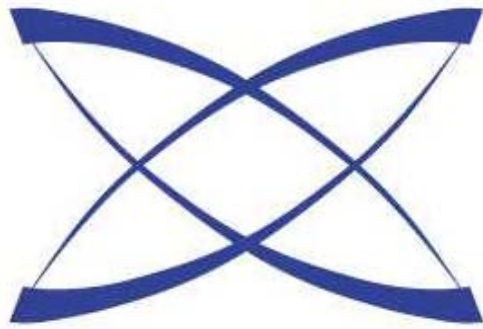


# CORAL ACADEMY OF SCIENCE

*Las Vegas*



**2009 - 2010**

# STUDENT HANDBOOK



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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

The information in this handbook provides guidelines for behaviors and attitudes that will assist in creating and sustaining a positive environment, enhancing the opportunity for each student, parent, and teacher to contribute and learn.

## CHAIN OF COMMAND/COMMUNICATION

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 you are unsure of a decision made in the classroom about a consequence given for a behavior, you should discuss the situation with the **teacher first**. If after this discussion, you feel the situation is unresolved, it should be brought to the attention of the administrator dealing with student discipline (Dean of Students). If it is still not handled to your satisfaction, the Executive Director should be notified. If after the Executive Director, you still have concerns, the school board would be the next avenue of communication. If the situation involves finances, or school plant, 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 a student, the above procedure should be followed. If you have a curriculum question Dean of Academics should be contacted. **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. 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 sure to put full names on each uniform piece with a permanent marker.**

**\*\*\*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. If your parents are not available, a detention will be issued. After the first time being out of uniform, a detention may be issued without parent notification. All class time you miss will count as an unexcused absence.**

**\*\*\*6<sup>th</sup>- 8<sup>th</sup> Grades wear light blue shirts with the Coral Academy of Science logo and navy blue uniform slacks. 9<sup>th</sup> - 12<sup>th</sup> grades wear navy blue shirts with Coral Academy of Science logo and khaki uniform slacks. Seniors are allowed to wear senior sweatshirts with their uniforms.**

## UNIFORM FOR GIRLS AND BOYS

### UNIFORM BOTTOM

- Navy uniform slacks or shorts. Girls: Skorts are allowed. Skirts, shorts or skorts are to be no shorter than 3" above the knee.
- Slacks must be uniform slacks, cargo (with extra pockets on legs) or capris (shortened) pants will not be allowed. Pants must be the proper size and not so large as to allow for sagging. The pants should rest on or above the hip bone.
- Only plain brown or black belts are allowed. No oversized or ornamental belt buckles are allowed.**

### UNIFORM LOGO TOP

**All CAS students are to wear Logo Embroidered Tops**

- Polo shirts are allowed according to your grade level
- Sweatshirts (**no hoods or zippered fronts**) are allowed.
- Undershirts are allowed in blue, white.

**Shirts, skirts, slacks, skorts, shorts can be purchased from Campus Club at 2411 Tech Center Ct. Suite #107 Las Vegas, NV 89128, or by calling (702) 360-0555**

## PERSONAL APPEARANCE GUIDELINES

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

**UNIFORM LOGO TOP - All CAS students are to wear Logo Embroidered Tops**

### SHIRTS

- Maroon polo shirts are allowed
- Navy crew neck sweatshirts (**no hoods or zippered fronts**) are allowed.
- Visible undershirts are allowed in school colors only (navy blue, light blue)
- Shirts are to be tucked in at all times** with the exception of recess and PE.
- Coral Academy sweatshirts must be worn properly, not on arms or around the waist..

### FOOTWEAR

- Tights or socks are to be white or black .
- Shoes are to be **plain (no colored strips or logos) and black (no, flip flops, open toed or more than 2 "heeled shoes)** and appropriate for comfort during school activities.

### PERSONAL APPEARANCE

- Jewelry and accessories are to be minimal (one per type), 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.
- **Hair accessories must be minimal and brown, navy or black**
- Boys are allowed beards, mustaches, go-tees or long sideburns as long as hair is neatly trimmed.
- Any extra “fad” type items, sweatbands, arm wraps, scarves for belts, studded or spiked belts and bandanas are unacceptable.
- **Parent notes will not excuse infractions of the school rules.**
- **No writing or holes are allowed on uniforms or skin.**
- Visible tattoos are not acceptable.
- Hair is not to be extreme, e.g., no Mohawks, spikes or colors that are not natural, and no “Punk Look.”

100=A+ (4.0)	77-79=C+ (2.3)
93-99 = A (4.0)	73-76=C (2.0)
90-92 = A- (3.7)	70-72=C- (1.7)
87-89=B+ (3.3)	67-69=D+ (1.3)
83-86=B (3.0)	63-66=D (1.0)
80-82=B- (2.7)	60-62=D- (0.7)
	0-59=F (0.0)

**OUTERWEAR:**

- Hats, caps, and other headwear **may not** be worn in any building or during transitions and may only be worn during recess and PE.
- Only **school uniform outerwear may be worn indoors.**
- **Sunglasses are not allowed to be worn inside the building or on the top of the head inside the school building or classroom.**

**FREE DRESS DAYS**

Students must wear school appropriate clothing that fit appropriately (not too tight/ not too loose), which means shirts with inappropriate pictures or sayings, spaghetti strap dresses or shorts (three inch rule), pocket chains, shirts that reveal mid drifts, and dirty or torn clothing are not acceptable and will require a change to appropriate clothing or receive a detention. The jewelry must be minimal. On **theme free dress** days: Students must wear the majority of 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. When a free dress day or week is given to a certain group or grade level **no free dress passes will be accepted from other students. Wearing open toe or heel shoes on any free dress day is also not acceptable.**

**ART CLASSES**

To keep their uniforms clean, students are required to bring an oversized shirt or a smock to wear during art classes.

**GRADING SCALE**

CAS uses a standard scale for the assignment of letter grades, quarterly and at the end of each semester. Instructors establish the grading policies and procedures corresponding to this scale.

**MIDDLE SCHOOL 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** attend summer school. Your promotion to the next grade will be weighed against your successful completion of summer school, coupled with the permission of the school administrator. Students failing a core class and not successfully completing summer school will be retained in his/her current grade level. To better understand this system, please refer to the charts below. Grade promotion is based on semester grades. If a student fails a core subject in the first semester (1<sup>st</sup> and 2<sup>nd</sup> quarter), but receives a high enough grade in the second semester (3<sup>rd</sup> and 4<sup>th</sup> quarter) to obtain a D- or above average, he/she will not need to attend summer school. If the end of the year average for the class is an F, he/she will need to successfully complete summer school in the local district or CASLV if provided. Students who receive failing grades during the school year in any subject will be placed on **Academic Probation.**

**Chart A-Student is Promoted**

Core Subjects (English, Social Studies, Mathematics, Science)	First Semester	Second Semester	Total Grade Point Equivalency	Result
	C-	F	0.85	PASS
	F	C-	0.85	PASS
	D	D-	1.85	PASS
	D-	D-	.70	PASS

**Chart B-Student Retained**

Core Subjects (English, Social Studies, Mathematics, Science)	First Sem.	Second Sem.	Total Grade Point Equivalency	Result
	F	D+	0.65	FAIL
	F	F	0.0	FAIL
	D	F	0.50	FAIL
	F	D-	0.35	FAIL

## REPORT CARDS/PROGRESS REPORTS

Report cards will be sent home in the mail at the end of each Quarter. Progress Reports will be given to students at the middle of each quarter. Progress reports need to be signed and returned to the student's homeroom teacher by the deadline given or a detention will be issued. Report card/progress report dates are listed on the school's calendar. Report cards/progress reports will also be posted on the web in powerschool for each student. Parents will need a user name/password to retrieve this information, which may be obtained from the school receptionist.

## ACADEMIC PROBATION

Any student who has a grade lower than C- for any class for their quarter report card will be placed on academic probation until they have raised their grade on the next quarterly report. A letter will be mailed home explaining this to your parents. A teacher will be assigned to develop an improvement plan for you and to monitor your progress. You are to attend tutoring in the class(es) you failed. **Your membership in any club will be suspended and you will not be allowed to attend any fun events, dances or participate in the normal free dress activities until you are off probation.** We want you to be successful at school, but we know you must want to be successful too. Please let the school counselor/teacher know if you are struggling with a class and would like to get some help to become more successful.

## INCENTIVE PROGRAM

Students, after one quarter of grading from Coral Academy, will receive a "Reward Card" for varying levels of achievement. These cards can be used in each classroom and school wide to receive various rewards. Class rewards (homework pass, extra points, drop lowest test grade, etc) will be listed in each teacher's syllabus. School wide student rewards include: movie passes, free dress passes, popsicles, attending assemblies, subway/pizza lunches, discounts for school events, etc. Returning Coral Academy of Science students will receive his/her card in the fall based on grades received in the previous school year's last quarter. Students must show their card to get rewards.

## GPA NEEDED FOR REWARD CARDS

**3.8 – 4.0 GPA Academic Excellence Card**  
**3.5-3.79 GPA Falcon Card**

## EXECUTIVE DIRECTOR'S LIST

In addition to the rewards cards, students scoring an overall academic GPA of 4.0 and a 4.0 in conduct will be placed on the Executive Director's List of Academic Excellence. These students will be taken off campus each quarter to a special luncheon with the administration of the school, as well as receive special treats throughout the year.

## HOMEWORK POLICY

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. **After school tutors or instructors are available for one-on-one or small group tutoring, please contact the teacher to set up this service. Lost Falcon Books can be purchased in the front office for \$10.00.**

## COUNSELING PROGRAM

Coral Academy offers a comprehensive counseling and guidance program addressing personal/social, career, and academic needs for all grades. Students may sign up to see the counselor at any time to discuss personal or academic concerns. Social skills, career, and college planning lessons will be provided by the counselor at various times throughout the school year depending on grade level, need etc. Students who wish to see the counselor can get a referral from their teacher or sign up at the counseling office. Parents are always welcome to make an appointment to see the counselor. All information discussed is confidential except when it involves your safety or the safety of someone else. Coral Academy of Science adheres to the National Counseling Standards.

## ILLNESS, INJURY, AND MEDICATION POLICIES

CAS has a first-aid-trained-professional available to discuss or assist with medical problems or health related concerns. 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. **Missed homework should be requested by the student from the teacher upon the student's return. 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/or 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. 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

## **GENERAL TOPICS**

### **Lockers**

Each student will be assigned a locker for his/her individual use at CAS. This locker is for storing books, coats, and personal items necessary for school. The lockers should not be used to store valuable items, and you should not bring such items to school. CAS **will not** be liable for personal items you leave in your locker or bring to school. To ensure that your school items are safe, we strongly advise you to keep your locker combination private. **Do not trade locker combinations with another student.** Do not let another student share your locker. It is your responsibility to see that your locker is kept locked and in order at all times. **Students must use only the locker assigned to them and are not allowed to change lockers on their own; they must obtain administrative permission first. Any questions concerning lockers, please contact our administration.**

Report any damage, vandalism or non/working condition of your locker to the office immediately. If you do not report vandalism, damage or a non-working condition of your locker, you will be held financially responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and its contents.

- Periodic locker checks will be made by CAS staff to ensure that lockers are kept clean and orderly or in case activities at the school warrant a locker search.

Students are required to bring a combination lock for their locker by the end of the second week. **A copy of the combination must** be given to the homeroom teacher **by the end of the second week.**

### **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 the receptionist. Please be sure to check the lost &

found for lost items regularly because all collected items will be donated to a local charity monthly.

### **LIBRARY**

Students are expected to remain quiet and behave respectfully at all times.

Students will be given a detention for failure to return their library books after 30 days of receiving their first late notice. There will also be a detention for students failing to pay their library fines within 30 days of their first notice of owing fines.

Repeated abuse will result in the loss of your library privileges.

Book donations are welcomed for the library.

### **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 \$175 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 turned off while in school. Students should keep all cell phones in their lockers. Students can only use cell phones outside the school building before and after school. Students using or appearing to use cell phones in the building or at inappropriate times will have their cell phone confiscated. Your parent must pick up your phone after school on the next Monday. Administration has the right to search through cell phone content if inappropriate activity is suspected.**

### **PARENTS & VISITORS**

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 PTA meetings, helping in the classrooms, supervising or working in the library, helping in the cafeteria, tutoring, after school

clubs, etc.

Visitors (peer age) interested in the educational aspects of CAS are always welcome, but must adhere to the following procedure. Students wishing to bring a visitor to CAS must have his/her parents call or bring a note from his/her parent and receive permission from the Dean of Students. Permission must be given at least one school day in advance. Do not bring guests to school without prior arrangements. **No** visitors will be allowed the last two weeks of each quarter, on testing days, nor during the week prior to any school holiday. Parents and visitors **must register and pick up a visitor's pass in the office when they arrive.**

### 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 for the beginning of 2009-10 academic year. You will be notified when CASLV starts a 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. **Juniors and Seniors** may be allowed to go off campus to get their lunch on a rare occasion, if it has been arranged prior to the day by the parent or guardian with the Dean of Students. This is discouraged due to major liabilities with students leaving campus.

### PUBLIC AREAS: HALLWAYS AND BATHROOMS

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

- ✓ Eat only in the cafeteria or other designated (by staff) area.
- ✓ **Chewing gum is strictly prohibited anywhere on campus.**
- ✓ Maintain orderly conduct always; walk in the halls, lunchroom, or bathrooms.
- ✓ Use only appropriate language. **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.
- ✓ 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 without exception.**
- ✓ 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 (detention/suspensions) 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.**

### 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** 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.

**✗ 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. 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, after school care program or have made a special arrangement with a teacher must be picked up by 2:45 p.m. 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.**

## **ATTENDANCE**

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The Nevada Department of Education requires that you attend school regularly in accordance with the laws of the State. 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.

Note: State law requires professional staff to:

- ✓ Keep accurate attendance records of excused and unexcused absences.
- ✓ Require an "admit slip" from the receptionist when you return from an absence.
- ✓ 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) unexcused. 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 office to explain the situation and estimated time of 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***

For extended illness, the school may require a doctor's confirmation.

##### ➤ ***Illness in the Family***

##### ➤ ***Quarantine of the Home***

##### ➤ ***Death of a Relative***

#### **ANTICIPATED OR PLANNED EXCUSED ABSENCES**

##### ➤ **Observance of Religious Holidays**

##### ➤ **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 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.

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

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. **It is your responsibility to find out what work is required and when the work needs to be completed.**

#### **SCHOOL RELATED REASONS**

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.

### RETENTION BASED ON ATTENDANCE

Per state law, 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. For repeated occurrences, you **will** be sent to the Dean of Students 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 Clark 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 Executive Director, Dean of Students, and your parents in order to determine if you will continue to attend CAS. After 10 consecutive days, if a parent has not contacted the school the student will be dropped from CASLV enrollment and their name will be forwarded to the CCSD truancy office.

### TARDINESS

Tardiness to school and to class – whether the result of oversleeping, missing the bus, car problems, baby-sitting, athletic workouts, socializing, traffic, lingering in the halls, or any inappropriate reason - is unacceptable. Even with a note from your parent, habitual tardiness (**defined as 5 tardies occurring in a quarter**) will result in a detention and lowering of your citizenship grade. **Repeated tardies will result in increasingly severe consequences.**

#### 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.

#### Class Tardiness

If you arrive late to your next class during the day, this is considered an unexcused tardy, unless an accompanying note or staff member is with you.

### 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.
- You may be released "on your own" only with verified, written or verbal parental permission.
- 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**

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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 Dean of Students, and, if appropriate, another administrator. A student may receive in-school suspension, out-of-school suspension, work crew duty, expulsion, or any other punishment deemed appropriate. The Dean of Students 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 Dean of Students. 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 Dean of Students and comprised of the school counselor and various instructors

## **UNACCEPTABLE BEHAVIORS**

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### **WEAPONS**

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

#### **Consequences:**

- **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.

- **2<sup>nd</sup> OFFENSE:** Same as the consequences under offense #1. Additionally, your parent(s)/guardian(s) will be required to attend a meeting with the Dean of Students, and instructor(s) as deemed appropriate. Suspension may result.
- **3<sup>rd</sup> 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 hurtful or unwanted manner, including restraining someone).**

#### **Consequences:**

- **1<sup>st</sup> OFFENSE:** Sent to Dean of Students, Parent (s) or Guardian (s) will be contacted, and depending on situation detention/Saturday detention/suspension will be given.
- **2<sup>nd</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. The parent will be required to attend a meeting with the Dean of Students, 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.
- **3<sup>rd</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend 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:**

- **1<sup>st</sup> 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.
- **2<sup>nd</sup> 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.
- **3<sup>rd</sup> 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 Dean of Students, 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:**

- **1<sup>st</sup> OFFENSE:** Parent(s) or Guardian (s) will be contacted, detention 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.
- **2<sup>nd</sup> OFFENSE:** Parent(s) or Guardian (s) will be contacted, behavior contract/suspension will be given and the item will be confiscated and not be returned.
- **3<sup>rd</sup> OFFENSE:** Suspension will be given and private counseling at parent's expense will be required for student to continue to attend Coral Academy of Science.

#### **HARASSING ANOTHER STUDENT AND/OR A TEACHER, ADMINISTRATOR, OR STAFF MEMBER**

Harassment is defined as making unwelcome advances, or demonstrating any form of improper physical contact. Included are sexual and/or racial remarks, personal comments, e.g. name calling, teasing, statements regarding physical characteristics, e.g., "fat", display of material which others may find offensive **inclusive of jokes and cartoons**. Any speech or action that creates a hostile, intimidating or offensive learning environment is considered as harassment. Harassment is not only a violation of Federal Law, but is further contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn. Harassment can take place between and/or among any groups, for example, two boys, two girls, a boy and a girl, and a student and a teacher.

#### **Consequences:**

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

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

Disrespect (arguing, talking back, etc.) and insubordination (failure to comply with directives), including profanity, either spoken or written, toward any member of the faculty or staff is unacceptable.

Use of profanity, toward another student, or in general, will not be tolerated.

### Consequences

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

- **1<sup>st</sup> 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.
- **2<sup>nd</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. The parent will be required to attend a meeting with the Dean of Students, 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.
- **3<sup>rd</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until arrangements for the student to attend private counseling at the parent's expense

have been initiated. The student will remain on out-of-school suspension until the program is completed and the 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:

- **1<sup>st</sup> OFFENSE:** Parent (s) or guardian (s) will be contacted and the consequences will be discussed and given.
- **2<sup>nd</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension. The parent will be required to attend a meeting with the Dean of Students, and instructor (s) as deemed appropriate, prior to your removal from suspension. Depending on behavior, student may be placed on a behavior plan or referred to the discipline committee.
- **3<sup>rd</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until 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.

- **1<sup>st</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the consequences will be discussed. The student will be given detention/Saturday detention/out-of-school suspension. All legal repercussions for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution may result.
- **2<sup>nd</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the parent/guardian will be required to attend a meeting with the Dean of Students, and instructor (s) as deemed appropriate, prior to the student being taken off suspension. Student will be referred to the discipline committee or placed on a behavior plan. All legal repercussions for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution or expulsion may result.
- **3<sup>rd</sup> OFFENSE:** Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension until 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:**

- **1<sup>st</sup> OFFENSE:** Student will be sent to the Dean of Students, Parent(s) or Guardian (s) will be contacted and detention/Saturday detention/suspension will be given. 0% credit will be given for any work involved in incident.
- **2<sup>nd</sup> OFFENSE:** Parent(s) or Guardian(s) will be contacted and the student will remain on either 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 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:**

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

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

### **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.** Games, which utilize cards 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 exchange of property, crying, name-calling, arguing, making accusations, etc. Should you bring such items without written permission the following will result:

#### **Consequences:**

- **1<sup>st</sup> OFFENSE:** Parent(s) or Guardian (s) will be contacted and the item will be confiscated. The parent/guardian must personally pick-up the item. Under no circumstances will the item be returned directly to you, the student. A detention may be issued.
- **2<sup>nd</sup> OFFENSE:** Parent(s) or Guardian (s) will be contacted and the item will be confiscated. The parent/guardian must personally pick-up the item **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. A detention, or work detail may be issued.
- **3<sup>rd</sup> 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 Dean of Students 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 Dean of Students, parent (s) or guardian (s) will be contacted and, based upon the discretion of the teacher and Vice Principal, you may be given a detention, Saturday detention, 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 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 detention, in house suspension, or suspension. More extreme signs of affection anywhere on or near campus will result in long-term suspension or expulsion.

## UNI FORM NON-COMPLIANCE

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

### Consequences:

- **1<sup>st</sup> 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 a detention 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.**

## BRINGING INAPPROPRIATE, OR BANNED ELECTRONIC ARTICLES TO SCHOOL

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

### Consequences:

- The individual in charge will confiscate the item. The item will be given to the Dean of Students until the parent comes to retrieve the item on the following Monday after the incident. 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. A Saturday detention 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:

- **1<sup>st</sup> OFFENSE:** Parents/guardians will be contacted. At the discretion of the Administration you will be responsible to repair, undo, reset or delete your inappropriate tampering. Should you do damage to 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! Detention, in-school suspension/out-of-school suspension will be given. Loss of usage of the computer may be applied.
- **2<sup>nd</sup> 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 1<sup>st</sup> Offense.

### SCHOOL ACCOUNTS

It is suggested to the parents to prevent miscommunication that they keep parent pass codes a secret. Students are given their own account codes to use in the computer lab. Parent codes in the past have been exchanged or used by students causing miscommunications.

### WEBSITE INFORMATION

For a better and faster service, we completely renewed our website in terms of vision and content. Our current web site has more sources of information and a larger database.

### **CONTACT INFO**

Please do not hesitate to contact us at your convenience.  
Coral Academy of Science  
IT Department  
or admin@coralacademylv.org

### NETWORK ADMINISTRATION POLICY

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 or another is 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.
- 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 Dean of Students 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 dean, counselor, 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 DEAN OF STUDENTS, SHOULD YOU HAVE ANY QUESTIONS.**

### □ DETENTION:

Detention is a punishment that will be held for 50 minutes after school when you have not complied with the basic rules of CAS. It will be held on two or more times each week. You are required to have your detention slip (**high school students are exempt**) signed by your parent and return it to school the following day. The detention slip should then be given to the teacher or administrator who issued the detention. **If the detention slip is not signed and returned the next morning, you will receive another detention.** Students are responsible for making the required arrangements for after school pick-up. Detention days will only be changed, if there is a very pertinent reason to have it changed, for example, a doctor's appointment. Your parent/guardian must speak/write a note to the Dean of Students **at least a day prior** to the day you should be serving your detention. Times 2:35-3:20 p.m. Students missing detention receive a Saturday Detention. **Students missing due to illness need to serve the next detention day.**

### □ SATURDAY DETENTION:

You may also receive a **Saturday detention**. This will be served at 7:30-11:30 a.m. on assigned Saturdays. Student must wear their **uniforms**. Work around the school will be completed at these detentions. Saturday detention is given when an after school detention is missed without prior notification to the Dean of Students or more severe behaviors have occurred. **A missed Saturday detention without prior notification (at least one day) to the Dean of Students will result in a one-day, out-of-school suspension.**

### □ 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 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.

### □ OUT-OF-SCHOOL SUSPENSION:

The Dean of Students 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. . You and your parent/guardian may appeal a suspension within one (1) school day of the suspension being issued to the Dean of Students and heard by the disciplinary committee made up of four faculties. 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 may 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 Dean of Students 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 Executive Director or Dean of Students and heard by the disciplinary committee made up of 4 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. 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 Dean of Students 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 breaking 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 the Dean of Students and is comprised of the school counselor and selected teachers. 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 expulsion issues.

### ▶ **EXECUTIVE DIRECTOR & DEANS**

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. The **Executive Director** is in charge of district communications, financial concerns, teacher hiring/firing, plant facilities, teacher evaluations, report filing, audits, and general governing of all school systems. The **Dean of Students** is an administrator and works under, as well as with, the Executive Director. The Dean of Students should be your first contact for disciplinary questions or concerns. The **Dean of Academics** oversees college counseling and curriculum.

### **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 container 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 in a first come first served order. 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.**

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Uniform Shopping Day 1pm-3:30pm	5	6	7	8
9	10	11	12	13	14	15
16	17 Faculty Return	18	19	20	21	22
23	24 First Day of School	25	26	27	28	29
30	31					

2009

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Labor Day (no school)	8	9	10	11	12
13	14	15	16	17	18 Closed Day	19
20	21	22	23	24	25 Professional Dev. (no school)	26
27	28	29	30			

2009

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 End of First Quarter	24
25	26	27	28	29 Professional Dev. (no school)	30 Nevada Day (no school)	31

2009

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 Veterans Day (no school)	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Thanksgiving Day (no school)	26 Family Day (no school)	27	28
29	30					

2009

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Winter Break Begins	19
20	21 Winter Break	22 Winter Break	23 Winter Break	24 Winter Break	25 Winter Break	26
27	28 Winter Break	29 Winter Break	30 Winter Break	31 Winter Break		

2009

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Winter Break	2
3	4 Classes Resume	5	6	7	8	9
10	11	12	13	14	15 End of First Semester	16
17	18 Martin Luther King, Jr. Day (no school)	19	20	21	22	23
24	25	26 5 <sup>th</sup> Grade Writing Test	27 5 <sup>th</sup> Grade Writing Test	28 5 <sup>th</sup> Grade Writing Test	29	30
31						

2010

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9 3 <sup>rd</sup> Grade Writing Test	10 3 <sup>rd</sup> Grade Writing Test	11	12	13
14	15 Presidents Day (no school)	16	17	18	19	20
21	22	23	24	25	26	27
28						

2010

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 3-4 Grade CRT	3 3-4 Grade CRT	4 3-4 Grade CRT	5 3-4 Grade CRT Make up	6
7	8 3-4 Grade CRT Make up	9 3-4 Grade CRT Make up	10	11	12	13
14	15	16	17	18	19 End of Third Quarter	20
21	22	23	24	25	26 Professional Dev. (no school) Spring Break Begins	27
28	29 Spring Break	30 Spring Break	31 Spring Break			

2010

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Spring Break	2 Spring Break	3
4	5 Classes Resume	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Professional Dev. (no school)	

2010

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Charter School Work	4 Charter School Work	5 Charter School Work	6 Charter School Work	7 Charter School Work	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 Talent Show	29
30	31 Memorial Day (no school)					

2010

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 End of Second Semester	2 Professional Dev.	3 Professional Dev.	4	5
6	7 Contingency Day	8 Contingency Day	9 Contingency Day	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2010

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2010