

NVLA 2025-2026 Student-Parent Handbook - Live Ve...



2026-2027

Student/Parent Handbook

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Welcome & Introduction



August 2026

Dear families,

Nevada Learning Academy at CCSD (NVLA) is a full-time, online public school, and serves students in grades K-12. As part of the Clark County School District, NVLA is tuition-free for full-time students. NVLA's mission is to provide distance learning for every learner. We are proud to serve all students and are able to accommodate all Individualized Educational Plans (IEPs) and 504s.

NVLA offers many different programs to enhance your child's educational experience. We provide credit recovery programs for middle and high school students to get them on track to graduate with a high school diploma. In addition, our dual credit program, in collaboration with Nevada System of Higher Education institutions, and our many Advanced Placement (AP) courses allow our high school students to earn college credit. With these programs and many more, we are committed to helping each child recognize their bright future and become college and career ready.

NVLA is able to maximize the benefits of technology in education and offer individualized learning to students across the state, regardless of geographic, financial, or demographic circumstances. I'm excited to continue to bring student-centered education to Nevada and offer them an alternative to traditional learning. I invite you to learn more about what NVLA can offer you and your student(s) today!

Respectfully,

Michael Martin

Michael Martin
Principal

Clark County School District Vision Statement

All students progress in school and graduate prepared to succeed and contribute to a diverse global society.

Nevada Learning Academy @ CCSD Mission Statement

Provide innovative educational opportunities for all students to pursue post-secondary, personal, and academic goals. NVLA will meet the academic needs of all learners of all levels.

CCSD Calendar for Students - 2026-2027

Please consult this calendar for holidays, school breaks, and vacations for the school year: [CCSD 2026-2027 School Calendar for Students](#)

NVLA Website

NVLearningAcademy.net

NVLA's Website is a valuable resource for families. It will be a helpful tool for families to connect to the school and to each other. Our website will provide students and families access to:

- Important documents such as the *Parent/Student Handbook*.
- [Contact](#) information for all NVLA staff.
- Events calendars and registration.
- Resources for parents and families.
- Attendance Notes for parents and families.
- [Bell Schedules](#) for students and families.
- A question and answer forum for parents and students.
- School news, announcements, and updates.

NVLA Program Basics

Families who enroll in NVLA for the 2026-2027 school year can look forward to a personalized experience that will better meet the individual academic needs of their students.

NVLA allows students to work online from home. NVLA students attend school Monday through Friday.

Secondary NVLA - Mandatory weekly live classes focus on targeted grade-level skills that support the students in advancing their knowledge within the Common Core State Standards. Students are marked absent for each missed live Google Meet session. All students are able to take part in focused instruction two days a week. Individual teachers will provide students and families with details for focused instructional days. Non-[Scholar](#) Students are expected to attend Google Meet class meetings five days per week. On Mondays and Fridays, teachers will deliver direction on independent work tasks for the day; afterward, selected groups of students will remain in the Meet for Focused Instruction and Support.

Elementary NVLA - Mandatory weekly live classes focus on targeted grade-level skills that support the students in advancing their knowledge within the Common Core State Standards. Students are marked absent for each missed live session. All students are able to participate in small group instruction that meets their individualized needs throughout the week, according to the bell schedule, which will be viewable on NVLA's website as of July 1st. Individual teachers will provide students and their families with details for small-group instruction sessions.

All NVLA students can expect to spend approximately 1-2 hours per day per class – depending upon grade level – on completing coursework.

All NVLA students must have a school-issued Chromebook with a working GoGuardian application, such that teachers can assist struggling students and provide necessary support.

All NVLA students are required to have a webcam for module tests and the final exam administration. Students will not be allowed to take tests without a webcam. Students may use the internal webcam with their laptop or desktop, or may use a USB webcam. NVLA does not recommend any particular brand over another. In addition, students who enroll at NVLA agree to utilize Honorlock for all summative assessments.

Clark County School District's Statement of Nondiscrimination:

In compliance with Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Clark County School District will not knowingly discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, handicap, or age in admission or access to, or treatment or employment in, or participation in, its programs and activities.

Important Contact Information

School Number 702-799-NVLA (6852)

[Staff Directory Link](#)

User Support / Technical Assistance

Please submit an NVLA **USER SUPPORT HELP DESK** ticket through the user support website at [NVLA Tech Support Ticket](#).

You must have a ticket number from technical support in order to escalate any issue or concern.

Counseling Services

Our school counselors are available to assist with scheduling issues, and course pacing issues, and provide assistance with any social, emotional, and academic needs. They are a source of information, a helper, a friend, an advocate, and someone in whom students can confide.

To schedule a conference: [Staff Directory](#) - click on Counselors, or Call 702-799-NVLA (6852).

Teacher Contact

The best way to get a hold of your student's teachers is by email. Teachers are expected to return emails within 24 hours, excluding weekends and holidays. Utilize the Staff Directory to find the email address for your student's teachers by clicking [here to visit the NVLA website](#).

Tips for Being a Successful Online Student

Successful online students have a few things in common. If you want to excel in your assignments, be a productive, contributing member of classroom discussions, and overcome the challenges of learning from a distance, give these tips a try.

1. Be open-minded about sharing school and educational experiences as part of the learning process.

Introverts and extroverts find that the online process requires them to **utilize their experiences**. This forum for communication **eliminates the visual barriers** that impede some individuals in expressing themselves. In addition, the student is given time to reflect on the information before responding. The online environment should be open and friendly.

2. Be able to communicate through writing.

In the Virtual Classroom, nearly all communication is written, so it is critical that students feel comfortable in expressing themselves in writing. Many students have limited writing abilities, which should be addressed before or as part of the online experience. This may require remedial efforts for the student.

3. Be self-motivated and self-disciplined.

With the freedom and flexibility of the online environment comes responsibility. The online process takes a real commitment and discipline to keep up with the flow of the process.

4. Be willing to "speak up" if problems arise.

Many of the non-verbal communication mechanisms that instructors use in determining whether students are having problems (confusion, frustration, boredom, absence, etc.) are difficult to detect in the online paradigm. If a student is experiencing difficulty on any level (either with the technology or course content), he or she must communicate this immediately. Otherwise, the instructor will never know what is wrong.

5. Be willing and able to commit to 5 to 8 hours per week per course.

Online is not easier than the traditional educational process. In fact, many students will say it requires much more time and commitment.

6. Be able to meet the minimum requirements for the program.

The requirements for online are no less than those of any other quality educational program. The successful student will view online as a convenient way to receive their education, not an easier way.

7. Accept critical thinking and decision-making as part of the learning process.

The learning process requires the student to make decisions based on facts as well as experience. Assimilating information and executing the right decisions requires critical thought; case analysis does this very effectively.

8. Have practically unlimited access to a computer and Internet Service.

The course content and interaction are engaged by computer through the Internet. Some content and activities may be accessible by "dial-up" or mobile services but most online learning will be best accomplished with broadband service. The student must have access to the necessary equipment.

9. Be able to think ideas through before responding.

Meaningful and quality input into the virtual classroom is an essential part of the learning process. Time is given in the process to allow for the careful consideration of responses. The testing and challenging of ideas is encouraged; you will not always be right, just be prepared to accept a challenge.

10. Feel that high-quality learning can take place without going to a traditional classroom.

If the student feels that a traditional classroom is a prerequisite to learning, they may be more

comfortable in the traditional classroom. Online is not for everybody. A student who wants to be on a traditional campus, attending a traditional classroom, is probably not going to be happy online. While the level of social interaction can be very high in the virtual classroom, given that many barriers come down in the online format, it is not the same as living in a dorm on campus. This should be made known. An online student is expected to:

- Participate in the virtual classroom every week
- Be able to work with others in completing projects
- Students will be able to use technology properly, including, but not limited to, a school-appropriate Google profile picture that does not impinge upon a safe and secure learning environment for all students.
- Be able to meet the minimum standards as set forth by the institution
- Be able to complete assignments on time
- Enjoy communicating in writing

The online learning process requires **commitment** on the student's part. Staying up with the class and completing all work on time is critical. Once a student gets behind, it is very difficult to catch up. Basically, the student needs to want to be there and needs to want the experience.

Adapted from: [What Makes a Successful Online Student?](#)

Parent/Guardian Responsibilities

Parent/Guardian Conduct During Live Class Meets

Parents/guardians are expected to maintain integrity in respecting the learning environment for all students. Please refrain from utilizing the microphone or chat features to interrupt the learning during live class Meets. Parents/Guardians are encouraged to set up a conference call or meeting outside of class time to discuss the learning needs or concerns pertaining to their child(ren).

Parents who violate this expectation and disrupt the learning environment are subject to corrective action steps that can include being permanently removed from the role of Learning Coach and recommended for prosecution under **Nevada Law NRS 392.910 section 2**: "It is unlawful for any person maliciously in any manner to interfere with or disturb any persons peaceably assembled within a building of public school for school district purposes. Any person who violates this subsection is guilty of a misdemeanor."

Computer/Internet Back-up Plan

Computers and the internet do crash or become non-functional. In the event this does occur, communication with your child's teacher becomes critical. Parents should notify NVLA student support at 702-799-6852 immediately if a school-loaned computer is malfunctioning. Please note that any equipment loaned to students is not guaranteed to be free from hardware failures. It is the responsibility of the parent to ensure an alternative arrangement for submitting and accessing the courses is made. **Parents must have a technology backup plan.** *Students will not be excused from attendance for any technical problems. If a student is unable to complete work or attend the live class sessions for any reason, contact the student's teacher immediately.*

Parent/Guardian Responsibilities and Recommendations

Computer: Any computer will work. Utilize one in the home, or use a family, neighbor, or friend's computer. Seek out the public library or other available agencies. Handheld devices such as cell phones, tablets, or iPads are not recommended, as the Learning Management System does not function properly on them. However, it is strongly recommended that all students check out a Chromebook from NVLA to

utilize for the school year.

Internet: Seek hotspot locations (for laptops) such as libraries or local businesses that offer free WiFi. Families in need can pursue a hotspot through the Family Support Center

Beginning of Year

- Report to NVLA any changes in phone, email, mailing address or shipping address information
- Set up teaching space and organize materials
- Participate in developing an Academic Plan with counselor to discuss college and career resources, and post-graduation plans as per Nevada law
- Attend mandatory orientation sessions
- Set up parent account in Canvas and Parent Portal on Infinite Campus to monitor your student's grades

Daily

- Check emails and respond as needed/ communicate with teachers
- Follow and complete the scheduled daily lessons and assignments
- Monitor attendance at weekly scheduled live class sessions

Weekly

- Review student progress
- Note any topics to discuss with teacher
- Read weekly newsletter sent out by email or access it through the school website

As Required

- Attend conferences with NVLA teacher, counselor, or administrator
- Collect and submit work samples
- Attend SPED/504 conferences (if your child is identified with special needs) and report any changes/meetings to the teacher of record immediately
- Review and update student progress and established goals with NVLA teacher
- Report contact information changes immediately (address, email, phone) to NVLA registrars

End of Year

- Gather returnable materials and prepare for return to NVLA
- Review/discuss course placement with your student's counselor for the following year

Residency Requirements and Contact Information

Students are expected to reside in Clark County, Nevada. Parents/guardians should maintain a Clark County address while their student is enrolled. Parents/guardians are required to notify the school immediately of any change in name, address, email, phone number(s), emergency contact, responsible adult, or court order designating a change in guardianship. Appropriate documentation must be submitted to verify any changes to student records. This information is part of your child's educational record and must be kept current.

Parents can update their information through the CCSD Parent Portal or in-person at NVLA. For more information, please call the registrar at 702-799-6852 (NVLA) x4065.

Failure to maintain accurate contact records may result in missed communication and/or unenrollment from the school.

Parent and/or Student Conferences

Students and parents are always welcome to visit our campus. Students must wear a school ID while on campus. We request that parents give prior notification and check-in with the front desk upon arrival.

To schedule a counselor conference:

- Schedule online at <https://nvla.as.me/> or
- Go to the NVLA website > [Faculty & Staff Directory](#) or
- Call 702-799-NVLA (6852)

Teachers and counselors will schedule mandatory parent/teacher/student conferences for students who are not progressing and will be held with the student present.

Family Support

NVLA is dedicated to providing each student enrolled in our school with the best possible educational experience and a successful one. Studies have shown that family engagement is the leading indicator of student achievement and academic success.

Elementary students must have access to a one-on-one Learning Coach during school hours to assist with technology, online lessons, and independent work. A Learning Coach serves as a guide, supporter, and motivator to further stimulate learning and establish a suitable structure for the school day at home. Among other things, teachers and Learning Coaches oversee daily learning, provide assistance, and monitor progress in different ways.

It is strongly encouraged for NVLA families to be active members of the student's education.

School Property

NVLA may provide equipment, materials, books, and other curricular supplies. Such items include a Chromebook device, but may also include whiteboards, markers, workbooks, and manipulatives. These items are school property and must be kept in good condition. Parents/guardians are responsible for the repair or replacement of all lost, stolen, or damaged school property. All (non-consumable) property must be returned to NVLA in good working condition upon withdrawal from the program. All printed materials are copyrighted and unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student in his/her studies while enrolled in the school. Details about the process for returning materials will be sent at the appropriate time.

PLEASE NOTE: When a student withdraws prior to the end of the school year, ***all items borrowed from NVLA***, regardless of condition, must be returned to NVLA. This excludes student and teacher printed pages.

Identification Cards

NVLA will issue students one (1) free school ID card upon enrollment in the school. It is mandatory that students clearly wear and display this ID card anytime they are on the NVLA campus. Secondary students will need an identification in order to take summative assessments with Honorlock.. Students in need of a replacement ID can contact their teacher for assistance, or the Student Success Advocates. NVLA will replace a lost or stolen student ID card for a fee of \$5.00.

Dress Code

The CCSD dress code will be in effect and enforced at the NVLA campus. Apparel must meet health and safety codes, be in good repair, and be considered appropriate for the educational process. Any questions concerning the appropriateness of dress will be handled on an individual basis.

The following provides a general guideline for *appropriate* student dress:

- Shirts must cover the student's shoulders as well as meet the top of the student's bottom garment (pants, shorts, skirts).
- Shirts must cover the student's front and back. Shirts with shoulder straps must be as wide as three inches.
- All shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.
- All jeans, pants, and trousers must be secured at waist level; sagging is prohibited.
- Shoes must have soles.

The following provides a general guideline for *inappropriate* student dress:

- Clothing that is obscene, suggestive, controversial, or discriminatory is prohibited, as is clothing that advertises alcohol, tobacco products, or illegal substances.
- Clothing that is unnecessarily distracting to the learning environment is also prohibited. (Example: low-cut shirts, no shoes, mesh shirts with no undergarments, "half shirts", tank tops, hats on in the building, "overly short" shorts, undergarments worn as outer garments.)
- Clothing that is not appropriate day attire (Example: pajamas, robes, sleepwear)
- Habitual Dress Code offenders will be subject to progressive discipline.

Students in violation of the CCSD dress code may be asked to leave the school campus and return when in compliance. For additional information, visit [Student Attire | Clark County School District](#).

"Be Like Lumi!" - Positive Behavior Intervention System (PBIS)

NVLA classes are student-centered. This means you take an active role in your learning every day. Each student is expected to log into classes ready to learn, ready to share, and ready to grow. Online learning is an active effort in which students should strive to complete all work by the due date, collaborate with groups, be present in all live online sessions, participate on discussion boards, and submit their best work.

NVLA is a "PBIS School". **PBIS, or Positive Behavior Interventions and Supports** is an organized, data-driven system of interventions, strategies, and supports that positively impact school-wide and individualized behavior planning. PBIS is a framework that seeks to set up clear, consistent expectations so that each student knows exactly what is expected of them in every situation in school.

As an NVLA student, you are expected to follow general rules of positive online etiquette, or "netiquette." Students can learn about these positive behavior expectations through the "Be Like Lumi!" lessons and [Be Like Lumi Positive Student Expectations Matrix](#) posted in all of their classes.



Be like LUMI

NVLA Positive Student Expectations Matrix

	Innovation & Achievement READY TO LEARN	Diversity & Community READY TO SHARE	Respect & Responsibility READY TO GROW
Learning Habits	Prepared learning environment, materials ready	Stay focused in class on the lesson & teacher	Follow directions and ask for help
Use of Tech	Apply skills to new challenges	Collaborate with your classmates	Use school tech for school business only
Meets	Attend all Google Meet class meetings	Participate in class to help everyone learn	Practice positive "netiquette"
Independent Work	Always try your best	THINK before you act (or type!)	Stay on task & schedule

PBIS Rewards - The Innovator Shop

Students that exhibit positive behaviors in class will be awarded points by their teachers. Students can use the points they earn to purchase cool prizes and NVLA swag from the PBIS Rewards Innovator Shop! Students can access PBIS Rewards and the Innovator Shop (as well as any smaller shops run by their teachers) by clicking on the PBIS Rewards tile in Clever.

Prizes may only be purchased using PBIS points (no cash/card, sorry) and will be **shipped directly to the student via US Mail**. Students and parents are encouraged to maintain an updated address in Infinite Campus; returned mail/prizes must be picked up by the end of the current grading period; if not picked up the mail and/or prizes are considered abandoned and therefore subject to forfeit.

Student Behavior & CCSD K-12 Code of Conduct

All students in the Clark County School District are subject to the [Clark County School District K-12 Code of Conduct](#). Students and parents should familiarize themselves with the Code of Conduct and possible consequences for behavior incidents.

Student Internet Safety

Do not reveal personal information about yourself or other persons. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to persons outside of NVLA. Do not agree to meet in person anyone you have met only on the Internet and who is not affiliated with NVLA.

Users shall not upload, download, transmit, or post copyrighted software or copyrighted materials, materials protected by trade secrets, or other protections using NVLA computer resources. This includes copyrighted graphics of cartoon characters or other materials that you found that may appear to be non-copyright protected. See the [CCSD Acceptable Use Policy](#) for more information.

Avoid sarcasm, jargon, and slang. Swear words are unacceptable. Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion,

body type, or physical or mental health. Students will be able to use technology properly, including, but not limited to, a school-appropriate Google profile picture that does not impinge upon a safe and secure learning environment for all students.

Do:

- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.

Respect other people's privacy. Don't broadcast online discussions, and never reveal other people's email addresses.

Conduct and Discipline

It is the philosophy and belief of the administration at NVLA that the responsibility for dealing with student discipline violations rests with the school. Thus, every effort will be made to deal with issues in-house, according to the policies and procedures established by the school. However, the police will be called to initiate arrest and prosecution proceedings when violations of state laws or municipal ordinances occur, when students or parents refuse to work within the established policies of the school, or when security of persons or property appears to be in jeopardy. NVLA will follow all Nevada State Revised Statutes regarding student behavior and discipline.

Every NVLA student is entitled to receive an education in a safe and respectful environment. To ensure this for all students, NVLA cannot allow certain student behaviors that are harmful to learning. NVLA's Progressive Discipline Plan will take into account the severity of any infraction and a student's prior behavior history before applying any intervention. NVLA uses tiered interventions, whenever possible, to address inappropriate behavior.

First Infraction: The teacher or staff member who observed the infraction will extend a written warning to the student describing the infraction and expectations for appropriate behavior.

Second Infraction: The teacher will extend a second written warning, inform the parent of the student that the infraction has occurred after an initial warning (via phone, email, or other contact).

Third Infraction: The student will be referred to the Student Success Office, a required parent conference will be held to discuss the student's behavior, and face possible additional consequences as deemed appropriate by the Student Success Office staff.

Continued Infractions: Administrative review of the student's standing at NVLA. The student may lose their eligibility for future enrollment at NVLA.

Immediate disciplinary action will be taken if students engage in an activity that disrupts the learning environment or compromises the safety of the school, staff, or students. Prohibited actions include, but are not limited to:

- Acts of bullying, cyberbullying, violence, or abuse
- Threats; hazing; intimidation, extortion or attempting to extort; or harassment of others, including but not limited to displaying an inappropriate Google profile picture
- Classroom disruptions
- Cheating and plagiarism

- Fighting
- Willful damage to school property
- Vandalism
- Theft
- Insubordination
- Possession or use of tobacco, alcohol, drugs, or any other controlled substance or paraphernalia.
- Habitual disciplinary problem - Per NRS 992.4655-392.466, a student will be deemed a habitual disciplinary problem if the student, on school property or at a school-related activity, threatens or extorts any other person, initiates more than one fight or has a record of five suspensions from school for any reason.

Any student who commits a battery that results in bodily harm, sells or distributes any controlled substance while on the premises of any school location or at a school-sponsored activity, or is found in possession of any firearm or dangerous weapon will be expelled from NVLA upon the first offense.

Safe & Respectful Learning Environment: Bullying & Cyberbullying

NVLA is committed to providing a safe, secure, and respectful learning environment for all students and employees at all school facilities, instructional settings, school grounds, and at school-sponsored activities. NVLA strives to address bullying and cyberbullying so that there is no disruption to the learning environment and process.



Definitions

1. Under NRS 388.122, “bullying” means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:
 - a. Have the effect of:
 - i. Physically harming a person or damaging the property of a person; or
 - ii. Placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or
 - b. Interfere with the rights of a person by:
 - i. Creating an intimidating or hostile educational environment for the person; or
 - ii. Substantially interfering with the academic performance of a student or the ability of the person to participate in or benefit from the services, activities or privileges provided by a school; or
 - c. Are acts or conduct described in paragraph (a) or (b) and are based upon the:
 - i. Actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person; or
 - ii. Association of a person with another person having one or more of these actual or perceived characteristics.
2. The term includes, without limitation:
 - a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or

- any other distinguishing characteristic or background of a person;
- b. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;
- c. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing, or disrespectful gestures;
- d. Threats of harm to a person, to his or her possessions, or to other persons, whether such threats are transmitted verbally, electronically, or in writing;
- e. Blackmail, extortion, or demands for protection money or involuntary loans or donations; f. Blocking access to any property or facility of a school;
- f. Stalking; and
- g. Physically harmful contact with or injury to another person or his or her property.

Under NRS 388.123, “cyberbullying” means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, “sexual image” has the meaning ascribed to it in NRS 200.737 which is any visual depiction, including, without limitation, any photography or video of a minor simulating or engaging in sexual conduct, or of a minor as the subject of a sexual portrayal.

Under NRS 388.124, “electronic communication” means the communication of any written, verbal, or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

A student who is a minor who knowingly and willfully transmits or distributes an image of bullying, electronically or using another means, with the intent to encourage, further, or promote bullying:

For a first violation - is considering a child in need of supervision, as that term is used in title 5 of the NRS.

For a second or subsequent violation - commits a delinquent act, for which a court may order the detention of the minor in the same manner as if the minor had committed an act that would have been a misdemeanor if committed by an adult.

Bullying and Cyberbullying are Prohibited in Public Schools

No member of the Board of Trustees, an employee of the school district, a member of a club or organization which uses District facilities (regardless of whether the club or organization has any connection to NVLA), or any student shall engage in bullying or cyberbullying at any school facilities, buildings, on school grounds, or at school-sponsored activities.

Reporting of Bullying and Cyberbullying

Students

It is the policy of NVLA to expect students who are subjected to, witness, or overhear incidents of bullying and cyberbullying to report such incidents. Students should report any incident(s) of bullying and cyberbullying to a teacher, counselor, or school administrator and are required to fill out a witness statement to be submitted via email within the timeframe of the investigation.

Students also have access to the SafeVoice program. SafeVoice is an anonymous system where students can report threats to the safety and well-being of their friends or themselves with the guarantee that the reports will be anonymous and responded to 24/7.

Tips are delivered to a team here at the school who will reach out to the students of concern. To send in a tip, students can download the app on apple and android, visit safevoicenv.org, or call 833-216-SAFE.

Employees

Any NVLA employee who witnesses or receives information about an incident of bullying and cyberbullying at any school facility, on school grounds, in school buildings, or at school-sponsored activities shall verbally report it to the principal or the principal's designee on the day on which that person witnesses or receives information about the incident.

Notice of Reported Violation of Bullying Prohibition

The principal or designee shall provide written notice or email of a reported violation to the parent or legal guardian of the student who allegedly was the subject of bullying or cyberbullying, and to the parent or legal guardian of the student who allegedly committed the bullying or cyberbullying, within one school day after receiving notice of the reported incident.

The notice must include, without limitation, a statement that the principal or designee will be conducting an investigation into the reported violation and that the parent or legal guardian may discuss with the principal or designee any counseling and intervention services that are available to the students.

The notice may not include personally identifiable student information other than the name of the parent's child to whom the notice is addressed, and is not required to label the student's alleged role in the incident.

Investigation of the Reported Violation

If the principal witnesses or receives information about an incident of bullying or cyberbullying, the principal or designee shall initiate an investigation of the incident no later than one (1) day after witnessing or receiving information about the incident.

An investigation of the incident of bullying or cyberbullying must be completed within ten (10) school days after the date on which the investigation is initiated, and if a violation is found to have occurred, include recommendations concerning the imposition of disciplinary action or other measures to be imposed as a result of the violation, in accordance with the school's disciplinary policy.

Discipline

Disciplinary action for violation of the bullying and cyberbullying policy for students is imposed in accordance with the school's disciplinary policy.

The parent or legal guardian of a student involved in the reported bullying or cyberbullying violation may appeal a disciplinary decision of the principal or designee made against the student as a result of the violation in accordance with school policies.

Zero Tolerance Drugs, Alcohol, and Weapons Policy

CCSD Regulation 5141.1 states that students in possession of alcohol or drugs, and students under the influence of alcohol or drugs, will be suspended, must attend a school district drug intervention program with their parents before full reinstatement into school, and are subject to expulsion. CCSD Regulation 5141.1 also states that possession, use, transmittal, or concealment of ANY operable or inoperable weapon will result in suspension and referral for expulsion from school. Weapons are

defined as firearms, knives, explosives, flammable materials, or any other items that may cause bodily injury or death.

Searching Students

Whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials, it may be necessary for school administrators or designees to conduct searches of a student's person or possessions while at school. School personnel will call for support from proper law enforcement agencies in situations where it is deemed appropriate.

Personal Property

Do not bring large amounts of money or items of value to the NVLA campus. The school does not accept responsibility for stolen money or other articles

Attendance

NVLA Scholars and Scholar Junior Program

The NVLA Scholar Program offers increased flexibility in a student's attendance. Students in the [NVLA Scholar Programs](#) are not required to attend live sessions every day of the week. This flexibility is ideal for students who are in sports, the entertainment industry, travel frequently, or participate in other life experiences that make the time constraints of a traditional classroom setting difficult. However, NVLA Scholar Programs encourage students to attend whole-group sessions, small-group sessions, and office hours whenever possible, as the collaborative classroom experience is irreplaceable. Scholar Junior students are required to attend two small group sessions per week to allow for the required skill assessment at the Elementary level. Students must successfully attend the first 3 weeks of school to be eligible for our NVLA Scholar Programs. Teachers will provide families who are interested with a link to the application. To remain in the NVLA Scholar Programs, students must maintain good academic standing (maintaining grades of C or better) and follow all **attendance** and **testing** requirements. Further details are presented and agreed to during the NVLA Scholar or NVLA Scholar Junior Orientations.

Requirements for Students in Grades 6-12:

- Students (Non-[Scholar](#)) are expected to attend Google Meet class meetings five days per week according to the Bell Schedule posted on the NVLA website and the student's schedule available in Infinite Campus.
- **Students who do not attend their scheduled class will be marked absent for that time period.**
- Focused group instruction is a minimum of two days a week (Monday and Friday). Students **MUST** attend the beginning of class to receive instruction, expectations, and procedures from the teacher to be considered present. At the beginning of class, the teacher will notify students who are in "good standing" if and when they are able to work asynchronously.
- **Secondary students that exceed (10) ten unexcused/unapproved absences may result in a loss of credit for coursework for the semester.** Exceeding ten (10) unexcused/unapproved absences will also result in placement on Academic Probation, and possible failure to obtain a signed DMV approval.

Requirements for Students in Grades K-5:

- Whole group instruction is five days a week and requires students' online presence and active participation.
- **Students who do not attend their scheduled class will be marked absent for that time period. To be considered as an active participant in learning, students must attend a majority [60% or**

more] of each live session. Active participation is defined as students completing assigned tasks in live time and contributing to the learning via class discussions. Students are required to have cameras on to reflect engagement in the learning and allow for observational assessment.

- Small group, literacy and math interventions and instructional sessions occur according to the bell schedule posted on the school website. Teachers will notify students and families of the small group rotations and expectations at the beginning of the year, and as they evolve throughout the school year. Students MUST attend the beginning of class [8:05 am] to receive instruction, expectations, and procedures from the teacher to be considered present.
- Students with poor attendance may be placed on Academic Probation (PASS). Continued poor attendance and/or academic performance may result in denial of enrollment for the subsequent school year and may result in retention.

NVLA Progressive Attendance Action Steps

NVLA will adhere to the following action steps for non-attendance:

3 Days Absent- Absent for three days, either consecutively or intermittently	Teacher calls home and logs the contact in the Teacher Contact Log in Infinite Campus. If a response is received, teachers are to choose 2-way for communication.
6 Days Absent- Absent for six days, either consecutively or intermittently	Teacher calls home and logs the contact in the Teacher Contact Log in Infinite Campus. If a response is received, teachers are to choose 2-way for communication. Teachers should submit a Student Support Referral and alert Attendance Staff.
9 Days Absent- Absent for nine days, either consecutively or intermittently	Teacher calls home and logs the contact in the Teacher Contact Log in Infinite Campus. If a response is received, teachers are to choose 2-way for communication. Attendance office staff will make contact and log in the Teacher Contact Log in Infinite Campus. Communication will include the district attendance/truancy policy and request a response within 24 hours.
10 Days Absent- Absent for 10 consecutive days - no contact/no show	Admin will direct the Clerk/Registrar to withdraw any students with 10 consecutive days no contact/no show.
20 Days Absent - Consecutive Whereabouts known	Admin will direct the Clerk/Registrar to withdraw any students with 20 consecutive days even with communication.
20 Days Absent - Not consecutive - Unverified	Admin will direct the counselors to complete Educational Neglect paperwork.

NVLA administration reserves the right to withdraw any student who has excessive or inconsistent attendance.

Notes for Absences

In accordance with Nevada Law and CCSD Regulation 5113, if a student is absent from school, then a note explaining the reason for the absence with a parent/guardian signature must be submitted to the Attendance Clerk **within 3 days upon returning from the absence:**

- Hand-delivered to the NVLA front desk
- Scanned and emailed to 0633-attendance@nv.ccsd.net
- Submit a note from our website at NVLA.me

Telephone calls will not be accepted.

Required components of an absence note include:

1. Date(s) of the absence(s)
2. Student's first and last name and student number
3. List the approved reason (NRS 5113):
 - a. The student is physically or mentally unable to attend school or the absence is related to the student's disability.
 - b. The approval of the teacher or principal has been given for an unavoidable absence due to an emergency.
 - c. The student is absent due to a required court appearance or a religious holiday.
 - d. The absence has been prearranged upon the written request of the legal guardian (up to a 10-day yearly maximum).
4. Parent/guardian's printed name and telephone number
5. Parent/guardian's signature

Student absences will be considered excused if the absence is for student illness, medical or legal appointments, or family emergencies. If an acceptable explanation of the absence is not provided, the absence is unapproved and will be deemed a truancy. Students who are found to be truant will be issued a truancy notice. If questions arise regarding attendance procedures, the student is to contact the Attendance Clerk between the hours of 8:00 a.m. and 3:30 p.m. at 702-799-6852.

Excused and Unexcused Absences

To ensure uniformity in practice, the following classifications of absences shall be used:

Excused: Absences for causes over which the student and parent/guardian had no control, and absences for causes that are acceptable. An excused absence, as defined by this regulation, shall include those of the following nature: caused by illness, court appearances, religious holidays, an emergency outside the control of the student or students' families, or a prearranged absence (which will be limited to 10 days of the semester). Students have until Wednesday of the following week to submit a note.

Unexcused/Truant: Absences for educationally unacceptable causes, absences for which the reason has not been determined, or absences for reasons other than those of the type listed above, will be classified as unexcused and may be identified as truancy. Truancy shall be defined as an absence resulting from the parent's/guardian's failure or refusal to require a student's attendance for educationally unacceptable reasons; the student's failure or refusal to attend school when so directed by the parent/guardian or school official; or the student's absence without official permission from school. The Nevada Revised Statutes does not distinguish between truancy resulting from an action of the student and that of the parent/guardian.

Prearranged Absences

If a student knows in advance that he/she may miss school, then a Prearranged Absence Request Form must be completed to approve the absence. The Clark County School District attendance regulation 5113 excuses 10 pre-arranged absence days during the semester. A written note explaining the reason for the prearranged absence must be submitted with the request. The student is still responsible for making arrangements for any missed work prior to the first day he/she is to be absent, and the work is due immediately upon return. Prearranged Absence Request forms may be picked up in the attendance office. Due to the flexibility of online learning, students can access courses 24 hours

a day from anywhere with internet access.

Responsibility for Work Missed During Absences

Teachers may provide an opportunity for students to make up work missed because of an absence, and students shall be held accountable for the work. Teachers may use their discretion in allowing students to submit make-up work who have an unexcused absence or who are truant. The make-up work must be completed within a reasonable length of time. It should be communicated to students that classroom attendance/ participation is an integral part of the student's total evaluation and will have a direct bearing on academic grades. After an absence, a student shall be required to initiate contact with their teacher(s) immediately following the absence. Once contact has been made with the teacher(s), specific make-up work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian.

Excessive Absenteeism; Denial of Credit; Retention and Withdrawal

NVLA expects students to maintain a standard of 90% attendance. Individual student absences should be limited to a maximum of ten total absences per semester. A required parent conference is to be scheduled by the principal or designee when the following occurs due to excessive absenteeism:

- A student has been identified for possible retention
- A student may be denied course credit
- A student is deemed to be a habitual truant; and/or
- A referral for educational neglect is recommended

NVLA will investigate, in cooperation with the parent and student, the cause of absences and the principal or designee may determine a course of action to address excessive absenteeism. If the parent or guardian fails to attend or respond to the notice of the required parent conference the principal or designee will determine a course of action.

If a student is absent for **ten (10) consecutive days** and we are unable to determine the whereabouts of the student or the reason for the student's absence, the student will be withdrawn from NVLA on the 11th day in accordance with Nevada Law. (NAC 387.215) Students will also be withdrawn from NVLA per NAC 387.215 if absent for a period of one (1) month and an expected return date is not known.

Truancy

A student who fails to establish daily attendance and is not properly excused by the Principal or Teacher for a school event or in accordance with the excused absence policy will be deemed truant. If a pupil is physically or mentally unable to attend school, the parent or legal guardian shall notify the teacher or principal of the school, either orally or in writing, within three (3) days after the pupil returns to school. (NRS 392.130)

Pursuant to Nevada State Law, specifically, NRS 392.140, an NVLA pupil will be declared a habitual truant if declared truant three or more times within one school year. The pupil may be declared a habitual truant if the pupil has been declared a habitual truant in the immediate previous school year and is absent from school without the appropriate written approval of the pupil's teacher or principal, or the appropriate notice from the pupil's parent or legal guardian. Further, in accordance with NRS 392.144, NVLA will report any habitually truant pupil to law enforcement for investigation and the possible issuance of a citation and appearance in juvenile court, and students of driving age can have

their driver's license suspended.

If NVLA suspects a pupil's truancy is due to the educational negligence of the parent or legal guardian, we are required to report such suspicions to Child Protective Services.

Student Attendance Compliance

An NVLA student may be subject to disciplinary action for one or more of the following reasons, as determined on a case-by-case basis:

- Failure to submit work for each course each week. This is considered truancy or absence.
- Failure to attend scheduled class live sessions
- Failure to attend/participate in NVLA Orientation Sessions
- Failure to respond to teacher/administrator phone calls, e-mails, and/or intervention meeting requests
- Failure to participate in state-mandated testing
- Failure to communicate the change of address, phone number(s) or other contact information to the Registrar's office
- Failure to maintain Academic Integrity (i.e. Plagiarism, taking assessments multiple times in a short period)
- Failure to follow other NVLA and/or CCSD policies

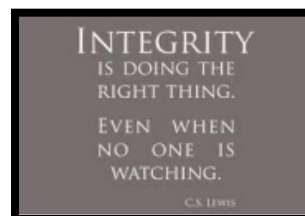
State Mandated Testing Attendance & Participation

At Nevada Learning Academy (NVLA), we're proud to be a fully online K-12 school, offering students a flexible and innovative virtual learning experience. However, while instruction happens online, certain **state-mandated and program-specific exams require [in-person exams](#)** for all students in grades K-12. At the conclusion of the testing period, parents/guardians will need to pick-up students at the scheduled time. ***Failure to participate in state-mandated testing may result in denial of enrollment for the following school year.***

Academic Integrity Policy

Code of Honor

Nevada Department of Education



There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize, and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing, or using information unethically in any way.

Cheating & Plagiarism

What is cheating?

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source
- Giving answers on an examination or any other assignment to another student

- Copying assignments that are turned in as original work
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results, including changing grades electronically

What is plagiarism?

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- Turning in purchased papers or papers from the Internet, written by someone else
- Representing another person's artistic or scholarly works, such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards school administration and/or the school district.

Artificial Intelligence - AI Software and Tools

Utilizing AI software is not acceptable - If your written submission Turnitin Report records 20% or more of your paper was written using AI, it will be graded as a 0 and reassigned. You may revise by writing your own original content and resubmit for credit.

If an instructor suspects that AI or AI-humanizing software was used, the instructor may require a meeting with the student to review the document in order to determine if mastery was met. Additionally, parent-teacher conferences including the parent, counselor, and administration can be convened to discuss the use of AI tools in the student's coursework. Such conferences can result in Academic Probation if appropriate.

Honorlock Online Proctoring & GoGuardian

All students must have GoGuardian installed on their devices so that teachers can support students and monitor their progress.

Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. Honorlock is available 24/7, and is completely on-demand, meaning no need to schedule your exams! Additionally, Honorlock is integrated into Canvas, and super easy to use, so you do not need to create an account or provide Honorlock with any additional information.

Please be sure to review the Exam Preparation Guide located at the following link to prepare yourself

and your workspace for your exam. (honorlock.com/exams/prep). Additionally, if you would like to see how Honorlock works before taking your exam you can visit the following link (honorlock.com/canvas/guide).

Honorlock takes student privacy very seriously. Before you take your exam you will need to sign off on our terms of service. The terms of service can also be viewed on the following link (honorlock.com/legal/tos).

Honorlock also provides friendly technical support 24/7/365 to ensure you have the best testing situation possible. That is available at (honorlock.com/support), or through the live-chat bubble built into Canvas during your exam. On this page, you will also be able to test your equipment, learn about what to expect during your proctoring session, and ask any questions you may have about the proctoring process with an Honorlock representative.

In order to use Honorlock, you will need to have a high-speed internet connection, a webcam (internal or external), a desktop computer, and a photo ID (school ID is acceptable). Honorlock recommends that you visit <http://honorlock.com/support> prior to your proctoring session to test your equipment. For additional technical services needed before your exam, you can click on the live-chat bubble in your course in Canvas.

GoGuardian is an integrated monitoring tool utilized by all CCSD campuses intended to eliminate distractions, empower learning, encourage good digital citizenship, and notify designated staff about unsafe online activity that indicates a risk of exposure to explicit content, possible tendencies towards self-harm, possible harm to others, or at risk for attempting suicide. <https://www.goguardian.com>

The Testing Environment

Taking a quiz or test for a virtual course should be very similar to taking a test in a traditional classroom. Students should sit at a table or desk with their computer or laptop flat on the stable surface. There should be no distractions: turn off the TV, radio, or music. Phones, smart watches, and other secondary devices can be distracting and make it look like the student is cheating. Please put them on silent and place them in another room until the test is complete.

Frequently Asked Questions - Honorlock & GoGuardian

What do I need to know before taking my exam?

Ensure your computer is charged and has a strong internet connection. You can check your system at honorlock.com/support. Make sure to use Google Chrome when you login to take your test.

Why do I need a photo ID? What forms of ID are acceptable?

We verify the photo and name on your ID to ensure you are the correct test taker. You can use any government-issued (i.e. driver's license, passport) or a student ID that has your photo.

What if something goes wrong during my exam?

Don't worry, Honorlock offers technical support 24/7 to assist students before, during, and after their proctored tests. If you need any assistance, contact our support agents by phone or live chat. The support line for students is: **(855) 828-4004**

Why am I being prompted for an access code?

If you are being prompted for an access code you are most likely not in **Google Chrome** or you do not have the [Honorlock Chrome Extension](#).

What is the Honorlock Chrome browser extension?

The Honorlock extension is a small program that modifies the [Chrome web browser](#) and not your computer. Nothing is installed on the computer. Students can remove the Honorlock Chrome extension as soon as their exam is submitted.

What equipment is needed?

You will need to have a working webcam, microphone, and either a laptop or desktop computer. Integrated or external USB will both work.

How is my privacy protected?

Honorlock is FERPA compliant and uses secure encrypted protocols to save and view all test taker assets. Honorlock's certified proctors and your institution's faculty are able to review test session videos until deleted based on the school's retention policy.

What about accessibility and students with special needs?

Honorlock is VPAT certified and fully accessible to students with special needs. Additionally, Honorlock works with screen readers if needed.

Does Honorlock determine who is cheating?

No. Honorlock simply reports back possible incidents. Ultimately, your instructor determines if cheating occurred by viewing the video recording.

Is GoGuardian a requirement for CCSD students enrolled at NVLA?

Yes. GoGuardian keeps a record of a student's digital footprint while affording teachers and staff a means of staying connected to your student's online activity.

What happens if GoGuardian detects an issue with my student's online activity?

Parents/Guardians will be notified in situations where school staff have determined that the student's online activity is unsafe or not in accordance with NVLA and CCSD behavior expectations as good digital citizens.

NVLA Academic Dishonesty: Progressive Discipline

To ensure fair and equitable treatment of all students at Nevada Learning Academy, violations of these expectations will result in consequences according to the progressive discipline scale.

1. 1st violation on a summative assessment*(Contact by a teacher)
 - a. Parent notified by the teacher and logged in teacher contact log.
 - b. The student will receive a 0% on the assignment and have the option to redo the assignment.

**Note that the consequence for a 1st-time violation may apply to multiple assignments if the academic dishonesty is determined to be repetitive.*
2. 2nd violation on a summative assessment (Contact by a teacher)
 - a. Parent notified by the teacher and logged in teacher contact log.
 - b. Counselor notified by the teacher.
 - c. Students will receive a 0% on the assignment.
 - d. Students will receive an "N" in citizenship on the next progress or report card at teacher's discretion.
3. 3rd violation on a summative assessment (Contact by a counselor)

- a. Behavior referral sent by teacher through IC. Notify parent and counselor.
 - b. Student will receive an automatic 0% on the assignment.
 - c. Parent conference with counselor, teacher and student.
 - d. Academic Probation status issued for student.
- 4. 4th violation on a summative assessment (Contact by an Administrator)
 - a. Behavior referral sent through IC. Notify parent, counselor and administrator.
 - b. Student will receive a 0% on the assignment.
 - c. Student will be required to take all summative assessments with active proctor monitoring (Honorlock, GoGuardian, other as determined by administration) Part-time students will be withdrawn from the course(s).
 - d. Student will automatically receive “U” in citizenship on the quarter report card.

Elementary School Program Basics

The Nevada Learning Academy Elementary School at CCSD is a tuition-free online elementary public school, providing students K-5 enhanced educational learning opportunities. Students benefit from online instruction that leads to an innovative and enriched school experience. The majority of classwork takes place online using the Canvas learning management system with the guidance of an at-home Learning Coach, through whole group lessons on Google Meet, and targeted small group instruction.

Elementary Support Systems

Teachers, Counselors, Learning Strategists, and Project Facilitators work together to set aside daily conference time that meets the needs of Nevada Learning Academy Elementary School students and support their Learning Coaches with concepts, skills, and assignments.

Measure of Academic Progress (MAP)

All Kindergarten through 5th-grade students enrolled at NVLA are required to participate in MAP assessments three times per year. This participation is necessary to measure student growth and set student achievement goals throughout the year. This assessment is done virtually. Learning Coaches are **ONLY** to assist with technology issues, and not assist with answering assessment questions. It is imperative that the data reflects the student's knowledge of the skills being assessed so that teachers can tailor instruction to meet the needs of their students.

Smarter Balanced Assessment Consortium (SBAC)

All 3rd through 5th-grade students enrolled at NVLA are required to participate in the Smarter Balanced Assessment (SBAC) during the Spring semester of the school year. The SBACs measure the achievement and proficiency of students relative to the Nevada Academic Content Standards. Students in grades 6 through 8 will be administered tests in reading and mathematics, and students in grades 5 will also be administered tests in science. Student performance in reading and mathematics is taken into account for determining Nevada School Performance Framework (NSPF) as required by federal and state law.

Failure to participate in state-mandated testing may result in withdrawal from NVLA at the end of the school year.

Middle School Program Basics

Promotion Requirements: Middle School to High School

In order for students to be promoted from Middle School to High School, the following requirements must be met in grades 7 and 8:

- 3 Semesters of Math Credit
- 3 Semesters of Language Arts Credit
- 2 Semesters of Science Credit
- 2 Semesters of Social Studies Credit

** Failure to meet these credit requirements may result in the student being retained.*

Students in Grades 6-8 taking High School Courses

Middle School Student Placement into High School Courses

Middle school students who wish to take high school courses must meet certain requirements in order to qualify for placement. Students may only be placed into high school courses at the beginning of each semester.

Students who earned a grade below “B” on their previous report card, fail to attend/review the orientation, and/or do not conference with their counselor will not be eligible to be placed in high school courses.

Review Process for Middle School Students Placed in High School Courses

Middle school students who are placed in high school courses will have their progress reviewed midway through the first quarter of their enrolled semester. Students who are in danger of failing (receiving a D or F grade) will be notified of their current status and be given the option of returning to middle school-level courses or attempting to improve their grades. Students who are still failing at the quarter progress review will be placed back in 8th-grade courses in order to avoid receiving a failing grade on their permanent high school transcript. Students who are placed back in a mastery-based course may take a lesson or unit assessments in order to catch up to current progress expectations.

Note: Students will not be removed from high school courses after the first quarter regardless of their grades.

The way a typical, full-time online high school program operates is distinct from middle school, given the more complex world of content, skills, and time management required.

Smarter Balanced Assessment Consortium (SBAC)

All 6th through 8th-grade students enrolled at NVLA are required to participate in the Smarter Balanced Assessment (SBAC) during the Spring semester of the school year. The SBACs measure the achievement and proficiency of students relative to the Nevada Academic Content Standards. Students in grades 6 through 8 will be administered tests in reading and mathematics, and students in grades 8 will also be administered tests in science. Student performance in reading and mathematics is taken into account for determining Nevada School Performance Framework (NSPF) as required by federal and state law.

Failure to participate in state-mandated testing may result in withdrawal from NVLA at the end of the school year.

High School Program Basics

Required Class Load

The State of Nevada, NAC 387.345, requires all high school students be enrolled as follows:

- Ninth, tenth, and eleventh-grade students must be enrolled in six classes or the equivalent.
- Twelfth-grade students must be enrolled in four classes or the equivalent.

Textbooks

NVLA does not stock or maintain a library on campus. While textbooks are provided to students by the school district free of charge, NVLA offers most textbooks in digital format, accessible online at any time. Novels and other supplemental resources can also be checked out at the local public library. All library books and textbooks remain the property of the school from which they are checked out. You will be responsible for lost, damaged, or stolen books.

Deadlines

NVLA high school is **NOT** a fully “work at your own pace” program. Students must adhere to the deadlines established by their teachers in each course. Teachers are available for student questions and assistance during their scheduled office hours. Teachers respond to student questions within 24 hours (school days only) and return graded work within (3) three school days. Large projects and research papers will be returned as quickly as possible.

Extracurricular Activities / Athletics

NVLA offers a number of extracurricular activities. Clubs include:

- Lumi Reporters- Elementary School (application only)
- Cheer- Elementary School
- National Elementary Honor Society (NEHS) – Elementary School
- Student Council – Middle School
- National Junior Honor Society (NJHS) – Middle School
- Student Council – High School
- National Honor Society (NHS) – High School

Other clubs and activities will be advertised throughout the school year. Please note, NJHS and Student Council may require applications, invitations, and/or acceptance into the programs.

Upon the request of a parent/guardian, a student enrolled in NVLA may participate in extracurricular activities, including sports, at the school they would otherwise be required to attend. Requests must be made to the building principal at the home-zoned school. For athletic participation, the request must be approved by the CCSD Department of Student Athletics. Students must abide by all CCSD and NIAA rules and regulations regarding eligibility, attendance, behavior, and program-specific requirements such as rehearsals, or the approval may be revoked. Transportation is the responsibility of the parent/guardian.

Jump Start College

A collaboration with the College of Southern Nevada (CSN) to provide transferable college courses to high school students. The goal of the program is to increase college degree attainment. For Seniors (and possibly other grades to be added), college courses will be taught by a CSN professor and facilitated by NVLA teachers. NVLA will incur all enrollment costs for this program.

Matriculation

Grade classification for high school students is determined by years in school, not by credit earned. Students are classified to the next grade level at the end of each school year.

High School Graduation Requirements

Required Testing for Graduation

Students in the Classes of 2019 and Beyond: *Must take the College and Career Readiness Assessment - ACT with Writing and meet course requirements.* Juniors will take the ACT in the spring of their junior year at no cost. The Nevada State Board of Education (NDE) and CCSD will determine participation and passing score requirements in each of the End of Course Exams. Information regarding these tests will be communicated to parents and students as it becomes available.

Student Participation in State Testing

Student participation in all State testing is mandatory as a requirement for continued enrollment at NVLA. During the actual administration of testing, parents/guardians cannot be in the testing room. At the conclusion of the testing period, parents/guardians will need to pick up students at the scheduled time.

NVLA will follow the annual Nevada Testing Calendar of the NDE. All required assessments for NVLA students will take place in proctored settings in person. Honorlock *may not* be used for state-mandated testing.

Failure to participate in state-mandated testing may result in withdrawal from NVLA at the end of the school year.

Diplomas

Students who satisfy all graduation requirements will receive their diplomas during the graduation ceremony or on a date following the ceremony. No diplomas will be issued before the date and time of the graduation ceremony. Students can earn the following diploma types at NVLA:

21st Century Course of Study Expectations: The Clark County School District expects all students to meet the requirements of the 21st Century Course of Study Expectations.

- **Standard Diploma**
- **Advanced Diploma**
- **Career and College Ready**
- **Advanced Honors Diploma:** Students planning to apply to universities with competitive admission requirements may pursue the CCSD Advanced Honors Diploma.

See the NVLA Course catalog and/or your counselor for specific credit requirements for each diploma type.

Students who do not complete both semesters of their senior year and wish to receive a NVLA diploma must:

1. Not be enrolled in any other high school.
2. Not accept any other high school diploma.
3. Meet all requirements as specified by the State of Nevada and CCSD for receiving a diploma.

Students who transfer to NVLA during their senior year from out of state and meet district and state graduation requirements may request assistance to receive a diploma from their previous high school.

These students must:

1. Receive permission in writing from their previous high school to graduate with their class, according to their graduation requirements.
2. Not request an NVLA diploma.
3. Request placement in classes that would meet the graduation requirements from the previous high school. The correct placement will be attempted but not guaranteed.

Salutatorian/Valedictorian

In order to be considered a candidate for the NVLA Salutatorian or Valedictorian, a student must be enrolled at NVLA and receive grades for a minimum of two semesters.

Early Graduation

The administration and guidance staff of NVLA strongly discourage students from pursuing early graduation. Four years of high school instruction are very beneficial to academic and social development. However, there are circumstances when students do choose to complete graduation requirements ahead of their class. Students who wish to graduate early must have their request approved by the curriculum administrator before the beginning of the last semester in which they will be in attendance. Students must start the process by meeting with their counselor.

Academic Intervention Plan

Students who are struggling academically will be supported with an Academic Intervention Plan. Counselors, teachers, and administration will monitor student grades throughout the year to determine students' academic success. Students will be placed in a tiered intervention program that will require one or all of the following interventions:

- Parent/Teacher Conference
- Required to attend whole-group sessions
- Required to attend focused instruction/small group sessions with teachers each week
- Academic probation

Academic Probation

Academic Probation is a warning that the student's academic performance has fallen below the requirements for "good academic standing." Expectations for good academic standing include passing all courses at progress grade/quarter grade/semester grade and or maintaining a 2.0 GPA at each quarter/semester, attending all state-mandated testing, and an excellent attendance and behavior record. In addition, any failing grade may result in placement on Academic Probation. A letter of Academic Probation will be sent to the parents/guardians of students who are not meeting expectations. A conference with the assigned counselor will be required to develop an improvement plan, which will include attending tutoring and weekly scheduled meetings with the counselor and/or teachers.

Probation indicates that a student is in jeopardy of failing and being unsuccessful at NVLA. Our goal at NVLA is to work with students who are in jeopardy to establish interventions and teach study skills that empower them to become independent learners who find success at NVLA. If the student continues to demonstrate that they are not successful in a virtual setting, the intervention plan will be revisited with the student, family, and counselor to gauge effectiveness, student participation, and determine if further interventions are necessary. This process is not meant to be punitive, but rather to serve as an action plan that enables the student to make adjustments to study habits/work habits/behavior/etc. Students have the grading period to raise their academic performance. If a student's performance improves, then they will be exited from the Academic Probation process.

Students who fail to positively participate in this process and improve their academic performance will remain on Academic Probation. Students who remain on Academic Probation for 2 consecutive semesters may not be considered for continued enrollment with NVLA the subsequent year.

Administration, counselors, and teachers are available to assist all students in need of additional academic or socioemotional support. Parents may set up a conference at any time to discuss the student's progress. Teachers are available to assist students during normal school hours to respond to email and or phone messages. Please allow up to 24 hours for a response (not including holidays and weekends).

Grading Policy

Nevada Learning Academy (NVLA) has high expectations for all students. In order to be successful, students and families must regularly monitor their progress towards mastery. Students and families are expected to review their grades on Infinite Campus and Canvas on a daily basis. Families can view information on how to access their Infinite Campus Parent Portal by clicking [here](#). Additionally, families can create an observer account on Canvas to monitor student progress and receive alerts when assignments are assigned and graded.

Grading Scale

Elementary, Middle, and High School will use the following grading scale:

90 - 100%	= A
80 - 89.99%	= B
70 - 79.99%	= C
60 - 69.99%	= D
50 - 59.99%	= F

NVLA implements a Minimum F Policy in all courses for an overall Quarter grade. NVLA will accurately score and communicate student progress on individual assignments toward mastery of the standards. NVLA teachers will apply the equitable grading scale at each quarter.

For students in middle school and high school, an assignment score less than 50% may be in the Grade Book; however, at the quarter, if the grade to be posted is less than 50%, it must be overwritten to a 50% or minimum score on the equitable grading scale.

As indicated in Regulation 5121, semester exams are only required for high school credit-bearing courses. Semester exam scores below 50% will be adjusted to the minimum score on the District grading scale (e.g., if a student earns a 32% on the semester exam, the score is adjusted to 50%).

Gradebook Category Weighting - 100% Summative

Students will be graded based on their mastery of the Nevada Academic Content Standards as measured through regular summative assessments.

Teachers will use formative assessments to support students in the learning process as practice for the summative assessments. Formative assessments may be integrated into whole-class lessons or completed as independent practice and may remain open throughout the quarter.

Students should continue to complete practice assignments to better prepare themselves for the summative assessments. Teachers may require students to complete practice assignments prior to completing reassessments of summative assignments.

Missing and Late Work Policy

Students are expected to submit assignments by the due dates listed. Assignments not turned in by the due date will be marked as “missing” in the gradebook. Students and families can view missing work on Canvas and the Infinite Campus Parent Portal.

All late work must be turned in by the Monday of the week before grades are due (10 days prior to the end of the quarter; submitted by 11:59 PM).

Reassessment Opportunities

NVLA students are allowed to retake summative assessments accordingly:

1. **Students who fail an assessment:** If a student fails an assessment, they may retake it under their teacher’s direction once. If the student needs to complete additional retakes to show mastery, the teacher may grant additional retakes if the student has completed the necessary formative assessments to show improvement.
2. **Students who pass an assessment but want to improve:** If a student passes the assessment but wants to improve their grade, the student may need to complete all formative assessments leading up to the summative assessment, as per the teacher's instructions. Students who are allowed an additional retake must also adhere to remediation assigned by their teacher before the additional retake is taken. Students may only take one retake per summative if they already have a passing score. Students will have five school days to communicate their request to complete a reassessment with their classroom teacher after receiving the assessment results.

Students must complete a reassessment reflection, which may be written or verbal, to collaboratively develop a reasonable plan for new learning.

An alternate or abbreviated assessment at the same rigor can be administered to elicit evidence of new learning. A variety of assessment methods should be considered (e.g., performance assessment, personal communication, selected response, and/or written response).

Reassessments must be completed no later than the Monday @ 11:59PM PST the week before grades are due (10 days prior to the end of the quarter).

Citizenship Policy

Each quarter, students will receive a citizenship score based on their engagement, preparedness, and behavior. Citizenship grades are reported as follows:

- O = Outstanding
- S = Satisfactory citizenship
- N = Needs Improvement
- U = Unsatisfactory citizenship

Teachers will use the following rubric to determine those scores

CATEGORY	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
	(4)	(3)	(2)	(1)

Engagement	Consistently involved in class activities; contributes to overall learning process; collaborates with others and/or the teacher.	Engages in class activities, but may have to be encouraged; works with others or groups, but may not initiate collaboration.	Does not engage in class activities; rarely demonstrates initiative and may occasionally disengage from class.	Consistently uninvolved in class activities. Adamant refusal to work.
Preparation	Consistently prepared with materials; work is on time and may go beyond expectations.	Student has materials and submits work in a timely fashion and as expected.	Student may have had multiple instances of being unprepared, late work, or not completed as requested.	Consistently unprepared for class. Does not submit work on time or at all.
Behavior	Consistently respectful of both classmates and adults; Takes responsibility for individual actions; Consistently complies with school and classroom expectations.	Respectful to both peers and adults. Occasionally accepts personal responsibility. Mostly complies with school and classroom expectations.	Disruptive to others. Argumentative and defensive. Disregard for school district or class expectations.	Consistent disrespect to classmates or adults. Regularly disruptive to the learning process and violation of school or class expectations. Plagiarism.

Course Changes

All students must be enrolled in the minimum number of courses as prescribed by state regulations. Students may request schedule changes **within the first 15 days of the semester**. However, a request for change is not a guarantee of a change in schedule. Scheduling decisions must be based on fulfilling the student's graduation requirements.

NVLA does not permit a withdrawal from a course during the semester. According to the State of Nevada Department of Education guidelines, no student may change or start a class after the third week of the semester. Students who withdraw from, discontinue, or do not complete a class after the 15-day limit will receive an "F" on the semester transcript.

Transcripts

Transcripts are kept current as of the end of the preceding nine weeks. Current students and/or parents may request a transcript at any time by submitting a [User Support Help Desk ticket](#) on the NVLA website.

Former students may request a transcript by visiting <https://clarknv.scriborder.com/>.

Withdrawal from NVLA

Call the NVLA Registration Office: 702-799-NVLA (6852) x 4065

Parents/guardians who wish to withdraw their student from NVLA must do so in person. Information about withdrawal windows will be posted on the NVLA website. For more information, call NVLA and ask to speak with the registrar.

Required Testing

The following tests are state-mandated, in-person testing that will take place on the NVLA campus or other designated site. All NVLA students are required to participate.

Smarter Balanced Assessment Consortium (SBAC)

All 3rd through 10th-grade students enrolled at NVLA are required to participate in the Smarter Balanced Assessment (SBAC) during the Spring semester of their school year. The SBACs measure the achievement and proficiency of students relative to the Nevada Academic Content Standards. Students in grades 3 through 8 will be administered tests in reading and mathematics, and students in 5th, 8th, and 10th grade will also be administered tests in Science. Student performance in reading and mathematics is taken into account for determining Nevada School Performance Framework (NSPF) as required by federal and state law.

End of Course Exams (EOC)

In order to satisfy requirements set by the State of Nevada, all students will be required to take a standardized End of Course Exam/Semester Exam aligned by the state to the specific course if they are enrolled in any of the following courses:

- Algebra I
- Geometry (regular and honors)
- English 10 (regular and honors)

In addition to any EOC's, all 9th and 10th-grade students are required to take a Summative Science exam (biology focus). All other students will take the regular semester exams in each class.

College and Career Readiness Assessment

All juniors will take the College and Career Readiness Assessment (ACT) with a Writing exam in the Spring. **The ACT is a requirement for graduation.** Students planning to attend college may also prepare for the ACT entrance exam by taking the PLAN test during his/her sophomore year. It is recommended that students take the ACT and/or SAT in the spring of their junior year, as most four-year colleges/universities require either test for admission. In addition, some colleges/universities require a minimum score on the ACT and/or SAT to determine placement in freshman English and math courses. Finally, some universities determine scholarship eligibility on ACT and/or SAT results.

WIDA ACCESS Testing for English Language Learners

Students are tested for English Proficiency based on the answers provided on their Home Language Survey. If students are tested, parents are notified of their results and scores. Services are provided for students based on the results of this exam. Students who qualify for services continue to take the WIDA ACCESS exam annually and are eligible for EL services until a passing score is achieved.

Thank you for choosing
Nevada Learning Academy.
We are excited to have
you join us for a successful

school year!