

**CORAL ACADEMY OF SCIENCE-
ELEMENTARY
STUDENT/PARENT HANDBOOK AND
PLANNER
2017-2018**



Falcon Pride

1701 Valley Road

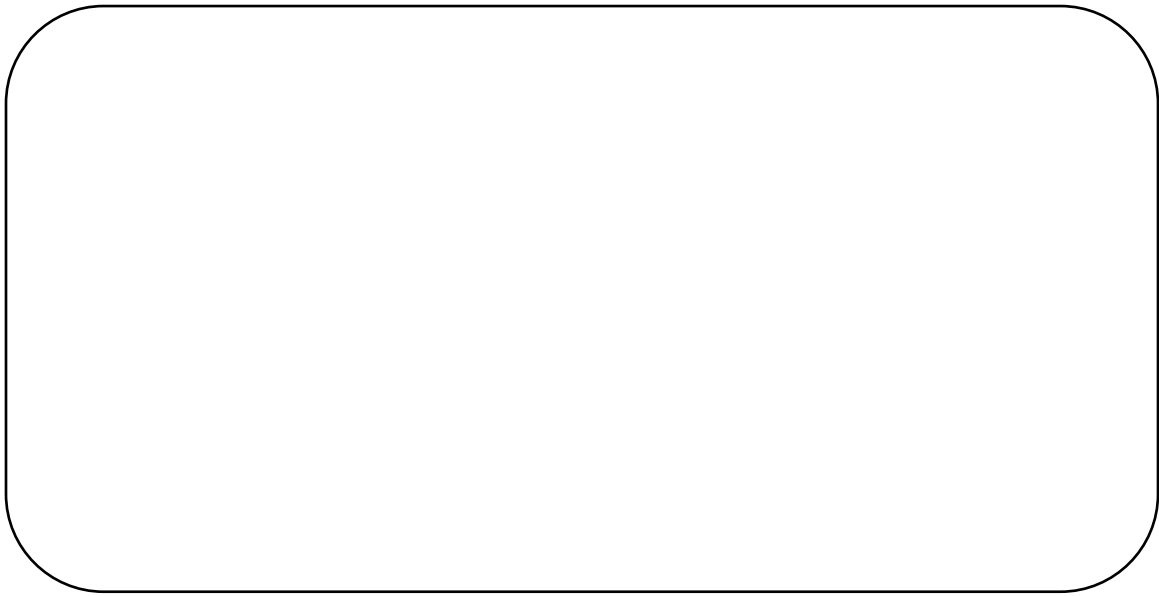
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Mission Statement

Coral Academy of Science provides a safe learning environment, supported by a diverse community, and a student body that is dedicated to a rigorous college preparatory curriculum.

School Beliefs

- C** – Curriculum A rigorous curriculum prepares students for higher learning and success in future life.
- A**- All Together A diverse learning community that recognizes and celebrates all people increases students’ social awareness and prepares them for a global community.
- S**- Safe Students achieve more, both academically and emotionally, when they feel they are in a safe environment.

Introduction

To achieve our mission, every member of Coral Academy of Science (CAS) 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.

CORAL ACADEMY CHAIN OF COMMAND

In Charter Schools such as the Coral Academy of Science, the term Executive Director is used to denote the individual in ultimate charge of the Charter.

Executive Director is in charge of district communications, financial concerns, campus facilities, report filing, audits, and general governing of all school systems.

Principal is an administrator and works with, the Executive Director. The Principal oversees teacher hiring/firing, teacher performance evaluations, student conduct, attendance, behavior and disciplinary concerns.

Assistant Principal is an administrator and works with the Principal and the Executive Director. The Assistant Principal oversees teachers, scheduling, and curriculum.

CORAL ACADEMY CHAIN OF COMMUNICATIONS

When issues or concerns arise with a teacher, staff member or administrator, students and parents are encouraged to address the situation with the person involved first. For example, if parents are unsure of a decision made in the classroom about an academic issue or consequence given for a behavior, they should discuss the situation with the teacher first. If after this discussion, a parent feels the situation is unresolved, it should be brought to the attention of the administrator dealing with that topic: student discipline, attendance, and overall school supervision (Principal) academics (Assistant Principal). If it is still not handled to the parent's satisfaction, the Coral Academy School Board and, after that, the Washoe County School District would be the next avenue of communication.

COMMUNICATION FLOW:

TEACHER > DEAN OF STUDENTS > PRINCIPAL > EXECUTIVE DIRECTOR > CAS BOARD > WCSD

If the situation involves finances the parent should follow the above procedure, but first speak to the Executive Director. If a parent has a complaint about a teacher, policy or concern about curriculum, the above procedure should be followed, but the parent needs to speak to the Assistant Principal. If there is an issue with discipline or attendance, the above procedure should be followed and the Principal should be seen.

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

Uniform and Personal Appearance

CAS 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. You will be expected to arrive in uniform every day. Please cooperate, display modesty and neatness, and take pride in your uniform. We rely on your common sense and your parent'(s) and/or guardian'(s) support in maintaining your uniform.

*****PLEASE BE AWARE AND NOTE! *****

If you arrive at school out of uniform, your parents will be called and you will be kept out of class until you are dressed appropriately. Consequences will be issued by 9:15 a.m., if your parents cannot be reached. After the first time being out of uniform, consequences may be issued without parent notification. All class time you miss will count as an unexcused absence.

PERSONAL APPEARANCE GUIDELINES

► **CAS requires** that you adhere to the following guidelines relative to your personal appearance.

Shirts

- **Shirts are to be tucked in at all times.** No long sleeved undershirts are allowed.
- Sweatshirts must be worn properly, not on arms or around the waist.
- Only CAS sweatshirts are to be worn inside throughout the day.

Skirts

- Are not to be rolled at the waist and are to be no shorter than 3" above the knee.

Pants, Slacks and Shorts:

- Pants, slacks and shorts (no shorter than 3" above the knee) are to fit properly, e.g., no "**baggy**" **look**, no sagging below waist (pants must be above hip bones).
- Belts must fit properly and not hang down when buckled. **Plain black, blue or brown belts only.** Large buckles and/or embellishments are not allowed.
- No cargo pants (pockets on lower legs)

Footwear

- **Only black shoes are allowed; plain, no logoed shoes are acceptable as a uniform shoe.**

- No boots above the ankle. Sandals, clogs, **high heels (more than 2")**, open toed/open heeled, or **platform shoes are not** allowed. **Wearing open toe or heel shoes on free dress days is also not acceptable.**

Personal Appearance

- Jewelry and accessories are to be minimal, appropriate for school and not attract undue attention.
- Jewelry that makes noise is unacceptable.
- All necklaces, for the sake of safety, must be worn inside the uniform and be school appropriate.
- Cosmetics should be appropriate for school and not attract undue attention.
- Facial and body piercing are **not acceptable.** Girls and boys may wear "small, stud earrings." For safety concerns, no hoops or wires or large earrings will be allowed.
- Visible tattoos are not acceptable. Should you have a tattoo, ensure it is covered while at school
- Hair is not to be extreme, e.g., no Mohawks, spikes or **colors that are not natural**, and no "Punk Look." Shaved designs are not allowed.
- Any extra "fad" type items, sweatbands, arm wraps, scarves for belts, studded or spiked belts, etc. are unacceptable.
- **Parent notes will not excuse infractions of the school rules.**
- **No writing is allowed on uniforms or skin.**
- **Uniforms must be kept clean and neat. No tears or rips will be acceptable.**

Outerwear:

- Hats, caps, and other headwear **may not** be worn in any building.
- Outerwear such as windbreakers, jean jackets, ski jackets, or winter boots may not be worn in the building or carried from class to class. **School sweatshirts may be worn or carried, but cannot be worn around the waist.**
- **Sunglasses are not allowed to be worn inside the building or on the top of the head inside the school building or classroom.**

Theme Dress Up Days

On **theme dress up** days: Students must wear the majority of their outfit fitting the theme or parents will be called to bring his/her uniform or if parents are unavailable, student will receive a detention. Students will sit out of class (unexcused absence) until parents arrive with the student's uniform. Parents must arrive by 9:15 or a consequence will be issued to the student.

ART CLASSES

To keep their uniforms clean, teacher may ask students to bring a loose shirt to wear during art classes.

ELEMENTARY GRADE PROMOTION POLICY

Per CAS policy, to "pass" a class you must attain, minimally, a yearly grade point average (GPA) of 0.7(D- in each of the four-core subjects: **English, Social Studies, Mathematics, and Science.** Should you fail a core class, you **must** repeat the same grade. Coral Academy of Science does not have "social promotion." In addition to above requirement, teachers may recommend retention for any student regardless of his/her grades. Teachers will work with parents collaboratively to make decision. Director will make final decision for all retentions based on teacher recommendation and parent input.

REPORT CARDS/PROGRESS REPORTS

Report cards will be handed out at the end of each Quarter. Progress Reports will be given to your child at the middle of each quarter and parents will be notified by email. Grading period dates for report card are listed on the school's calendar. Report cards/progress reports will also be posted on Infinite Campus Parent Portal for each student. Elementary School will follow the grading scale as the Middle School.

INCENTIVE PROGRAM-HONOR ROLL

Students, after one quarter of grading from Coral Academy, will receive a "Reward Card" for varying levels of academic achievement.

Grade Point Averages Needed for Reward Cards

3.8 – 4.0 GPA – Academic Excellence Card

3.5-3.79 GPA – Falcon Card

All A's in Conduct – Pride Card

Falcon Feathers: given for good behavior, manners, and helpfulness

Uniform for Girls and Boys

Parents are strongly encouraged to write their child's names in all uniform clothes.

UNIFORM BOTTOMS

- a. **Navy uniform slacks or shorts.** Girls: skirts or skorts are allowed. Skirts, shorts or skorts are to be no shorter than 3" above the knee.
- b. Slacks must be uniform slacks, cargo (with extra pockets on legs) or capris (shortened) pants, leggings, joggers, jeans, jeggins will not be allowed. Pants must be the proper size and not so large as to allow for sagging.
- c. **Only plain brown, blue or black belts are allowed. No big belt buckles are allowed.**

UNIFORM LOGO TOP

All CAS students are to wear Logo Embroidered Tops

- a. Maroon Oxford cloth shirts or polo shirts are allowed.
- b. Non-Coral long sleeve shirts are NOT allowed under CAS short sleeve polos.

FOOTWEAR

- a. Tights (no fish nets or torn) or socks are to be solid color.
- b. Shoes are to be **plain (no colored stripes, logos, fringe, embellishments etc...) and black in color (no, flip flops, open toed or more than 2" heeled shoes. No boots above the ankle)** and appropriate for comfort during school activities.

Skirts, slacks, skorts, shorts and footwear can be purchased from any store that sells uniforms and proper shoes but shirts and sweatshirts must be purchased from Coral Academy of Science.

- Students may bring a change of boots, hats, gloves, coats, and snow pants for incimate weather.

BACKPACKS

- School appropriate backpacks that fit in the cubbies are allowed.

BEHAVIOR PLANS

Students who experience repeated discipline problems will be placed on behavior plans. These plans are designed to help modify the student's behavior, which ultimately benefits all students, with a combination of incentives and stricter consequences. Students are given a series of rewards after completing a lengthening period of time of good behaviors. Built into the plan are more severe consequences. The student has the choice of changing his/her behaviors or not. Expulsion results, if the student is not successful in changing his/her misbehaviors. It is the school's hope that the behavior plan will put the student on a positive path that will help him/her be success at Coral Academy of Science. If a student goes one month straight with good behavior after being placed on the plan, the plan is discontinued, but rewards continue.

Detailed information about behavior plans can be found in the definitions section of this document.

HOMEWORK POLICY

Homework is a crucial component of your educational program. Completing homework in a prompt, consistent manner assists in developing personal characteristics for educational and personal growth, such as; good study habits, time management skills, responsibility, and perseverance. Homework is designed to foster individual learning and enhance your knowledge and its completion is reflected on all of your academic evaluations. You are responsible for maintaining an organized binder, retaining your completed work quarterly, and utilizing the school Falcon Book. This is a student book for you to write down assignments and will be provided by the school. **If you or your parents have questions about homework, please immediately ask or contact the assigning teacher.** Lost Falcon Books can be purchased in the front office for \$10.00. In order to encourage our students to have high quality family time for the weekends, we do not assign weekend specific homework with exception of long term projects such as science fair project.

Illness, Injury, and Medication Policies

CAS has a first-aid-trained-professional available to discuss or assist with medical problems or health related concerns, **but we DO NOT have an onsite nurse.** When injured or if you become ill, inform your instructor immediately. It is critical that you follow the procedure of informing your instructor, or going to the clinic or main office immediately. Never leave the building or miss class without first coming to the office. Missing a class, without following this procedure will result in your receiving an unexcused absence. **Do not** come to school when you know that you are ill. If you are too ill to come to school, request your parent to notify the school. If your student is vomiting or has a fever, please keep your child home until they are symptom free w/o the use of medication for 24 hours. **Missed homework should be requested by the student from the teacher upon the student's return. Students are reminded that it is his/her responsibility in any occurrence of absence to obtain missed work from his/her instructors. The student will have the number of days missed to complete the homework without a decrease in the grade.**

Medication Policy

Medication should not be sent to school unless it is required that you take it during the day or if it is imperative that you have access to it, for example, for an allergic reaction. If you must have medicine at the school, these procedures must be followed:

- ✓ The **clinic supervisor** must dispense the medication.
- ✓ Medications are to be sent by a physician's office **or** brought to school by your parent/guardian.

◆ Medications are not to be brought in by you, the student, under any circumstances.

■ The school must receive a "Medication Directions Form," available in the main office and signed by the student's physician and parent/guardian.

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

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

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

Extra medication will not be sent home with you. Your parent or guardian must pick it up. All medications are kept in a secure location in the clinic.

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 you need to take over-the-counter medications such as the above, please bring a note from your parent authorizing the use, dosage, and the quantity sent of this medication. Have your parent or guardian sign a "**Medication Self-Administration Form**" and your medication will be available for you in the office.

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

1. It is warranted by a potentially life-threatening condition and advised by their physician
- AND**
2. A "Medication Self-Administration Form" is signed and on file in the office.

PE

- If a your child is injured and needs dismissal from PE class, a doctor's note is required.

GENERAL TOPICS

Lost and Found

If you find books, clothing, or personal items on the school grounds, please bring these items to the office lost and found box. If you lose something, check the box in the Receptionist's office or report it immediately to your teacher. Please be sure to check the lost & found for lost items regularly because all collected items will be donated to a local charity monthly.

Textbook and Supplies

CAS provides you with a textbook for each of your classes. A \$50.00 textbook deposit is due upon enrollment. Families are asked to make a contribution to the textbook fund, if possible, due to the extremely high cost of texts. CAS holds you responsible for the condition of the textbook issued to you! You must ensure that your books are not lost, stolen, damaged, or defaced, as **you will have to pay to replace books that are damaged or lost.** You may keep textbooks used during the year, provided a full payment for the textbook (s) was made. When textbooks are distributed, make sure you write your name in the appropriate place. Teachers will write down the number of the textbook you have and the condition of the book. When you return the book, its condition will be checked. **A cover on your books is mandatory. All textbooks not turned in or severely damaged will be charged to the family at the end of the year. Families that have not paid these fees will not be allowed to return without full payment being made.**

Many of the classes use consumable supplies – from materials to workbooks. Students will be required to pay \$160 per semester for these consumable materials. If there is a special circumstance which limits your family's ability to pay the full fee, please ask your parent or guardian to make an appointment to meet with an administrator.

Telephone

In case of emergency, come to the office with a telephone pass from your teacher. **Please note: the office phone is not available for students to use for personal calls.** Ask an administrator for assistance in case of emergency. **Cell phones should be put on "silence" while in school. Students should keep all cell phones in their backpacks/lockers/pockets. Students can only use cell phones outside the school building. Students using or appearing to use cell phones in the building or at inappropriate times will have their cell phone confiscated. Parent must pick up their child's phone after school on the second offense.**

E-Readers

EBooks are allowed at school. Students should be using them only as EReader. The school is not responsible for lost EReaders.

Toys

Toys from home are **not allowed** at school. If a student brings a toy from home, student (s) will be asked to put it in their backpacks. If this request is not met, the toy(s) will then be confiscated. If a student is playing games on an EReader, the device will be confiscated until a parent/guardian can come and pick it up.

Parents & Visitors

All volunteers MUST complete the CAS Adult School Volunteer form and be cleared BEFORE any volunteer activity with students.

CAS suggests parents volunteer at least 20 hours per school year to help enhance their child's education. Some areas to volunteer are attendance at PTC meetings, helping in the classrooms, supervising or working in the library, helping in the cafeteria, tutoring, after school clubs, etc.

Parents and visitors must register and pick up a visitor's pass in the office when they arrive.

We understand it is a great joy for our parents to participate in their children's school functions. Often time parents take picture or record videos of these functions. We kindly ask our parents to keep pictures and videos for their personal use and not to post such materials on the internet or online social media websites.

Lunch Periods

Coral Academy of Science is a closed campus. This means you must remain at school for the entire school day, which includes the lunch period. You may bring a packed lunch, or order a lunch through our school lunch program. If you have a special situation, please meet with an administrator. During the lunch period, you will be expected to display good manners and courtesy toward others. You must eat only in the designated lunch area and stay in your seat until dismissed by the duty person. You will be expected to clear your place and dispose of all trash appropriately. Electronic equipment and toys are **NOT** allowed at recess or in the hallways. The item will be confiscated. The supervisor on duty during the lunch period will hold you responsible for your behavior.

- Students may purchase 1 or 2 extra snacks for themselves. Sharing food is not permitted at CASE.

Public Areas: Hallways and Bathrooms

Hallways and Bathrooms are areas used by all members of CAS. **PLEASE**

- ✓ Use the halls, lunchroom, or bathrooms only as needed and then move on to class.
- ✓ Eat only in the cafeteria or other designated (by staff) area.
- ✓ **Leave gum at home; chewing gum is strictly prohibited anywhere on campus.**
- ✓ Maintain orderly conduct always; walk in the halls, lunchroom, or bathrooms.
- ✓ Use only appropriate language while in these areas, or within the school environment.
- ✓ **At any level profanity and vulgar language is unacceptable and is strictly prohibited in all areas and school functions at all times.**
- ✓ Limit excessive noise such as yelling, screaming or banging on walls/doors 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.
- ✓ Have a pass to be in the above areas during class time.
- ✓ Vandalism, littering, or graffiti in the school is prohibited and should be reported as this reflects poorly on everyone.
- ✓ **Any public displays of affection are prohibited with the exception of a friendly 2-3 second hug**
- ✓ Bring only plastic and paper containers to school; all glass containers are prohibited on campus and will be confiscated.
- ✓ Notes from parents do not excuse infractions of school rules.

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

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

You are responsible for cleaning up after yourself, including the disposing of or the recycling of garbage.

School Activities

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

FIELD TRIPS

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

- ✓ Return the "Field Trip Permission Slip" signed by your parent (s) or guardian to your instructor, by the specified date. **Phone calls will not be accepted as permission.**
- ✓ Wear your school uniform, unless otherwise specified.
- ✓ Abide by CAS codes of student conduct while on the field trip.
- ✓ Just as students must follow Coral's Code of Conduct parents supervising field trips are asked to behave appropriately (no smoking, supervising group of students with a watchful eye, communicating concerns with main teachers, and proper language).
- ✓ Parent volunteer form **MUST** be completed and approved **PRIOR** to field trip date.

✗ Your instructor will provide permission slips to you prior to each field trip giving specific information.

AFTER SCHOOL ACTIVITIES

CAS offers various after school clubs to enrich the student's education. Such involvement provides ways for you to engage in activities you already enjoy and provides opportunities to experiment with other areas that may interest you. If you remain at CAS for an after-school activity, you will be expected to follow these rules:

- ✓ You must be with a teacher or other staff member at all times.
- ✓ You must arrange for your own transportation to pick you up promptly at the end of the activity.
- ✓ **You must abide by the CAS code of student conduct while participating in the activity.**
- ✓ You may not stay after school to wait for another student.
- ✓ **Students must sign a "commitment contract" to participate in a club.**
- ✓ **All students must be picked up within 10 minutes of the activity ending, unless there has been a prior arrangement made or emergency.**

All students who are not in a club, after school activity, child care, or have made a special arrangement with a teacher must be picked up by **2:45 p.m.** or your child will be placed in Coral Care and you will be charged a drop-in fee. This is a safety issue due to the lack of staff to supervise these students. The majority of teachers have after school activities, tutoring, meetings, or other commitments. **A full list and description of after school clubs and activities is posted on the website. Please sign up and participate!**

Attendance

The Nevada Department of Education requires that you attend school regularly in accordance with the laws of the State (**NRS 392.122.**) The success of your educational program at CAS is largely based

upon your daily presence, which ensures the continuity of instruction and classroom participation. Your regular contact with other students in the classroom and your participation in the well-planned instructional activities, which are provided under the guidance of a competent teacher, are vital to the success of your educational program. For these reasons, the administration, faculty, and staff of CAS expect you 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 CAS'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. Note: State law requires professional staff to:

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

We ask that you, the student, do all you can do to attend school every day. If you have problems with attendance, please talk with a teacher or an administrator immediately.

ABSENCE

CAS recognizes four kinds of absences and tardiness: (1) excused, (2) medical, (3) parent medical, and (4) unexcused. Please read through the following definitions carefully, in order to understand what you and your parent(s) or guardian(s) responsibilities are. It is imperative you understand the requirements regarding missed homework, quizzes, and tests, as well as the consequences of unexcused absences.

After all absences, you must have a note or a phone call from a parent when you return to school.

EXCUSED ABSENCES

Your parent or guardian must notify the school any morning you will not be attending. A written note or phone call from your parent/guardian, upon return to school, is required to be submitted to the attendance office and recorded as part of your school record for each excused absence. An acceptable excuse for absence from school may be approved for one or more of the following reasons or conditions:

UNEXPECTED EXCUSED ABSENCES

➤ *Personal Illness*

Your parent or guardian must call the school **each** morning you are home ill. For extended illness, the school may require a doctor's confirmation.

➤ *Illness in the Family*

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

➤ *Quarantine of the Home*

Your parent/guardian must call the office to explain the situation and estimated time of absence. Such an absence is limited to the length of the quarantine as stated by the proper health officials.

➤ *Death of a Relative*

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

ANTICIPATED OR PLANNED EXCUSED ABSENCES

➤ **Observance of Religious Holidays**

You may be excused for the purpose of observing a religious holiday consistent with your creed or belief.

➤ **Professional Appointments**

We encourage your parents/guardians to schedule medical, dental, legal, and other appointments outside of the school hours, whenever possible. If you must be gone during the school day, you must bring a note to the office on the day of the absence clearly stating the time you are to be dismissed. **Additionally:**

- ✓ Parent/guardian must come to the office to pick you up.
- ✓ You and your parent must sign you out-of-school. When you return to school, you must sign in.
- ✓ You must return to school after your appointment, provided school is still in session.

➤ **Family Vacations**

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

- ✓ Whenever a proposed "Absence-for-Vacation" is requested, it **must be made at least two days in advance**, and your parents must discuss it with an 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.
- ✓ You should talk with each teacher and get approximate assignments and materials that can be worked on, to minimize your make-up work upon return to school. A teacher is not under any obligation to give this work. It is an extra allowance that they could give. Preparing for classes is very time consuming, let alone preparing for one week (two weeks) of classes in advance.

MAKE-UP WORK FOR EXCUSED ABSENCES

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent, to make up missed work. For example, if you are absent three days you will have three days to make up missed work.

If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements when possible with your teacher(s) for assignments prior to your absence. Teachers are not obliged to provide work for prolonged absent 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 students' responsibility to take the test at that time. If you fail to do this, the teacher is **not** obligated to set another time for the make-up. If you fail to make up a test without making other arrangements, the teacher will be responsible for deciding whether or not you may reschedule.

Per district policy, there is a 90% attendance rule. This means a student must not miss more than 10% of the school year (18 days - excused or unexcused absences). If a student has a medical condition, which makes them miss more than the policy allows, they must provide an explanation from a medical professional as to the cause **or** a parent note explaining the illness. These absences will be marked as "Medical." **The student is also required to have all missed work completed on time.** Students who don't meet these two conditions and miss this much instruction will be retained in the current grade. If a student has a medical condition that will prevent them from attending school for long periods of time and alternative placement should be sought.

UNEXCUSED ABSENCES

An unexcused absence **does become** a part of your school record. You will be marked "**unexcused**" if you:

Fail to have your parent call or bring a written note upon your return to school.

- ✓ Leave school without signing out-of-school at the office.
- ✓ Are absent from class without permission - including walking out during class.
- ✓ Are absent from school without parental permission.
- ✓ Get a pass to go to a certain place, but do not report there.
- ✓ Are absent for reasons not acceptable to the administration.

Two days are given after student's return to school to provide proof of Excused Absence. The absence will be noted as "Unexcused," after two days without notification.

Make-up Work for Unexcused Absences

If you have an unexcused absence, your 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.**

- ✓ You **will be given 50% credit for work made up from an unexcused absence.**
- ✓ For repeated occurrences, you **will** be sent to the Director and a parent conference will be arranged.

TRUANCY

Truancy means that you **have not been excused and are absent** from your assigned location without the knowledge of your parent/guardian. Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences.

If you are truant:

- ✓ No credit will be recorded for work you missed as result of truancy.
- ✓ A letter will be sent home notifying parent of truancy situation.
- ✓ A record of the truancy will be entered into your record file.
- ✓ A conference with your parents will be held.

- ✓ The Washoe County Truancy Office will be contacted.

HABITUAL TRUANCY

CAS shall consider a student "habitually truant" under Nevada State Law when, in spite of warnings and/or your parent's efforts to ensure attendance, you have accumulated ten (10) consecutive days or fifteen (15) total days of unexcused absences within a semester. A meeting will be held with the Dean and parents in order to determine if the student will continue to attend CAS. After 10 consecutive days, if a parent has not contacted the school the student will be dropped from CAS enrollment and their name will be forwarded to the WCSD truancy office.

TARDINESS

Tardiness to school and to class – whether the result of oversleeping, missing the bus, car problems, babysitting, athletic workouts, socializing, traffic, lingering in the halls, or any inappropriate reason - is unacceptable. If a student has 5 unexcused tardies in one quarter, a detention will be issued. . If 8 unexcused tardies are accrued in one semester, an out of school suspension will result. A student will receive a suspension for every 5 tardies, after the 8th tardy suspension.

Excused Tardiness

You must have your parent or guardian call the office **or** write an explanatory note if you arrive late to school and you must report to the office when you arrive. If you fail to do this, you will receive an unexcused tardy.

Unexcused Tardiness

If you arrive at school late, but without a note or a call from your parent, this is considered an unexcused tardy. You should go directly to class and will be marked as such. **You will have two days to bring in a note** from your parent or guardian to change this to an *excused* tardy.

- Please note: A written note/phone call will not excuse a reason considered unacceptable or unexcused.

EARLY DISMISSAL OF STUDENTS FROM SCHOOL

CAS is very concerned about your 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 you before the end of a school day only upon presentation of a written, face-to-face, or authenticated verbal request by your parent/ guardian, or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent/guardian to act on his/her behalf.

- No staff member shall permit, or cause you to leave school prior to the regular dismissal time, except upon the knowledge and approval of the administration, and written permission from your parent/guardian.
- You will not be released from school to any government agency without a proper warrant or written parental permission, except in the event of an **emergency as determined by the administration.**

Student Conduct and Discipline

One goal of CAS 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 CAS administrators and teachers shall not allow the following behaviors during school, on school property, at or during any school-sponsored activities, and to and from school.

All school consequences shall be imposed at the discretion of the Director, and, if appropriate, another administrator. A student may receive loss of recess, in-school suspension, out-of-school suspension, work crew duty, expulsion, or any other punishment deemed appropriate. The Director will maintain a tracking system for all students. The definition of the unacceptable behavior and the minimum consequences for each infraction will be listed and tracked.

Everything cannot be covered in this handbook; therefore for behaviors not covered, immediate action and consequences will be given in a fair and consistent manner as deemed by the Director. Second and third offenses result in an increase of the severity of the consequence.

For repeated minor behaviors, students will be placed on a behavior plan (explained earlier in handbook) or referred to the discipline committee (discussed later in the handbook), directed by the Principal and comprised of various instructors

Unacceptable Behaviors

Harassment/Bullying

HARASSMENT/BULLYING Physical or Verbal Harassment/Bullying whether it physical or verbal will not be tolerated within the Coral Academy of Science. Bullying or harassment is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. cyber bullying, through the use of internet, cell phone, computer or other wireless devices) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. Any conduct that has the effect of unreasonably interfering with an individual's academic, extracurricular, or work performance or of creating an intimidating, hostile, or offensive educational environment regardless of intent may be interpreted as either physical or verbal harassment/bullying. Any student who believes he or she has been a subject of physical or verbal harassment/bullying by another student or district employee should report this incident immediately to the Dean Of Students or Principal. All reported incidents would be thoroughly investigated and subject to disciplinary action. Such action could consist of suspension and or expulsion depending on the severity of the situation. Confidentiality consistent with due process will be maintained. If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

Consequences:

Depending on severity, the Discipline Committee has the right to skip to the 3rd offense consequences at anytime.

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

WEAPONS

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

Consequences:

- **1st OFFENSE:** If the item is deemed a "weapon", student will be expelled from Coral Academy of Science. Parent/Guardian and police will be notified.

If the item is deemed inappropriate, but not a weapon (water gun, in some cases a rubber band), parent/guardian will be called and consequences will be discussed and given.
- **2nd OFFENSE:** Same as the consequences under offense #1. Additionally, your parent(s)/guardian(s) will be required to attend a meeting with the Director, and instructor(s) as deemed appropriate. Suspension may result.
- **3rd OFFENSE:** Same as the consequences under offense #1. Additionally, depending on the nature of the weapon, the use of the weapon and the student's past conduct, the parent(s) or guardian(s) will be contacted and you may be referred to the juvenile authorities. Your parents/guardian (s) may be referred to Social Services. You will remain on out-of-school suspension until the legal authorities in charge of your case have made arrangements for your sentence.

FIGHTING

Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. Consequences will be given for fights taking place on or off school grounds. In all but the rarest of occasions, such as an instance in which one student assaults an innocent bystander, any fight will involve **disciplining all students involved in the fight. There is zero tolerance for fighting, intimidation, assault (saying you will hurt someone), and battery (actually touching another person in a harmful or unwanted manner, including restraining someone).**

Consequences:

- **1st OFFENSE:** Sent to Director, Parent (s) or Guardian (s) will be contacted, and depending on situation Loss of Recess/in house suspension/suspension will be given.
- **2nd OFFENSE:** Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. The parent will be required to attend a meeting with the Director, and instructor (s) as deemed appropriate. Incident may be reported to the juvenile authorities. Suspension will be given. Private counseling at parent's expense may be required.
- **3rd OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend an anger management program or counseling have been initiated. The student will remain on out-of-school suspension until the program is completed and the service provider states, in writing, that they feel that the student is not potentially a harm or poses a threat to himself or others. Student will be expelled, if deemed necessary.

USE OF /OR INTENTION TO SELL DRUGS/OR ALCOHOL

The above means: to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except under the direction of a physician/parent as outlined under Medications, Student Handbook) alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind **including butane lighters. This prohibition also applies to any type of drug related paraphernalia.** The sale, distribution, possession, or use of any of the above, drugs and/or alcohol is strictly prohibited anywhere on school grounds, at any school activity, and on any school transportation. This behavior **will not** be tolerated at CAS. The consequences for any of the above are stringent.

Consequences:

- **1st OFFENSE:** Any offense will result in (1) notification of your parent(s) and/or guardian(s), (2) confiscation of the prohibited article(s), (3) notification of law enforcement officials for any illegal substances and investigation of the circumstances and accomplices and (4) probable expulsion from school.
- **2nd OFFENSE:** Parents/guardians will be notified. You will be referred to an appropriate substance program for counseling and/or services at parent's expense. Student will be allowed to return to CAS after successful completion of treatment and parent/administrator/treatment provider meeting.

- **3rd OFFENSE:** Continual disregard for the CAS substance abuse policy, including having in your possession cigarettes, lighters or matches, will result in suspension and other consequences including the possibility of expulsion, as deemed appropriate by the administrator, instructors, parent(s)/guardian(s) and law enforcement officials and/or substance abuse provider as appropriate.

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.

Consequences:

- **Parent(s) or Guardian (s) will be contacted and, as deemed appropriate by the Director, legal authorities may also be notified.** The student will remain on out-of-school suspension until such time that a meeting can be held to determine the seriousness of the action. Additionally, legal penalties may be imposed by outside agencies, such as the fire department, for such actions, especially should any injuries result. Fines range from \$1,000 to \$10,000, coupled with possible incarceration in an appropriate facility. Restitution for any damage done, plus the possible prosecution by legal authorities, will be imposed.

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."

Consequences:

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

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

Consequences

- **1st OFFENSE:** Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. The student will be given Loss of Recess/in house suspension, or out-of-school suspension.

- **2nd OFFENSE:** Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. The parent will be required to attend a meeting with the Director, and instructor (s) as deemed appropriate. Student will be given out-of-school suspension. Depending on behavior, student may be placed on a behavior plan or referred to discipline committee.
- **3rd OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend private counseling at the parent's expense have been initiated. You will remain on out-of-school suspension until the program is completed and the service provider states, in writing, that he/she feels that you are able to return to CAS and conduct yourself in an appropriate manner. Expulsion may also be a result.

HAZING STUDENTS

Hazing means to plan, encourage or engage in any act, including the coercion of another or others, including the victim, to commit any act toward any student or other organization that may cause or create a substantial risk or cause mental or physical harm to any person. **Permission, consent or assumption of the risk by an individual subjected to hazing (a potential victim) does not lessen the prohibition contained in this policy.** Hazing may carry heavy, legal consequences; especially should it result in an injury. For example, should you convince another student to commit an act, and during the act this student is injured, civil litigation (to sue) may be initiated by the parent(s) or guardian(s) of the injured individual, against your parent(s) or guardian(s)

Consequences:

- **1st OFFENSE:** Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. All legal responsibilities for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution may result.
- **2nd OFFENSE:** Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. The parent will be required to attend a meeting with the Director, and instructor (s) as deemed appropriate. Student will receive in-school suspension or out-of-school suspension, and/or be placed on a behavior contract or be referred to the discipline committee. All legal responsibilities for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution may result.
- **3rd OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend private counseling at the parent's expense have been initiated. The student will remain on out-of-school suspension until the program is completed and the appropriately licensed service provider states, in writing, that they feel (professional judgment) that the student is able to return to CAS and conduct him or herself in an appropriate manner. All legal responsibilities for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution may result. Expulsion may be required depending on circumstance.

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. Non-verbal threats, such as "hard" stares or gestures, that cause or attempt to cause any

student, teacher, administrator, or staff member to feel frightened or intimidated, are also included under the definition of threatening behavior.

Consequences:

- **1st OFFENSE:** Parent (s) or guardian (s) will be contacted and the consequences (loss of recess, in or out of school suspension will be discussed and given.
- **2nd OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension. The parent will be required to attend a meeting with the Director, and instructor (s) as deemed appropriate, prior to your removal from suspension. Depending on behavior, student may be placed on a behavior plan or referred to the discipline committee.
- **3rd OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend private counseling at the parent's expense have been initiated. The student will remain on out-of-school suspension until the program is completed and the service provider states, in writing, that, in his/her professional judgment, that you are able to return to CAS and conduct yourself in an appropriate manner. Repeat or severe behavior will result in expulsion from Coral Academy of Science.

STEALING AND/OR VANDALIZING PRIVATE OR 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.

Consequences: Please Note: The school will file a police report in cases of theft and vandalism. Either offense can carry legal penalties.

- **1st OFFENSE:** Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. The student will be given Loss of Recess/ in or out-of-school suspension. All legal repercussions for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution may result.
- **2nd OFFENSE:** Parent (s) or Guardian (s) will be contacted and the parent/guardian will be required to attend a meeting with the Director, and instructor (s) as deemed appropriate, prior to the student being taken off suspension. Student will be referred to the discipline committee or placed on a behavior plan. All legal repercussions for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution or expulsion may result.
- **3rd OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend private counseling at the parent's expense have been initiated. The student will remain on out-of-school suspension until the program is completed and the appropriately licensed service provider states, in writing, that

they feel (using professional judgment) that the student is able to return to CAS and conduct him or herself in an appropriate manner. All legal repercussions for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution or expulsion may result.

CHEATING/PLAGIARISM

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

Consequences:

- **1st OFFENSE:** Student will be sent to the Director, Parent(s) or Guardian (s) will be contacted and Loss of Recess/ in or out of school suspension will be given. 0% credit will be given for any work involved in incident.
- **2nd OFFENSE:** Parent(s) or Guardian(s) will be contacted and the student will be suspended. Repeated behavior may result in expulsion, being placed on a behavior contract, or referral to the discipline committee. 0% credit will be given for any work involved in incident.

LYING

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, double the consequences will be implemented.**

Consequences:

- **1st OFFENSE:** Student will be sent to the Director, Parent(s) or Guardian (s) will be contacted and Loss of Recess/in or out-of-school suspension will be given.
- **2nd OFFENSE:** Parent(s) or Guardian(s) will be contacted and the student will remain on out-of-school suspension until such time that a meeting can be held to determine the seriousness of the action. Repeated behavior may result in expulsion, being placed on a behavior plan, or referral to the discipline committee.

FORGERY

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

Consequences:

- **1st OFFENSE:** Parent(s) or Guardian (s) will be contacted and, as deemed appropriate by the Director, legal authorities may also be notified (for example, attempting to forge a check). Loss of Recess/suspension will be given.
- **2nd OFFENSE:** Parent(s) or Guardian(s) will be contacted and the student will remain on out-of-school suspension until such time that a meeting can be held to determine the seriousness of the action.

GAMBLING

Gambling includes, but is not limited to, card playing, dice shooting and sports pools, which **involve the transfer of money or personal belongings or assistance from one person to another.** You are not to bring and/or play any cards such as Pokemon, without the permission from the

instructor or administrator on duty. Games, which utilize cards or dice, with the written approval of the instructor and/or administrator, may be played during the lunch break, as long as no inappropriate behavior results. Examples of inappropriate behavior can include, but are not limited to crying, name-calling, arguing, making accusations, etc. Should you bring such items without written permission the following will result:

Consequences:

- **1st OFFENSE:** Parent(s) or Guardian (s) will be contacted and the item will be confiscated. The parent/guardian must personally pick-up the item. Under no circumstances will the item be returned directly to you, the student. Loss of recess/in or out of school suspension may be issued.
- **2nd OFFENSE:** Parent(s) or Guardian (s) will be contacted and the item will be confiscated. The parent/guardian must personally pick-up the item **at the end of the semester.** Under no circumstances will the item be returned directly to you, the student, nor, on a second offense, will your parent/guardian have access to the item until the close of the semester. Loss of recess/in or out of school suspension or work detail may be issued.
- **3rd OFFENSE:** All of the consequences listed under the second offense, plus in-school suspension, depending upon where the offense took place, the length of which will be determined by the Director and instructor, if appropriate.

DISRUPTIONS OF CLASS OR SCHOOL

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

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

Consequences:

Student will be sent to the Discipline Coordinator, parent (s) or guardian (s) will be contacted and, based upon the discretion of the teacher and Coordinator, you may be given a Loss of Recess/in house suspension or out of school suspension, placed on a behavior plan, or referred to the discipline committee. **Continual disregard for the learning of others will, most definitely, result in further, more severe, consequences.**

PUBLIC DISPLAYS OF AFFECTION

Public displays are limited to a brief, friend-like, 2 to 3 second hug. No other type of displays of affection are allowed, gestures not allowed are, but not limited to: hand holding, lengthy hugs, arms around each other, kissing, etc. Display of these gestures will result in a call home, loss of recess, in house suspension, or suspension.

UNIFORM NON-COMPLIANCE

Students are to adhere to the specific uniform and appearance guidelines described in the handbook.

Consequences:

- **1st OFFENSE: Parent(s) or Guardian (s) will be contacted.** Student must call home to have parents bring their proper uniform. If parents are not able to come or are unavailable loss of recess will be given.

Continual disregard for the uniform standard will, most definitely, result in more severe consequences. Parents may not be called on second offense. Parent notes after second offense will not be accepted as an excuse and a detention will be issued. Consequences will increase with repeated offense.

BRINGING INAPPROPRIATE, OR BANNED ELECTRONIC ARTICLES TO SCHOOL

Beepers, Pagers, Radios, MP3/IPOD/CD Players, Electronic Games, and/or similar devices are not allowed at school. They disrupt classes and distract others from learning. **(Palm Pilots and Calculators are allowed at school, but if not used properly will be confiscated (i.e. playing games during class)).**

Consequences:

The individual on duty will confiscate the item. The item will be given to the Director until the parent comes to retrieve the item. Should this reoccur, the school reserves the right to hold the item until the end of the semester and student will be given a detention or suspension.

Cutting Class

Students who are absent a whole day or one or more periods without parental knowledge or who just leave a class without permission are considered "cutting" that class. Loss of recess or in house suspension will be given. For repeating the offense, students will receive more severe consequences.

Littering

In an effort to keep our school clean and in addition to the incentive programs listed in earlier pages of this handbook, students found littering will receive consequences for their behavior.

The first offense will result in having to sweep the hallways during his/her lunch recess; second offense will be a week of sweeping, and repeated littering will result in more severe consequences.

COMPUTER MISUSE OR ABUSE

Computer hardware and software are for the benefit of all students. No student may purposefully tamper with either hardware or software of the computers. Computers are in the school for educational purposes. Abuse and or misuse of computers also includes bringing disks from home which may contain viruses, *loading* private software, checking or sending personal e-mail, and/or without specific permission, or accessing inappropriate web sites or web pages.

Consequences:

- **1st OFFENSE:** Parents/guardians will be contacted. At the discretion of the Director you will be responsible to repair, undo, reset or delete your inappropriate tampering. Should you do damage to a school computer, your parent/guardian will be responsible for payment to a computer

technician, designated by the school as an approved vendor, to make any necessary repairs. This includes lines, cords, printers and any other computer related device, plug in or accessory. Typically, a "service call" alone costs \$65.00-\$100.00, regardless of whether any other repairs are needed. Once a computer technician is at the school, an hourly rate of \$65.00 and up is charged, so please, think before you attempt to tamper with school property! Loss of recess, in-school suspension/out-of-school suspension will be given. Loss of usage of the computer may be applied.

- **2nd OFFENSE:** You will no longer have access to the school computers, may face suspension or expulsion, and will be responsible for all of the consequences stated under the 1st Offense.

Network Administration Policy

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks. It is a general policy that all computers 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 the conditions of the Education Code dealing with student's rights to privacy.**
- 2. Using profanity, obscenity, or other language that may be offensive to another user.**
- 3. Reposting (forwarding) personal communication without the author's prior consent.**
- 4. Copying commercial software in violation of copyright law.**
- 5. Using the network for financial gain, for commercial activity, or for any illegal activity.**
- 6. Damaging any part of hardware or software of computer network system.**

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

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

RESPONSIBLE USERS *MAY UNDER SUPERVISION*

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

RESPONSIBLE USERS *MAY NOT:*

- Use the Internet for any illegal purpose.
- Use impolite or abusive language.
- Violate the rules of common sense and etiquette
- Change any computer files that do not belong to the user
- Send or get copyrighted materials without permission.
- Users must not give their password to anyone.
- Use the Internet to send electronic mail (email) to other users.

- **System operators will have access to all user accounts, including email. If any person does not follow the rules above, use of the network will be canceled. There will be no second chances.**

If the user is not sure how to do something on the computer, ask a teacher or the system administrator in the school.

Due Process

All students at CAS are entitled to the Rights guaranteed by the United States Constitution, Nevada Revised Statutes, and Bill of Rights. Your rights will not knowingly be denied by the required code of conduct, or by any disciplinary actions taken by the school. If you exhibit any of the "Unacceptable Student Behaviors" listed in this handbook, or added to this list at a later date, you will be held responsible for your actions. Due to the range of possible behaviors, **the administration reserves the right to adjust consequences, as the administration deems appropriate for the given situation. These consequences range from notification of your parent(s)/guardian(s), detention, and emergency removal from a school activity through suspension, expulsion, and criminal prosecution. All students at CAS have the right to feel that they are physically, emotionally, and intellectually safe.**

- Therefore, if at any time ***you feel you are the subject*** of harassment, hazing, threats, or other intimidating behavior, you **should immediately** speak to a teacher or an administrator regarding the problem. The situation will be investigated as soon as possible, based upon the severity of the offense, and you will be informed of the outcome. All reports are kept completely confidential.
- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to a teacher or an administrator about the problem. The situation will be investigated as soon as possible, based upon the severity of the offense, and you will be informed of the outcome. All reports are kept completely confidential.
- Students are protected under the right of confidentiality. If your 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 their actions. If you have any concerns, please contact the teacher or administration to have them addressed.
- Students who receive a detention need to follow the following procedure if they disagree. Speak with the teacher giving the detention after class, at lunch, or after school when there are no other students to distract. If the student still does not agree with the outcome, he/she needs to set up an appointment with the Director to discuss it further. A meeting will then be set up with the teacher to discuss the situation. If the dean does not change or rescind the consequence, the student then has the option to bring in his/her parents for a meeting with the Director, teacher, and student. **If the school still deems it a just consequence student is required to serve the detention.**

DEFINITIONS

FOLLOWING ARE A LIST OF TERMS, WHICH HAVE BEEN USED FREQUENTLY THROUGHOUT THIS DOCUMENT AND THEIR DEFINITIONS. PLEASE REVIEW THESE TERMS WITH YOUR PARENT(S)/GUARDIAN(S). FEEL FREE TO CONTACT THE DIRECTOR, SHOULD YOU HAVE ANY QUESTIONS.

- **LOSS OF RECESS:** Loss of recess is a consequence where student lose the privilege of playing outside during school recesses. Students will stay in the classroom or sit outside during recess times. Repeated offenses will result in more severe consequences.

- ❑ **Homework Detention:** You may also receive **homework detention** from an instructor. This means that you will be kept after school and return to the classroom of the instructor who has issued you a homework detention to complete work under their supervision.
- ❑ **IN-SCHOOL SUSPENSION (ISS):** CAS has two types of ISS. They are (1) full day and (2) class period. Students who are assigned to ISS for any portion of the school day are not allowed to participate in extracurricular 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. **50% credit will be given.**
- ❑ **OUT-OF-SCHOOL SUSPENSION:** The Director will give notice of and the reasons for the suspension to the student in writing after hearing the issues involved in a situation. If you are suspended, you will be responsible for obtaining and completing missed work upon your return to school. The student will be given the number of days absent from school to complete assignments. **50% credit will be given.** You and your parent/guardian may appeal a suspension within one (1) school day of the suspension being issued. This appeal will be made to the Director and heard by the disciplinary committee made up of four faculty. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive full credit for that work. All disciplinary hearings will be held within two (2) school days of the appeal being made. The decision of this disciplinary committee is final. (NRS 392.466). **Students who have been suspended and continue to have misbehaviors will be required to have their parent spend at least one day in school with them.**
- ❑ **EXPULSION:** The decision to expel any student will be made in writing and will include the reasons for the expulsion by the Discipline Coordinator/Director after hearing about the events involved in a situation. You and your parent/guardian may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal must be made to the Discipline Coordinator/Dean and heard by the disciplinary committee. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive full credit for that work. The decision of this disciplinary committee is final. (NRS 392.466)
- ❑ **BEHAVIOR PLANS:** Students exhibiting repeated behaviors will be placed on a behavior plan. This plan is designed to put into place incentives to reward improved behavior and stricter consequences for continued misbehavior. The student and Director design the plan together based on tracked misbehaviors. Parent, student, and administration will sign the plan in effort to work as a team to improve student behaviors. Typical consequences for the behavior plan are 3 or 6 day suspensions and then expulsion, if misbehaviors continue. Incentives are received weekly for positive behavior. If a student goes one month straight without misbehavior, they will be taken off the plan, but incentives will be continued.
- ❑ **DISCIPLINARY COMMITTEE:** This committee is directed by its chair and is comprised selected teachers and 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 discipline issue referred by the Discipline Coordinator or the Director.

ADMISSION POLICY

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

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

- 1) All re-enrolling students will be placed;
- 2) Siblings of re-enrolling students will be placed;
- 3) A lottery will be held to fill all remaining openings if the applicant number exceeds the capacity by the end of month April.

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

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

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

