



# Coral Academy of Science Las Vegas 2023-2024

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## Eastgate Campus Parent-Student Handbook

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# PARENT & STUDENT HANDBOOK

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# CORAL ACADEMY of SCIENCE LAS VEGAS

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## MISSION STATEMENT

The mission of Coral Academy of Science Las Vegas (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

### **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.

## THE CORAL CULTURE

To achieve our mission, every member of 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.

This handbook is posted to each campus website. It is expectation and responsibility of all families and students to review this handbook before the start of the school year.

## CHAIN OF COMMAND

In charter schools such as CASLV, the term Executive Director is used to denote the individual in ultimate charge of the charter network.

**Executive Director** is in charge of managing district communications, overseeing financial concerns, overseeing audits, submitting reports, managing overall facility operations, and general governing of all school systems.

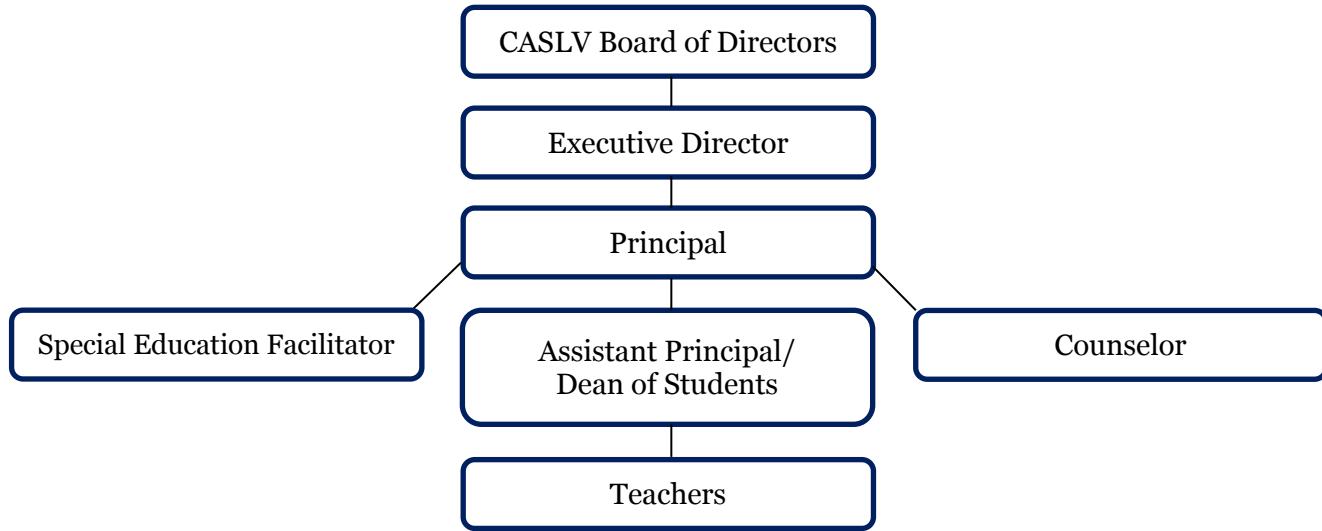
**Principal** is a lead school site administrator and works with the Executive Director. The principal oversees teacher hiring/firing, teacher performance evaluations, campus safety, facility upkeep, student attendance, parent concerns, and community engagement.

**Assistant Principal** is an administrator and works with the principal in supporting a specific site and supports in coordinating with the Executive Director and Central Office. The Assistant Principal oversees teachers, scheduling, curriculum, formative assessments, student discipline, and other operations as assigned by the principal.

**Dean of Students** is an administrator and works with the principal and the assistant principal. The Dean of Students oversees classroom management, student discipline, and other operations as assigned by the principal. In campuses without a dean of students, the assistant principal(s) will absorb these duties.

**Special Education Facilitator** is a support staff member on campus leading the special education department in conjunction with the principal. The Special Education Facilitator is responsible for writing, reviewing, renewing, and managing Individualized Education Plans (IEPs) and Behavior 504 plans. The Special Education Facilitator supports the assistant principal and/or dean of students with student discipline for special education students. This position is also supported by the CASLV Special Education Director.

**Counselor** is a support staff member on campus and works with the principal and other school leaders. The counselor supports the campus with academic progress tracking, behavior management, social emotional learning, multi-tiered systems of support, and other duties as assigned by the principal. The number of counselors varies by campus.



## CHAIN OF COMMUNICATION FOR GRIEVANCES

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.

<b>First Level</b>	<b>Second Level</b>	<b>Third Level</b>	<b>Fourth Level</b>	<b>Fifth Level</b>
Teacher	Assistant Principal and/or Dean of Students	Principal	Central Office	Board of Directors

If any issue at the first three levels has not been resolved **after at least two attempts**, please contact the next person in the chain of command. It is recommended that multiple attempts are made at each level for the levels 1-3, because these personnel will have the greatest impact on resolving the issue - being that they are campus-based.

Any attempt to go outside the appropriate chain of communication would cause the person to be redirected to the proper level. For example, if the parent has an issue with the teacher and decides to contact Central Office, the Central Office will redirect the parent to the teacher and assistant principal.

For any instances where the chain of communication is not met due to the fault of the person at the level, then the parent should reach out to the person at the next level for support. For example, if a teacher has been unresponsive to multiple emails for at least 48 hours, the parent can reach out to the assistant principal.

Teachers and staff are available through email, phones, and in person by appointment. Due to the business of schedules, please allow at least 48 hours for a response.

With the workload and responsibilities of teachers and administration, parents are asked to not "drop in" for appointments, but to set up a meeting in advance. Impromptu "drop in" meeting requests will be denied.

# **PARENT CODE of CONDUCT**

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The purpose of the Parent Code of Conduct is to provide a mutual understanding to all parents/guardians and visitors to Coral Academy of Science Las Vegas campuses about conduct expectations while on school property, at school district events and when interacting with CASLV employees and/or students in any setting.

Note: Throughout this handbook, the term “parent” is utilized to refer to a student’s parent(s) and/or legal guardian(s).

## **GENERAL UNDERSTANDING**

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions:

- Teachers, administrators and parents/guardians want all children to learn in a safe environment
- Teachers, administrators and parents/guardians must work together for the benefit of all students
- All parents/guardians and visitors, as well as all members of the school community, deserve to be treated with respect
- The school should be provided an opportunity to resolve issues of concern before public criticism.

## **EXPECTATIONS**

To provide a peaceful and safe school environment, CASLV prohibits the following behaviors by parents/guardians and visitors:

- Parents/guardians who are not volunteering should not reprimand, question, or speak negatively to any students that they are not a guardian of on school grounds
- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication
- Disruptive behavior that interferes or threatens to interfere with CASLV operations, including the effective operation of a classroom, an employee’s office or duty station, a campus lobby, or school grounds, including sporting events, parking lots and car-pickup
- Threatening to do bodily harm to, or threatening to damage the property of a CASLV employee, visitor, fellow parent/guardian or student
- Damaging or destruction of school property
- Posting and/or distributing unauthorized advertisements or materials on school grounds
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral
  - School staff and administration may not always be immediately available to speak with you. The only way to *ensure* that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/e-mails within 1 business day (excluding holidays).
- Defamatory, offensive or derogatory comments regarding the school or school staff should not be made publicly to others. This includes use of any social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, Twitter, Flickr, Tik Tok

Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all.

### **NOT UPHOLDING EXPECTATIONS**

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participation in school-sponsored events under the criminal trespass laws. Administration reserves the right to trespass any parent/guardian/family member who violates school rules and procedures. Law enforcement will be called if needed.

In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the CASLV to meet the child's educational needs, nor will a parent/guardian be excluded from a child's IEP meeting.

### **PARENT VOLUNTEERS, CLASSROOM OBSERVATIONS AND VISITORS**

CASLV suggests parents volunteer regularly to help enhance their child's education. Parents can volunteer at PTO meetings, in the classrooms, in the cafeteria, at tutoring, during 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. Please allow at least 4 weeks for this process to be completed.

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. Classroom observations will be limited to 1 hour.

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 and receive permission from the Administration. Permission must be given at least one school day in advance. No visitors will be allowed the last two weeks of each quarter, on testing days, nor during the week prior to any school holiday.

### **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 acknowledging the posting of the Parent Code of Conduct and this Handbook to CASLV's website, 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.

# ADMISSIONS POLICY

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## LOTTERY INTRODUCTION

### **What is a charter school lottery?**

A charter school lottery is a random selection process by which applicants are admitted to a charter school, to ensure that all applicants have an equal chance of being admitted. A charter school must conduct a lottery if more students apply for admission to the charter school than can be admitted—which is historically the case for Coral Academy of Science Las Vegas (CASLV).

State charter schools are required to adhere to NRS 388A.453 & 388A.456 detailing how oversubscribed schools must conduct their lotteries. That means, among other things, CASLV does not base admission on intellectual ability, measures of achievement or aptitude, athletic ability, or discriminate on the basis of ethnicity, race, gender, sexual orientation, gender identity/expression, religion or disability.

### **Do these Lottery Procedures apply to existing students?**

No. All existing students at CASLV are guaranteed enrollment at CASLV the following year, except in certain extraordinary (and unlikely) circumstances.

(This includes children or legal wards enrolled in a prekindergarten program at CASLV.) The following procedures apply to those seeking to become new CASLV students.

## PRE-LOTTERY

CASLV will be well-prepared for the actual lottery event by conducting at least one practice lottery. The practice lottery will be run in front of observers so that the observers may provide feedback. A practice lottery identifies potential issues.

## LOTTERY APPLICATION & PROCEDURE

An application for enrollment in a charter school needs to be submitted by the parent or legal guardian of the child residing in Nevada. (NRS 388A.453(1).)

**Who May Submit?** An application for enrollment in a charter school needs to be submitted by the parent or legal guardian of the child (NRS 388A.453). Legal guardianship needs to be proved by court documentation.

**Lottery Deadline.** The application window for the upcoming school year begins November 1st. All applications that are submitted between November 1st and prior to the lottery being run on the first business day of March, will be included in the lottery. Any subsequent applications will be added to the end of the waitlist for each grade level. Once the school year begins, if the grade in which an application is submitted for is not yet full, a student can be enrolled and receive instruction at the time they seek enrollment. The determination of available spaces is based on grade-specific seat capacity and the number of returning CASLV students.

Note that based on past precedent, it is extremely important that you apply before the lottery is run on the first business day of March, to have the best chance of securing your child a seat.

**Lottery Process.** The lottery will consist of the names of all students whose parents/legal guardians have completed the online application. If more students apply than the building can accommodate, all names are subject to the lottery (regardless of when—between November 1st and the time the lottery is run on the first business day of March - the application was submitted).

**Notifications.** Within three business days after the lottery, CASLV will send the results to the parents/legal guardians through the application and lottery software system (currently SchoolMint). To receive detailed communications throughout the lottery process, email notifications are highly suggested. Notification will be sent throughout the process providing additional information based on the application status. If/When a waitlist is created for a given grade, all subsequent applications will be added to the end of the waitlist. If the student has a priority it will be applied before any enrollment offers are made to move them towards the top of the waitlist. (NRS 388A.453; NRS 388A.456)

**Online Account.** To submit an online application, a parent/legal guardian must create a family account, which will make applying for multiple students easier. Once the family account is created, the parent/legal guardian will need to submit an application for each child. CASLV informs families in order to receive detailed communication throughout the lottery process. Again, your agreeing to email notifications is highly suggested.

**Records.** It is important that CASLV keeps an accurate record of the enrollment lottery. The lottery, which is held the first business day of March, is video recorded and original lottery lists from the 3rd party software system are printed and stored at the Central Office.

## LOTTERY PRIORITY

CASLV priorities are based on NRS 388A.456.

Note that in applying the sibling priority, it is important which campus(es) the siblings will attend. CASLV is one single school with many campuses, but in determining whether a student has priority based upon his/her sibling, the “where” is important. Sibling priority is based on the relevant sibling’s current campus. (See below list of matriculation-order schools). For more information, see item 2(c) below.

The school’s lottery priorities are as followed:

- 1) A child of a person who is employed by the charter school, is a member of the committee to form the charter school, and/or who is a member of the governing body of the charter school.
  - a) Priority Applications must be submitted prior to the running of the lottery in order to qualify in the priority in the first wave of enrollment offers.
  - b) Priority Applications submitted after the the running of the lottery, will only be approved for the following:
    - i) newly hired teachers, staff and administration
    - ii) current teachers, staff and administration who are transferred/promoted to another campus.

- c) Priority Applications that are submitted after the running of the lottery will be added to the bottom of the current sibling priority waitlist.
- 2) A child who is a sibling of a student who is currently enrolled in CASLV
  - a) Sibling priority - the child must share at least one common biological or legal parent/legal guardian, whether through natural, marriage, or adoptive means. CASLV recognizes:
    - i) biological siblings that share parents;
    - ii) "half" siblings that have a single parent;
    - iii) "step" siblings that share a parent or parents through marriage (provide marriage certificate); and
    - iv) siblings who share a parent or parents through adoption, foster, or guardianship (provide court documentation).
  - (b) Inter-campus sibling priority will only be granted at campuses that matriculate to another campus. This determination is in compliance with R131-16: Sec. 4. 1 (i.e., a pupil who attends one campus of a multi-campus school may matriculate to another campus of the multi-campus school. If there are insufficient spaces at a campus for matriculating pupils, the campus may hold an internal lottery for matriculating pupils from another campus of the multi-campus school before holding an external lottery for new pupils.)
  - (c) Campus Matriculation Order
    - Tamarus (K-4) → Windmill (5 - 7) → Sandy Ridge (8- 12)
    - Eastgate (K - 5) → Cadence (6-12) **OR** → Windmill (6 - 7) then Sandy Ridge (8- 12)
    - Centennial Hills (K-8) → Sandy Ridge (8-12) (Matriculation for 8th to 9th grade)
    - Nellis AFB (PreK-8) → Sandy Ridge (8-12) (Matriculation for 8th to 9th grade)
- 3) A child who qualifies for the McKinney Vento program (e.g., homeless students)
- 4) Active military (stationed at Nellis AFB or Creech AFB) living on base
- 5) Active military (stationed at Nellis AFB or Creech AFB) living off base
- 6) DOD employees at Nellis AFB

## **WEIGHTED LOTTERY**

In compliance with Nevada Department of Education Regulation R131-16 Sec. 12, Coral Academy of Science Las Vegas implements a weighted lottery policy to ensure the student population will more closely reflect the communities where CASLV campuses are located. CASLV will accomplish this by granting a weight of four times (4.0x) in its lottery to applications by students who qualify for Free & Reduced lunch (FRL). (In other words, for every one chance a non-weighted candidate has, a weighted candidate has four chances.)

It is optional whether an FRL-eligible applicant wants to have his/her application weighted. He/she can submit a standard weight application.

The process for the weighted lottery is as follows:

- 1) Prior to the application session starting on November 1st, CASLV will determine the average FRL percentage at CCSD schools within a 5-mile radius of each CASLV campus for the previous school year for which such information is available. This will provide an FRL comparison percentage.
- 2) That FRL comparison percentage will be compared to the previous school year's CASLV FRL percent at its corresponding (i.e., closest) CASLV campus.
- 3) If the previous school year CASLV Campus FRL percent is less than 90% of the FRL Comparison percent, the weighted lottery will apply at this CASLV campus. If the previous school year CASLV

Campus FRL percent is greater than or equal to 90% of the FRL Comparison percent, the weighted lottery will not apply at this CASLV campus.

- 4) If a weighted lottery is determined to apply, a weight of 4.0 will be applied to the corresponding qualifying applications (to that campus), meaning the students who provide documentation to indicate they would qualify for FRL.
- 5) The CASLV lottery application format will be revised to request that applying students inform the school whether they are eligible for the FRL program.
- 6) Any student who indicates they are eligible for the 4.0x weight in the lottery will be asked to provide supporting documentation. Any refusal to timely provide the required documentation will result in the application receiving a standard 1.0x weight in the lottery.
- 7) Any information collected for the purpose of the weighted lottery will not be used by CASLV in any way, academically or otherwise.

## **WAITLIST**

For each grade, the application software system (currently SchoolMint) will sort applications and assign a waiting list number in a random order. The students then will be accepted in that order as long as there are available spots. The rest of the students will remain on the waiting list at their randomly determined positions.

CASLV addresses instances in which a student applies after **the lottery has been run** but with a priority status (or when a priority status changes and becomes newly- applicable). For example, should a student that qualifies for priority status apply after **the lottery has been run**, that student **will move to the bottom of the priority waitlist**. Or, if one sibling completes registration with CASLV, the other sibling will then be granted sibling priority and will move to the bottom of the current sibling priority **waitlist**.

Parent/Guardian(s) can contact the campus in which they applied for their current waitlist number starting three business days after the lottery. Parent/Guardian(s) can also log into their SchoolMint Family Profile to view their waitlist number/status.

## **POST-LOTTERY REGISTRATION**

CASLV has a designated time frame for each registration window. If there is an extenuating circumstance prohibiting the parent/guardian from registering in the time frame given by CASLV staff, then deferred registration may be granted. *Upon notification of an offer, Parents /guardians have 72 hours to complete all required registration documents.* If all documents are not submitted by the stated deadline in the acceptance email, the student's spot will be returned to the lottery. Once school is in session, there will be a 24-hour window to complete student registration. Every effort will be made to contact the parent within the deadline.

## **MISLEADING APPLICATION**

***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.***

## **KINDERGARTEN ADMISSIONS POLICY**

Senate Bill (SB) 102, passed during the 2021 Legislative Session and revised Nevada Revised Statute (NRS) 392.040. SB 102 changed the date by which a child must be a certain age to be admitted to certain grade levels

of school. The date for admittance to certain grade levels will change from September 30 to the first day of a school year. To clarify, the first day of a school year is the actual date on which a district or charter school calendar indicates students will begin to attend school.

NRS 392.040 section 1, subsection 2 states, “If a child is not 5 years of age on or before the first day of a school year, the child must not be admitted to Kindergarten.” In addition, section 1, subsection 3 states, “If a child is not 6 years of age on or before the first day of a school year, the child must not be admitted to the first grade until the beginning of the school year following the child’s sixth birthday.”

## **OPERATIONS & COMMUNICATION**

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### **OFFICE TELEPHONE**

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 & PERSONAL TECHNOLOGY**

Personal technology and communication devices, such as cell phones, personal laptop computers, headphones/earbuds, or tablets, are utilized in many ways and are becoming a component of the education setting. However, while at school, students are only permitted to utilize school-provided devices and only for the intended purpose.

Students are not permitted to use cell phones during the school day. Cell phones or other similar devices must be turned off and stored in backpacks during school hours. This means that such personal technology devices cannot be used during nutrition breaks, recess, lunch, or during before/after school activities (including child care programs such as Champions). If a student needs to reach their parents during school hours, they may go to the front office and ask to use the phone. Students using or appearing to use cell phones or other technology devices in a similar way (i.e. tablets, Facebook, Google, Hangout, Snapchat, as well as, smart watches and other similar devices) during school hours or at inappropriate times will have their cell phone or other similar device confiscated.

The student's parent must pick up the device at the front office after school the day it is confiscated. If a student has his/her device confiscated more than once, other consequences may be given, such as after-school detention. The administration has the right to search through device content if inappropriate activity is suspected.

This policy still applies if a student participates in a before-school care and/or after-school care program on campus.

### **RELAYING MESSAGES DURING THE SCHOOL DAY**

CASLV does not accept messages from any family members intended for students. CASLV will not interrupt the classroom during instruction and learning for one's personal matters. It is the responsibility of the family to communicate appropriately outside of school hours. If you need to get a message to your student, please come to the office with a picture ID, or email the classroom teacher.

### **SCHOOL MEAL CHARGE POLICY**

For promoting, graduating, or withdrawing students, any unpaid meal charges (for school lunches) will be deducted from his/her book deposit.

## **STUDENT ARRIVAL**

The school is not responsible for any student who arrives to school before the school's designated arrival time and is not part of the before-school care program.

## **STUDENTS WALKING HOME**

Students in grades K-5 are not allowed to walk home by themselves, with two exceptions:

- K-5 students at the Centennial Hills Campus can walk home with their middle school sibling(s) if the siblings are also enrolled at the Centennial Hills Campus and the school has written consent from the parents
- K-5 students at the Nellis Air Force Base Campus can walk home since the campus is within the Base's housing community and that there are strong speed limit regulations enforced

In cases 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, student need to be in the extended-care/after-school program until the parent can pick them up.

If a student is a walker, the school is not liable for student safety after the child is dismissed. 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 and/or at their discretion if it is deemed that student safety is jeopardized at school.

## **IMMUNIZATION POLICY**

Pursuant to the Nevada Department of Health and Nevada Department of Education, CASLV must follow these state guidelines.

Amendments to Nevada Administrative Code (NAC) 392.105 and 394.250 were adopted by the State Board of Health on December 10, 2020, and adopted by the Legislative Commission on January 5, 2021. Pursuant to NAC 392.105 and 394.250 the following regulation changes now apply and will be required:

1. A student enrolling in 12th grade in a Nevada public, private, or charter school after June 30, 2022, must receive an immunization against *Neisseria meningitidis* (meningitis) in the form of a quadrivalent meningococcal conjugate vaccine (MenACWY). The student must receive at least one dose of MenACWY on or after 16 years of age.
2. This new requirement does not apply to students enrolled in a Nevada public, private, or charter school before July 1, 2009.

All students enrolling into kindergarten, 7th grade, 12th grade, or those who are new to a Nevada school district for any grade must be fully vaccinated per state regulations. Students must be fully vaccinated prior to being enrolled into school. Proof must be provided.

Conditional enrollment is only permitted when a student would need multiple visits to a health care provider to achieve compliant status. If all needed doses can be administered at one appointment, then the student cannot enroll in school until they are vaccine compliant. As a reminder, only medical and religious exemptions are permitted per NRS 392.437- 439 and 394.193-194.

The exact language of the new vaccination requirement and immunization exemption requirement can be found at: <https://www.leg.state.nv.us/Register/2020Register/R046-20AP.pdf>

## **MEDICATION POLICY**

This policy concerns all medications, including both prescription and 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:

- CASLV Staff 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.

Expired medications will not be administered by staff to students. Any expired medication will be sent back home with the student, and the parent/guardian will be notified accordingly.

Extra medication will not be sent home with the student. The student's parent or guardian must pick all medication up at the end of each school year. 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 as prescribed in writing by his/her physician
- A "Medication Self-Administration Form" is signed and on file in the office

## INJURY & ILLNESS POLICY

In an effort to stop the spread of illnesses at school, do not send your child to school if he/she is feeling ill. Please complete an absence form (available online) or call the school and notify your child's teacher(s) via email. It is the responsibility of the student and parent/guardian(s) to request make-up work from his/her teachers.

Each classroom teacher is provided a first aid kit in the classroom for minor injuries (i.e., if a student simply needs a band-aide). For more severe injuries, or if a student becomes ill, the classroom teacher will send the student to the front office where he/she can visit the Health Assistant. Parents will be contacted.

**Fever:** If your student is at school and has a temperature of 100.4°F, the student must go home. The student cannot return to school for at least 24 hours after the fever has gone away.

**Vomiting:** Students will be sent home if they vomit due to illness. Students will not be sent home for vomiting when it is due to excess air, allergies, non-illness phlegm, and physical activity after eating.

## EMERGENCY & CRISIS RESPONSE

CASLV takes the safety and security of its students, families, staff members, and facilities very seriously. CASLV has developed protocol for a variety of emergencies and crises including, but not limited to, threats, hazardous conditions, and natural disasters. CASLV has prepared its facilities and classrooms for such events accordingly.

CASLV has this important information in its network emergency operations plan. By law, this plan must be shared with local jurisdictions and approved by them. These jurisdictions include Las Vegas Metropolitan Police Department, City of Las Vegas, City of Henderson, Nevada Department of Education, and the State Public Charter School Authority. Based on the recommendations of multiple agencies, for the safety of students and staff, the CASLV crisis response plan will not be made public.

CASLV is required by local and state authorities to practice emergency drills monthly, in response to fires, active shooters, and/or other crises. During these drills, it is imperative for students to take these matters seriously and follow the lead of CASLV staff. Failure to do so will result in the student facing consequences at the discretion of campus leadership.

In the event of serious emergencies, CASLV will follow the lead of emergency personnel and authorized agencies. Following their guidance, families will be notified by CASLV staff at the appropriate time.

## STUDENT UNIFORM POLICY

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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.

**If a student arrives at school out of uniform, his/her parents will be called, and consequences will be issued accordingly. The student may be kept out of class until he/she is dressed appropriately. If the student's parents cannot be reached by phone parents notification may be made by email. All class time missed will count as an unexcused absence.**

**Campus leadership have the discretion to determine if any article of clothing (i.e., shoes, watch, etc.) or personal appearance (i.e., makeup, hair color, etc.) is distracting, vulgar, and/or inappropriate to the learning environment and/or school culture. If determined as such, campus leadership reserves the right to do any of the following:**

- parents/guardians will be contacted
- student can be sent home
- more punitive consequences can be given.

### ELEMENTARY UNIFORM EXPECTATIONS

#### **Bottoms**

- Navy uniform pants or shorts are allowed. For girls, skorts or skirts/jumpers with shorts underneath are also allowed. Shorts, skorts, and skirts/jumpers are to be no shorter than 3" above the knee.
- Pants must be uniform pants. 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. Leggings or jeggings are not considered uniform pants but may be worn under skirts/jumpers. No rips/tears are acceptable.
- Only plain brown, blue, or black belts are allowed. Large belt buckles are not allowed.

#### **Tops**

All CASLV students are to wear CASLV logo embroidered tops.

- Maroon oxford polo shirts are allowed.
- Long and short sleeved undershirts must be black, white, maroon, or navy blue.

#### **Footwear**

- Tights (no fish nets or torn) or socks are to be solid-colored black, white, maroon, or navy blue.
- Shoes are to be plain in color, solid in color, and appropriate for comfort during school activities. The shoe sole and laces may only be plain black, blue, grey or white.
- Boots below the knee may be worn (must be plain and all black in color)
- Flip-flops, sandals, loafers, slippers, clogs (i.e., Crocs), or open toe shoes **are not allowed.**
- Shoes cannot have wheels, lights, make unnatural noises, or have any other distractions – as determined by the administration.

- For physical education courses and sports activities, the appropriate athletic shoes must be worn.

## **Outerwear**

- Headgear (hats, hoods, caps, durags, beanies, bandanas, hair grooming aids, etc.) is not permitted on campus except for designated school-approved spirit days, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or school sanctioned activities.
- Only school sponsored outerwear may be worn indoors, i.e., school uniform jackets/sweaters with the CASLV logo. Any outerwear that does not meet these requirements will have to be taken off prior to instruction in the classroom. Outerwear cannot be worn under a polo and must be worn as outerwear over a uniform logo polo. Any CASLV spirit outerwear (for clubs, athletics, fundraisers) must have a uniform logo polo worn underneath it.
- Sunglasses are not allowed to be worn or placed on top of the head while inside the building.

## **Backpacks**

- School appropriate backpacks that fit in cubbies are allowed.
- Rolling backpacks are not allowed unless needed for medical reasons (doctor's note required).

## **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 or wires or large earrings will be allowed.
- Any drug or gang-related jewelry will be prohibited. All jewelry (necklaces, etc.) 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. Makeup is not allowed.
- Facial and body piercings (i.e., nose rings) are not acceptable.
- Tattoos are not acceptable. Should you have a tattoo, ensure it is covered while at school
- Hair is not to be extreme, no Mohawks or spikes.
- 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**

Spirit wear and/or free dress days are only allowed on designated days and/or dates, as set forth by the campus administration. Students must wear school appropriate clothing that fits appropriately (not too tight/not too loose). No skirts, skorts, pajamas, or torn/ripped jeans are allowed. Students must refrain from wearing shirts with inappropriate pictures or sayings, spaghetti strap dresses or shirts that reveal midriffs. Shorts must be no shorter than three-inch above the knees. Jewelry must be minimal.

On themed dress days, students must have the majority of their outfit fitting the theme, or parents will be called to bring his/her uniform. For example, students can only wear pajamas on "Pajama Day" and not at any other time.

A student violating any spirit wear day, themed dress day, and free dress day will be determined at the administrator's discretion. Consequences (if any) will also be determined at the administrator's discretion. A parent may be asked to take their student home or drop off a uniform. If a parent is unable to do those things, administrators have discretion to take appropriate action, such as removal from class for the remainder of the day, detention, etc.

## ATTENDANCE POLICY

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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 students complete missed work, 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 – this includes both excused and unexcused absences). If a student has a medical condition, which makes him/her miss more than the policy allows, parents/guardian must arrange a meeting with administration to discuss alternative education options. **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.

### ABSENCES

CASLV recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the following definitions carefully 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.

All absences should be reported using our absence reporting links on our website, caslv.org. Each individual campus has their own absence reporting link. Please be sure you're reporting any absence to the correct campus.

If your student is tardy, leaves early, or is absent for any type of doctor's appointment, please submit a note from the doctor. This will preclude that absence from the state chronic absentee reporting. These notes can be uploaded directly into our absence reporting link, dropped off to the front desk, or emailed to the campus.

## UNPLANNED ABSENCES

The parent or guardian must provide the school with a written excuse within three days of the student's absences. Failure to do so will result in the absence being marked unexcused. An acceptable excuse for absence from school may be approved for one or more of the following reasons or conditions: personal illness, illness in the family, and/or death of a relative.

## ANTICIPATED ABSENCES

Anticipated absences (including but not limited to observance of religious holidays, professional appointments, family vacations, etc.) should be communicated in writing to attendance office in a timely manner to discuss alternative education options.

- 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.

## MAKEUP 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 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.
- is absent from a lengthy amount of class time without an excused reason.

- skips a class period for an unexcused reason.
- gets a pass to go to a certain place, but does not report there.
- is absent for reasons not acceptable to the administration.

The absence will be noted as "unexcused" after three days without notification. In addition, disciplinary consequences may be handed down at the discretion of the administration

## **MAKEUP 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.
- Disciplinary consequences may be handed down at the discretion of the administration

## **HABITUAL 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. Three tardy marks are equivalent to one unexcused absence. Any student arriving at school after the designated start time is considered tardy. Parents must sign in their child upon arrival and/or student must take a tardy slip from front office before heading to class. Excessive tardiness may result in a parent conference with administration.

Tardies also include students being late to any class/period (for grade levels that are departmentalized and/or class periods) during the day. Teachers will follow the school's tardy policy, and the teacher will mark the student tardy accordingly.

Consequences (and the frequency of them) will vary by campus but include, but are not limited to:

- Loss of privileges (no participation allowed in athletics, extracurricular activities, after-school events), parent contact, lunch detention, after-school detention, truancy officer check-ins, contacting Child Protective Services

## **EARLY DISMISSAL 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, guardian, or authorized emergency contact as listed in Infinite Campus. Any person coming into the school to pick up a student must present a government-issued ID.

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.**

## **HABITUAL EARLY LEAVE**

Per attendance regulations, school time missed due to early pick-up could contribute to a student's total absences. Any student leaving school before the end of the day will be marked absent for the periods/part of the day that the student missed. Habitual early leave may result in disciplinary action, as this provides a consistent interruption to classroom environments, limiting the ability to be successful for all students. Early leave follows the same policy as absences for excused vs. unexcused.

## **IMPORTANT ITEMS**

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### **COUNSELING PROGRAM**

CASLV offers a comprehensive counseling and guidance program addressing personal/social, career, and academic needs for all grades. Students may sign up to see the school 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 school 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 the counselor. All information discussed with the counselor or advisor is confidential except when it involves student safety or the safety of someone else. CASLV adheres to the National School Counseling Association Standards.

### **SCHOOL ACTIVITIES**

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. Throughout 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 the 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 have completed the background check required for all parent volunteers.

## **After-School Activities**

CASLV offers various after-school activities 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 always with a teacher or other staff member.
- 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.
- Students must be picked up on time or the student will be checked in with the after-school care program, at the expense of the parent.

All students who are not in a club, after-school activity, after-school care, or have made a special arrangement with a teacher, must be picked up no later than 10 minutes after standard dismissal.

## **Priority for Participation: Attendance & Good Behavior**

Students must have attended school to participate in a same-day activity, such as a dance, school event, athletic practice, competition, etc. For weekend activities, students should be at school on the Friday before the scheduled activity. A school administrator has the right to make an exception if the student has an excused absence, and it was discussed with the administrator at least 24 hours before the event takes place; but the school administrator can still deny the request.

Students who receive any discipline infractions (can range from anything minor to any major) from the time parents were notified of an upcoming field trip, event, or sporting event may not be able to participate based on administration discretion.

## **LUNCH PERIODS & RECESS**

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 recess and the lunch period, students will be expected to display good manners and courtesy towards others. The students must eat only in the designated lunch area and stay in his/her seat until dismissed by the supervisor on duty. Any food found outside of the designated lunch area will be subject to confiscation.

The student will be expected to clean up his/her area and dispose of all trash appropriately. All glass containers are prohibited on campus and will be confiscated. The supervisor on duty during the lunch period will hold the student responsible for his/her behavior.

### **PUBLIC AREAS: HALLWAYS & RESTROOMS**

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

- 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.
- May not loiter in unsupervised spaces during instructional periods
- Shall not meet up with other students in a coordinated action during instructional periods
- Vandalism, littering, or graffiti in the school is prohibited and should be reported.

At the administrator's discretion, consequences will be given for failure to follow any of the above-mentioned guidelines.

The student should report any leaks, spills, or other problems in the bathroom to a CASLV Staff member.

### **TEXTBOOKS**

CASLV provides the student with a textbook for each of his/her classes. A \$50.00 refundable 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.

## **LOST AND FOUND**

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 lost and found area located in the MPR. Students should be sure to check the lost & found for lost items regularly because all collected items will be donated to a local charity monthly.

### ELEMENTARY GRADING SCALE

For grades K-2, CASLV uses standards-based scoring for grades. At the beginning of the school year, communication will be sent to families to explain how standards-based scoring works. If more clarity is needed, teachers and school administration can provide more explanation upon request.

For grades 3-5, CASLV uses a standard grading scale for the assignment of letter grades - quarterly and yearly. Instructors establish the grading policies and procedures corresponding to this scale for select grades.

Grade	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

### ELEMENTARY GRADE PROMOTION POLICY

To be promoted to the following grade, the student should attain passing grades in each of the four-core subjects: English, Social Studies, Mathematics, and Science. Should a student fail a core class, he/she may repeat the same grade. In addition, test scores, attendance, and teacher recommendation may play a role in considering student promotion. A student's teacher(s) and administration will have the final determination on whether or not a failing student will be promoted. Teachers will recommend promotion or retention only after careful analysis of the following criteria:

- Successful completion of class assignments, projects, and tests – with an emphasis in reading, writing, math, science, and social studies
- Achievement of grade level standards as measured by the state assessments and school benchmark assessments
- Attendance
- Reading fluency by the end of third grade in accordance with Read by Grade 3 requirements

### REPORT CARDS / PROGRESS REPORTS

Report cards will be sent home at the end of each grading period. Report cards/progress reports will also be available through the Infinite Campus Parent Portal. A username/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 quarter grading period will be

placed on academic probation until they have raised their grade on the next grading report. 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 to develop an improvement plan. A parent conference may be required.

## **VIRTUAL LEARNING & EDUCATIONAL APPLICATIONS**

When students participate in virtual/distance learning, students must use educational applications, programs, and platforms (Google Suite, Google Classroom, Zoom, Lexia, iReady, etc.) for their intended purposes. Students will follow the instructions of the teacher and be an active participant as directed. If there is an issue with access to technology, software, internet, and/or hardware, please contact your student's teacher as soon as possible. Any misuse/abuse of platforms, technology, and the online learning environment will lead to discipline as needed. This includes posting to classroom discussions, the sharing (or non-sharing) of school materials, the use of personal information of teachers/other students with people outside the school system, cheating on online exams, being disruptive to any virtual meetings, etc.

## **AWARDS**

CASLV recognizes students for their hard work and academic achievements. Awards will be given out periodically throughout the year.

# STUDENT CONDUCT & 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.

## INVESTIGATION & DETERMINATION PROCESS

After receiving a report/tip of any infraction, CASLV leadership take the necessary protocol in each infraction:

- Campus leadership investigates the report/tip (which may include a major or minor infraction)
  - Any witnesses and/or any persons involved in the case are interviewed
  - Witnesses and/or persons involved formally document what was seen and heard about the case through their own writing or verbal discussion
  - Leadership will review any security video footage it may have of the case
  - Social media accounts and other technological items may be reviewed if this step is pertinent to the case
- Depending on the severity of the infraction, CASLV may contact local first responders for any necessary support
- After gathering all the evidence of the case, a determination is made in a formal report that answers:
  - What happened in the case?
  - Who persons were involved in the case?
  - What did the witnesses see?
  - What was the overall timeline of events?
- Based on the determination of the case, consequences and/or restorative justice may be levied on any involved persons
  - Campus leadership will involve its site discipline committee to make a judgment on serious infractions
  - CASLV may also involve its legal department to support in making determination on serious infractions
- Any recommendations for expulsion by the site discipline committee will be deliberated by the Central Office Safety Committee (designees as assigned by the Board of Directors)
- If the Central Office Safety Committee decides to expel a student, the decision can be appealed within 5 days of that decision
- The Board of Directors will hold an appeal hearing within 5 days of appeal notification
- Due to the Family Educational Rights and Privacy Act (FERPA), CASLV cannot disclose any facts of the case (i.e., persons involved, outcome of the case, if police were involved, etc.) to the public
- If a staff member is involved in any infraction involving students, the central office and/or human resources will support in the investigation as needed depending on the staff member's role in the organization
  - Any staff member found to be at fault for any reason in a case will be notified by human resources of any determination

- Due to confidentiality reasons, CASLV cannot disclose any facts of any cases involving staff members to the public

## **DISCIPLINARY DUE PROCESS**

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. 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, an opportunity to be heard, or an opportunity to appeal, unless the student meets the conditions for immediate removal. See, e.g., NRS 392.467.

## **CONSEQUENCES**

All school consequences shall be imposed at the reasonable discretion of Administration, Central Office Safety Committee, CASLV's Board (if needed), and the teacher (when appropriate). The Administration has the discretion to impose lesser or greater penalties or sanctions for any 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. These consequences include (but not limited to):

- Negative infraction on teacher's behavior and/or classroom management system
- Notification of the student's parent(s)/guardian(s)
- Detention (Before School, Recess, Lunch, After School)
- Campus Beautification
- Saturday School
- Loss of Participation in School Events (athletics, clubs, spirit days, dances, etc.)
- Emergency Removal from a School Activity
- Restorative Practices (required counseling, mandated staff check-ins, student tribunals, etc.)
- Behavior Contract
- Mandated Program Participation (anger management, rehabilitation, etc.)
- Restorative Action Plan
- Required Parent Conference
- Suspension (In-School, Out-of-School, Long-Term, suspended while receiving instruction)
- Expulsion (1-year, Permanent)

- Criminal Prosecution

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.

## **CONFIDENTIALITY**

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.

## **DISCIPLINE-RELATED DEFINITIONS**

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.

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.

### **Required Parent Conference**

A Required Parent Conference (RPC) can be used by campus leadership when a student parent conference or temporary removal of a student is necessary. There will be no loss of school days unless the student is temporarily removed. Any removal may not exceed 48 hours from and including the date of disciplinary offense. Such days will account toward the maximum allowable days for exclusion for students with disabilities.

1. Any student may receive an RPC.
2. An RPC may not be used in lieu of suspension.

3. If the parent does not communicate with school administration to schedule a conference by the next day, the administration will make reasonable efforts to contact the parent(s) or legal guardian(s) and document the attempts.
4. Conferences may be held by phone when appropriate or when requested by the parent or guardian as a result of hardship.
5. Students may not be suspended for failure of the parent to schedule or participate in a required conference.
6. If the parent or guardian does not participate in a required conference, the administration shall determine if it is necessary that the student remain out of school. If the administrator determines that it is necessary that the student be kept out of school, the administrator shall convene a site discipline committee meeting. The committee can make their determination if a suspension is warranted or not.

## **Suspensions: In-School & Out-of-School**

- **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 five (5) school days of the suspension notice being issued by the Administration. The appeal will be heard by the Central Office Safety Committee.
  - If requested in the student's notice of appeal, the Central Office Safety 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 five (5) 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/or 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.

- If the student is suspended (and through the appeals process), a student has the right to continue to receive instruction remotely. Even though the student may not attend classes until the suspension ends or the appeal is heard, the student is responsible for obtaining and completing their work. Students will have to email their teacher(s) for instruction, classwork, homework, assessments, and any deadlines. The student will be able to turn in work for the classes they missed while suspended and/or waiting for the appeal. The student will receive full credit for whatever grade they earn on their work.

## **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 campus' 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 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) 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 Central Office Safety Committee, within two (2) school days.
- d. Within three (3) school days of receiving the Site Discipline Committee's recommendation, the Central Office Safety Committee will review the recommendation to assure compliance with due process procedures and evaluate the appropriateness of the discipline recommended. The Central Office Safety Committee 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 Central Office Safety Committee 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 principal and Central Office Safety Committee, of the intent to contest the recommendation for expulsion within five (5) days of receiving notice of the recommendation for expulsion.
  - a. An appeals hearing will then be held five (5) days of receiving the appeal.
  - b. The Board of Directors will oversee the appeals hearing and make a final determination in the case.

IV. During the expulsion process (including the initial suspension and appeal), students will continue to receive instruction remotely. Students will have to email their teacher(s) for instruction, classwork, homework, assessments, and any deadlines.

### **Site Discipline Committee**

The review of disciplinary matters by the discipline committee is as follows. The assigned administrator presents the 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.

- I. The Site Discipline Committee selected will consist of members determined by the campus leadership.
- 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. (transfer to another CASLV campus if possible)
- V. If the disciplinary offense falls under NRS 392.466, mandatory expulsions, and the Central Office Safety Committee 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 Central Office Safety Committee upholds the decision to expel the student and the parent(s) or legal guardian(s) does not agree with the decision, the parent(s), or legal guardian(s) may appeal the decision to the Board of Directors.
- VII. An appeal to the Board of Directors must be requested in writing and submitted to the Executive Director and/or campus leadership, or designee, no later than five (5) days after receipt of the decision of the Central Office Safety Committee.

## **Governing Board**

- I. The Governing Board has designated members of the Central Office to form the Central Office Safety Committee. This Committee acts as the designee for the Board in determining expulsion cases.
- II. The Governing Board will hear an expulsion appeal within five (5) days of an appeal notice.
- III. A decision of the Governing Board shall be by a majority vote.
- IV. 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.

- V. The student may be represented by legal counsel at the Expulsion Appeal 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.
- VI. 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.

## **BULLYING, CYBERBULLYING, DISCRIMINATION BASED ON RACE**

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, discrimination based on race, 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.

### **Definitions of Bullying & Cyberbullying**

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, social media postings, 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. Harassment includes when a student continues to make someone feel uncomfortable and/or continues making comments after someone asked to them stop their disrespectful behavior.

**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.

## **Discrimination Based on Race**

AB 371 (2021) is a NV legislation act relating to education; establishing provisions relating to discrimination based on race; including discrimination based on race in existing law relating to bullying and cyber-bullying; and providing other matters properly relating thereto.

Per AB 371, discrimination based on race means any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general to any demographic:

- Regarding the race, color, culture, religion, language, ethnicity or national origin of a person that causes harm or creates a hostile work or learning environment, which may include, without limitation, jokes, threats, physical altercations or intimidation;
- Occurs in person, online or in any other setting including, without limitation, in a course of distance education.

Every effort will be made to discuss the complete inappropriateness of these types of comments prior to imposing the consequence.

## **Prohibition**

Bullying, cyberbullying behavior and discrimination based on race 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 the 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.

## **Disclosure, Public Reporting, Consequences**

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)

## **OTHER UNACCEPTABLE BEHAVIORS**

The Administration will maintain a discipline tracking system for all students. The nature of the unacceptable behavior and the consequences for each infraction will be listed and tracked. The campus leadership has the discretion to implement the consequences and restorative discipline for each infraction as they see fit.

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. Repeated offenses and/or total offense history will result in an increase of the severity of the consequence, if necessary.

### **Possession/Use of Weapons**

Weapons include, but are not limited to, conventional objects such as guns, pellet guns, knives (of any length, and including pocket knives, collapsible, fixed-blade, multi-purpose), tasers, brass knuckles, use of an animal as a weapon, 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 or any inappropriate content found will not be returned.

### **Fighting, Assault, Inappropriate Physical Contact**

This section could be defined as attempting to cause physical injury intentionally or behaving in such a way as could reasonably cause physical injury to a person or group of people or any willful and unlawful use of force against another. This includes roughhousing, rough play, pushing, shoving, etc. Consequences will be given for incidents 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/or battery (physically touching another person in a hurtful or unwanted manner, including restraining someone).**

### **Possession/Use of/Intention to Sell Drugs and/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 (including vapes), 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.

School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a drugs and/or alcohol.

## **Displaying Threatening Behavior**

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. This includes mob action, where two or more student attempt to harm someone physically or emotionally. 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.

## **Habitual Disruptions of Class/School**

Habitually disrupting learning includes any behavior that prevents other students from learning. It may include, but is not limited to: inappropriate images, inappropriate language, talking during instructional periods, eating, or drinking during class, making unwanted noises, and/or chewing gum.

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.

## **Disrespect and/or Insubordination toward Classmates/Teachers/Staff**

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

## **Stealing and/or Vandalizing Private/School Property**

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.**

## **Lying/Forgery**

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.

## **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 insight undo fear, concern,

school dismissal or involvement of private, city and/or county workers, such as the fire department, ambulance, or police.

## **Gambling/Exchange of Money & Video/Board/Card/Computer Games**

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, without the permission from the instructor or administration. Students are not allowed to transfer money or sell to other students while on campus.

A student is prohibited from playing games of any kind (video games, board games, card games, computer games, etc.) at any time on campus, especially during classroom instruction and learning time. The only exception will be made is if a teacher approved of the game playing/usage at a certain point in time for a limited amount of time.

## **Littering**

To keep our school clean and orderly, students found littering will receive consequences for their behavior. Any offense can result in campus beautification duty or detention as assigned by staff or administration.

## **Public Displays of Affection**

Public displays of affection are not allowed. Gestures including but not limited to: groping, arms around each other, kissing, hugging/holding another person from behind them, sitting on another's lap, holding hands, etc. Any violation will be determined by campus leadership's discretion. Display of these gestures may result in school-issued consequence including, but not limited to: Restorative interventions, in-school, or out-of-school suspension, placed on a behavior plan, or referred to the discipline committee.

## **Internet Administration Policy**

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 languages 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 always responsible 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 complete classwork and/or homework as assigned.
- 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, the use of the network will be revoked.

**Technology Use/Misuse**

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/sending personal e-mail, accessing inappropriate websites, live streaming, taking pictures or videos of oneself/other students/teachers/any CASLV staff member, video/audio recording classes/events at school, checking/posting to social media accounts, and streaming videos. The distribution of any captured video or photo of CASLV staff and students is prohibited.

**Pornographic Materials**

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.”

**Academic Dishonesty/Plagiarism**

Academic dishonesty, plagiarism, and/or any other types of deception to get credit without effort are unacceptable conduct. Teachers provide the definition of plagiarism and consequences in their syllabus and that they report any incidents of cheating to the site administration. Depending on the number of offenses and severity of the situation, students who cheat/plagiarize can endure consequences such as a zero on the assignment, parent contact, detention, or suspension/expulsion.

**School Pranks**

School pranks can cause great harm to campus property, school staff, and students. For the good of campus safety, school pranks are not allowed. If caught participating in a school prank, planning a school prank, or helping assist in a school prank in any way, students may face consequences, which can include (but are not limited to):

- Cleaning & restoring the campus to its previous condition before the prank

- Performing extra campus beautification efforts
- Being not allowed to walk at graduation/promotion
- Being banned from participation in school activities and athletics
- Paying restitution any damages to school property
- Holding of final transcripts
- Facing suspension and/or expulsion
- Meeting with law enforcement

## **RESTORATIVE JUSTICE**

Nevada Law SB 89 was passed in 2019. It amended NRS 392.4644 to read as follows:

1. The principal of each public school shall establish a plan to provide for the **restorative discipline** of pupils and on-site review of disciplinary decisions. The plan must:
  - (a) Be developed with the input and participation of teachers and other educational personnel and support personnel who are employed at the school, and the parents and guardians of pupils who are enrolled in the school.
  - (b) Be consistent with the written rules of behavior prescribed in accordance with NRS 392.463.
  - (c) Include, without limitation, provisions designed to address the specific disciplinary needs and concerns of the school.
  - (d) Provide restorative disciplinary practices which include, without limitation:
    - (1) **Holding a pupil accountable for his or her behavior;**
    - (2) **Restoration or remedies related to the behavior of the pupil;**
    - (3) **Relief for any victim of the pupil; and**
    - (4) **Changing the behavior of the pupil.**
  - (e) Provide for the temporary removal of a pupil from a classroom or other premises of a public school in accordance with NRS 392.4645.
  - (f) Include the names of any members of a committee to review the temporary alternative placement of pupils required by NRS 392.4647.

Nevada Law SB 168 was also passed in 2019. It defined restorative justice as:

Per NRS 392.472(6)(b), “restorative justice” means nonpunitive intervention and support provided by the school to a pupil to improve the behavior of the pupil and remedy any harm caused by the pupil. Restorative justice requires more focus on repairing relationships, mediation techniques, alternative accountability, and community collaboration in working with the holistic development and improvement of each student.

Per NRS, this restorative discipline plan must be posted to the school website for the public. It must be reviewed annually and submitted to the state.

### **RESTORATIVE ACTION for OFFENDING STUDENT:**

When students make poor decisions or demonstrate unacceptable behaviors, the administration will implement a restorative action plan for the student in addition to progressive disciplinary consequences as needed (based on the infraction and its severity, student discipline history, the effect on campus safety & culture, the remorsefulness of the offender). See Consequences section of this handbook.

If future offenses are committed by the same student, the following actions (but not limited to) may be implemented:

- Increased Amount of Restorative Practices
- Restorative Action Plan
- Behavior Development Plan
- Community Intervention Plan
- Behavior Contract
- Discipline Committee Review

These plans focus on interventions which provide the student with community support, socioemotional learning support, building accountability, and repairing harm done to the victim(s). This opportunity allows the offending student to reflect on the poor decision made and make the choice to improve.

It is important to note that common sense and good judgment will prevail in all cases. CASLV students are expected to show respect for themselves and others. Students are expected to behave in ways that are acceptable to classmates and conducive to learning. Behavior can be generally corrected when parents and teachers work together. Continued disregard for school rules is a key factor for including progressive consequences. Restorative action is also commensurate to the severity of the offense.

Administration will make the final decision on disciplinary actions. If the administration determines that a Restorative Action Plan would not be practicable or more punitive action is needed, stronger discipline measures may be imposed, which can include RPC, Suspension, or Expulsion.

If the student continues to exhibit disruptive, dangerous, defiant, or otherwise undesired behavior and/or the student violates their Restorative Action Plan (RAP), parents must come to campus and attend a Required Parent Conference (RPC). The RPC may include members of the Restorative Justice Team, members of the leadership team, the parent(s)/guardian(s), and the student.

### **RESTORATIVE SUPPORT FOR VICTIM:**

The victim shall report any retaliatory behavior and any improper communication directed at the victim. Along with that, multiple steps from staff will be there to care and support for the victim's wellbeing.

1. The necessary staff members will be apprised of the situation and will make every effort to provide support.
2. Any school staff who witness or are otherwise made aware of any harassing, intimidating, cyberbullying, bullying, or retaliatory behavior directed toward the student will intervene immediately and will report such behavior to the principal.
3. A teacher will be designated as the student's primary point of contact (trusted adult) on staff.
4. A leadership administrator or student support staff member will meet with the student as much as needed, even daily.