

**CASLV**  
*Soaring to Excellence*

# Coral Academy of Science

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**2018-2019  
SECONDARY  
Parent & Student  
Handbook**

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# PARENT & STUDENT HANDBOOK

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## MISSION STATEMENT

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The mission of CASLV is to provide a safe, rigorous, college preparatory environment that promotes social responsibility and a culturally diverse community dedicated to becoming lifelong learners bound for success.

## SCHOOL BELIEFS

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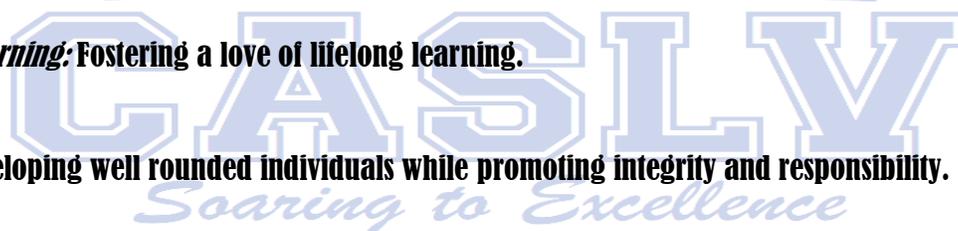
**C – Challenge:** Every student is challenged to enhance character and fulfill his/her academic potential.

**A- Acceptance & Achievement:** Accepting the diversity of our peers and achieving goals beyond ourselves.

**S- Safety:** Providing a safe learning environment that sets boundaries to allow students to achieve greatness.

**L – Lifelong Learning:** Fostering a love of lifelong learning.

**V – Values:** Developing well rounded individuals while promoting integrity and responsibility.



## INTRODUCTION

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To achieve our mission, every member of Coral Academy of Science (CASLV) must respect the right to learn for all members of the community. This can be accomplished by creating an environment that is physically, emotionally, and intellectually safe, orderly, and conducive to learning. The information in this handbook provides guidelines for behaviors and attitudes that will assist in creating and sustaining a positive environment, enhancing the opportunity for each student, parent, and teacher to contribute and learn.

## CHAIN OF COMMAND/COMMUNICATION

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When issues or concerns arise with a teacher, staff member or administrator, students and parents are encouraged to address the situation with the person involved first. For example, if the student and/or parent/guardian are unsure of a decision made in the classroom about a consequence given for a behavior, the student and/or parent/guardian should discuss the situation with the **teacher first**. If after this discussion, the student and/or the parent/guardian feels the situation is unresolved, it should be brought to the attention of the campus Administration. If after speaking with the administrator, the student and the parent/guardian still have concerns, the parent/guardian should contact the Executive Director. The school board would be the next avenue of communication.

Teachers and staff are available through email, phones, and in person by appointment. Due to the busy schedules of the teachers and administration, parents are asked to not "drop in" for appointments, but to set up a meeting in advance.

## PARENT/GUARDIAN COOPERATION

CASLV considers the cooperation of parents/guardians to be critical in the overall success of its students. That means the school expects and insists that parents/guardians conduct themselves as role models, displaying the type of behavior that CASLV expects of its students. In signing this Handbook, each parent/guardian agrees that while on campus grounds, interacting with any student, faculty, or staff, chaperoning a field trip, or attending any school activity, the parent/guardian will adhere to all relevant aspects of this Handbook, with the sole exception of the provisions (e.g., the dress code) which obviously only apply to CASLV students. In the event of a parent/guardian's

serious violation of this Handbook, CASLV reserves the right to disallow the parent/guardian from entering its campuses and/or attending school events—among other appropriate, legal remedies.

## **UNIFORM AND PERSONAL APPEARANCE**

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CASLV enforces a strong uniform policy. The purpose of this policy is to (1) aid in the creation of a safe and orderly environment; (2) instill discipline; and (3) eliminate the competition and distractions, often caused by varied dress styles. The student will be expected to arrive in uniform every day. The student should cooperate, display modesty and neatness, and take pride in his/her uniform. The school relies on parent and/or guardian support in maintaining the student's uniform. If a student has a religious, health/disability, or other reason for requesting a temporary or permanent deviation from this uniform policy, please communicate it to the campus Principal in writing and reasonable accommodations will be discussed.

### **PLEASE BE AWARE!**

If a student arrives at school out of uniform, his/her parents will be called and the student might be kept out of class until he/she is dressed appropriately. Consequences will be issued by 9:00 a.m. if student's parents cannot be reached. After the first time being out of uniform, consequences may be issued without parent notification. All class time missed will count as an unexcused absence.

### **UNIFORM FOR GIRLS AND BOYS**

Parents are strongly encouraged to write their child's first and last name in all uniform clothes.

#### **UNIFORM BOTTOMS**

- Khaki uniform slacks or knee length shorts are allowed.
- Slacks must be uniform slacks. Cargo (with extra pockets on legs) or capri (shortened) pants will not be allowed. Pants must be the proper size and not so large as to allow for sagging. No rips/tears are acceptable.
- Only plain brown, blue, or black belts are allowed. No big belt buckles are allowed.

#### **UNIFORM TOPS**

All CASLV students are to wear logo embroidered tops.

- Royal blue oxford polo shirts are allowed for middle school students
- Black oxford polo shirts are allowed for high school students
- Long and short sleeved undershirts must be black, white, or gray.

#### **FOOTWEAR**

- Shoes are to be plain (no colored stripes, logos, lights, or wheels) and all black in color and appropriate for comfort during school activities. The shoe sole and laces may only be plain black or white.
- Boots below the knee may be worn (must be plain and all black in color)

Uniform bottoms and footwear can be purchased from any store that sells uniforms and proper shoes, but uniform tops and outerwear must be purchased from Coral Academy of Science.

#### **OUTERWEAR**

- Hats, caps, and other headwear may not be worn in any building.
- Only school sponsored outerwear may be worn indoors, i.e. school uniform jackets/sweaters.
- Sunglasses are not allowed to be worn or placed on top of the head while inside the building.

### **PERSONAL APPEARANCE GUIDELINES**

CASLV **requires** that students adhere to the following guidelines relative to their personal appearance:

- Standard watches will be allowed. Girls and boys may wear ear studs/plugs to preserve ear piercings. For safety concerns, no hoops, wires or large earrings will be allowed.
- Any drug or gang related jewelry will be prohibited. All jewelry worn must be worn inside/under the shirt and must not be visible. Jewelry must not be excessive or so large as to pose a safety hazard.
- Facial hair is allowed as long as hair is neatly trimmed.
- Tattoos are not acceptable. Existing tattoos should remain covered while at school
- Hair is not to be extreme, i.e. no Mohawks, spikes or **colors that are not natural.**

- Any extra “fad” type items such as sweatbands, arm wraps, scarves for belts, studded or spiked belts, etc. are unacceptable.
- No writing is allowed on uniforms or skin.
- Uniforms must be kept clean and neat. No tears or rips are acceptable.

## **FREE DRESS DAYS**

Students must wear school appropriate clothing that fits appropriately (not too tight/not too loose), which means shirts with inappropriate pictures or sayings, spaghetti strap dresses or shorts (three-inch rule), and shirts that reveal mid drifts. Jewelry must be minimal. On themed free dress days, students must have the majority of their outfit fitting the theme, or parents will be called to bring his/her uniform; if parents are unavailable, student will receive a detention. When a free dress day or week is given to a certain group or grade level, no free dress passes will be accepted from other students. Wearing open-toe or heel shoes on any free dress day is also not acceptable. Failure to comply with free dress guidelines will result in a school issued consequence.

## **GRADING SCALE**

CASLV uses a standard scale for the assignment of letter grades, quarterly and yearly. Instructors establish the grading policies and procedures corresponding to this scale. In order to determine final yearly grade, percentages from all quarters are averaged and converted to letter grade based on the following scale.

Credit will not be issued for grades below 59.45%.

<b>89.45-100% = A (4.0)</b>	<b>79.45-89.44% = B (3.0)</b>	<b>69.45-79.44% = C (2.0)</b>	<b>59.45-69.44% = D (1.0)</b>	<b>59.44 or below = F (0.0)</b>
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## **MIDDLE SCHOOL GRADE PROMOTION POLICY**

Per CASLV policy, to “pass” a class a student must attain, minimally, a semester grade point average (GPA) of 1.0(D) in EACH of the four-core subjects: English, Social Studies, Mathematics, and Science. Students failing a core class and not successfully completing summer school may be retained in his/her current grade level.

## **HIGH SCHOOL GRADUATION POLICY**

A student entering high school after completion of the 8th grade is assigned to the 9th grade. A student may not begin 9th grade if he/she has not met the 90% attendance requirement in the 8th grade. In addition, students entering 9th grade must have successfully completed at least four semesters of English/Language Arts and at least four semesters of Math, three semesters of science and two semesters of social studies in the 7th grade and 8th grades. In order to advance from 9th to 10th grade, a student must have earned a minimum of five (5) credits. A minimum of eleven (11) credits is required to reach grade 11 and at least seventeen (17) credits must be earned for a student to be assigned to grade 12.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards will be sent home at the end of each grading period. Report card/progress report dates are listed on the school calendar. Report cards/progress reports will also be available through the Infinite Campus Parent Portal. A user name/password is required to retrieve this information, which may be obtained from the school registrar.

## **ACADEMIC PROBATION**

Any student who has a grade lower than 70% for any class at the end of any grading period (progress or quarter report card) will be placed on academic probation until they have raised their grade on the next grading report (progress or quarter). A letter will be mailed home explaining this to the student’s parents. Students are to attend tutoring in the class(es) they failed. Membership in any club will be suspended and students will not be allowed to attend any social/non-academic events. Students will be required to meet with the school Academic Assistant Principal in order to develop an improvement plan.

## PRINCIPAL'S LIST

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Students who earn an overall GPA of 4.0 will be placed on the Principal's List of Academic Excellence. These students will earn a luncheon with the Principal at the end of each quarter.

## BEHAVIOR PLANS

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Students who experience repeated discipline problems will be placed on behavior plans. These plans are designed to help modify the student's behavior (which ultimately benefits all students). Built into the plan are more severe consequences for repeated offenses. Expulsion may result if the student is not successful in changing his/her misbehaviors. It is the school's intention that the behavior plan will put the student on a positive path that will help him/her be successful at Coral Academy of Science. Note that a student might not be eligible for a behavior plan, but may be immediately suspended or expelled, for certain serious or dangerous offenses.

## COUNSELING PROGRAM

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Coral Academy offers a comprehensive counseling and guidance program addressing personal/social, career, and academic needs for all grades. Students may sign up to see the guidance counselor at any time to discuss personal concerns and social skills. Career and college planning lessons will be provided by the college/academic advisor at various times throughout the school year depending on grade level, need etc. The counseling program provides the following resources:

- Academic advising
- College planning resources
- Scholarship information
- SAT/ACT test dates and materials
- Career planning resources
- Conflict resolution
- Family resources
- Counseling resources

Students who wish to see the guidance counselor or academic advisor may receive a referral from their teacher or sign up at their office. Parents are welcome to make an appointment to see either the counselor or the advisor. All information discussed with the counselor or advisor is confidential except when it involves student safety or the safety of someone else. Coral Academy of Science adheres to the National Counseling Standards.

## ILLNESS AND INJURY POLICY

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CASLV has a first-aid trained professional available to discuss or assist with medical problems or health related concerns. When injured or if student becomes ill, inform school personnel immediately. It is critical that the student follows the procedure of informing his/her instructor, or going to the front office immediately. A student should not come to school when he/she knows that he/she is ill. If the student is too ill to come to school, parents should notify the school. Missed homework should be requested by the student from the teacher upon the student's return. It is the student's/parent's responsibility in any occurrence of absence to obtain missed work from the teacher(s). The student will have the number of days missed to complete the homework without a decrease in the grade.

## MEDICATION POLICY

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This policy concerns all medications, including both prescription and "ordinary" over-the-counter medicines (e.g., aspirin, Tylenol, etc.). Medication should not be sent to school unless it is required that the student takes it during the day, or if it is imperative that the student has access to it, for example, for an allergic reaction. If the student must have medicine at the school, these procedures must be followed:

- The clinic supervisor must dispense the medication.
- Medications are to be sent by a physician's office or brought to school by the student's parent/guardian in original packaging with a prescription label
- **Medications are not to be brought in by the student himself/herself under any circumstances.**

The school must receive a "Medication Directions Form" (available at the front office) that is signed by the student's physician and parent/guardian.

**The medication container must have the following information clearly printed on it:**

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken

In the case of prolonged need, send in the amount for a clearly specified period, such as one week or one month.

Extra medication will not be sent home with the student. The student's parent or guardian must pick it up. All medications are kept in a secure location at the front office.

Students are not allowed to carry any prescription medications with them to school. Aspirin, Tylenol, and other patent drugs *are not* available from school. If the student needs to take over-the-counter medications such as the above, he/she must bring a note from his/her parent authorizing the use, dosage, and the quantity sent of this medication. The parent or guardian must sign a "Medication Self-Administration Form" along with a physician's note indicating the student's need to take at school; the student's medication will be available for him/her in the office.

A student may only carry and administer his/her medication if these two conditions are met:

- It is warranted by a potentially life-threatening condition and advised by his/her physician
- A "Medication Self-Administration Form" is signed and on file in the office

## **LOST AND FOUND**

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If the student finds books, clothing, or personal items on the school grounds, he/she should bring these items to the office lost and found area. If the student loses something, he/she should check the box by the front office or report it immediately to his/her teacher. Student should be sure to check the lost & found for lost items regularly because all collected items will be donated to a local charity monthly.

## **TEXTBOOKS**

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CASLV provides the student with a textbook for each of his/her classes. A \$50.00 textbook deposit is due upon enrollment. CASLV holds the student and parent responsible for the condition of the textbook issued to him/her. The student must ensure that his/her books are not lost, stolen, damaged, or defaced, as he/she will have to pay to replace books that are damaged or lost. The student may keep textbooks used during the year. When textbooks are distributed, the student should make sure to write his/her name in the appropriate place. Teachers will write down the number of the textbook the student has and the condition of the book. When the student returns the book, its condition will be verified. A cover on the books is highly suggested. All textbooks not turned in or severely damaged will be charged to the family at the end of the year. Families that have not paid these fees may not be allowed to return without full payment being made.

## **OFFICE TELEPHONE**

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In case of emergency, the student should go to the office with a pass from his/her teacher. Please note that the office phone is not available for students to use for personal calls unless it is an emergency. Ask an administrator for assistance in case of emergency.

## **CELL PHONES AND OTHER TECHNOLOGY**

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Cell phones or other similar devices should be turned off and stored in backpacks during school hours. Students can only use cell phones outside the school building before and after school. Students using or appearing to use cell phones or other items in a similar way (i.e. tablets, MP3 players, other similar devices) in the building or at

inappropriate times will have their cell phone or other similar device confiscated. The student's parent must pick up the phone/device at the front office after school the day it is confiscated. If a student has his/her cell phone/device confiscated more than once, other consequences will be given. The administration has the right to search through cell phone/device content if inappropriate activity is suspected. E-Readers are allowed at school, but only for the purpose for reading or as prescribed by the classroom teacher.

## **PARENTS AND VISITORS**

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CASLV suggests parents volunteer regularly to help enhance their child's education. Some areas to volunteer are attendance at PTO meetings, helping in the classrooms, helping in the cafeteria, tutoring, after school clubs, etc. Before volunteering, parents and visitors must complete and submit a Confidentiality Agreement form as well as current fingerprint cards. CASLV must conduct a background check. Volunteers are cleared if they have a satisfactory background check. Parents wishing to observe their child's classroom must make arrangements with and receive approval from the classroom teacher(s) and administration at least 24 hours in advance. Visitors (peer age) interested in the educational aspects of CASLV are always welcome, but must adhere to the following procedure. Students wishing to bring a visitor to CASLV must have his/her parents call or bring a note from his/her parent and receive permission from the Dean of Students. Permission must be given at least one school day in advance. Do not bring guests to school without prior arrangements. No visitors will be allowed the last two weeks of each quarter, on testing days, nor during the week prior to any school holiday.

## **LUNCH PERIODS**

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CASLV is a closed campus. This means the student must remain at school for the entire school day, which includes the recess and lunch period. The student may bring a packed lunch or order a lunch through our school lunch program. If the student has a special situation, please meet with an administrator. During the lunch period, the student will be expected to display good manners and courtesy toward others. The student must eat only in the designated lunch area and stay in his/her seat until dismissed by the supervisor on duty. The student will be expected to clean up his/her area and dispose of all trash appropriately. All glass and aluminum containers are prohibited on campus and will be confiscated (i.e. soda, energy drinks, and caffeinated beverages). Electronic equipment is **NOT** allowed at recess or in the hallways. The item will be confiscated. The supervisor on duty during the lunch period will hold the student responsible for his/her behavior.

## **PUBLIC AREAS: HALLWAYS AND BATHROOMS**

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Students are expected to adhere to the following guidelines when using common areas:

- Use the halls, lunchroom, and/or bathrooms in a timely manner.
- Eat only in the cafeteria or other area as designated by staff.
- Chewing gum is strictly prohibited anywhere on campus.
- Maintain orderly conduct. Walk in all areas of the school to maintain safety.
- Use appropriate language during school hours and school sponsored activities.
- Refrain from excessive noise such as yelling, screaming or other noises while in these areas.
- Help keep the school clean by picking up after yourself and putting your belongings in their proper place.
- Respect others' personal space and keep your hands to yourself, even in play.
- Students may not leave the classroom without permission from the classroom teacher.
- Vandalism, littering, or graffiti in the school is prohibited and should be reported.

Consequences will be given for failure to follow any of the above-mentioned guidelines.

The student should be responsible and report any leaks, spills, or other problems in the bathroom to a teacher or the office.

## **SCHOOL ACTIVITIES**

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CASLV offers a range of activities, which enrich student learning both during and after the school day. For student safety and the safety of others, specific rules apply to these activities.

### **FIELD TRIPS**

Field Trips offer exciting ways to learn. CASLV students have the opportunity to go on field trips at various times throughout the school year. During the course of a field trip, students must adhere to the following:

- Permission slips must be signed by the parent or guardian and submitted to classroom teacher by the specified date. **Phone calls and emails will not be accepted as permission.**
- Students must wear school uniform, unless otherwise specified.
- Abide by all CASLV rules and policies while on the field trip.

**The classroom teacher will provide permission slips to students prior to each field trip giving specific information.**

## **CHAPERONES**

Parents are encouraged to participate as chaperones on field trips. We expect any parent chaperone to work collaboratively with the teacher(s) coordinating the trip to ensure that students are safe and that they are behaving in accordance with the CASLV codes of student conduct. Parent chaperones are expected to assist the teacher and to uphold any policies or procedures set forth by the teacher. Parents willing to be chaperones must fill out a Chaperone Form and submit a fingerprint card to the front office staff.

## **AFTER SCHOOL ACTIVITIES**

CASLV offers various after school clubs to enrich the student's education. Such involvement provides ways for the student to engage in activities he/she already enjoys and provides opportunities to experiment with other areas that may interest him/her. If the student remains at CASLV for an after-school activity, he/she will be expected to follow these rules:

- The student must be with a teacher or other staff member at all times.
- The student must arrange for his/her own transportation to pick up promptly at the end of the activity.
- The student must abide by CASLV's behavioral expectations while participating in the activity. Inappropriate behavior will result in dismissal from the activity/club.
- The student may not stay after school to wait for another student.
- Once enrolled in a club, students must commit to regular attendance. Three or more unexcused absences from the club may result in withdrawal from that club.
- All students must be picked up within 10 minutes of the activity ending, after which they will be signed in to afterschool care at the parents' expense

All students who are not in a club, after school activity, afterschool care, or have made a special arrangement with a teacher, must be picked up no later than 15 minutes after standard dismissal. **A full list and description of after school clubs and activities will be posted on the website or available at the front office.**

## **ATTENDANCE**

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The Nevada Department of Education requires that the student attend school regularly in accordance with the laws of the State (**NRS 392.122.**) The success of the student's educational program at CASLV is largely based upon his/her daily presence, which ensures the continuity of instruction and classroom participation. The administration, faculty, and staff of CASLV expect the student to be in class, on time, and to be prepared to work.

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parent(s)/ guardian(s), and students. No single individual or group can successfully accomplish this task. Members of CASLV's professional staff will do all they can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class. State law requires professional staff to:

- Keep accurate attendance records of excused and unexcused absences.
- Incorporate defined, daily participation as part of the teaching/learning process for each grading period.
- Require student accountability by ensuring you complete work you have missed including homework, projects, quizzes, tests, and other assignments.

Per state law, there is a 90% attendance requirement. Students must not miss more than 10% of the school year (18 days - excused or unexcused absences). If a student has a medical condition, which makes him/her miss more than the policy allows, he/she must provide an explanation from a medical professional. These absences will be marked accordingly. **The student is also required to have all missed work completed per the school make-up work policy.** Students who do not meet these two conditions and miss this much instruction may be retained in the current grade. If a student has a medical condition that will prevent them from attending school for long periods of time, alternative educational options may be discussed.

## **ABSENCES**

CASLV recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the following definitions carefully, in order to understand what the student and parent/guardian responsibilities are. It is imperative students understand the requirements regarding missed homework, quizzes, and tests, as well as the consequences of unexcused absences. **After all absences, a note or an email from a parent or doctor must be submitted within three days of the student's return to school in order for the absence to be excused.**

### **UNPLANNED EXCUSED ABSENCES**

The parent or guardian must notify the school within three days in writing that the student will not be attending. An acceptable excuse for absence from school may be approved for one or more of the following reasons or conditions:

- **Personal Illness**

The parent or guardian must notify the office in writing *each* morning the student is ill. For extended illness, the school may require a doctor's confirmation.

- **Illness in the Family**

The parent or guardian must notify the office in writing to explain the situation and estimated time of absence.

- **Death of a Relative**

The parent or guardian must call the office to explain the situation and estimated time of absence.

### **ANTICIPATED OR EXCUSED ABSENCES**

- **Observance of Religious Holidays**

The student may be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.

- **Professional Appointments**

Parents/guardians are encouraged to schedule medical, dental, legal, and other appointments outside of school hours, whenever possible. If the child must be gone during the school day, the parent/guardian must bring a note to the office on the day of the absence clearly stating the time the child is to be dismissed. Parents/guardians or authorized person must come to the office to pick up the child. Parents must sign their child out of school. Upon return to school on the same day, the child must be signed in by his/her parents.

- **Family Vacations**

Students are permitted to go on vacation during the school year without penalty under certain circumstances (as long as it does not exceed the 18 school days allowed to be missed). The purpose of this administrative guideline is to accommodate parents/guardians who must take their vacations during the school year because of company (industry) policies and their desire to enjoy that time as a family. The following shall apply to this kind of absence:

- Whenever a proposed pre-arranged absence (5 or more days) is requested, it **must be submitted at least one week in advance**, and parents must discuss it with the classroom teacher and administrator. The length of the absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.
- Parents/students should speak with each teacher to receive assignments and materials that can be completed ahead of time or during the absence to minimize make-up work upon return to school. A teacher is not under any obligation to give this work. It is an extra allowance that may be provided by the teacher. Preparing for classes is very time consuming and could change from week to week.

### **MAKE-UP WORK FOR EXCUSED ABSENCES**

An absence from school, even for several days, does not excuse the student from responsibilities in the classroom on the day of the student's return. If the student has an excused absence, he/she will be given the same number of days that he/she was absent to make up missed work. For example, if the student is absent three days, he/she will have three days to make up missed work.

On the day the student returns to school, it is his/her responsibility to find out what work is required and when the work needs to be completed.

If the student is absent for school-related reasons or for an anticipated or planned absence, he/she must make arrangements with the teacher(s) for assignments prior to the absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at

that time. If the student fails to do this, the teacher is **not** obligated to set another time for the make-up. If the student fails to make up a test without making other arrangements, the teacher will be responsible for deciding whether or not he/she may reschedule.

### **UNEXCUSED ABSENCES**

An unexcused absence **does become** a part of the student's school record. The student will be marked "**unexcused**" if he/she:

- fails to have parent bring a written note or email upon return to school.
- leaves school without signing out-of-school at the office.
- is absent from class without permission - including walking out during class.
- is absent from school without parental permission.
- gets a pass to go to a certain place, but do not report there.
- is absent for reasons not acceptable to the administration.

Three days are given after student's return to school to provide proof of excused absence. The absence will be noted as "unexcused" after three days without notification.

### **MAKE-UP WORK FOR UNEXCUSED ABSENCES**

If the student has an unexcused absence, his/her grade(s) in a class or classes may be affected in one, or all, of the following manners, **depending upon the decision of the instructor and administration.**

- The student **may be given partial credit for work made up from an unexcused absence.**
- For repeated occurrences, the student **may** be required to meet with administration and a parent conference will be arranged.

### **TRUANCY**

According to NRS 392.130, truancy is defined as **being absent from school without written approval** from a parent/guardian unless the student is mentally or physically unable to attend school. Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences.

#### **If the student is truant:**

No credit will be recorded for work the student misses as a result of truancy.

- A letter will be sent home notifying the parent/guardian of the truancy situation.
- A record of the truancy will be entered into the student's file.
- A conference with the student's parents will be held.

### **HABITURAL TRUANCY**

According to NRS 392.122, CASLV shall consider a student "habitually truant" when, in spite of warnings and/or the parent's efforts to ensure attendance, the student has accumulated ten consecutive days or fifteen total days of unexcused absences within a semester. A meeting will be held with the administration and parents in order to determine if the student will continue to attend CASLV. After ten consecutive absence days, if a parent has not contacted the school, the student will be withdrawn from enrollment at CASLV.

### **TARDINESS**

Per attendance regulations, school time missed due to tardiness could contribute to a student's total absences. Any student arriving at school after the designated start time is considered tardy. Parents must sign in their child upon arrival. Excessive tardiness may result in a parent conference with administration.

### **EARLY DIMISSAL OF STUDENTS FROM SCHOOL**

CASLV is very concerned about student safety and well-being and thus, an early dismissal from school is an important issue.

**All instances of requests for early dismissal will utilize the following precautions:**

- An administrator may release the student before the end of a school day only upon presentation of a written or face-to-face request by the parent/guardian.

- The student may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent/guardian to act on his/her behalf.
- Students will not be released within the last 45 minutes before the end of the school day unless it is an absolute emergency. Parent/guardians should schedule appointments accordingly.
- No staff member shall permit or cause the student to leave school prior to the regular dismissal time, except upon the knowledge and approval of the administration and written permission from the parent/guardian.

The student will not be released from school to any government agency without a proper warrant or written parental permission, except in the event of an **emergency as determined by the administration.**

## **STUDENT CONDUCT AND DISCIPLINE**

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The goal of CASLV is to help students fulfill their intellectual, social, physical and emotional potential. Everything in and around the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the CASLV administration and teachers shall not allow the following types of behavior during school, on school property, at or during any school-sponsored activities, and to and from school.

All school consequences shall be imposed at the reasonable discretion of the Administration and (if expulsion is at issue) CASLV's Board. A student may receive in-school suspension, out-of-school suspension, expulsion, or any other consequence deemed appropriate. Notwithstanding the consequences listed in individual Handbook sections below, the Administration has the discretion to impose lesser or greater penalties or sanctions for any particular conduct, depending upon the totality of the circumstances at issue, including mitigating and aggravating circumstances, the student's prior offenses, and other reasonably relevant factors.

The Administration will maintain a discipline tracking system for all students. The nature of the unacceptable behavior and the designated consequences for each infraction will be listed and tracked.

As approved by campus Administration, students can leave campus to wait for their parents at a designated area outside the school or to walk home. Otherwise they need to be in extended care. It is not the responsibility of the school to maintain student safety when they are off campus. However, if any offense or behavioral incident occurs off campus, the administration may address the issue in accordance with the student handbook if it is deemed that student safety is jeopardized at school.

Everything cannot be covered in this handbook; therefore, for types of behavior not covered, immediate action and consequences will be given in a fair and consistent manner as deemed by the Administration. Second, third, and subsequent offenses will result in an increase of the severity of the consequence, if necessary. For repeated minor negative behavior, students may be placed on a behavior plan (explained earlier in handbook) or referred to the discipline committee (discussed later in the handbook), directed by the Administration and comprised of the school counselor and various instructors. In the instance that a behavior plan is not signed by both parent and student, the behavior plan will still be effective.

## **UNACCEPTABLE BEHAVIORS**

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### **WEAPONS**

Weapons include, but are not limited to, conventional objects such as guns, pellet guns, knives, smoke bombs, fireworks, or club type implements. Mace, tear gas, or other chemicals are also included. A "toy weapon" presented as a real weapon may also be considered the same as a real weapon. Objects converted from their original use to an object used to threaten or injure another are also classified as weapons. The Administration reserves the right to make all final decisions regarding the definition of what constitutes a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon. Weapons will not be returned.

### **Consequences/Procedures:**

Parent/guardian will be notified, and the student will be suspended indefinitely pending review of the behavior or incident. This matter will be forwarded to the Discipline Committee for review. If the item is deemed a "weapon," the student will be subject to discipline per CASLV's expulsion guidelines. Law enforcement may also be contacted.

If the item is deemed inappropriate, but not a weapon (water gun, in some cases a rubber band), parent/guardian will be contacted and consequences will be discussed and given.

Consequences may include detention/loss of recess or suspension.

## **FIGHTING**

Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used.

Consequences will be given for fights taking place on or off school grounds. In all but the rarest of occasions, such as an instance in which one student assaults an innocent bystander, any fight will involve **disciplining all students involved in the fight/physical incident. The school does not condone fighting, intimidation, assault (saying you will hurt someone), and battery (actually touching another person in a hurtful or unwanted manner, including restraining someone).**

### **Consequences:**

- **1<sup>st</sup> OFFENSE:** Sent to Administration, parent/guardian will be contacted, and depending on situation, loss of recess, In-school suspension, or Out-of-school suspension may be given.
- **2<sup>nd</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. The parent will be required to attend a meeting with the Administration, and teacher(s) as deemed appropriate. The incident may be reported to the authorities. Suspension may be given. A counseling program may be required.
- **3<sup>rd</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student may be placed on out-of-school suspension until arrangements for the student to attend a behavioral program or counseling have been initiated. The student would remain on out-of-school suspension until the program is completed and the service provider states, in writing, that they feel that the student is not potentially a harm or is not a threat to himself or others. The student may be expelled, if deemed necessary.

## **USE OF /OR INTENTION TO SELL DRUGS/OR ALCOHOL**

The above means: to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except under the direction of a physician/parent as outlined under Medications, Student Handbook) alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind ***including butane lighters. This prohibition also applies to any type of drug related paraphernalia.***

The sale, distribution, possession, or use of any of the above, drugs and/or alcohol is strictly prohibited anywhere on school grounds, at any school activity, and on any school transportation. Tobacco and all other nicotine related products are also not permitted on campus. This behavior **will not** be tolerated at CASLV. The consequences for any of the above are stringent.

### **Consequences/Procedures:**

Parent/guardian will be notified and student will be suspended indefinitely pending review of the behavior or incident. This matter will be forwarded to the Discipline Committee for review. Any offense will result in (1) notification of your parent(s) and/or guardian(s), (2) confiscation of the prohibited article(s), and (3) potential notification of law enforcement officials for any illegal substances and investigation of the circumstances and accomplices. It may also result in (4) referral to an appropriate substance abuse program for counseling and/or services at parent's expense (and the student will be allowed to return to CASLV after successful completion of treatment and parent/administrator/treatment provider meeting, or (5) possible expulsion from school.

## **GIVING A FALSE ALARM**

Issuing a false alarm refers to any act which leads others to believe that they are in imminent danger such as a fire alarm or bomb threat. This is also a violation of Nevada State Law. A false alarm includes, but is not limited to phone calls, personal malice, or any other action which could instill fear, concern, school dismissal or involvement of private, city and/or county workers, such as the fire department, ambulance or police.

### **Consequences/Procedures:**

**Parent(s) or Guardian(s) will be contacted and, as deemed appropriate by the administration, legal authorities may also be notified.** The student may be issued an out-of-school suspension until such time that a meeting can be held to determine the seriousness of the action. Further consequences may be given as deemed appropriate upon review.

## **PORNOGRAPHIC MATERIALS**

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Any material of this nature is not permitted at school, school functions, while on the Internet, during field trips or at any time whatsoever that can be considered "school time."

### **Consequences:**

- **1<sup>st</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted, loss of recess/in house suspension or suspension will be given, and the item will be confiscated. The parent/guardian must personally pick-up the item. Under no circumstances will the item be returned directly to the student.
- **2<sup>nd</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted, behavior contract/suspension will be given and the item will be confiscated and will not be returned.
- **3<sup>rd</sup> OFFENSE:** Suspension will be given and private counseling at parent's expense will be required for student to continue to attend Coral Academy of Science.

## **SAFE AND RESPECTFUL LEARNING ENVIRONMENT: BULLYING AND CYBERBULLYING**

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Coral Academy of Science - Las Vegas ("CASLV") is committed to providing a safe, secure, and respectful learning environment for all students and employees in our facilities, school buses, on school grounds, and at school-sponsored activities. Bullying, cyberbullying, harassment, and intimidation have a harmful social, physical, psychological, and academic impact on victims, bystanders, and even the bullies themselves. CASLV strives to consistently and vigorously address bullying, cyberbullying, harassment, and intimidation so that there is no disruption to the learning environment and learning process.

### **DEFINITION**

Bullying is a deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status.

### **Bullying behavior can be:**

1. Indirect (such as spreading cruel rumors, intimidation through gestures, social exclusion, or sending insulting messages or pictures) as defined by NRS. 388.122.
2. Physical (such as assault, hitting, punching, kicking, theft, or threatening behavior).
3. Power Imbalance - when someone takes power over someone else.
  - a. Physical Imbalance - a stronger, more physically dominant individual usurps authority over a smaller, less strong individual.
  - b. Psychological Imbalance - intellect or social status determines dominance.
4. Punitive - aimed at hurting or punishing targeted individuals.

5. Repetitive - a repeated, even systematic act over time.

6. Verbal (such as threatening or intimidating language, teasing or name calling, or racist remark as defined by Anti-Defamation League, 2003. Human Rights Campaign Foundation, 2012. New York City Department of Education. Olweus Bullying Prevention Group, 2007. Operation Respect, 2005. Talbot County Public Schools, Easton M.D., U.S. Department of Health and Human Services, Human Resources and Services Administration. Wisconsin Department of Public Instruction).

**Cyberbullying means bullying through the use of “electronic communication.”** “Electronic communication” means the communication of written, verbal, or pictorial information through electronic devices, including, but without limitation, telephones, cellular phones, computers, or any similar means of communication as defined by NRS 388.123 and NRS 388.124.

**Harassment** is a willful act which is written, verbal, or physical, or a course of conduct that is not otherwise authorized by law and is highly offensive to a reasonable person. Harassment is intended to cause or actually causes another person to suffer serious emotional distress; places a person in reasonable fear of harm or serious emotional distress; and/or creates an environment which is hostile to a pupil or employee as defined by NRS 388.125.

**Intimidation** is a willful act which is written, verbal, or physical, or a course of conduct that is not otherwise authorized by law and is highly offensive to a reasonable person. Intimidation poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person; place a person in reasonable fear of harm or serious emotional distress; or creates an environment which is hostile to a pupil or employee as defined by NRS 388.129.

### **PROHIBITION**

Bullying and/or cyberbullying behavior are prohibited. This includes, but is not limited to, going to and from school and any activity under school supervision.

### **REQUIREMENTS AND METHODS FOR REPORTING VIOLATIONS OF NRS 388.135**

CASLV shall assure that any person who believes that he or she has been a victim/target of bullying, cyberbullying, harassment, and/or intimidation as defined by NRS 388.122, 388.123, 388.124, 388.125, and/or NRS 388.129 by any or all individuals as specified by NRS 388.135 be encouraged and instructed to adhere to the following reporting mechanism:

*Students:* It is the policy of CASLV to encourage students who are victims/targets of bullying, cyberbullying, harassment, and/or intimidation and students who have first-hand knowledge of such bullying, cyberbullying, harassment, and/or intimidation to report such claims. Students should report any incident(s) to a teacher, counselor, or a school administrator. Incidents can also be reported via school website under the “Report a Bully” link or teacher/administrator email address.

*Employees:* Any CASLV employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of bullying, cyberbullying, harassment, and/or intimidation at school, at a school-sponsored event, or on school-sponsored transportation, shall report it to the administration or the administration’s designee.

### **PROFESSIONAL DEVELOPMENT**

CASLV will provide for the appropriate training of all administrators, principals, teachers, and all other personnel employed by CASLV as prescribed by this policy under the heading “Professional Development.”

The Administration shall develop methods of discussing the meaning and substance of this policy with staff in order to help prevent harassment.

In addition to informing staff and students about the policy, the Administration shall develop a plan, including requirement and procedures, to assure that the following professional development be provided to all administrators, principals, teachers, and other personnel employed by the Board of Trustees of CASLV.

1. Awareness concerning the various types of bullying, cyberbullying, harassment, and/or intimidation; how the bullying, cyberbullying, harassment, and/or intimidation manifests itself; and the devastating emotional and education consequences of bullying, cyberbullying, harassment, and/or intimidation.

2. Training in the appropriate methods to facilitate positive human relations without the use of bullying, cyberbullying, harassment, and/or intimidation so that pupils and employees may realize their full academic and personal potential.
3. Methods to improve the school environment in a manner that will facilitate positive human relations.
4. Methods to teach skills so that pupils and employees are able to replace inappropriate behaviors with positive behaviors.

## **DISCLOSURE AND PUBLIC REPORTING**

The policy will be distributed annually to all students enrolled in CASLV, their parents and/or guardians, and employees. It will also be made available to organizations in the community having cooperative agreements with CASLV. CASLV will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the Bullying Policy.

An annual summary report shall be prepared and presented to CASLV's Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Consequences of violating this policy are addressed in NRS 388.121 to 388.139, inclusive, unless the context otherwise requires, the words and terms defined in NRS 388.122 to 388.129, inclusive, have the meanings ascribed to them in sections. (Added to NRS by 2001, 1928; A 2005, 705; 2009, 687; 2011, 2244)

### **Consequences:**

- **1<sup>st</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the consequences (loss of recess/in- school suspension, out-of-school suspension) will be discussed and given.
- **2<sup>nd</sup> OFFENSE:** Parent (s) or Guardian (s) will be required to attend a meeting with the Administration, and instructor (s) as deemed appropriate, prior to the student being taken off of out-of-school suspension. A behavior plan will be implemented or referral to disciplinary committee will be made.
- **3<sup>rd</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend private counseling at the parent's expense have been initiated. The student will remain on out-of-school suspension until the program is completed and the service provider states, in writing, that he/she feels that the students are able to return to CASLV and conduct themselves in an appropriate manner. Repeated behavior will result in expulsion.

## **DISRESPECT AND/OR INSUBORDINATION TOWARD TEACHERS OR STAFF**

Disrespect (arguing, talking back, etc.) and insubordination (failure to comply with directives), including profanity, either spoken or written, toward any member of the faculty or staff is unacceptable. Use of profanity, toward another student, or in general, will not be tolerated.

### **Consequences:**

- **1<sup>st</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted and the consequences will be discussed. The student will be given loss of recess, in-school suspension, or out-of-school suspension.
- **2<sup>nd</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted and the consequences will be discussed. The parent will be required to attend a meeting with the Administration, and instructor (s) as deemed appropriate. Student will be given out-of-school suspension. Depending on behavior, student may be placed on a behavior plan or referred to discipline committee.
- **3<sup>rd</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend private counseling at the parent's expense have been initiated. You will remain on out-of-school suspension until the program is completed and the service provider

states, in writing, that he/she feels that you are able to return to CASLV and conduct yourself in an appropriate manner. Expulsion may also be a result.

## **DISPLAYING THREATENING BEHAVIOR**

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Threatening behavior includes, but is not limited to verbal threats, face-to-face interactions that cause or promote fear, written notes and threats through electronic media such as the phone and/or computer. Non-verbal threats, such as "hard" stares or gestures, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated, are also included under the definition of threatening behavior.

### **Consequences:**

- **1<sup>st</sup> OFFENSE:** Parent (s) or guardian (s) will be contacted and the consequences (loss of recess, in or out of school suspension) will be discussed and given.
- **2<sup>nd</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension. The parent will be required to attend a meeting with the Administration, and instructor(s) as deemed appropriate, prior to your removal from suspension. Depending on behavior, student may be placed on a behavior plan or referred to the discipline committee.
- **3<sup>rd</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until an appropriate behavior/counseling program has been initiated. Repeat or severe behavior may result in expulsion from Coral Academy of Science.

## **STEALING AND/OR VANDALIZING PRIVATE OR SCHOOL PROPERTY**

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This means to cause, or attempt to cause, damage to private property or steal, or attempt to steal, private property. This can occur either on school grounds or during a school activity, function, or any event held on the school grounds, as well as at another facility used by the school during the school day. **This includes walking to and from school. Students and their parent(s)/guardian(s) will be held responsible for any theft/vandalism that their student commits. Consequences include full restitution.**

### **Consequences:**

(Please note that the school will file a police report in cases of theft and vandalism. Either offense can carry legal penalties.)

- **1<sup>st</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted and the consequences will be discussed. The student will be given Loss of Recess/ in or out-of-school suspension. All legal repercussions for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution may result.
- **2<sup>nd</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted and the parent/guardian will be required to attend a meeting with the Administration, and instructor(s) as deemed appropriate, prior to the student being taken off suspension. Student will be referred to the discipline committee or placed on a behavior plan. All legal repercussions for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution or expulsion may result.
- **3<sup>rd</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted and the student will be placed on out-of-school suspension until an appropriate behavior/counseling program have been initiated. The student will remain in the behavior program until it is completed based on the professional judgment of the school counselor and administration. All legal repercussions for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution or expulsion may result.

## **LITTERING**

In an effort to keep our school clean and orderly, students found littering will receive consequences for their behavior.

### **Consequences:**

Any offense will result in campus beautification duty as assigned by staff or administration.

## **CHEATING/PLAGIARISM**

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Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort are unacceptable conduct. Each teacher sets his/her own standards of behavior for his/her classroom, and students are expected to know the standards and procedures for each of their classes. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

### **Consequences:**

- **1<sup>st</sup> OFFENSE:** Student will be sent to the Administration, Parent(s) or Guardian(s) will be contacted and Loss of Recess/ in or out of school suspension will be given. Partial or no credit may be given for any work involved in the incident.
- **2<sup>nd</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted and the student may be suspended. Repeated behavior may result in expulsion, being placed on a behavior contract, or referral to the discipline committee. no credit may be given for any work involved in the incident.

## **LYING**

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Lying is the purposeful distortion or withholding of information. **When sent to the administration for any offense, if a student is not truthful about the situation, more severe consequences may be implemented.**

### **Consequences:**

- **1<sup>st</sup> OFFENSE:** Student will be sent to the administration. Parent or guardian(s) will be contacted and appropriate consequences will be given.
- **2<sup>nd</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted and the student will remain on out-of-school suspension until such time that a meeting can be held to determine the seriousness of the action. Repeated behavior may result in expulsion or being placed on a behavior plan.

## **FORGERY**

Any attempt by a student to sign anyone's name, including but not limited to the name and or signature of a teacher, administrator, parent/or guardian, and/or another student's name to any document will be considered forgery.

### **Consequences:**

- **1<sup>st</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted and, as deemed appropriate by the Administration, legal authorities may also be notified. Consequences will be given accordingly.
- **2<sup>nd</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted and the student will remain on out-of-school suspension until such time that a meeting can be held to determine the seriousness of the action and a behavior plan is put in place for the student.

## **GAMBLING/EXCHANGE OF MONEY**

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Gambling includes any game which **involves the transfer of money or personal belongings from one person to another.** Under Nevada law, it is illegal for minors to gamble. Students are not to bring and/or play any cards and/or games (such as Pokémon), without the permission from the instructor or administration. Games, which utilize cards or dice, with the approval of the instructor and/or administrator, may be played during the recess, as long as no inappropriate behavior results. Examples of inappropriate behaviors can include, but are not limited to: name-calling, arguing, making accusations, etc. Students are not allowed to transfer money or sell to other students while on campus. Should you bring such items without written permission, the following will result:

### **Consequences:**

- **1<sup>st</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted and the item will be confiscated. The parent/guardian must personally pick-up the item. Under no circumstances will the item be returned directly to the student. Loss of recess, in-school suspension, or out of school suspension may be issued.
- **2<sup>nd</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted and the item will be confiscated. The parent/guardian must personally pick-up the item. Under no circumstances will the item be returned directly to

you, the student, nor, on a second offense, will your parent/guardian have access to the item until the close of the semester. Loss of recess, in-school suspension, or out of school suspension may be issued.

- **3<sup>rd</sup> OFFENSE:** All of the consequences listed under the second offense will be issued. Possible expulsion may occur.

## **HABITUAL DISRUPTIONS OF CLASS OR SCHOOL**

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Habitually disrupting learning includes any behavior that prevents other students from learning. It may include, but is not limited to; inappropriate language, talking during instructional periods, eating or drinking during class, making unwanted noises (such as belching), chewing gum, insubordination, and/or selling or trading personal possessions to other students.

Students participating in competitions or contests on or off campus will be subject to all the rules contained in this handbook. There will be no level of profane or vulgar language allowed. Students breaking school rules will be subject to school consequences or immediate withdrawal from the contest.

### **Consequences:**

Teachers/staff may issue consequences accordingly. For repeated offenses, student may be sent to the administration, parent(s) or guardian(s) will be contacted and, based upon the discretion of the teacher and administration, may be issued a consequence including, but not limited to: In-school or out-of-school suspension, placed on a behavior plan, or referred to the discipline committee. Continual disregard for the learning of others may result in more severe consequences.

## **PUBLIC DISPLAYS OF AFFECTION**

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No type of displays of affection is allowed. Gestures not allowed are, but not limited to: groping, arms around each other, kissing, etc. Display of these gestures may result in school-issued consequence including, but not limited to: In-school or out-of-school suspension, placed on a behavior plan, or referred to the discipline committee.

## **INTERNET ADMINISTRATION POLICY**

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The Internet is used to support learning and to enhance instruction. Computer networks also allow people to interact with many computers. It is a general policy that all internet connected devices are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer include:

1. Violating rights to privacy.
2. Using profanity, obscenity, or other language that may be offensive to another user.
3. Reposting (forwarding) personal communication without the author's prior consent.
4. Violation of copyright law.
5. Using the network for financial gain, for commercial activity, or for any illegal activity.
6. Damaging any part of the school network system.

The person in whose name an account is issued is responsible at all times for its proper use. Users must not give a password to another user. Users should change passwords frequently.

As the Internet provides connections to other computer systems located all over the world, users (and parents of users, if the user is under 18 years old) must understand that the school does not control the content of the information available on systems not related to CASLV. Some of the information available is controversial and, sometimes, offensive. The school does not condone the use of such materials.

### **RESPONSIBLE USERS *MAY UNDER SUPERVISION***

- Use the Internet to research assigned classroom projects.
- Use the Internet to explore other computer systems.

### **RESPONSIBLE USERS *MAY NOT:***

- Use the Internet for any illegal purpose.
- Use impolite or abusive language.
- Violate the rules of common sense and etiquette.
- Change any computer files that do not belong to the user.

- Send or get copyrighted materials without permission.
- Users must not give their password to anyone.
- Use the Internet to send email to other users.
- System operators will have access to all user accounts, including email. If any person does not follow the rules above, use of the network will be revoked.

## TECHNOLOGY MISUSE OR ABUSE

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Technology at school is for the benefit of all students. No student may purposefully or recklessly tamper with school technology. Abuse and or misuse of technology also includes uploading viruses, downloading inappropriate material, checking or sending personal e-mail, and accessing inappropriate websites.

### Consequences:

- **1<sup>st</sup> OFFENSE:** Parents/guardians will be contacted. At the discretion of the Administration you will be responsible to repair, undo, reset or delete your inappropriate tampering. Should you do damage to school technology, the parent/guardian will be responsible for any necessary repair or replacement costs. Loss of recess, in-school suspension, or out-of-school suspension will be given. Loss of usage of the computer may be applied.
- **2<sup>nd</sup> OFFENSE:** The student will no longer have access to the school technology and may be subject to expulsion.

## DUE PROCESS

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All students at CASLV are entitled to the rights guaranteed by the United States Constitution, including the Bill of Rights, and the Nevada Constitution and Nevada Revised Statutes. The student's rights will not knowingly be denied by the required code of conduct, or by any disciplinary actions taken by the school. If the student exhibits any of the "Unacceptable Student Behaviors" listed in this handbook (or added to this list from time to time), the student will be held responsible for his/her actions.

Due to the range of possible behaviors and misconduct (not all of which can be listed out in this Handbook), the Administration reserves the right to adjust the consequences in any particular case, as the administration deems reasonable and appropriate for the given situation. That means that:

(a) There are specific types and examples of misconduct which are not described in this Handbook, but which would subject the student to disciplinary action.

(b) Even where this Handbook describes certain specific consequences for a "1<sup>st</sup> Offense," "2<sup>nd</sup> Offense", and "3<sup>rd</sup> Offense," the administration has the leeway and discretion to consider *any* punishment for *any* offense. The administration can and will consider all (i) mitigating factors and (ii) aggravating factors, as long as it makes a rational, proportional decision under all of the circumstances at issue. For offenses warranting more serious punishments (longer-term suspensions or expulsions), as described below, students will be provided with due process in the form of, for example, notice of the charges, an explanation of the evidence, and an opportunity to be heard, unless the student meets the conditions for immediate removal. *See, e.g., NRS 392.467.*

These consequences range from notification of the student's parent(s)/guardian(s), detention, and emergency removal from a school activity through suspension, expulsion, and criminal prosecution. All students at CASLV have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time *the student feels he/she is the subject* of bullying, harassment, hazing, threats, or other intimidating behavior, he/she should immediately report the concern to a teacher or an administrator. The situation will be investigated as soon as possible, based upon the severity of the offense, and the student will be informed accordingly. All reports are kept completely confidential.
- Similarly, if the student is concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, he/she should immediately report the concern to a teacher or an administrator. The situation will be

investigated as soon as possible, based upon the severity of the offense, and he/she will be informed of the outcome. All reports are kept completely confidential.

- Students are protected under the right of confidentiality. If a child is involved in a situation at school, the consequences given to the other student cannot be specifically discussed. Please know that the school makes every attempt to hold every student accountable for his/her actions. If the parent/guardian has any concerns, please contact the teacher or administration to have them addressed.

- Students who receive a teacher-assigned consequence need to adhere to the following procedure if they disagree. Speak with the teacher giving the consequence after class, at lunch, or after school when there are no other students that may be distracted. If the student still does not agree with the outcome, he/she needs to set up an appointment with the administration to discuss it further. A meeting will then be set up with the teacher to discuss the situation. If the administration does not change or rescind the consequence, the student then has the option to bring in his/her parents for a meeting with the administration, teacher, and student. If the school still deems it a just consequence, the student is required to serve the consequence as assigned by the teacher.

## DEFINITIONS

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Following are a list of terms which have been used frequently throughout this document. Students should review these terms with a parent(s)/guardian(s). Questions on the following definitions can be directed to Administration.

- **IN-SCHOOL SUSPENSION (ISS):** ISS takes place over one entire school day, unless otherwise specified. Students who are assigned to ISS for any portion of the school day are not allowed to participate in extra-curricular activities the same day. They must have materials with them to do work when they arrive to the ISS room at the beginning of the day. Students must bring their lunches to school for each day(s) assigned to ISS. Students are to remain quiet and in their seats. They are to communicate with the ISS supervisor only. Students receiving in-school suspension are responsible for obtaining and completing missed work upon their return to school. They will be given the number of days absent from classes to complete assignments. An ISS will be reflected on a discipline report prepared by the administration and may be included in a student's cumulative file.
- **OUT-OF-SCHOOL SUSPENSION (OSS):** The decision to suspend any student will be as follows. (Note, however, that a minor deviation from this procedure will not render the school's decision invalid, unless the deviation involves a breach of the law or a Constitutional protection.)

The behavior/incident in question will be reviewed by the Administration. If the Administration deems suspension to be appropriate and the suspension is 10 days or less, the Administration will provide the student with an on-the-spot hearing, at which the student may explain his/her actions and provide evidence. If the suspension remains warranted, the Administration will give the student written notice of the suspension. The notice shall include the reasons for the suspension and an explanation of the evidence.

The student and his/her parent/guardian may appeal a suspension within one (1) school day of the suspension notice being issued by the Administration. The appeal will be heard by a disciplinary committee made up of four or more persons. If requested in the student's notice of appeal, the disciplinary committee will hold a hearing, which the student and parent/guardian may attend, and which the student may be heard and present evidence. All disciplinary hearings will be held within two (2) school days of the notice of appeal being received by the Administration. The decision of this disciplinary committee is final (unless the suspension is for a period of more than 10 days and the student participates in a special education program, in which case the suspension shall be heard by CASLV's Board).

All CASLV decisions will be made in accordance with NRS 392.466, NRS 392.467 and other applicable statutes, rules, regulations, and case precedents.

Students who have been suspended and continue to have incidents of misbehavior may be required to have their parent spend at least one day in school with them.

If the student is suspended, he/she will be responsible for obtaining and completing missed work upon his/her return to school. The student may not attend classes until the appeal is heard, but he/she will be able to turn in work for the classes he/she missed while waiting for the appeal, and he/she will receive full credit for that work.

- **EXPULSION:**

MANDATORY EXPULSIONS: NRS 392.466

- I. Except as otherwise provided in this section, any pupil who commits a battery which results in the bodily injury of an employee of the school or who sells or distributes any controlled substance while on the

premises of any public school, at an activity sponsored by a public school or on any school transportation must, for the first occurrence, be suspended or expelled from that school. For a second occurrence, the pupil must be permanently expelled from that school.

#### DISCIPLINE: EXPULSION PROCEDURES

- I. Expulsion is the removal of a student from school for any of the reasons provided. The procedure for determining whether a student should be recommended for expulsion is set forth below:
  - a. The principal or designee shall report any violation of the law to the appropriate law enforcement agency. Principal as used in this explanation means the principal or designee.
  - b. The principal or designee shall suspend the student by use of a "Notice of Suspension" pending further investigation by administration and review of the facts, which may lead to a recommendation for expulsion. A writing (including an email) can constitute that notice even if it does not bear that title.
  - c. Within three (3) school days of the suspension, the principal or designee, must conduct a meeting with the student and the student's parent(s) or legal guardian(s), to discuss the investigation of the incident, the violation of school rules and/or District regulations, and the student's prior discipline history, as well as any information submitted that the parent(s) or legal guardian(s) would like the principal to consider as it relates to the suspension and the possible recommendation for expulsion.
  - d. At the conclusion of the meeting, the disciplinary team shall make a decision regarding the disciplinary action, which may include a recommendation for expulsion. The principal or designee must recommend expulsion if it is determined at the meeting that the student has or is believed to have committed any of the offenses listed as offenses which require a mandatory recommendation for expulsion, or committed any offense which is otherwise a proper and reasonable basis for expulsion under this Handbook, the school's other policies, and/or applicable law or regulations.
- II. If the student is to be recommended for expulsion, the parent(s) or legal guardian(s) must be informed of the due process procedures available. The parent(s) or legal guardian(s) must decide whether to contest or not contest the expulsion and sign a statement to that effect. If the parent does not sign the statement, the expulsion will be treated as a contested expulsion. The parent(s) or legal guardian(s) will be provided in writing with the due process procedures available. These procedures will be provided during the hearing with the principal or designee, or within a reasonable period of time following the written decision.
- III. The following levels of due process are available to the parent(s) or legal guardian(s) of a student who is being recommended for expulsion:
  - a. A meeting will be conducted by the school principal, or designee. The principal will disclose information obtained during the investigation of the incident which resulted in the recommendation for expulsion. This information, as well as the student's prior disciplinary record, will be reviewed with the student and the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) must be allowed to present any information to the principal that the parent(s) or legal guardian(s) would like the principal to consider. The student must also be allowed to be heard regarding the incident resulting in the recommendation for expulsion. Note that this is the same meeting discussed in Section I(c) above.
  - b. The principal shall inform the parent(s) or legal guardian(s) of the decision and must within two (2) school days following the meeting, provide written notice to the parent(s) or legal guardian of the decision regarding the recommended expulsion.
  - c. If the decision to recommend expulsion is upheld by the principal, the principal will forward the required documentation to the Executive Team, within two (2) school days.
  - d. Within three (3) school days of receiving the Site Discipline Committee's recommendation, the Executive Team will review the recommendation to assure compliance with due process procedures and evaluate the appropriateness of the discipline recommended. The Executive Team will determine whether the recommended expulsion should be limited or permanent, or whether a lesser form of punishment (e.g., suspension) is warranted.
  - e. Within two (2) school days after the Executive Team has made a determination, the site Principal or designee, will notify the parent(s) or legal guardian(s) of the recommendation and determination.
  - f. If the decision to recommend expulsion is upheld and the parent(s) or legal guardian(s) decides to contest the expulsion recommendation, the parent(s) or legal guardian(s) must notify the Executive Team, of the intent to contest the recommendation for expulsion within fourteen (14) days of receiving notice of the recommendation for expulsion. A hearing will then be held at the next regularly scheduled board meeting.

#### SITE DISCIPLINE COMMITTEE

- I. The Site Discipline Committee selected will consist of three (3) members as follows:
  - a. The site Principal

- b. A site Assistant Principal
- c. A school counselor
- II. The Site Discipline Committee will make the following determinations:
  - a. What disciplinary offense, if any, has been committed by the student; and
  - b. If the student has committed a disciplinary offense, what is the appropriate consequence and educational placement; and
- III. The Site Discipline Committee must consider the nature of the offense, the student's disciplinary history for one calendar year prior to the recommendation for expulsion, the student's academic record and academic concerns, as well as any district regulations, and state or federal laws.
- IV. If the Site Discipline Committee determines that the student has committed the offense with which the student has been charged, the Committee may decide on:
  - a. Permanent expulsion - Permanent expulsion means permanent removal of a student from school.
  - b. Term expulsion – Term expulsion allows a student to reapply for enrollment after a designated time of separation has been completed.
  - c. A modified plan for school placement.
- V. If the disciplinary offense falls under NRS 392.466, mandatory expulsions, and the Hearing Panel determines that the student did commit the disciplinary offense, the Discipline Committee does not have the authority to modify the expulsion recommendation.
- VI. If the panel upholds the decision to expel the student and the parent(s) or legal guardian(s) does not agree with the decision of the Site Discipline Committee the parent(s), or legal guardian(s) may appeal the decision to the Executive Team.
- VII. An appeal to the Executive Team must be requested in writing and submitted to the Executive Director, or designee no later than fourteen (14) days after receipt of the decision of the Site Discipline Committee.

#### GOVERNING BOARD

- I. The Governing Board will hear the expulsion matter at a regularly scheduled board meeting.
  - II. A decision of the Governing Board shall be by a majority vote.
  - III. The Governing Board will conduct an evidentiary hearing at which both a school administrator(s) and the student, parent(s) or legal guardian(s), may present evidence, testimony, and argument related to the student's alleged misconduct and the appropriate discipline in view of all the circumstances, including any prior disciplinary intervention(s) by the school. The evidence and testimony may be directed to the incident itself and/or to the character of the student, including, for example, no more than three (3) other persons providing character testimony (only). Such evidence may not include testimony or other evidence regarding the school disciplinary status of other students who may have been involved in that incident or prior incidents. Notwithstanding the foregoing, the President of the Governing Board shall have the discretion to control the hearing process and procedures in whatever reasonable manner he/she decides, as long as the hearing is consistent with applicable laws and constitutional norms of procedural and substantive due process.
  - IV. The student may be represented by legal counsel at the Expulsion Review Board hearing, if the parent(s) or legal guardian(s) so desires, at no expense to the District. The school may be represented by its General Counsel.
  - V. The Governing Board must make the following determinations:
    - a. What disciplinary offense, if any, has been committed by the student; and
    - b. If the student has committed a disciplinary offense, what is the appropriate consequence and educational placement considering the nature of the offense, the student's disciplinary history for one (1) calendar year prior to the date of the subject offense, as well as the student's overall academic record or any other academic concerns.
    - c. If the disciplinary offense falls under Nevada Revised Statute 392.466, mandatory expulsions, and it is determined that the student did commit the disciplinary offense, the Governing Board does not have the authority to modify the expulsion.
    - d. The decision of the Governing Board is final and binding.
- **BEHAVIOR PLANS:** Students exhibiting repeated behaviors will be placed on a behavior plan. This plan is designed to put into place incentives to reward improved behavior and stricter consequences for continued misbehavior. The student, counselor, and administration design the plan together based on tracked misbehaviors. Parent, student, and administration will sign the plan in effort to work as a team to improve student behaviors. Typical consequences for the behavior plan are 3 or 6 day suspensions and then expulsion, if misbehaviors continue. Incentives are received weekly for positive behavior. If a student goes one month straight without misbehavior, they will be taken off the plan, but incentives will be continued.

- **DISCIPLINE COMMITTEE:** The review of disciplinary matters by the discipline committee is as follows. The assigned administrator presents necessary information to the committee which is comprised of an impartial group of teachers/staff and the school counselor. The committee's goal is to create an individualized plan for students with repeated misbehavior in an effort to correct the issues involved and to address any severe disciplinary issues referred by the administration.
- **Executive Director, Principal & ASSISTANT PRINCIPALS:** The Executive Director is the individual who oversees the charter school. The Executive Director is in charge of district communications, financial concerns, teacher hiring/firing, plant facilities, teacher evaluations, report filing, audits, and general governing of all school systems. The Principal is an administrator that works under, as well as with, the Executive Director. The Principal is in charge of district communications, teacher hiring/firing, curriculum development, facilities, teacher evaluations, and managing and facilitating other general school operations. Assistant Principals are administrators who work under, as well as with, the Executive Director and Principal. He/she works together with the Principal in facilitating general school operations, along with teacher evaluations, student discipline and supervision, and general school safety. The Assistant Principal of Student Services should also be your first contact for disciplinary questions or concerns. The School Counselor oversees high school, college, and overall academic advising and counseling.

## **ADMISSION POLICY**

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Coral Academy shall not base admission on intellectual ability, measures of achievement or aptitude, athletic ability, or discriminate on the basis of ethnicity, race, religion or disability.

During the third quarter of the school year, parents of children attending Coral Academy will be requested to re-enroll their children for the following year. Enrollment for the following year will then be determined in the following order:

- 1) All re-enrolling students will be placed
- 2) Faculty students will be placed in available openings. If there are no openings, unplaced faculty students will be placed on a faculty waiting list.
- 3) Siblings of re-enrolling students will be placed. If there are no openings, unplaced siblings will be placed on a sibling waiting list.
- 4) A lottery will be held to fill all remaining openings if the applicant number exceeds the maximum capacity.

The lottery will consist of the names of all students whose parents have filled and returned the application form to the school registrar. For each grade, those names will be drawn from a "jar" until the number of spaces available in the class, are filled.

During the school year, if a parent desires their child to attend Coral Academy and the class in which the child needs placement is full, that child will be placed on a waiting list. This list shall include the grade level needed and the date and time that the parent put their child on the list. When a space is available in a class, the enrollment officer will refer to the waiting list and call the parents of the first child on the list to inquire if that child will attend. If the parent passes on enrollment at that time, the parents of the next child will be called, and so on. In the event that there is a sibling of a child attending Coral Academy on the waiting list, the sibling has first priority, regardless of date and time placed on the waiting list.

**Applications that contain false information or that do not provide complete information will result in voiding that application or the expulsion of the student when it is realized.**