law as well as all other students if they attend the regular day classes. Eighteen-year-old students may excuse their own absences, after submitting the proper paperwork to the attendance secretary for approval.
7. The school cannot assume responsibility for lost, stolen, or confiscated items, which may include money, electronic equipment, or school-issued supplies.
8. Students representing the school in school-affiliated groups or clubs, co-curricular activities, and extracurricular activities must conform to the standards established by the coaches or sponsors of the activities, district policy and by the Nevada Interscholastic Activities Association, as applicable.
9. The following items are prohibited on school district property or at school activities: cigarette lighters, firecrackers, laser lights, matches, pepper spray, snowballs, tobacco products, water guns, water balloons, etc. Furthermore, dangerous weapons or any items capable of doing bodily harm are prohibited on school property or at school activities. Prohibited items will be confiscated.

10. **Cell phones** and all other electronic devices **must be turned off** and **must not be visible** during scheduled class times. This includes, but is not limited to, cell phones, iPods, MP3 players, gaming devices and PDA’s. Cell phones and other electronic devices may not be used in the halls during instructional time. Electronics will be confiscated if used during this period. Teacher Assistants (TA) and Office Aides are not allowed to use electronic devices during instructional time. Electronic devices are prohibited during classroom assessments, semester exams, and state and other testing situations.

11. Skate shoes, and roller blades may not be on school property.

12. Students are not allowed to carry skateboards with them or store them in a teacher’s classroom. Skateboards must be locked up on the skateboard rack near the bus loading area. Students must provide their own lock.

13. Acceptable Use Policy (AUP): In order to use any school computer, students must have on file an AUP agreement signed by both the student and his/her parent or guardian.

14. Food and drink are not permitted in any of the school’s computer labs or in a classroom when a mobile computer lab is being utilized.

15. **Lockers are considered to be school property and may be searched at any time.** School officials may search students, backpacks, purses, and vehicles if there is reasonable suspicion that the student has violated school rules laws.

16. Churchill County School District prohibits behavior that is intimidating, harassing, threatening, or disruptive. It also prohibits behavior associated with gang activity or affiliation.

17. Hazing of students on school property or at school-sponsored activities is prohibited.

18. Students are expected to clean up any messes they create. We expect our campus to stay clean.

19. It is inappropriate for students to gather in a manner that obstructs the orderly movement of pupils and staff.

20. Couples should demonstrate proper respect for each other by avoiding excessive displays of affection on school property or at school-sponsored activities.

21. Student records are confidential information made available only to the parent/guardian and/or the student. A parent/guardian wishing access to their student’s records may do so by contacting the Principal’s Office and providing proper identification.

22. Access to Student Recruiting Information by Military Agencies: Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under the Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students’ names, addresses, and telephone listings.

A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent. This form is available in the counseling office.

**Authorized Areas on Campus**

During class time each student should be in their assigned class-room unless they have a pass from their teacher, counselor, or administration directing them to a specific area.

After arriving at school, students are encouraged to leave the parking lots immediately and not return until it is time to leave campus. During the school day students who do not have a scheduled class to attend must go to an authorized area on campus. Authorized areas are:

- Library
- Computer labs
- Southwest corner of the cafeteria

**All areas between buildings are out of bounds. Students are not allowed to visit classrooms they are not scheduled to be in. Students are NOT to be in any of the following areas during the regular school day without supervision:**

- Athletic Fields
- Locker Rooms
- Halls
- Empty Classrooms
- Quad
- Area between the math and main building.
**Student Dress Code**

The purpose of the school district dress code is to promote a learning environment that is safe, respectful, and free from distractions. To put it simply, the priority at CCHS is to teach and learn, not to be on display. Students who disregard the dress code will receive consequences outlined in the school's progressive discipline policy. In the case of inappropriate jewelry, chains, safety pins, etc., administration will request that students give such items to them, and the students’ parents or guardians will need to call to make arrangements for pick up.

*3 X 5 rules – clothes on shoulders 3 inches wide; shortness of dresses, skirts or shorts – no shorter than 5 inches above the knees WHEN SITTING.*

The following are general dress guidelines:

- All students are expected to dress appropriately for school. Students must maintain a neat, clean appearance at all time. Apparel shall not be so tight fitting, sheer, transparent (including mesh), brief, low cut or revealing above or below the waist to be indecent, distracting or disruptive to the school environment. Apparel must be in good repair. Excessive skin showing through holes, tears, and frays is not permitted.
- Commonly acceptable standards such as cleanliness and the wearing of underclothing and footwear are required at all times.
- Apparel, accessories, or any manner of grooming which indicates gang membership, affiliation or the promotion thereof is prohibited.
- Clothing and accessories that display suggestive, double meaning, hate language (symbols of racism or violence), or drug/alcohol-related words and/or symbols are inappropriate. Also prohibited are apparel, jewelry, accessories, notebooks or any manner of grooming which because of its color, the way it is worn, its trademark or any characteristic, carries known gang connotations or can be used as a weapon. This includes, but is not limited to, chains, spikes, pins, or needles. Administration will make this determination.
- Bandanas or pajamas may not be worn.
- Hats and caps may not be worn inside classrooms during the school day other than for valid medical, safety or religious reasons. This applies to both girls and boys.
- Sunglasses may not be worn in the classroom unless a student has a verified medical reason.
- The safety of students requires that when a student is working around potentially hazardous equipment, his or her hair must be short or appropriately covered.
- Students will be asked to change if clothing is deemed inappropriate. Parents will be notified of dress code violations and further disciplinary action may happen for repeated violations.

The following guidelines are to be followed for male students:

- Cut-off t-shirts or tank tops that expose parts of the chest area are not permitted. Following the (3 X 5 rules)*, sleeveless are permitted as long as they extend to the shoulder and are **3 inches wide**.
- Pants should be worn at the waist. No sagging pants are allowed.
- Jeans may not have holes any higher than 5" above the knee.

The following guidelines are to be followed for female students:

- Dresses, skirts and shorts shall follow the (3 X 5 rules)*.
- Tank, tube and halter-tops, including “spaghetti” or “bikini” straps and low cut shirts are not permitted. Following the (3 X 5 rules)*: Cut-off t-shirts, tank tops, sleeveless are permitted as long as they extend to the shoulder and are **3 inches wide**.
- Shirts should cover the torso and cleavage at all times.
- Pants should not be worn low enough so that undergarments are exposed.
- Jeans may not have holes any higher than 6" above the knee.
- Leggings, spandex, running tights or yoga pants may be worn as long rear ends are covered with a long shirt, dress, skirt or shorts (3 X 5 rules)*

Please note that building administrators reserve the right to request a change of clothing when it interferes with the welfare and safety of all. If a change of clothes is not available, the student will not go back to class until one can be provided. We appreciate your help and support in an effort to maintain a school environment where students are given every opportunity to learn. If you have any questions, please feel free to contact the school.
**Churchill County Secondary Schools Progressive Behavioral Matrix**

Churchill County Secondary Schools (Churchill County Middle School and Churchill County High School) support positive reinforcement to deter negative student behaviors. If student behavior falls below expectations, the following behavioral guidelines will be used by school administrators to determine consequences for student behavior violations. In all instances, these guidelines may be modified contingent upon the level of severity of the incident and aligned with age, developmental level and other extenuating circumstances. The guidelines are applicable to incidents which occur at school; travel to and from school, during lunch, and while involved in school sponsored-activities. In all circumstances, school administrators will make decisions based upon the health, safety and welfare of all students while keeping the focus on student success and the goal of graduation.

Items marked with an asterisk (*) refer to Habitual Discipline in Student Handbook for more information.

School Administration will determine In or Out of School Suspension.

<table>
<thead>
<tr>
<th>Descriptors</th>
<th>1st Incident Minimum</th>
<th>2nd Incident Minimum</th>
<th>3rd Incident Minimum</th>
<th>Legal/ CCSD Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Integrity – Plagiarism and Cheating</td>
<td>Zero on Assignment or modified replacement assignment</td>
<td>Zero on Assignment or modified replacement assignment, 1-3 Suspension</td>
<td>Zero on Assignment or modified replacement assignment, 3-5 Suspension</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Can result in denial of membership or removal of membership from Honor Society, Honor School and other academic or citizenship related activities or programs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance – Truancy</td>
<td>Written documentation in Infinite Campus, Truancy Letter 1, <strong>Friday Detention</strong></td>
<td>Truancy Letter 2, Pre-SARB Conference with Student, <strong>Friday Detention</strong>, Possible Suspension</td>
<td>Truancy Letter 3, SARB Referral; possible Habitual Truant Referral to Law Enforcement, Possible 3 Suspension</td>
<td>5 or more truancies in one period please see handbook page 15.</td>
</tr>
<tr>
<td>*Bullying, Cyber Bullying, Harassment, Intimidation-Harassment, Hazing, Sexual Harassment, Videotaping</td>
<td>Administrative Conference, Student Call Parent, 1-2 Suspension</td>
<td>Administrative Conference, 3-5 Suspension</td>
<td>Administrative Conference, 5-10 Suspension Possible Expulsion</td>
<td>NRS 200.571 NRS 392.910</td>
</tr>
<tr>
<td>*Damage to School Property-Destruction of School Property, vandalism</td>
<td>Administrative Conference, Parent Contact, Restitution, 1-3 Suspension, School Beautification, Possible Police Involvement</td>
<td>3-5 Suspension, Restitution/School Beautification, Possible Police Involvement</td>
<td>5-10 Suspension, Restitution/School Beautification, Possible Police Involvement</td>
<td>NRS 393.410</td>
</tr>
<tr>
<td>Dangerous Weapons/Guns/ Firearms/ Explosives/Knives</td>
<td>1-year expulsion / Police Involvement</td>
<td>Permanent Expulsion</td>
<td></td>
<td>NRS 202.265 CCSD P 5136.1</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Student Must Comply Immediately or go to ISS, Administrative Conference, Parent Contact to Bring Appropriate Clothing or wear school provided clothing</td>
<td>Student Must Comply Immediately, ISS Remainder of School Day, 1 Detention</td>
<td>Student Must Comply Immediately, 1-3 Suspension, Warned Further Violations Will Result in Multiple Days ofSuspension and/or Referral for Insubordination</td>
<td></td>
</tr>
<tr>
<td>Failure to Serve Detention</td>
<td>Detention Time Doubled</td>
<td>½ Day ISS</td>
<td>2-5 ISS or OSS, Referral for Insubordination</td>
<td></td>
</tr>
<tr>
<td>False Reporting Against Staff or Students (Consequence depends on seriousness of allegations)</td>
<td>Administrative Conference, Possible 1-2 Suspension</td>
<td>Administrative Conference, 3-5 Suspension</td>
<td>Administrative Conference, 5-10 Suspension Possible Expulsion</td>
<td>CCSD P 5136.1 NRS 200.481 NRS 392.910 NRS 203.030 NRS 203.060 NRS 392.4655</td>
</tr>
<tr>
<td>*Fighting/Physical Aggression-Assault, Battery, Fighting, Instigation of Fighting NIAA Rules Apply</td>
<td>5-10 Suspension, Possible Police involvement and/or expulsion</td>
<td>10 Suspension, 2nd Initiation of fight possible expulsion with behavior plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Encouraging or Recording a Fight</td>
<td>2 Suspension, possible police involvement</td>
<td>3 Suspension, possible police involvement</td>
<td>3 Suspension, possible police involvement</td>
<td></td>
</tr>
<tr>
<td>Offense</td>
<td>1-2 Detention, Possible Suspension</td>
<td>2-5 Detention, Possible Suspension</td>
<td>1-3 Suspension</td>
<td>2-10 Detention, Possible Suspension</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
<td>----------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Foul Language - Gestures to Another Student</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foul Language/Gestures to Staff</td>
<td>1-3 Detention, Possible Suspension</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Misconduct, Interference with Instruction, Disruptive Conduct, Class Disturbance</td>
<td>Administrative Conference, Parent Contact, Possible 1-2 Detention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate Display of Affection</td>
<td>Administrative Conference, Warning</td>
<td>1-3 Detention, Parent Notified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate touching (fondling or groping)</td>
<td>Administrative Conference, Parent Notification, 1-2 day in-school suspension</td>
<td>1-3 day out of school suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insubordination, Defiance, Disobedience, Disregard for School Rules, Disrespect</td>
<td>Detention, Administrative Conference</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet, Inappropriate Use of Technology Violation</td>
<td>Loss of Internet Privilege 10 School Days</td>
<td>Loss of Computer Access, Detention</td>
<td>Detention, Possible Suspension, Loss of Computer Access</td>
<td></td>
</tr>
<tr>
<td>Knives, Pocket or Work Knives</td>
<td>5 Suspension, confiscation of knife, Possible Expulsion Recommendation</td>
<td>10 Suspension, possible Expulsion Recommendation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NIAA Violation – District Substance Abuse Policy</td>
<td>6 Week Competitive Suspension, Possibility to Waive 4 Weeks with Completion of Substance Abuse Program</td>
<td>90 School Day Interscholastic Competition Suspension Including 6 Competitive Weeks of Competition</td>
<td>Ineligible to Participate in High School Athletics Remainder of High School Career</td>
<td></td>
</tr>
<tr>
<td>Possession/Use of a Alcohol, Controlled Substance-Marijuana, Narcotics, Paraphernalia, Illegal Substance or Legal Substances Possessed to be Used as Intoxicants</td>
<td>10 Suspension, reduced to 5 with verified drug/alcohol counseling appointment (1 time in student’s educational career) Police Involvement mandatory</td>
<td>10 Suspension</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Safety Violations</td>
<td>Detention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales/Distribution of Alcohol, Controlled Substance</td>
<td>10 Suspension, possible 90-day Expulsion, police involvement</td>
<td>Permanent Expulsion, police involvement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tardy (Per Semester)</td>
<td>Refer to School Student Handbook page 16.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology Violation – Cell Phones, Other Electronic Devices</td>
<td>Device Confiscated – Returned to Student at End of Day, Parent Notified</td>
<td>Device Confiscated – Returned to Parent, Detention</td>
<td>Device Confiscated – Returned to Parent, Detention, Referral for Insubordination, 90 school days Technology Privilege Revoked</td>
<td></td>
</tr>
<tr>
<td>Theft- Possession of Stolen Property</td>
<td>1-3 Suspension; possible police involvement</td>
<td>3-5 Suspension, police involvement</td>
<td>10 Suspension, police involvement</td>
<td></td>
</tr>
<tr>
<td>*Threats to staff</td>
<td>5-10 Suspension, possible police involvement</td>
<td>10 Suspension, police involvement, possible expulsion</td>
<td>10 Suspension, police involvement, Expulsion</td>
<td></td>
</tr>
</tbody>
</table>
Tobacco (any form), E-Cigarette
Violation
NIAA Rules Apply

<table>
<thead>
<tr>
<th>Tobacco (any form), E-Cigarette Violation</th>
<th>1-2 Suspension</th>
<th>3-5 Suspension</th>
<th>5-10 Suspension</th>
<th>NRS 202.2491</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Misuse</td>
<td>1st Incident -Verbal Warning</td>
<td>Lunch Detention for 2nd, 3rd, and 4th incidences</td>
<td>5th - Consideration of the Permanent Removal of Parking Privileges/Towed</td>
<td>NRS 392.466</td>
</tr>
<tr>
<td>*Violence or Harm to Staff</td>
<td>90 day Expulsion, police involvement</td>
<td>Detention</td>
<td>Suspension</td>
<td>Recommendation for Expulsion</td>
</tr>
<tr>
<td>Withholding Knowledge of Harmful/Unsafe Event</td>
<td>Detention</td>
<td>Suspension</td>
<td>Recommendation for Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

**Habitual Discipline**
NRS 392.4655 - Habitual disciplinary problem: A pupil shall be deemed a “habitual disciplinary problem” if the school in which the pupil is enrolled has written evidence which documents that in one school year: the pupil has threatened or extorted, or attempted to threaten or extort a pupil or a teacher or other personnel employed by the school; the pupil has been suspended for initiating at least two fights on school property; or the pupil has a record of five suspensions from the school for any reason. A second offense in any of the above categories results in a permanent expulsion from the school.

**Nevada Bullying/Harassment**
NRS 2010 defines bullying as “a willful act or course of conduct on the part of one or more pupils which is not authorized by law and which exposes a pupil repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and is intended to cause and actually causes the pupil to suffer harm or serious emotional distress.”
NRS 2001 prohibits pupils and school employees and officials from engaging in bullying, Cyber Bullying, harassment or intimidation on the premises of any public school, public school sponsored activity, or on any school bus.
NRS 2009 requires the Department of Education to prescribe by regulation a policy for all school districts and public schools to provide a safe and respectful learning environment free of bullying, Cyber Bullying, harassment and intimidation. The policy must include (1) training in positive human relations with pupils without the use of bullying, Cyber Bullying, intimidation or harassment, (2) methods to improve the school environment in the area of positive human relations, and (3) methods to teach skills to pupils so they are able to replace inappropriate behavior with appropriate behavior. Local boards must adopt the policy and report each year on violations.

**Cyber Bullying**
NRS 2009 defines Cyber Bullying as bullying through the means of electronic communication. “Electronic communication” is defined as the communication of any written, verbal or pictorial information through the use of an electronic device including, without limitation, a telephone, cellular phone, a computer or any similar means of communication.”
NRS 2001 prohibits pupils and school employees and officials from engaging in Cyber Bullying on the premises of any public school, public school sponsored activity, or on any school bus.
NRS 2009 requires the Department of Education to prescribe by regulation a policy for all school districts and public schools to provide a safe and respectful learning environment free of bullying, Cyber Bullying, harassment and intimidation. The policy must include training in positive human relations with pupils without the use of bullying, Cyber Bullying, intimidation or harassment.
NRS 2009 requires that the standards for computer education include a review of the ethical use of computers and other electronic devices, methods to ensure the prevention of Cyberbullying, instruction on the safe use of computers and other electronic devices including instruction on how to avoid harassment, Cyber Bullying and other unwanted communication.

**Sexual Harassment**
Conduct that constitutes sexual harassment that is committed by students of either sex against students or staff of the opposite or same sex is inappropriate behavior. Students can expect guidance, support and/or advocacy from district staff in addressing matters related to sexual harassment or inappropriate behavior of a sexual nature.
**Definition:** Sexual harassment may include any unwanted physical contact, exposure, verbal comments or written statements that would be offensive to others.

**Filing a Complaint:** Any Churchill County School District student who believes that she or he has been subjected to sexual harassment should report the incident promptly.
1. The report can be made verbally or in writing to any staff member who will then report the incident to the principal or designee.
2. An investigation will be conducted and a report will be made to the District EEO officer.
3. Confidentiality will be preserved consistent with applicable laws and Churchill County School District’s responsibility to investigate and address such complaints.
Harassment and Intimidation

The Churchill County School District does not condone harassment or intimidation in our school or at school-related activities. Parents and students should report any incidents of harassment or intimidation to school personnel in order to address and resolve them effectively. 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, or any pupil shall not engage in harassment or intimidation on the premises of any public school, at an activity sponsored by a public school or on any school bus.

Chapter 388 of NRS:

“Harassment” means a willful act or course of conduct that is not otherwise authorized by law and is:
1. Highly offensive to a reasonable person; and
2. Intended to cause and actually causes another person to suffer serious emotional distress.

“Intimidation” means a willful act or course of conduct that is not otherwise authorized by law and:
1. Is highly offensive to a reasonable person; and
2. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person.

Hazing

CCSD Reg. 5410.1 defines hazing as encompassing any intentional action or activity which does not contribute to the positive development of a student-athlete; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person regardless of location, intent or consent of participants; or which intentionally endangers a student for admission or affiliation with any athletic team or other school organization. Hazing can also include any exaggerated and excessive teasing. CCHS considers Hazing a form of harassment and will assign consequences according to the behavior matrix. Any person who fails to report knowledge of any incidents of hazing will be considered a participant in the hazing.

Hazing includes, but is not limited to any situation which:
- Creates a risk of injury to any individual or group
- Causes discomfort to any individual or group
- Causes embarrassment to any individual or group
- Involves harassment of any individual or group
- Involves humiliation of an individual or group
- Involves ridicule of an individual or group

Prohibited actions and activities include, but are not limited to, the following:
- Initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or reviews the student-athlete regardless of the person’s willingness to participate.
- Activity or action that creates a risk to the health, safety, or property of the District or any member of its surrounding community.
- Requirement or pressure put on an individual to participate in any activity, which is illegal, perverse, or publicly indecent.
- Expectation or pressure on individuals to participate in an activity in which they do not want to participate.
- Degradating or humiliating games or activities that make the member the object of an amusement, ridicule, or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.
- Forcing individuals to perform illegal acts, such as stealing, theft, destruction, or removal of public or private property.
Off-Campus Lunch
CCHS has an open campus DURING “LUNCH TIME” ONLY; when students are off campus for lunch all CCHS rules of appropriate behavior apply. The purpose of off-campus lunch is to allow you the freedom to make decisions about your lunch options, demonstrate responsibility for your behavior and return to campus on time for your classes. Maintaining an open campus is the responsibility of all CCHS students and is based on responsible student behavior. Open campus is a privilege that may be revoked for any student who behaves inappropriately off campus at lunch or who has attendance, tardy or classroom behavior problems. All school rules apply during lunch, on or off campus.

Patriotic Exercise
CCHS students will be led in the Pledge of Allegiance each day through the intercom system. Then, per NRS 388.075, students will observe thirty seconds of silence.

Student Fines
Students are responsible for returning in good condition all items entrusted to them over the course of the school year, including but not limited to textbooks, library materials and athletic equipment. If the items are not returned, it is the student’s responsibility to pay for the replacement cost of the items. This also includes parking fines, which are charged due to the student’s abuse of parking privileges. Any student who damages school property will be responsible for restitution. Various privileges will be withheld or revoked if a student’s obligations are not met, such as withholding of yearbook distribution, further parking privileges, receiving cap and gown, walking with his or her class at graduation, and receiving a diploma. In the event that a check with insufficient funds is given to the high school for payment of any debt, a $25 fee will be added to the amount owing. Toward the end of the second semester, cash or money orders, or debit/credit will only be accepted as payment. During the last 6 weeks of the second semester personal checks will not be accepted for payment of fees.

Student Fees
Assessed fees are due and payable by the 4th week of attendance and must be paid on a yearly basis. CCHS accepts cash, checks, debit/credit ($2 fee) card to pay fees. Fees can be paid online or in person.

Extracurricular and School Dance Guidelines
Throughout the year, students will have opportunities to attend school dances both at the school and in the community. It is important to remember that all policies of the school and district apply to these functions. The following are guidelines that apply to student and guest participation at CCHS dances:

1. Students must be in good standing in order to attend.
2. If a student is suspended during the time when the dance occurs, then that student may not attend. This includes if a student is suspended on a Friday and the dance is held on a Saturday.
3. If a student wishes to bring a guest, he or she must complete the guest form by the date required prior to the dance. If the guest is approved, the guest becomes the student’s responsibility at the dance.
4. Students must bring and show school identification in order to enter a dance.
5. Appropriate dancing behavior and adherence to all school rules and policies outlined in the student handbook, including dress code and public displays of affection, are expected.

Parking Policy
Parking at CCHS is a privilege that can be revoked. Purchase of a parking pass does not guarantee a space, simply the right to park in the lot. If CCHS holds an auction for a student parking space the student purchasing the space will be the only student allowed to park in the space. If other students violate this rule and park in the space Consequences for Inappropriate Parking will be administered (see 1 – 3 below).

Parking at CCHS requires a pass to be visible and hanging from the rear-view mirror of the car. Students have until August 24th to purchase permits for the 18/19 school year. BEGINNING AUGUST 27TH STUDENTS WILL BE SUBJECTED TO CONSEQUENCES (SEE 1-3 BELOW) FOR FAILURE TO HAVE PERMIT DISPLAYED APPROPRIATELY.

- The speed limit at CCHS is 10 miles per hour.
- Students are to park south of the school in the areas that have been designated for student parking. They are not to park in posted handicapped parking (unless appropriate), no-parking zones, fire lanes, visitor parking or bus lanes.
- Students are not permitted to park in the faculty lot without a special permit. Students parking there may be subject to ticketing, loss of parking privileges and vehicles subject to tow.
- Scooters are considered vehicles and must have a permit to park in the designated area in the CCHS faculty lot.
- Parking tags are issued to students, not cars, and can be moved from car to car as needed.
Consequences for Inappropriate Parking and Driving:
1. **First Offense** – Warning
2. **Second, Third, Fourth Offenses** – Lunch Detention
3. **Fifth Offense** – Consideration for permanent removal of CCHS parking privileges with possibility of being towed at student’s expense.

Other Services

**District Liability and Student Insurance**

All students are responsible for any instruments, books, equipment, automobiles, clothing and other items that they have on campus, whether they are owned by the student or have been entrusted to the student by the school district or others. The district is not an agent for any student and is not responsible for any loss, theft or damage to any such items whether in the student's possession or stored/left on campus or other school property.

The district does NOT provide insurance coverage for student injuries in physical education or athletics. If a student is not covered by the parents' insurance, he or she should purchase “school-time” insurance available to all students in Nevada. Forms are available in the administrative office.

**Fifth Year Students**

If you will need a fifth year to complete course work, you are welcome at CCHS with approval of an administrator. In order to attend the fifth year day school program, you must enroll in a six period day or in the number of courses you need for graduation. Also, you are expected to attend regularly and maintain a C or higher average. All fifth year students will sign a standard behavior contract. Failure to meet contract expectations, unapproved absences, disruptive behavior, and/or lack of effort in courses will result in the 5th year student being dropped from enrollment.

**Homeless Students or Students in Transition**

All students are guaranteed the rights of a free and appropriate education when experiencing homelessness as guaranteed in the McKinney-Vento Homeless Assistance Act. The definition of homeless children and youth is an individual who lacks a fixed, regular, and adequate nighttime residence and includes:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Living in a motel, hotel, trailer park, or camping ground due to the lack of alternative adequate accommodations
- Living in an emergency or transitional shelter
- Abandoned in a hospital
- Awaiting foster care placement
- Living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.

Under the McKinney-Vento Act, children in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there
- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled
- Receive transportation to and from the school of origin
- Enroll in school immediately, even if missing records and documents normally required for enrollment such as a birth certificate, proof of residence, previous school records, or immunization/medical records
- Enroll, attend classes, and participate fully in all school activities while the school
- arranges for the transfer of records
- Have access to the same programs and services that are available to all other students including transportation and supplemental educational services
- Attend school with children not experiencing homelessness; segregation based on a student’s status as homeless is prohibited

The District has a homeless liaison that will ensure immediate enrollment into a school without required documents. All students in the District are able to be bused to any school of enrollment. Students will receive additional academic support as needed and additional services can be afforded the student as appropriate. To contact the Homeless Liaison, call Federal Programs, 423-6955.
Release of Student Directory Information
The Churchill County School District makes student Directory Information available in accordance with state and federal law. The term "Directory Information" means one or more of the following items:

1. student name
2. address (military & institutions of higher education)
3. telephone listing (military & institutions of higher education)
4. major field of study
5. participation in officially recognized activities and sports
6. weight and height of members of athletic teams
7. degrees and awards received
8. photograph (this includes yearbooks, class composite pictures, and any pictures in the newspaper)

This information will be made available to qualified agencies upon request. Qualified agencies include, but are not limited to colleges and universities, scholarship providers, trade/technical schools, and potential employers. Federal No Child Left Behind legislation provides that all branches of the military & institutions of higher education have access to Directory Information upon request. Parents have the right to have Directory Information withheld upon written request. If you prefer to deny release of your student's Directory Information, please complete the form below and return it to your child's school. This waiver must be submitted annually. If you have questions about release of your student's information, please contact the main office at 423-5184.

Internet Use
Students at CCHS have the ability to access the Internet as a learning device. We encourage its use in this capacity. Each student is given a confidential password that, under no circumstances, should he or she share with other students. Students should not use someone else's password. In order to access the internet, students must return the Internet Use Agreement. Violations of this agreement such as the accessing of non-educational, inappropriate sites will result in the loss of their computer privileges and other disciplinary consequences. Students are held responsible for any Internet activity that occurs while their login name and password are being used. Students are encouraged to log out anytime they leave their workstation and to change their password frequently.

Graduation Speakers
Senior graduation speakers are the top two co-valedictorians. Must have a 4.8 GPA and graduate from the honors school.

Student Politics
The CCHS student body officers and representatives that you have elected meet with school administration and teachers to share student concerns and ideas. Make your ideas and opinions count by becoming a part of student politics at CCHS.

Fundraising
As stated in Churchill County School District Policy 3301, “The Board of School Trustees must approve all school sponsored fund raising activities which involve a prior contractual agreement of more than one thousand ($1,000.00) dollars.” No fund raising activity is authorized to be held during the instructional hours of the day without approval of the respective principal and the Superintendent. Adult supervision/control is to be utilized for all fund raising activities involving students. Door-to-door sales by students of Churchill County School District are strongly discouraged. If students are involved in fund raising, those funds must be deposited into a recognized CCHS student activity account.

Visitors
All visitors must sign in and out at the main office for a visitor pass and return the pass at the end of the visit. Visitors are not allowed to attend classes without prior administrative approval. No visitors will be allowed during the week of finals. Only staff, parents/guardians and enrolled students attending scheduled classes are allowed on school grounds. A trespass warning will be issued to unauthorized individuals on a first offense; on a second offense individuals will be subject to arrest per NRS 207.200.
Churchill County School District Student Internet Access Agreement

Administrative Regulation 6142
2018-2019 School Year

As a condition of my right to use the Churchill County School District network and access to the Internet or any other public network for the 2018-2019 academic year, I understand and agree to the following:

1. I will follow all the guidelines and regulations of Administrative Regulation 6140, Churchill County School District’s Computer Network and Internet Acceptable Use.

2. The use of the Churchill County School District network and access to the Internet or any other public networks is a privilege which may be revoked by the Churchill County School District at any time for abusive conduct or violation of any of the conditions of use set forth herein, in Administrative Regulation 6140, or in future written, electronic, or web-site based directions, policies, regulations, and guidelines that may be developed during this academic year. Churchill County School District reserves the right to regulate time and access of personal use.

3. Churchill County School District has a right to review and monitor any material created, stored, transmitted, or received via the Churchill County School District network or access thereof to the Internet or other public network. Churchill County School District has the right to remove any material which the district, in its sole discretion, believes may be harmful to minors, obscene, pornographic, abusive, unlawful, or otherwise objectionable, or that may in any way compromise the integrity of the CCSD network, and I hereby waive any right of privacy which I may otherwise have in and to such material.

4. Churchill County School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained, created, transmitted, created, and/or obtained via use of the Churchill County School District network or access thereof to the Internet or other public networks. Information and services contained on the Internet and other public networks in no way are intended to reflect the beliefs or philosophy of Churchill County School District, nor are they intended to refer to, or be applicable to any specific person, case or situation.

5. Churchill County School District and/or Technology Department does not warrant the functions of its network or any of the networks accessible through Churchill County School District access, will meet any specific requirements you may have, will be error free or uninterrupted, nor shall Churchill County School District be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, profits) sustained or incurred in connection with the use, operation, or inability to use Churchill County School District’s network or access.

6. That in consideration for the privilege of using the Churchill County School District access and network, I hereby release the Churchill County School District, technology management, its staff, administrators, operators, and any institutions with which they are affiliated from any and all claims and damages arising from my use, or inability to use Churchill County School District's network or access, including, without limitation, the types of damages identified in paragraphs 4 and 5 above. I have read the above Network and Internet Access Agreement and the attached District Policy and Administrative Regulation and agree to abide by their provisions. I agree that violations of these agreements and regulations may result in the revocation of my network access and related privileges. I also agree that I may suffer more serious disciplinary action for continued violations or for severe violations including, but not limited to, detention, suspension, expulsion, and legal charges.

Unless written notification of non-consent is received by the school from the parent, parents agree that their child will abide by Churchill County High School's Internet Access Agreement as stated in this handbook and acknowledge the conditions above and acceptance below.

I have read the above Network and Internet Access Agreement and the attached District Policy and Administrative Regulation and agree to abide by their provisions. I give permission to issue an access account for my child. I understand and agree that violations of these agreements may cause my child's access privileges to be revoked and result in the revocation of my child's network access and related privileges. I also understand that continued violations or severe violations may result in more serious disciplinary action including, but not limited to, detention, suspension, expulsion, and legal charges.
Annual Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student’s education records within 45 days of the day the Churchill County School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Churchill County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a counselor, a school psychologist; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The federal office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

In addition, the Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Churchill County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Churchill County School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Churchill County School District to include this type of information from your child’s education records in certain school participations. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but
are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the CCSD to provide military recruiters and institutions of higher education upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the CCSD that they do not want their student’s information disclosed without their prior written consent. If you do not want CCSD to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. CCSD has designed the following information as directory information:

- Student name
- Address (military & institutions of higher education only)
- Telephone listing (military recruiters & institutions of higher education only)
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Photograph

For additional information, please contact the CCSD Special Services Office, at 775-423-5187, or write to: Mr. Derid Parsons, Director of Special Services, Fallon, Nevada 89406

1 Parental Consent if student is less than 18 years of age