

CORAL ACADEMY OF SCIENCE FALCONS



Public Charter STEAM School

Science | Technology | Engineering | Arts | Mathematics

HIGH SCHOOL STUDENT HANDBOOK

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BELL SCHEDULE

	BELL SCHEDULE				
	HIGH SCHOOL CAMPUS 9-12				
	REGULAR	EARLY RELEASE	ASSEMBLY	2 HR DELAY	Seminar Early Release
0	7:40-8:25	7:40-8:25	7:40-8:25		7:40-8:25
1	8:35-9:20	8:35-9:05	8:35-9:05	10:35-11:05	8:35-9:05
2	9:25-10:10	9:10-9:40	9:15-9:50	11:10-11:40	9:10-9:40
3	10:15-11:00	9:45-10:15	9:55-10:30	11:45-12:15	9:45-10:15
4	11:05-11:50	10:20-10:50	10:35-11:10	12:20-12:50	10:20-10:50
5	11:55-12:40	10:55-11:25	11:15-11:50	12:55-1:25	10:55-11:25
6	12:45-1:30	11:30-12:00	11:55-12:30	1:30-2:00	11:30-12:00
7	1:35-2:20	12:05-12:35	12:35-1:10	2:05-2:35	
8	2:25-3:10	12:40-1:10	1:15-1:50	2:40-3:10	
A			1:55-3:10		
CT	3:15-4:00		3:15-4:00	3:15-4:00	
					12:05-1:10
	CT- Clubs and Tutoring				
	A- Assembly Time				S- Seminar Workshop

CORAL ACADEMY OF SCIENCE 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: A rigorous curriculum prepares students for higher learning and success in future life.

A diverse learning community that recognizes and celebrates all people increases students' social awareness and prepares them for a global community.

Students achieve more, both academically and emotionally, when they feel they are in a safe environment.

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.

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 CAS will be requested to re-enroll their children for the following year. Enrollment for the following year will then be determined as follows:

- Currently enrolled/returning students,
- Currently enrolled/returning students' siblings,
- Students of CAS Staff, CAS board members, and
- New students who apply using the online application.

The Lottery Process: The lottery is an electronic system that randomly identifies students for enrollment. During the lottery process, all students who have completed applications during the Open Enrollment period are grouped according to applicable and verified enrollment priorities.

INTENT TO RETURN PROCESS

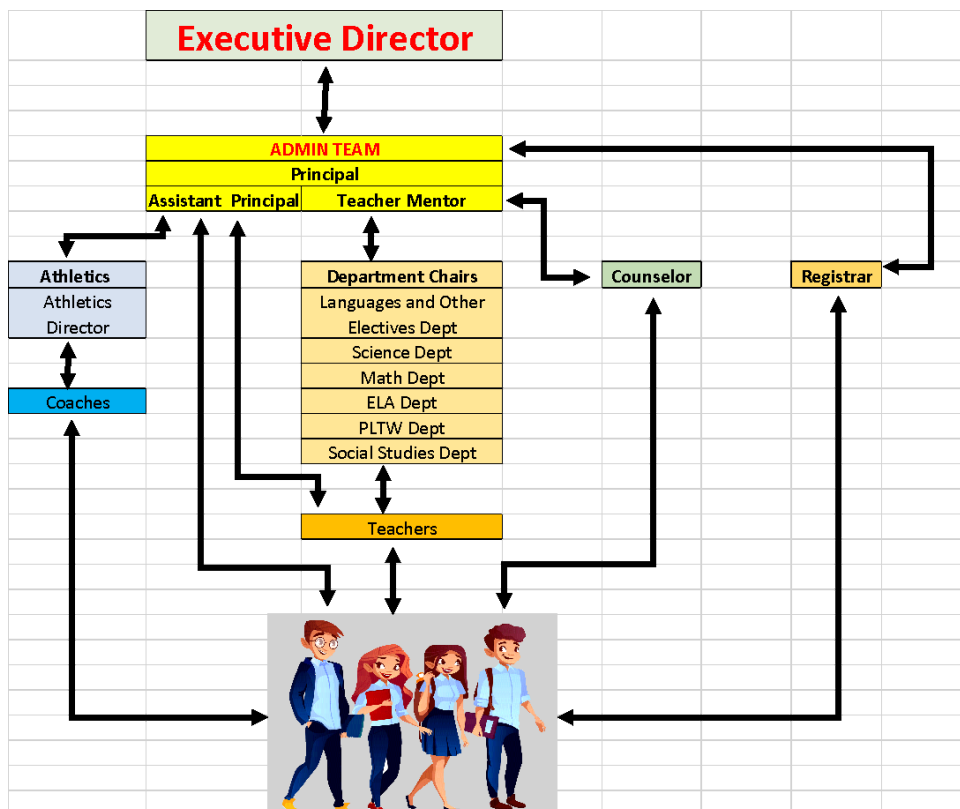
Please note, if you enter an answer of NO on the Intent to Return OR do not fill out the Intent to Return form in a given time, this relinquishes your student's enrollment at Coral and their spot will be filled. It is also worth noting: If Coral Academy receives a Request of Records from another school despite an affirmative answer on the Intent to Return, we will attempt to confirm with parent(s)/guardian(s) via phone call or email. If no response is given within 5 (five) school days or the parent(s)/guardian(s) confirms the request, the student placement will be relinquished to the requesting school and space

will be filled. We cannot hold spots for students who are “on the fence” as to their enrollment choice. To regain entry into Coral, the lottery/application process must be followed as it was upon initial entry into Coral Academy***

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, teacher hiring/firing, teacher performance evaluations, campus facilities, report filing, audits, and general governing of all school systems.
- Site Administrator is an administrator and works under, as well as with, the Executive Director. The Site Administrator oversees teachers, teacher evaluations, campus facilities, scheduling, and curriculum.
- Vice Principal is an administrator and works under, as well as with, the Site Administrator. Vice Principal oversees teachers, curriculum and daily operations.
- Dean of Students/Discipline Coordinator is an administrator and works under, as well as with, the Site Administrator. The Dean of Students is in charge of school safety and oversees student conduct, behavior, and disciplinary concerns.



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 a consequence given for 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 student discipline (Dean of Students/Discipline Coordinator). If it is still not handled to the parent's satisfaction, the Site Administrator should be notified. If after the Site Administrator, the parent still has concerns, the Coral Academy School Board.



If the situation involves finances or campus, 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 concerns about curriculum, the above procedure should be followed, but you need to speak to the Vice Principal.

Teachers, staff, and administration are available through email, phone, in person by appointment, or our voice mail system.

Due to the busy schedules of the teachers and administration, parents are prohibited from "dropping in". You will not be granted a meeting without a prior appointment. See Registrar for scheduling.

Coral Academy of Science High School Academic Policies and Procedures

HIGH SCHOOL PROMOTION REQUIREMENTS

A student entering high school after completion of the 8th grade is assigned to the 9th grade. A student may not begin 9th grade if he/she has not met the 90% attendance requirement in the 8th grade. In addition, students entering 9th grade must have successfully completed at least three semesters of English/Language Arts, at least three semesters of Math, at least two semesters of Science, and at least two semesters of social studies in the 7th grade and 8th grades.

- To be enrolled in grade 10, a student must have a minimum of 6 units of credit, including at least 3 units in core classes (English, math, science or PE)
- To be enrolled in grade 11, a student must have a minimum of 12 units of credit, including at least 7 units in core classes (English, math, science or social studies)
- To be enrolled in grade 12, a student must have a minimum of 18 units of credit, including at least 11 units in core classes (English, math, science or social studies) State Mandate EOC (End of Course Exams) results are not a factor in determining promotion at the high school level.

A student's grade level placement is determined by the requirements listed above. A student's grade level placement remains the same for an entire school year. For students to participate in any senior activities they must have a total of 18 credits at the beginning of the first semester and/or 20.5 credits at the beginning of the second semester of their senior year. In addition, students have to fulfill all the graduation requirements to participate in Graduation Ceremony.

REQUIRED NUMBER OF CLASSES

With the high school Course of Study, all students are automatically enrolled in a full academic load. Part-time enrollment is not allowed.

REQUIRED COURSES FOR GRADUATION

In order to graduate from Coral Academy of Science High school, a student must earn a minimum of 24 credits including certain requirements and a variety of electives. In addition, each student must have passed the state assessment(s) prescribed as a diploma requirement for their respective graduating class. The following table outlines the options for students:

Coral Academy of Science High School Credit Requirements			
Courses	Standard Diploma	Advanced Diploma*	Honors Diploma
English	4	4	4
Mathematics	4	4	4
Science	4	4	4
World History/Geography	1	1	1
U.S. History	1	1	1
U.S. Government	1	1	1
Computer Literacy	0.5	0.5	0.5
Health	0.5	0.5	0.5
PE/HS ROTC	2	2	2
Art Humanities or CTE	1	1	1
World Language		0-2*	2
Electives	5	5-7*	5
MINIMUM CREDITS	24	26*	26
MINIMUM GPA REQUIRED		3.25	3.4

4-YEAR COURSE PLANNING

Coral Academy of Science High School 4 Year Course Planning							
COURSE NAME		9th Grade	10th Grade	11th Grade	12th Grade	STANDARD DIPLOMA	HONOR DIPLOMA*
ENGLISH	Credits	1	1	1	1		
	Courses	English 1& 2	English 3 & 4	English 5&6 OR AP English Comp	English 7&8 OR AP English Lit	4	4
MATHEMATICS	Credits	1	1	1	1		
	Courses	Algebra 1 OR Geometry (H)	Geometry (H) OR Algebra 2 (H)	Algebra 2 (H) OR Algebra 3 OR AP Statistics OR Pre Calculus (H)	AP Calc AB/BC OR Algebra 3 OR AP Statistics OR Pre Calculus (H)	4	4
SCIENCE	Credits	1	1	1	1		
	Courses	Pre AP Biology (H)	Chemistry (H)	Environmental Sci. OR Physics (H) AP Biology OR AP Chemistry	Environmental Sci. OR Physics (H) AP Biology OR AP Chemistry	4	4
WORLD HISTORY/GEOGRAPHY	Credits		1			1	1
	Courses		World History OR AP World History				
U.S. HISTORY	Credits			1		1	1
	Courses			U.S History OR AP U.S History		1	1
U.S. GOVERNMENT	Credits				1	1	1
	Courses				U.S. GOVERNMENT OR AP U.S. GOVERNMENT	1	1
COMPUTER LITERACY	Credits	0.5				0.5	0.5
	Courses	Computer Literacy					
HEALTH	Credits	0.5				0.5	0.5
	Courses	Health					
PE/HSROT	Credits	1		1		2	2
	Courses	PE	PE (During Elective Hours in 10th, 11th and 12th Grade)			2	2
ART/HUMANITIES or CTE	Credits			1		1	1
	Courses		See the Elective List (During Elective Hours in 9th, 10th, 11th and 12th Grade)			1	1
WORLD LANGUAGE	Credits	1	1				
	Courses	Spanish 1&2 OR Japanese 1&2 OR French 1&2 OR Turkish 1&2	Spanish 3&4 OR Japanese 3&4 OR French 3&4 OR Turkish 3&4		The majority of colleges expect a student to have a minimum of two years of foreign language when applying to college.	2	2
ELECTIVES	Credits	1	1	2	1	5	5
						24	26
						MINIMUM CREDITS	26
						MINIMUM GPA REQUIRED	3.25
							3.4

TYPES OF DIPLOMAS AND ENDORSEMENTS OFFERED TO CAS HIGH SCHOOL STUDENTS

Standard Diploma: This student will have completed a minimum of 24 credits with all requirements met and will have taken the College and Career Readiness assessment prescribed by the State as a diploma requirement for their respective graduating class.

Advanced Diploma: Students must complete a minimum of 26 credits, including all requirements for a Standard Diploma with a minimum of 3.25 GPA (weighted and rounded to the nearest 100th) including all credits applicable toward graduation, and will have passed all the courses with the EOC finals. Two years of language are suggested, but not required.

Honors Diploma: The Honors Program is designed to enhance academic preparation and challenge students through more rigorous coursework. Student will have completed a minimum of 26 credits (21 required and three elective) including at least eight (8) qualified honors or AP level classes, two years of World Language (two years of the same Language) and will have passed all required sections of the HSPE, A minimum 3.40 GPA, weighted and rounded to the nearest 100th, and no course failures during the last two years, unless the course is repeated to remove the "F" from the transcript. This diploma is designed to reward students who take and succeed in the most challenging academic program that the high school has to offer. NOTE: Students who earn an Honors Diploma automatically qualify for an Advanced Diploma.

Nevada State Seal of Biliteracy: The Nevada State Seal of Biliteracy is an award given to high school graduates who have demonstrated proficiency in English and one or more world language. Students can demonstrate world language proficiency by taking one of the various language assessments offered by the WCSD. An official Seal will be affixed to the high school diploma and the Seal of Biliteracy will appear on students' official transcript with designation of the specific language(s).

NEVADA ASSESSMENTS REQUIRED FOR GRADUATION

In order to graduate from a Nevada high school with a Standard, Advanced, or Honors diploma, a student must participate in the Nevada State high school assessments prescribed by law as diploma requirements for their respective graduating class. Students who entered high school in the fall of 2012 and thereafter must participate in the College and Career Readiness assessment pursuant to Nevada Revised Statutes 390.600 and 390.610 as prescribed by the Nevada State Board of Education. Students will take this assessment during their junior/11th grade year.

Students who entered high school in the fall of 2016 and thereafter must participate in a civics examination pursuant to Nevada Senate Bill 322 approved in 2017. Students will take the civics examination as part of the U.S. History or Government course.

GRADES AND GRADE POINT AVERAGE

Letter grades of A, B, C, D, or F will be assigned in academic classes. Only a few courses are graded on a pass/fail basis and assigned an S (satisfactory) or U (unsatisfactory) grade. For the purpose of computing grade point average (GPA), S/U grades are not included. No credit is awarded for F grades. Students who do not meet the 90% attendance requirement will receive an "F" and will not earn credit in the course. Grades become part of the permanent record three weeks after report cards are

issued. The responsibility for determining a student's grade rests solely with the classroom teacher. GPA is the average of all semester course grades received in high school courses based upon a 4.0 scale. Letter grades will be transposed to the standard 4.0 scale: A = 4.0; B = 3.0; C = 2.0; D = 1.0 and F = 0. The following formula will be used for calculating weighted GPAs: The unweighted overall GPA will be figured per a 4.0 grading scale. For EACH SEMESTER of an honors course that a student passes, .025 will be added to the unweighted overall GPA and .050 will be added to each semester of an AP course, and dual credit course producing the weighted overall GPA.

High School Grading Scale		
Percentile	Letter Grade	GPA (Point)
90 - 100	A	4.0
80 - 89	B	3.0
70 -79	C	2.0
60-69	D	1.0
0-59	F	0.0

FINAL EXAMINATIONS

Nevada Department of Education guidelines require a final examination of all students in all courses. Students must take final exam in order to be awarded credit. Semester tests may consist of skill or performance tests as well as oral or written examinations, depending upon the objectives of the course and the nature of the class. Students who miss a semester final and do not make it up within the first three weeks of the following semester will fail the course. The grade weight of the semester exam is 15%. Semester exams will not be curved and raw scores must be reported in the gradebook. No exams will be given early. It is the student's responsibility to schedule a missed exam from their absence. It will be recorded as incomplete until the exam is scored.

CREDITS

Most classes award one-half (.5) credit for one semester's work. The school year is divided into two semesters. Credit is awarded at the end of each semester to students who have met the 90% attendance requirement, have completed work successfully, and have taken the final examination. Students who withdraw from a class after the 2nd week of the semester will receive an "F" regardless of what the actual grade was at the time of withdrawal. Students who are not able to complete the required work for a course or who are unable to take the final exam may receive an "INC" (incomplete) provided there has been contact/approval by the student's counselor or administration. Incompletes must be made up within three weeks after the beginning of the next semester or the incomplete becomes an "F" and no credit is awarded. It is the student's responsibility to make contact with the teacher to arrange to complete the necessary work.

OPEN PERIOD POLICY

Senior classified students who wish to apply for a shortened schedule or Open Period Schedule must meet the following criterion:

- Good behavior standing
- No excessive tardies
- Students cannot be chronically absent
- Must carry maintain a 3.0 GPA unweighted
- Students cannot be credit deficient and must be on track to graduate (no recovery courses)
- Students must be enrolled in a minimum of 5 CAS classes at CAS
- Complete a registration form with parent permission

Students who are granted an Open Period(s) schedule must maintain the above criterion and recognize this is a privilege and can be revoked at any time requiring students to be on campus for the duration of the bell schedule. Students who are granted a shortened schedule should arrive no more than 5 minutes early to their scheduled course and are expected to leave the building and grounds immediately during their gap period. CAS does not provide resource rooms or student centers, therefore, we cannot verify students who do not have scheduled courses. Students who are removed from open period will be entered into an available class already built into the master schedule, at the discretion of the administration.

NOTE: open periods are based on the MASTER Schedule. Administration cannot guarantee preferred times/periods of open periods on a student's schedule.

WITHDRAWING FROM CLASS

A student withdrawing from a class during the first two weeks of the semester will receive no credit. After the 2nd week, a student withdrawing from a class shall receive a grade of "F" and no credit.

REPEATING A CLASS

A student may repeat a course provided they receive permission from the high school administration or an identified designee. A student shall not receive additional credit for the repeated course or a "content equivalent" course. The higher grade shall be recorded on the permanent record and the lower grade replaced with the notation "RP" (repeated).

If a student earns an "F" in a course, any course which meets the same requirement for graduation may be taken to meet that requirement. The "F" remains on the permanent record unless the repeated course is the same course as the one in which the student received an "F" grade. For the purpose of replacing an "F," the "same course" may include a modified title such as "OLA," or "Correspondence," etc.

If the intention of the student is to raise a grade, it is expected that the student will repeat the same course or the same course with a modified title. Students and parent/guardians who wish to improve a grade in a course ("C" or below) are expected to evaluate their own state-approved pathways and must remain in communication with the administration and

counselor who may request certification of enrollment and course progress including deadlines. It is the responsibility of the student to ensure their transcript is updated and provided to CAS High School academic planner/college counselor for accurate record-keeping.

A regular course may be used to repeat an Honors or Advanced Placement course to replace a grade.

DISTANCE EDUCATION PROGRAM

Coral Academy of Science assigns College advisor or Dean of Academics who are in charge of all course registrations and follow ups regarding students' progress in addition to the "online instructor" of the contracted service provider.

The selection and enrollment of CAS students in the distance education program is determined based on each individual student's needs. These needs include, but are not limited to:

- Enrichment/Remediation

A student wants/needs to take more advanced course than the one s/he is placed into, or vice-versa, but the school cannot offer that course due to the limitation(s) of:

- Scheduling
- Conflicts
- Facility,
- Staffing,
- Budget, and/or
- Credit Recovery

The enrollment in the program is subject to admin approval. The request can be made by the teachers, parents, or students.

- The students are able to take up to three successive online courses per semester. Simultaneously, the students can take a maximum of 2 online courses in one semester.
- CAS will not enroll students in competency based programs full-time at this point. Students and parents are required to sign the "CASHS Online Learning Enrollment Agreement" form in order to enroll the program.
- The course must be completed by the end of the semester in which the course began in accordance with the Balanced Calendar. The course will end on the last day of the semester regardless if the student has completed the course or not. (credit recovery courses are exempt from this rule).
- If the course is not completed by the end of the semester, the student will receive a grade of "F" on the transcript and will not receive credit. (credit recovery courses are exempt from this rule).
- A student withdrawing from the course during the first two weeks will be dropped from the class without penalty, provided that he/she continues to be enrolled in the minimum number of classes. Students that do not drop the course within the first two weeks and do not complete the course by the end of the semester will earn a grade of "F" (credit recovery courses are exempt from this rule).
- All final exams must be proctored by the approved staff member at Coral Academy of Science (some exceptions may apply). All lessons preceding the final must be completed and submitted for a grade before a student is allowed to take the final exam.
- Final grades for all online courses will be posted to the student's transcript by school officials at the end of the semester.

Students are only allowed to take an online course that is not currently available in our school or credit recovery purposes OR their schedule prevents them from taking the courses they need.

Book Deposit Policy

Effective March 10, 2020

At Enrollment.

1. All students enrolling at Coral Academy of Science – Reno (“CASR”) are required, when registering, to either (a) pay a book deposit (the “Book Deposit”) or (b) prove, to CASR’s satisfaction, that the student should be given a one-time, discretionary waiver due to financial inability.
2. The purpose of the Book Deposit is to provide CASR with funds to repair or replace any books, materials, or other school properties which are entrusted to the student during his/her enrollment at CASR (the “School Property”) and which becomes lost or damaged.
3. As of the date of this policy, the book deposit must be paid online at www.coralacademy.org.
4. As of the date of this policy, the amount of the Book Deposit is US \$50.00. CASR may increase the Book Deposit from time to time if permitted under (a) its Charter Contract and (b) applicable Nevada laws and regulations.

Application of the Deposit.

5. A CASR student must immediately notify the school if he/she becomes aware of any loss or damage to School Property entrusted to the student.
6. After the school confirms there has been loss/damage (beyond just normal and reasonable “wear and tear”), the school may “apply” all or part of the Book Deposit to the cost of that loss/damage, by deducting that amount from the Book Deposit and transferring that to itself for general operating purposes, such as curing the loss. (For example, if Student X loses a \$20 book, CASR may take \$20 from his/her Book Deposit.)
7. There is no cap on how many times the school may make deductions against a student’s Book Deposit.
8. Once an amount is taken from the Book Deposit and applied to loss/damage, that will not be reversed. (For example, in the illustration above, once CASR applies the \$20, Student X cannot bring in an identical copy of the lost book and seek a refund.)
9. If the school applies all or part of the Book Deposit, it may demand, as a condition to the student remaining enrolled at CASR, that he/she “top up” the Book Deposit by paying CASR the amount which was applied to the loss/damage. (If CASR takes \$20 from Student X’s Book Deposit, it may demand Student X pay another \$20 to ensure the Book Deposit is in the full amount.)

End of Enrollment.

10. Whenever a student permanently leaves CASR (e.g., by un-enrolling or graduating), he/she may request in writing the return of his/her Book Deposit. Upon receiving that request, CASR will promptly return the unapplied portion of the Book Deposit.

11. Each student has 3 calendar months (from the end of his/her enrollment at CASR) to request the return of his/her Book Deposit. If no request is made during that period, CASR may deem the student to have abandoned the Book Deposit and donated it to the school, to be used for general operating Purposes.

CREDIT BY EXAM

Students who wish to challenge certain high school courses may take a Credit by Exam (CBE). CBEs are offered through the WCSD Department of Extended Studies and in some cases at individual high schools. There is a fee for the exams. A passing score will earn the student ungraded high school credit. FOR MORE INFORMATION: Contact your high school counselor. Additional information may also be found on the Extended Studies website at <http://www.washoeschools.net/Page/1144>

TRANSCRIPT REVISION

Students who request a grade change after final grades were posted may be evaluated by administration if the circumstance is deemed necessary. Students may not appeal posted semester grades.

Teachers of record may request a grade revision to a posted grade. The school principal or site administrator is the only person authorized to make a grade revision to the transcript. Once the transcript has been finalized it can not be modified, adjusted or altered in any way.

Students who wish to seek courses outside of CAS must have their transcripts updated accurately prior to the fall and spring semester (deadlines). Transcripts must be provided to CAS counseling and administration with the reflective courses to avoid duplicate scheduling in CAS courses. Students enrolled at CAS must carry a full course load.

Transcript Evaluation

Students who have transferred from out-of-state or abroad will request a transcript evaluation meeting. The site administrator and counselor will convene to evaluate the student's current transcript and courses as they relate to provided courses at CAS in conjunction with Department of Education Graduation Requirements. The evaluators will review the transcript current designation including code and subject and align CAS code and subject if available.

CONCURRENT ENROLLMENT

University of Nevada, Reno Collegiate Academy Dual Credit Program at Coral Academy of Science High School

University of Nevada, Reno (UNR) Collegiate Academy Dual Credit Program at Coral Academy of Science HS. This program is a unique opportunity for our high school students to get a head start on their college education while still in the familiar and supportive environment of our school.

This program allows eligible CAS-HS students to enroll in dual enrollment classes, wherein college credits may be earned for certain courses held here on the CAS High School campus and taught by CAS high school teachers. Upon successfully completing the courses, students will earn college credits that can be transferred to numerous universities and colleges nationwide. This will lighten their future course load and allow them to explore more diverse fields of study.

By taking advantage of this program, students can save money on tuition fees and other expenses associated with a traditional college education. There is a reduced fee per credit hour for these college credits, and books and materials are furnished. This significant benefit will ease the financial burden for both students and parents.

We have developed a relevant, comprehensive curriculum that is geared to maximize the academic potential of all CAS-HS students. We still have robust Advanced Placement (AP), Pre-AP courses, Honors, and PLTW programs as well that will challenge college-bound students.

For inquiries regarding this program, please contact our school guidance counselor.

VALEDICTORIAN AND SALUTATORIAN

The number one ranked student in the senior class will qualify as Valedictorian and the number two ranked student in the senior class will qualify as Salutatorian, provided those students have been a full time student at Coral Academy High School for a minimum of two years and have earned an Honors Diploma. The ranking of the number one student and the number two student will be based upon a weighted GPA for 7th semesters of coursework beginning with the first semester of the ninth grade where the student is fully enrolled in high school and ending with the completion of the second semester of the twelfth grade. Criteria are based primarily on cumulative weighted GPA, but the number of advanced classes and scores on ACT/SAT tests are also considered.

Any disciplinary issue dealing with academic dishonesty will disqualify a student. (Including but not limited to cheating and/or plagiarism)

No one may be valedictorian or salutatorian if they receive any major discipline in junior or senior year that results in two or more days of Out of School Suspension OR poor academic performance during the last semester of senior year.

For Coral Academy High School, the senior ranking will be based on the same weighted GPA criteria used for the Millennium Scholarship.

The following point system will be used to determine valedictorian/salutatorian:

1. Cumulative GPA shall be determined at the end of the 1st semester of the senior year. The top ten seniors shall be ranked by GPA and given the following point values. 1st: 30 points; 2nd: 27 points; 3rd: 24 points; 4th: 21 points; 5th: 18 points; 6th: 15 points; 7th: 12 points; 8th: 9 points; 9th: 6 points; and 10th: 3 points (60%).
2. The number of Advanced Placement (AP) classes and dual credit courses taken at CAS by the top ten GPA seniors shall be determined at mid-3rd quarter of the senior year. The following point values will be awarded: 1st: 10 points;

2nd: 9 points; 3rd: 8 points; 4th: 7 points; 5th: 6 points; 6th: 5 points; 7th: 4 points; 8th: 3 points; 9th: 2 points; 10th: 1 point (20%).

3. The top score on either the ACT/SAT test earned by the top ten GPA seniors shall be determined at mid-3rd quarter of the senior year. Due to deadlines for the UNR Presidential Scholarship, the last ACT/SAT score to be considered for this honor is a December score. The following point values will be awarded: 1st: 10 points; 2nd: 9 points; 3rd: 8 points; 4th: 7 points; 5th: 6 points; 6th: 5 points; 7th: 4 points; 8th: 3 points; 9th: 2 points; 10th: 1 point (20%).
4. The point totals from the above three categories will be used to determine Valedictorian and Salutatorian. The Principal/Academic Guidance Counselor will meet with the qualifying students after the 3rd quarter of their senior year to inform them of their honor and to begin preparing for graduation.

COLLEGE OPPORTUNITIES FOR HIGH SCHOOL STUDENTS

The following paragraphs will briefly describe some of the opportunities which are available to students through which they can get a head start on college by earning placement in, waiver of, and/or credit for 13 college courses while still in high school. It is important for students to check with their intended postsecondary institution and, if applicable, the NCAA, to determine if that school/program will accept the courses.

Advanced Placement: Advanced Placement (AP) is one of many programs sponsored by the College Board. AP classes are college-level courses offered to high school students at their high school by their own high school teachers. In May of each year, students in AP classes take a three-hour comprehensive exam that is written and scored by the College Board. The exams are scored on a scale of 1 to 5. An exam score of 3 is generally considered “qualifying” and many colleges will give college credit for the course to students who earn 3, 4, or 5 on the exam. Some colleges only give credit for a 4 or 5 score; some waive a college requirement but do not award credit; some allow students with high exam scores to be eligible to take the college’s own placement exams and thus earn credit or waivers. Because each college has its own AP policy, it is important for students to contact the admissions office at their post-secondary institution to determine what type of credit/waiver will be available. To check a college’s AP policy, go to

<https://apstudent.collegeboard.org/creditandplacement/search-credit-policies> WUSD course titles which include the notation “AP” or Advanced Placement are year-long courses and all requirements must be met before the “AP” designation is awarded. Students register for AP courses during regular high school pre-registration each spring. Exams are given on a predetermined schedule in May of each year at an approximate cost of \$93 per exam. Students do not have to be enrolled in an AP course in order to take an AP Exam, but students in WUSD who are enrolled in a course with “AP” in the title are required to take the exam in that course per Administrative Regulation 6501. Exam results are available to students and colleges in July following the exam.

GOVERNOR GUINN MILLENNIUM SCHOLARSHIP

In 1999, Governor Kenny Guinn’s Millennium Scholarship initiative was enacted into law by the Nevada Legislature. Section 396.911 of the Nevada Revised Statutes created the Millennium Scholarship Trust Fund to be administered by the State Treasurer. Later that year, the Nevada System of Higher Education’s Board of Regents adopted policy and procedure guidelines for the administration of the scholarship. Through the successful completion of a rigorous program of study at Nevada high schools, our state has seen a significant, positive impact – more than double the numbers of students are

attending our colleges and universities since the program began. Please visit: http://www.nevadatreasurer.gov/GGMS/GGMS_Home/ for specific information regarding GPA and course requirements as well as NSHE Policies and Procedures.

REPORT CARDS / PROGRESS REPORTS

Report cards will be sent home in the mail at the end of each semester. Progress Reports will be given to your child at mid-semester. Progress reports will indicate if a student is on academic probation.

INCENTIVE PROGRAM

Coral Academy administrators and teachers are proponents of student recognition and incentives programs.

Types of Recognitions and Incentives:

- Individual
- Club/Team
- Classroom
- Grade level

Students, after one semester of grading from Coral Academy High School, will be eligible to receive various rewards: Class rewards (homework passes, extra points, drop lowest test grade, etc) will be listed in each teacher's syllabus. School-wide student rewards may be offered.

ACADEMIC PROBATION

Students who receive an "F" in any course will be placed on academic probation. Students on academic probation will be suspended from club memberships and will not be permitted to attend any school events, dances or participate in the normal free dress activities until they are off academic probation. Students are to attend tutoring in the class or classes they failed. Students who receive an "F" in any course after the fall semester must serve a 4 week probation regardless of progress grade in concurrent course(s).

In order to request an evaluation meeting with the Dean of Students to be removed from Academic Probation, the student must meet the following requirements:

- Must have a 65% in the course(s)
- Signature of teacher who teaches course the student failed with eligibility verification
- Parent signature acknowledgement of the student(s) progress report
- Signature of Club advisor(s) eligibility verification (this can be emailed)

HOMEWORK POLICY

Homework is a crucial component of a student's 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 knowledge and its completion is reflected on all academic evaluations.

Students are responsible for maintaining an organized binder, retaining your completed work quarterly, and utilizing the school student planner. This is a student book for students to write down assignments and will be provided by the school. If students or their parents have questions about homework, please immediately contact the assigning teacher.

ATTENDANCE

The Nevada Department of Education requires that students attend school regularly in accordance with the laws of the State Statute (NRS 392.122.) The success of a student's educational program at CAS is largely based upon their daily presence, which ensures the continuity of instruction and classroom participation. Student's regular contact with other students in the classroom and their participation in the well-planned instructional activities, which are provided under the guidance of a competent teacher, are vital to the success of a student's educational program. For these reasons, the administration, faculty, and staff of CAS expect students 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.

Nevada State law requires Coral Academy to:

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

To ensure academic success, students should do all they can do to attend school every day. If a student has a problem with attendance, they need to talk with a teacher or an administrator immediately.

Coral Academy of Science evaluates all circumstantial absences and requires students to complete all make-up work. The CAS Board has established a policy requiring 90% attendance for promotion to the next grade or earning credit. The CAS Board further reserves the right to deny credit earned should absences be determined "excessive" and or unnecessary, namely for reasons not verified by documentation provided by a medical professional. The emphasis of the attendance policy is on the importance of keeping students in school and providing access to the curriculum (NRS 392.122).

Coral Academy of Science evaluates all circumstantial absences and requires students to complete all make-up work. 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 explaining the illness. These absences will be marked as "Excused by Medical Professional." The student is also required to have all missed work completed on time. Students who do not meet these conditions after missed instruction will be retained in the current grade. All of their absences revert back to non-medical.

ABSENCES

Please read through the following definitions carefully, in order to understand what a student's and their parent(s) or guardian(s) responsibilities are. It is imperative the student understands the requirements regarding missed homework, quizzes, and tests, as well as the consequences of unexcused absences.

For each day of absence, a parent/guardian must contact the school stating the reason of the absence. This is for accountability purposes only and does not "excuse" a student's attendance.

Chronic Absenteeism: A student is considered for chronic absenteeism if they missed 10% or more of enrolled school days.

GENERAL PRACTICES

Personal Illness —Parent/Guardian must call or email the school each morning the student is home ill regardless of the reason. For extended illness, the school may require a doctor's confirmation.

Planned absences —

Observance of Religious Holidays: Students may be excused for the purpose of observing a religious holiday consistent with their creed or belief.

Professional Appointments— We encourage parents and/or guardians to schedule medical, dental, legal, and other appointments outside of school hours, whenever possible. If the student must be gone during the school day, the student must bring a note from the physician upon their return to school.

Please note:

- Parent/Guardian must go to the office to pick up the student.
- Parent/Guardian must sign the student out-of-school. When the student returns to school, they must sign them back in.
- Students must return to school after their appointment, provided school is still in session.
- Upon return please provide a note from a professional confirming the appointment.

FAMILY VACATIONS

Students are permitted to go on vacation during the school year under certain circumstances (as long as it does not exceed the 18 school days allowed to be missed/10 school days in a semester). 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 is requested, it must be made at least two days in advance, and the 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.

A Prearranged Absence Form should be completed by the parent/guardian and signed by each teacher and an administrator at least two days prior to any impending vacation/extended absence. Students should talk with each teacher and get

approximate assignments and materials that can be worked on to minimize their 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

An absence from school, even for several days, does not excuse students from responsibilities in the classroom on the day they return. If a student is absent, they will be given the same number of days that they were absent, to make up missed work. For example; if a student is absent for three days. they will have three days to make up for missed work. To be eligible for make-up work, students must ask the teacher for missed work on the day they return to school.

It is the responsibility of the student to find out what work is required and when the work needs to be completed.

- If a student is absent for school-related reasons or for an anticipated or planned absence, the student needs to make arrangements when possible with their teacher(s) for assignments prior to their absence.
- Teachers are not obliged to provide work for prolonged absence 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 a student fails to do this, the teacher is not obligated to set another time for the make-up. If a student fails to make up a test without making other arrangements, the teacher will be responsible for deciding whether or not the student may reschedule.

ABSENCES

All absences do become a part of a student's school record. Students will be marked absent if they:

- 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 day grace period will be given after a student returns to school to provide proof of absences by a medical professional.

MAKE-UP WORK

If a student has an unexcused absence, their 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.

- Students will be given 50% credit from work made up from an unexcused absence.
- For repeated occurrences, students will be sent to the Dean of Students and a parent conference will be arranged.

TRUANCY

Truancy means that a student has not been excused and is absent from their assigned location without the knowledge of their parent/guardian and/or school staff.

The police will be contacted for students who have three “no contact” unexcused absences in a school year, per district policy.

Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences.

If a student is truant:

- No credit will be recorded for work you missed as a result of truancy.
- A letter will be sent home notifying parents of truancy situation.
- A record of truancy will be entered into your record file.
- A consequence will be issued.
- A conference with their parents will be held.
- Additional consequences may incur including contacting Washoe County Juvenile Services Intake Unit

HABITUAL TRUANCY

CAS shall consider a student "habitually truant" under Nevada State Law when, in spite of warnings and/or a student or parent's efforts to ensure attendance, a student-who has been declared truant three or more times within one school year must be declared a habitual truant. --(WCSD) (NRS 392.140)

A meeting will be held with the Principal, Dean of Students, and the parents in order to determine if the student will continue to attend CAS.

After ten (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 Juvenile Probation Services unit and expulsion from CAS may be considered.

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. Students arriving more than 15 minutes after the start of a period will be considered absent for that period.

Habitual tardiness will result in a student's lowering of citizenship grade and incur disciplinary action.

TARDINESS DUE TO MEDICAL REASON

Students must have their parent or guardian call contact the office if they arrive the student will be arriving late to school and they Students must be accompanied by a parent and report to the office when they arrive after scheduled appointment. Documentation from a medical professional should be provided upon student's return to school.

If a student fails to do this, they will receive an tardy.

- Five (5) tardies in a semester will result in an after school detention per course.
- Ten (10) tardies in a semester will result in a Saturday detention per course.
- Fifteen (15) tardies in a semester will result in a 3-day suspension per course.

CLASS TARDINESS

If students arrive late to class during the day, this is considered tardy, unless a note, call or an email is sent from a staff member accompanying the student to excuse them.

Excessive tardiness will not be tolerated and students will be held accountable. Students who arrive late to their first period course will be placed in a temporary alternative placement supervised by staff and will have access to google classroom but will be responsible for any missed instruction and assignments. Parent conferences will be held with students who are late to their first period course 5 times during the semester. Interventions will be placed for students who are continuously late to first period.

EARLY DISMISSAL FROM SCHOOL

CAS is very concerned about a student's 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 a student before the end of a school day only upon presentation of a written, or authenticated verbal request by parent/guardian, or for emergency reasons.
- Student may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent/guardian to act on his/her behalf.
- Senior Students: You may be released "on your own" only with verified, written or verbal parental permission.
- Student drivers are NOT allowed to sign themselves out unless they are 18 years old.
- No staff member shall permit, or cause a student to leave school prior to the regular dismissal time, except upon the knowledge and approval of the administration, and written permission from their parent/guardian.
- Students 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.

ILLNESS, INJURY & MEDICATION POLICIES

CAS has a first-aid-trained-professional available to discuss or assist with medical problems or health-related concerns. When students are injured or become ill, they must inform their instructor immediately. It is critical that students follow the procedure of informing their instructor, or going to the clinic immediately.

Students with a fever of 100 °F or more, symptoms of the flu, which include but are not limited to vomiting, diarrhea, etc. should be kept home for at least 24 hours after symptoms have stopped without the use of medication.

Students are to never leave the building, campus or miss class without first going to the front office. Missing a class, without following the procedures will result in receiving an unexcused absence. Students should not come to school when they know that they are ill. Students that are too ill to come to school, must have their parents notify the school at 775-829-4601. 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 a student needs to take it during the day or if it is imperative that a student have access to it, for example, for an allergic reaction.

Prescription Medications

If a student must have medicine at the school, these procedures must be followed:

- The clinic supervisor must observe the dispensing of the medication.
- Medications are to be brought to and from school by the parent/guardian.
- Medications are not to be brought in by the student under any circumstances.

All medication must have a completed Medication Directions Form on file and the following information clearly printed on the container:

- Student's Name
- Name of the medication
- Dosage
- Time(s) 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.

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

Students are not permitted to carry any prescription medications with them to school.

OVER THE COUNTER MEDICATION

Aspirin, Tylenol, and other patent drugs are not available from school. If a student needs to take over-the-counter medications such as the above, their parent must complete the "Medication Self-Administration Form" authorizing the use, dosage, and the quantity sent of this medication.

Once the form is completed and signed by the parent/guardian, the over-the-counter medication will be securely stored and available in the clinic.

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

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

SCHOOL ACTIVITIES

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

AFTER SCHOOL ACTIVITIES

CAS offers various after school clubs and programs to enrich the student's education. Such involvement provides ways for students to engage in activities they already enjoy and provides opportunities to experiment with other areas that may interest them.

If a student remains at CAS for an after-school activity, they will be expected to follow these rules:

- Parent must complete and submit an "After School Activity Permission" form.
- Students must be with a teacher or other staff member at all times.
- Students must arrange for their own transportation to be picked up promptly at the end of the activity.
- Students must abide by the CAS code of student conduct while participating in the activity.
- Students may not stay after school to wait for another student.
- Club attendance will be kept by the sponsoring teacher. Participants may not miss more than 6 days in a semester due to non-medical reasons.

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 activities, or have made a special arrangement with a teacher must be picked up by 3:25 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 complete list and description of after school clubs and activities are posted on the school website.

CLUB / TEAM COMPETITIONS & CASSA (Coral Academy of Science Student Alliance)

Throughout the school year, many clubs, programs and teams will participate in on-campus and off-campus competitions and events. Any participant must adhere to the following:

- Return the designated "Permission Slip" signed by parent(s) or guardian to their instructor/advisor, by the specified date. Phone calls will not be accepted as permission.
- School uniforms must be worn unless otherwise specified.
- Abide by CAS codes of student conduct while participating in a competition.

Coral Academy of Science Student Alliance (CASSA) is a student-centered and student-led after school activities association. Members of CASSA personify the values of Coral Academy of Science through community outreach, strengthening student engagement in and out of the classroom as well as improving student voice. Members of CASSA are more than robot-builders or mathletes. They are artists, student advocates, business promoters, college mentors, athletes and student models for our elementary campuses. They lead our school by highlighting what makes us great-- *the students*. Please see list for additional information and registration or criteria for specific programs.

FIELD TRIPS

Major or repeated offenses may prevent students from attending.

Off campus 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, the students must adhere to the following:

- Return the “Field Trip Permission Slip” signed by parent(s) or guardian to their instructor, by the specified date. Phone calls will not be accepted as permission.
- School uniform must be worn, 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 properly.

- Supervise students with a watchful eye
- Communicate concerns with lead teachers
- Use appropriate language
- Absolutely no smoking

Prior to each field trip, the teacher will provide the students and their parent with a Field Trip Permission Slip and specific information.

GENERAL TOPICS CLINIC

Students are to go to the school clinic for:

- Not feeling well.
- Injured and in need of first aid.
- Access to medication.
- Make a phone call to a parent/guardian.
- Schedule an appointment with Dean of Students.
- Lost and found items.

COMPUTERS - INTERNET

Computer hardware and software are for the benefit of all students. Computers are in the school for educational purposes. 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.

In certain classes, students will need to have an email account. Parents are encouraged to create it with a shared password so they can check on the progress of their child.

ELECTRONIC DEVICES

eBooks are allowed at school. Students should be using them only as an eReader and only during appropriate times. If they are found being used for any other reason than the eBook they will be confiscated and given to the Dean of Students.

Smartwatches cannot be used during class.

Students are responsible for keeping track of their eBooks, the school is not responsible. eBooks will be treated when confiscated the same as cell phones.

Personal laptops & Tablets are not allowed at school. If either is confiscated it will be treated the same as cell phones. Cell phones/Smartwatches are allowed at school. Cell phones/Smart Watches must be put on “silent” while in school.

All CAS Devices must remain on campus, they are not to be taken off campus for any reason.

CELL PHONE POLICY

Students should keep all cell phones in their backpacks/lockers/pockets. Students can only use cell phones/smart watches outside the school building. The Cell Phone Policy and its consequences also apply to technology violations including ear buds, airpods, headphones, and other electronic devices.

- Students using or appearing to use cell phones in the building or at inappropriate times will have their cell phone confiscated. Students will be receive a detention
- Second offense: Student will receive one week phone confiscation (turn into office) and Tuesday detention.
- Third offense: the phone is kept for one month. Student will receive a Saturday Detention.
- Fourth offense: the phone is kept until the end of the semester. Student may receive additional consequences.
- Cell phones can only be used for phone calls and texting.
- Cell phones that have been confiscated must be turned in by the student to the front office or to the Dean of Students for their assigned removal time from the morning bell until the dismissal bell.
- During exams, students are required to put their phones in a safe-keeping area/box at the front of the room or with the teacher.

LIBRARY AND LIBRARY ETIQUETTE

The CAS Library has many educational resources to support student learning. In addition to checking out books and ebooks, there are computers for student use. Students may have their work printed in the library at a cost of 10¢ per page (black) and 25¢ per page (color). Double sided printing will be counted as two pages. Students are not to download software, access social media, listen to music, watch videos or playing games on the library computers. Printing is subject to library availability—please plan accordingly.

- 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. A detention will be issued for failing to pay library fines within 30 days of first notice of owing fines.
- The fine rate is ten cents (10¢) per day.
- Repeated abuse will result in loss of library privileges.

LOCKERS & STUDENT VEHICLES

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 students should not bring such items to school. CAS will not be liable for personal items students leave in their locker or bring to school. To ensure that school items are safe, we strongly advise students to keep their locker combination private. Do not trade locker combinations with another student.

Students are not to share lockers. It is the student's responsibility to see that their 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 school staff.

Report any damage, vandalism or non/working condition of a locker to the office immediately. If students do not report vandalism, damage or a non-working condition of their locker, they will be held financially responsible for it.

Please remember that the lockers are school property and remain at all times under the control of the school; however, the student has full responsibility for the security of their 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 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 their homeroom teacher by the end of the second week.

With Probable cause, lockers and student vehicles will be searched for improper items.

CANINE SNIFFS

Coral Academy of Science High School administration may conduct random canine sniffs of school hallways, lockers, classrooms, buildings, parking lots, and other school property through the use of a canine unit. A canine unit consists of a qualified handler, and a dog specially trained to detect illegal or prohibited substances, weapons, or bombs.

If a teacher, administrator, other school official, employee, or security personnel, have reasonable suspicion to believe that an individual may have in his/her/their possession a weapon or a controlled substance or material which is prohibited by law or District rules, procedures and policies, the District may conduct canine sniffs of such individual's vehicle(s) and/or personal effects.

LOST AND FOUND

If students find books, clothing, or personal items, eBooks, cell phones on school grounds, they are to take the found items to the clinic Lost and Found box. If a student loses something, they are to check the box in the clinic or report it immediately to the receptionist.

Students are encouraged to check the lost & found for lost items regularly because all collected items will be donated to a local charity monthly.

LUNCH AND RECESS

Coral Academy is a closed campus.

Students must remain at school for the entire school day, which includes lunch and recess period. Leaving campus during lunch will result in parent notification and disciplinary action.

Students who arrive on campus before the morning bell are not to leave campus. Students who are waiting for a ride after school may not leave and return.

Lunch / Cafeteria Etiquette

- Students may bring a packed lunch, or order a lunch through our school lunch program the week prior. Microwaves are available for students to use.
- If a student has a special situation, they need to meet with an administrator.
- During the lunch period, students are expected to display good manners and courtesy toward others.
- Students must eat only in the designated lunch areas.
- Students are expected to clean their area and dispose of all trash appropriately.

Seniors, may complete an application for off-campus access during scheduled lunch period only. Parent permission is required. Student may walk off campus and as a privilege, this is revocable with behavior and academic probation criteria.

RECESS

- Electronic equipment is NOT allowed in the hallways. The item will be confiscated.
- Phones are not allowed in the lunchroom or school building during lunch.
- When students are outside for lunch, they may use cell phones for calls, texts, music, or games. Social Media and photography are prohibited. Do not bring handheld consoles. We only allow productive and appropriate use of cell phones
- The supervisor on duty during the lunch/recess period will hold students responsible for their behavior.

PARENT/TEACHER BOOSTER CLUB (PTBC)

CAS High school suggests parents volunteer at least 20 hours per school year to help enhance their child's education. Areas to volunteer include community events such as festivals and fundraisers, assisting in parking/traffic enforcement during pickup/dropoff, working with school-sponsored activities and programs such as Red Cross or Athletics with their fundraising events and school outreach. CAS High School Administration works closely with PTBC to organize and communicate these needs.

PUBLIC AREA: HALLWAYS & BATHROOMS

Hallways and Bathrooms are areas used by all members of CAS. Students are encouraged to use the halls, lunchroom, or bathrooms only as needed and then move on to class.

- Eating is only allowed in the cafeteria unless another designated area is approved by staff.
- Chewing gum is strictly prohibited anywhere on campus.

- Walk (don't run) in the halls, lunchroom, or bathrooms; always maintain orderly conduct.
- Use only appropriate language while in these areas, and within the school environment.
- 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 lockers while in these areas.
- Students should help keep the school clean by picking up after themselves and putting their belongings in their proper place.
- Respect others' personal space. Students are to keep their hands to themselves even in play.
- A hall pass is required in the above areas during class time.
- Vandalism, littering, or graffiti in the school is prohibited and should be reported.
- All public displays of affection (PDA) are prohibited with the exception of a friendly, 2-3 second hug.
- All glass containers are prohibited on campus and will be confiscated.
- No Sharpies or Permanent Markers are allowed at school.
- Please be responsible and report any leaks, spills, or other problems in the bathroom to a teacher or the office.
- Students are responsible for cleaning up after themselves, including disposing of or the recycling of garbage.
- Consequences (detention/suspension) will be given for failure to follow any of the above-mentioned rules.

Notes from parents do not excuse infractions of school rules.

TELEPHONE

- In case of emergency, students are to go to the clinic to call parents/guardians ONLY.
- The clinic phone is not available for students to use for personal calls.
- Students are to ask an administrator or first available staff member for assistance in case of emergency.
- Students are allowed to bring their cellphones to school. The cell phone must be put on "silent" while in school. Students should keep all cell phones in their backpacks/lockers/pockets.

TEXTBOOKS AND SCHOOL SUPPLIES

Textbooks: CAS will provide textbooks for every student.

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 students responsible for the condition of the textbook issued! Students must ensure that their books are not lost, stolen, damaged, or defaced. Students are responsible to pay for the replacement cost of their textbook(s) if damaged or lost.
- Students may keep their textbooks during the year, provided a full payment for the textbook(s) was made.
- When textbooks are distributed, students will write their name in the appropriate place. Teachers will write down the number of the textbook and the condition of the book.
- When a student returns their book, its condition will be checked.

All textbooks not turned in or severely damaged will be charged to the family at the end of the year. Students will not be allowed to return to CAS without full payment. All textbooks and resources such as chromebooks must be returned prior to withdrawal.

SCHOOL SUPPLIES

Many of the classes use consumable supplies – from materials to workbooks. Students will be required to pay \$110 per semester for these consumable materials.

If there is a special circumstance which limits a student's family's ability to pay the full fee, the parent/guardian needs to make an appointment to meet with an administrator.

VISITORS

All visitors and parents are required to register and pick up a visitor's pass in the front office when they arrive, they **MUST** show a valid photo ID. Alumni visitors must not arrive before 3pm unless invited by the administration.

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 Academics and must be given at least one school day in advance. Do not bring guests to school without prior arrangements.

YEARBOOK

Yearbooks will be purchased through the school's chosen yearbook vendor and will be shipped directly to the school.

Yearbooks should be purchased during the official sales period (February-May). Any yearbook purchased after the official sales period must be shipped to the school.

Any yearbook brought to school prior to the official distribution date will be confiscated and kept at school until the official yearbook distribution. Students are not to view or write or ask for autographs during any class time. Any and all custom pages will be reviewed by administration and must be school appropriate..

WEBSITE - (www.coralacademy.org)

Students and parents are encouraged to refer to the Coral Academy of Science website for additional information pertaining to:

- Announcements
- Upcoming events
- School forms
- Online payments & Athletic Fees
- Infinite Campus (IC)
- And much more

PARENTSQUARE

ParentSquare is a safe and secure platform for all school-to-home communication. The two-way group messaging, private conversations, district-wide alerts and notices, and simple user interface keeps everyone connected, creating a vibrant school community.

INFINITE CAMPUS (IC) PARENT PORTAL

Coral Academy uses the student information system Infinite Campus to communicate with parents about their child's progress at school.

By logging into the Portal, the parent will be able to see the following information about their children:

- Grades
- Class Assignments
- Attendance
- Behavior
- A To Do List of assignments due and overdue
- A record of Immunizations
- Assessment Data (State Testing Results – CRT's and High School Proficiency Exam)
- A Graduation Planner

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.

In an effort to improve teacher and parent communication and relations, parents should utilize the Infinite Campus Portal frequently. Teachers are required to update their gradebooks and therefore, we expect our parents to utilize this platform to their advantage. All communication regarding the gradebook must first be directed to the teacher. CAS Administration will hold Infinite Campus workshops and/or tutorial videos to demonstrate how you can use this tool to your advantage.

Parents can get to the contact page by clicking on the "Contact Us" link. Please provide name, email address, and a message to the contact person. *Parents/guardians are responsible for updating this information with the enrollment office/registrar.*

Infinite Campus Contact Information:

Please do not hesitate to contact Coral Academy.

Coral Academy of Science – IC Questions

Contact Person: Kathleen Sharkey

P: 775-829-4601

Email: ksharkey@coralacademy.org

SCHOOL UNIFORM POLICY

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.

Students are expected to arrive in uniform every day. Students are expected to cooperate, display modesty and neatness, and take pride in their uniform. We rely on a student's common sense and their parent's and/or guardian(s) support in maintaining their uniform.

If a student arrives to school out of uniform, a detention will be issued.

A second occurrence will result in a Saturday detention.

All class time missed will count as an unexcused absence.

UNIFORM TOPS WITH SCHOOL LOGO

All Coral Academy students are to wear logo embroidered shirts at all times while on campus. Non-Coral sweatshirts WILL NOT be allowed at any time within classrooms or hallways. These must be kept in the student's locker.

- High School Student (9th - 12th grade)
 - Royal blue, polo or dress shirt
 - Royal blue, crew neck pullover sweatshirt, (no hoodies)
 - Royal Blue Fleece Jackets
 - Senior customized sweatshirt (Seniors only)
 - Class/Club/Team customized t-shirt* (MUST ASK 2 WEEKS IN ADVANCE)

*Only worn on days approved by administration.

Students must wear their Coral top even if they are wearing a Coral sweatshirt.

UNIFORM BOTTOMS

- High School Student (9th - 12th grade)
 - Black pants, shorts, skirts, or skorts
 - (NO JEANS, MUST NOT BE FADED)
 - Shorts, skirts and skorts are to be no shorter than 3" above the knee, even when worn with tights. Shorts, skirts & Skorts must meet fingertip length when standing straight up and shoulders rest. This rule applies even when worn with tights.
 - No leggings or jeggings or joggers.
 - No jeans or jean style pants (denim or otherwise), No cargo pants and No capri pants.
 - Pants must be proper size, large sagging pants are not permitted.
 - Pants must not be torn

*Students with more than two uniform violations will be sent home with an unexcused absence.

BELTS

- Belts - plain black, white, blue or brown
- Large belts and buckles are not allowed.
- Belts must fit properly and not hang down when buckled.

FOOTWEAR

- Shoes - must be plain black
- No colored strips or logos
- No open toed or flip flops, No Wedges
- No Crocs
- Heels must not be more than 2 inches
- Socks - ANY DESIGN IS ACCEPTABLE that does not conflict with core values and code of conduct
- Tights - plain black, white, or navy
- Socks or tights must be worn
- No fish nets or torn tights

PE UNIFORM

- Top - Gray t-shirt with student's last name
- Bottoms - Navy 9" mesh/cotton shorts or navy cotton sweatpants with student's name
- Shoes - Athletic type, such as cross-trainers or running shoes are required and must be approved by the teacher.
- Skate shoes will not be allowed.
- Shoes will be required to be securely laced for the safety of all students.
- Socks - are required.
- PE clothing must be of an appropriate size to allow for vigorous exercise and movement.
- All CASHS Athletic Gear is allowed for use as a PE uniform.
 - Backpacks are not allowed in the locker room

ART CLASSES

- To keep their uniforms clean, students are encouraged to bring a loose fitting, plain white or colored shirt to wear during art class.

BACKPACK POLICY

Students must keep backpacks and personal belongings in their locker during the school day. Students are not allowed to bring backpacks, messenger bags, totes, or other bags to class. Case binders (strap) and other binders are acceptable. PE Uniform drawstring bags are allowed in the gym.

FREE DRESS DAYS

Students must wear school appropriate clothing, which means shirts with inappropriate pictures or sayings, spaghetti strap dresses or shirts (three finger rule), pocket chains, shirts that reveal midriffs or cleavage, clothes that are too tight, and

dirty or torn clothing are NOT ACCEPTABLE and will require a change to appropriate clothing or receive a detention. Repeated offenses will result in increased consequences.

On themed free dress days: Students must wear the majority of their outfit fitting the theme or parents will be called to bring their uniforms or if parents are unavailable, students will receive a detention. Students will sit out of class (unexcused absence) until parents arrive with the student's uniform. Parents must arrive by 9:25 or a detention will be issued to the student.

Students cannot just wear leggings and a short skirt or dress. The 3 inch rule still applies.

Students are responsible for paying attention to school announcements and information sent home regarding free dress and criteria.

Students on academic probation (failing one or more classes during progress report checks) will not be allowed to participate in free dress, unless otherwise stated.

Students wearing free dress while on academic probation will be issued a detention for the first offense, second offense will result in a Saturday detention, and all subsequent times will result in a suspension.

CORAL SPORTS ATTIRE

Coral sports attire is not allowed in the halls or in the classroom except for the day of a competition or Friday before competition if the competition is on Saturday. Students will wear their designated polo or apparel item for the correct year and sport and name demonstrating they are on that season's team and they are maintaining a professional appearance. If you are not an athlete for that sport, you MAY NOT wear the designated sports attire on competition days. Letterman jackets may be worn at any time ONLY BY THE OWNER.

PERSONAL APPEARANCE GUIDELINES

CAS requires that students adhere to the following guidelines relative to their personal appearance.

Shirts. Students with two or more violations of dress code will be sent home with an unexcused absence.

- Coral Academy of Science Uniform Shirts must be worn at all times.
- Shirts are to be tucked in at all times (lunchtime, too). No long sleeved undershirts are allowed.
- Any shirt worn under the school uniform shirt must be of a plain neutral color.
- Sweatshirts must be worn properly, not on arms or around the waist.

Skirts

- Are not to be rolled at the waist. If worn with leggings, the skirt still must be no more than 3" above the knee or measure appropriate fingertip length to fit properly.

Pants, Slacks and Shorts:

- Pants, slacks and shorts (fingertip length) are to fit properly, e.g., no "baggy" look, not too tight, 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.

- No cargo pants (pockets on lower legs) or Capri Pants
- No lanyards hanging from the uniform shirts or pants
- Leggings may be worn (see skirt section), they must be plain white, black, or blue.

Footwear

- Only all black, plain, no logoed shoes are acceptable as a uniform shoe.

- Sandals, clogs, high heels (more than 2”), open toed/open heeled, or platform shoes are not allowed. Hiking boots or snow boots may be worn to and from school during inclement weather, or brought as directed when going on a field trip. Should the need to wear boots due to cold weather, snow, etc., make sure they have an appropriate pair of shoes to change into when you enter the building.
- Snow boots can be worn for the day, but must be all black, ankle high and kept inside the pant leg. Wearing open toe or heel shoes on free dress days is also not acceptable. Socks must be worn.

Personal Appearance (detention offenses)

- 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.
- Low profile, nose stud piercings are acceptable. No other facial piercings or jewelry are 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, faux hawks, spikes or colors that are not natural, and no “Punk Look.” No two-toned hair.
- Anything large and distracting is not allowed to be worn in the hair.
- Students 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, etc. are unacceptable.
- Parent notes will not excuse infractions of school rules.
- No writing is allowed on uniforms or skin.
- Uniforms must be kept clean and neat. No tears or rips will be acceptable.
- Detentions will be given for infractions. Repeated infractions will result in more severe consequences.
- Any fads that occur that are deemed disruptive will be banned.

Outerwear:

- Hats, caps, and other headwear may not be worn in any building.
- Bandanas are not allowed.
- Outerwear such as windbreakers, jean jackets, or ski jackets, may not be worn in the building or carried from class to class. School sweatshirts and/or fleece jackets 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.

PE DEPARTMENT UNIFORM DRESS POLICY

In order to receive a grade, students are required to bring PE clothes to school every PE day. Consequences for policy violations will be as follows:

1st Offense- Verbal Warning

2nd Offense- ½ Credit Lost

3rd Offense- The student will receive a zero grade and a detention for every offense thereafter during the rest of the year.

If it is repeated multiple times, the student will be referred to the dean of students for more severe consequences.

The Coral Academy sweatshirt and required sweat pants can be worn over the rest of the PE uniform. Any additional layering of clothing must be under the required PE uniform and cannot include any part of the required school uniform. Sweats must have the student's name on each item. It will be the students' responsibility to wear weather appropriate attire. PE uniforms must be purchased on the Coral Academy website.

Medical excuses for not participating in PE must be accompanied by a signed and dated note from a parent with a phone number to be reached during the day. Any excuses over three days must have a doctor's note.

Students standing or jumping on or otherwise misusing PE equipment during lunch, before, or after school will be seen as damaging school property and disciplined as such. Students that at any time either accidentally or intentionally destroy or lose PE equipment through carelessness or abuse will be expected to compensate the school for the cost of that equipment. Students shall not apply perfumes or overly fragrant lotions while in the locker room due to possible allergies of other students and staff.

Proper hygiene and clean uniforms/PE uniforms are required.

Students will be sent home for repeated offenses.

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 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 and Administration.

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 or referred to the discipline committee (discussed later in the handbook), directed by the Dean of Students (discipline coordinator or designee) and composed of the school counselor and various instructors.

All out of school suspensions are a minimum of 3 days.

Students witnessing harmful or illegal activities are required to inform staff/administration immediately. If they do not, this will result in a severe consequence (Saturday Detention/Suspension).

STUDENT 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 behavior. Built into the plan are more severe consequences.

The student has the choice of changing his/her behaviors or not. Expulsion results if the students are not successful in changing their misbehavior.

It is the school's hope that the behavior plan will put the students on a positive path that will help them be successful 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.

Students returning to Coral Academy who have had numerous misbehaviors the previous year will be placed on probation. Consequences will be more severe for these students.

TRAITS OF A GOOD STUDENT AND TEACHER

The following are traits CAS tries to develop in their students and teachers.

Good Student: Turns in work on time, organized, asks questions, follows rules, dedicated and committed, reliable, creative/open minded, and raises hand to speak

Good Teacher: Organized, firm yet fair, respectful of students' abilities and intelligence, patient, communicates, reliable, creative, clear expectations, sense of humor.

UNACCEPTABLE BEHAVIORS

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 for Weapons:

- **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 Dean of Students, 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 the student may be referred to the juvenile authorities. The parents/guardian (s) may be referred to Social Services. The student

will remain on out-of-school suspension until the legal authorities in charge of your case have made arrangements for your sentence.

FIGHTING/PHYSICAL AGGRESSION

The mutual use of physical force, which includes striking both with hands and feet, or other body parts. This also includes biting, scratching or other actions of a physically aggressive nature.

Consequences for Fighting:

- 1st OFFENSE: Sent to Dean of Students, Parent (s) or Guardian (s) will be contacted, and depending on situation detention/Saturday detention/restorative practices will be reviewed.
- 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 Dean of Students, and instructor (s) as deemed appropriate. The 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 and may incur additional measurable consequences reflective of committed violation.

Student will be expelled, if deemed necessary. In accordance with NRS 392.466, any pupil who commits a battery which results in the bodily injury of an employee of the school while on the premises of any public school, at an activity sponsored by a public school or on any school provided transportation service, regardless of age, will meet with the school and will be subject to suspension or expulsion. This violation is subject to evaluation by the disciplinary committee regardless of previous disciplinary measures, restorative actions and is subject to requirements of the federal Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq. (NRS 392.466, 392.467)

POSSESSION/USE OF CONTROLLED SUBSTANCES DRUGS/ALCOHOL/CIGARETTES/VAPING RELATED ITEMS/PARAPHERNALIA

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.

In accordance with NRS 392.466, any pupil who sells or distributes any controlled substance while on the premises of any public school, at an activity sponsored by a public school or on any school provided transportation service, regardless of age, will meet with the school and will be subject to suspension or expulsion. This violation is subject to evaluation by the disciplinary committee regardless of previous disciplinary measures, restorative actions and is subject to requirements of the federal Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq. (NRS 392.466, 392.467)

Consequences for Drugs/Alcohol/Cigarettes/Vaping:

- 1st OFFENSE: Any offense will result in 1) notification of the 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. Student may be referred to an appropriate substance program for counseling and/or services at parent's expense.
- 3rd OFFENSE: Continual disregard for the CAS substance abuse policy, including having in student's 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.

***NOTE:** Students who participate in athletics either on CAS or a district-affiliated team/sport will also have to abide by the NIAA Substance Abuse Terms and procedures and students who violate this will be held accountable.

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 for False Alarm:

- 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.

ALCOBLOW POLICY

Alcohol use by a student is illegal and poses a serious threat not only to his/her own well-being, but also to the well-being of the entire school community. Drug or alcohol use will not be tolerated during school hours, on school property, or at any school sponsored activity or event during or after school hours. Students who violate the school policy on the use, possession, sales or distribution will be subject to disciplinary action as set forth in the CAS HS handbook.

When determining possible alcohol use or intoxication by a student at a school dance, the safety of the student is the primary concern. An assessment of a student's suspected alcohol use may be aided by the use of a breath alcohol testing device. This is a device that detects the presence or absence of alcohol, rather than provide a specific measurement of alcohol in the body and can be used for this purpose with students.

Procedures:

School official checks calibration of the instrument according to instruction for use. School officials may determine possible

student alcohol use without the aid of breath alcohol testing device by observing one or more of the following indicators: Slurred Speech, Unsteady gait, Impaired motor control or clumsiness, Flushed face.

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 for Pornographic Materials:

- 1st 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.
- 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: Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension and may incur additional measurable consequences reflective of committed violation.

BULLYING ANOTHER STUDENT AND/OR A TEACHER, ADMINISTRATOR, OR STAFF MEMBER

Bullying is actionable and has an effect on victim(s). Bullying must be reported to staff/administration within a reasonable time in order to be effectively investigated. The criteria for an event to be considered bullying is including harm/threat of harm to a person or their property, generally with an imbalance of power and/or protected class; action is unwelcome; action is severe, persistent or pervasive. This may include 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 bullying/harassment. Bullying is not only a violation of Federal and state law (NRS 388.122) but is further contrary to the School Board’s commitment to provide a physically and psychologically safe environment in which to learn.

Consequences for Bullying:

- 1st OFFENSE: Parent (s) or Guardian (s) will be contacted and the consequences will be discussed and given.
- 2nd 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 the 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 and may incur additional measurable consequences reflective of committed violation.

CYBER BULLYING

- Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean

content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

- Bullying and cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyberbullying are alleged, the full cooperation and assistance of parents and families are expected. For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyberbullying. ***Context regarding actions of “Bullying Bystander” are listed in our Restorative Discipline Plan*

Consequences for Cyberbullying *see “bullying”*

HARASSMENT—disability, intimidation, race, religion, sexual, or protected class

Harassment is the intimidation or abusive behavior toward a student or faculty member that creates a hostile environment by interfering or denying a student’s right to participate in or a safe learning environment. Harassment can include a harm or threat of harm to compel a person to abstain from doing, or to do, any act which he/she has a right to do. Harassment is also defined as treating an individual unfavorably because of membership in a protected class, religion or sexual orientation. Conduct unwelcome includes but is not limited to offensive or derogatory remarks or display of offensive slurs, pictures, symbols associated with race/religion/protected class/sexual orientation. This can also include unwelcome advances, obscene remarks or requests of inappropriate nature, or other forms of verbal misconduct.

Consequences for Harassment *see “bullying”*

POOR PEER CONDUCT/DISREGARD FOR SCHOOL RULES

Conduct, which interferes with the educational process. Willfully disturbing the peace of any person; Intentionally and willfully interfering with or disturbing persons in the school. May be combined with other conduct. Use of inappropriate* language, actions or gestures when addressing another individual or group of individuals. ***“Inappropriate” is defined by the reasonable person standard. Utilize cultural and social context in this situation.* Poor peer conduct also includes repeated violations of the rules of the school as outlined in the Parent/Student handbook, or disseminated by the individual school, teacher or coach. Other considerations of poor peer behavior include: retaliation, gossiping, instigation, gestures, mocking, profanity, etc. ***Context regarding actions of “Bullying Bystander” are listed in our Restorative Discipline Plan*

Consequences for poor peer behavior/conduct

- 1st 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.
- 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 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 the discipline committee.
- 3rd OFFENSE: Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension and may incur additional measurable consequences reflective of committed violation. Expulsion may also be a result.

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 for Disrespect/Insubordination

- 1st 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.
- 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 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 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. Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension and may incur additional measurable consequences reflective of committed violation. Expulsion may also be a result.

HAZING STUDENTS OR INCITING/COERCION

Hazing/Inciting 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. This kind of instigative behavior will not be tolerated and may result in legal action. Permission, consent or assumption of risk by an individual subjected to hazing (a potential victim) does not lessen the prohibition contained in this policy.

Hazing/Inciting may carry heavy, legal consequences; especially should it result in an injury. For example, should a student 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 for Hazing/Inciting:

- 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 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.
- 3rd OFFENSE: Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension and may incur additional measurable consequences reflective of committed violation. Possible legal prosecution.

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, 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 for Threatening Behavior:

- 1st OFFENSE: Parent (s) or guardian (s) will be contacted and the consequences 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 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.
- 3rd OFFENSE: Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension and may incur additional measurable consequences reflective of committed violation. Possible legal prosecution.

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 for Stealing or Vandalizing:

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 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.
- 2nd 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.
- 3rd OFFENSE: Parent (s) or Guardian (s) will be contacted and the student will be placed on out-of-school suspension and may incur additional measurable consequences reflective of committed violation. Possible legal prosecution or expulsion may result.

CREATING YOUR OWN BUSINESS

Students cannot sell things on their own without a teacher/club sponsor.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

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. Academic dishonesty refers to committing or contributing to dishonest acts by those engaged in teaching, learning, research, and related academic activities or actions that undermine academic integrity

Consequences for Cheating/Plagiarism/academic dishonesty

- 1st 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.
- 2nd 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 for Lying:

- 1st 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.
- 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 for Forgery:

- 1st 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.
- 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. The students are not to bring and/or play any cards such as Pokémon, without 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 for Gambling:

- 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 the student. A detention 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 parent, the student, nor, on a second offense, will
- parent/guardian have access to the item until the close of the semester. A detention, 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 Dean of Students and instructor, if appropriate.

GANG ACTIVITY

Activities and behaviors which disrupt and interfere with the educational process or with the rights of other members of the educational community may lead to disciplinary action but are not necessarily criminal in nature.

Gang attire and accessories.

In accordance with state law, items that have been identified as gang-related are prohibited. Coral Academy of Science High School, in conjunction with local law enforcement and other agencies, shall determine current prohibitions related to gang appearance, dress, accessories, and activities and shall inform school administrators as needed. Prohibited items may include but are not limited to: altered insignias or graffiti; jewelry or belt buckles symbolizing any gangs; and Graffiti in or on personal belongings symbolizing any identified gang activity.

DISRUPTIONS OF CLASS OR SCHOOL & INTERFERENCE WITH INSTRUCTION

Disrupting learning includes any behavior that prevents other students from learning or interference with instruction. 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 for Disruption:

- 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 Dean of Students, the student 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.

DISTURBANCE OF SCHOOL BUSINESS

Students who engage in activity, mischief, or any behavior that disrupts the normal functioning of a school, including classwork, extracurricular activities, or the overall school environment. This can include behaviors like loud noises, disruptive conversations, or inappropriate use of electronic devices. These interferences will not be tolerated during any school-sponsored activity. Consequences may include Saturday Detention, behavior plan or other.

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 detention, in house suspension, or suspension. More extreme signs of affection anywhere on or near campus will result in long-term suspension or expulsion

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. A detention will be given.

Continual disregard for the uniform standard will, most definitely, result in more severe consequences. Parents' notes do not excuse uniform issues.

BRINGING INAPPROPRIATE, OR BANNED ELECTRONIC ARTICLES TO SCHOOL

Electronic devices, Beepers, Pagers, Radios, MP3/IPOD/CD/MEDIA Players, Electronic Games, Laptops/Tablets and/or similar devices are not allowed at school. They disrupt classes and distract others from learning. (eBooks and calculators are allowed at school, but if not used properly will be confiscated (i.e. playing games during class). Cell Phones may only be used for texting and calls.

Consequences for Banned Items:

- The individual on duty will confiscate the item. The item will be given to the Dean of Students 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 the student will be given a detention or suspension.

CUTTING CLASS

Students who are absent for 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.

STUDENT DRIVERS

Student drivers must submit their license and register their vehicle with the front office. Student drivers are subject to tickets on campus for failure to register or traffic violations. All rules of the road apply to our parking lots. Student parking/registrations is \$20 to park on school campus & CAS property. See advisor or Dean of Students with questions.

COMPUTER/TABLET MISUSE or ABUSE

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

Consequences for Computer/Tablet Misuse:

- **1st OFFENSE:** Parents/guardians will be contacted. At the discretion of the Administration (Executive Director or Dean of Students) the student will be responsible to repair, undo, reset or delete the 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.
- **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 revocation of the user's access privilege. Unacceptable uses of the computer include but aren't limited to:

- Violating the conditions of the Education Code dealing with student's rights to privacy.
- Using profanity, obscenity, or other language that may be offensive to another user.
- Reposting (forwarding) personal communication without the author's prior consent.
- Copying commercial software in violation of copyright law.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- 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.

Trespassing/Unauthorized Use

Forbids students from accessing devices or rooms without Prior Authorization.

STUDENT DUE PROCESS

All students at CAS are entitled to the Rights guaranteed by the United States Constitution, Bill of Rights, Nevada Constitution, and Nevada Revised Statutes. Your rights will not knowingly be denied by the required code of conduct, or by any disciplinary actions taken by the school. However, 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 (or other decision-maker mentioned below) deems appropriate for the given situation.
- These consequences may range, for example, from notification of parent(s)/guardian(s), detention, loss of privileges, removal from sports and clubs, and emergency removal from a school activity through suspension, expulsion, and criminal prosecution.

NOTE: Even where this Handbook describes certain specific consequences for a “1st Offense,” “2nd Offense,” and “3rd Offense,” the administration has the absolute leeway and discretion to consider any punishment for any offense. The administration can and will consider all (i) mitigating factors and (ii) aggravating factors, and then endeavor to make a rational, proportional decision under all of the circumstances at issue. For offenses warranting more serious punishments (i.e., longer-term suspensions or expulsions), as described below, students will be provided with due process in the form of notice of the charges, an explanation of the evidence, and an opportunity to be heard, unless the student meets the conditions for immediate removal (in which case those will be delayed to a later date). See, e.g., NRS 392.467.

- 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 each 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, the student is required to serve the detention.

TERMS AND DEFINITIONS; CONSEQUENCE INFORMATION

The following is a list of terms, which have been used frequently throughout this document and their definitions. Students and parents are encouraged to review these terms with each other. Please contact the Dean of Students with any questions you may have.

- **LUNCH DETENTION:** Lunch detention will occur during a student's recess time for 25 minutes. Reasons for lunch detention may be an unexcused tardy, minor disruption of class, running in hall, 3 excused tardies etc.
- **DETENTION:** Detention is a punishment that will be held for 45 minutes after school when you have not complied with the basic rules of CAS. It will be held on Tuesdays each week.
- 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 or an email to the Dean of Students at least a day prior to the day you should be serving your detention. Times 3:15-4:00 p.m. Students missing detention receive a Saturday Detention. Students missing due to illness need to serve the next detention day.
- **LEVEL 2 & 3 DETENTIONS:** Students who receive 4 after school detentions at any point in the school year will be placed automatically on level 2 detention. These students stay after school detention until 4:15 p.m. each time they receive a detention. Students who miss multiple after school detentions will be placed on automatic 3 day suspension.
 - **Level 2 Detentions:** Students who receive 4 after school detentions at any point in the school year will be placed automatically on Level 2 detention. Students must not acquire any additional behavior corrections or disciplinary action for 30 consecutive school days in order to return to Level 1. Students who receive a detention or any disciplinary action during their probationary status will have the date reset for thirty days from that assigned disciplinary action date.
 - We encourage continued positive behavior and students who are on level 2 detention will not be allowed to participate in clubs, incentives, or free dress.
 - **STUDENTS WITH 8 DETENTIONS (LEVEL 3):** Will not be allowed to attend any field trips or non-educational school events for the remainder of the year i.e. class events, school functions, movie nights, etc.
 - However, students may receive club incentives and free dress after they have acquired 90 consecutive school days of clean behavior.
- You may also receive homework detention from an instructor. This means that you will be kept in at recess or after school or return to the classroom of the instructor who has issued you a homework detention to complete work under their supervision.
- 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 and must arrive on time or they will not be allowed in. This results in a 2 day suspension. 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 two-day, out-of-school suspension. Students cannot sign up to move a Saturday detention. Only parents can reschedule a Saturday detention.

- **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.
- **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. (including the offending student's point of view). 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. Full credit will be given for completed work. The minimum days for an out of school suspension is 3 days. The Student will be suspended pending investigation in most situations.
 - You and your parent/guardian may appeal an out-of-school suspension within one (5) school day of the suspension being issued. This appeal will be made to the Principal and heard by the disciplinary committee made up of at least 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. All disciplinary hearings will be held within two (2) school days of the appeal being made. The decision of the Disciplinary Committee is final. (NRS 392.466).
 - For long-term suspensions (exceeding 10 days), the school may opt to handle that under the "expulsion" procedures specified below (including providing for a discretionary appeal to the Board).
- **EXPULSION:** The decision to expel any student will be made in writing and will include the reasons for the expulsion. The writing shall be issued by the Principal or his/her designee, after hearing about the events involved in the situation (including the offending student's point of view). You and your parent/guardian may appeal an expulsion within five (5) school days of the expulsion being issued. This appeal must be made to the Executive Director or Principal. The appeal will be heard by the disciplinary committee made up of at least 4 faculty. You may wish to consult an attorney, since there are basic due process rights which are guaranteed by law (*see, e.g.,* NRS 392.467(2)), as well as statutory rights guaranteed to special education students. Those rights may include the option to testify, present evidence, argue one's case, and be represented by counsel.
- 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 and binding. However, if you or your parents or legal guardians decide to further challenge the expulsion recommendation, you may file an appeal of the expulsion within five (5) school days of receiving notice of the disciplinary committee decision. If the Board President considers there to

have been sufficient due process at the disciplinary committee hearing (meaning notice and an opportunity to be heard), then he or she has the discretion whether or not to bring that appeal to the full board. If he or she decides in favor of doing so, the Board will conduct a hearing at its next regularly scheduled board meeting (which may not be for a matter of several weeks). The Board has the discretion to decide the procedural aspects of that hearing, including, for example, who bears the burden of proof, and what standard of review would apply. The decision of the Board is absolutely final and binding.

- The President of the disciplinary committee and/or Board shall have the discretion to control the hearing process and procedures in whatever reasonable manner he/she decides, as long as the hearing is consistent with applicable laws and constitutional norms of procedural and substantive due process.
- All decisions made by the disciplinary committee and/or Board shall be by a majority vote.
- All hearings before the disciplinary committee and/or Board are exempt from the Open Meeting Law.
- **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 misbehavior. Parent, student, and administration will sign the plan in an 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 misbehavior continues. Incentives are received frequently for positive behavior. If a student goes one month straight without misbehavior, they may be removed from the conditions of the plan, but intermittent incentives will be continued.
- Students placed on a behavior plan may be flagged as a “habitual disciplinary problem,” which is addressed in NRS 392.4655. Temporary Alternative Placement is outlined in our Progressive Discipline Plan.
- CAS Restorative Discipline Plan is available on the school website or by request.
- **DISCIPLINARY COMMITTEE:** This committee is directed by the Dean of Students and consists of the school counselor and selected teachers (who may change from time to time). The committee’s goal is to create an individualized plan for students with repeated misbehavior in an effort to correct the issues involved, as well as to hand out fair and reasonable punishments under all of the circumstances.

CORAL ACADEMY OF SCIENCE FALCONS

