STUDENT/PARENT HANDBOOK
2018-2019 School Year

EVERY STUDENT. EVERY DAY.

Nevada Virtual Academy
4801 S. Sandhill Road
Las Vegas, Nevada 89121
Tel: 702-407-1825
Fax: 702-407-5055

www.nvva.k12.com
TABLE OF CONTENTS

WELCOME ........................................................................................................................................6

VISION AND MISSION ......................................................................................................................8

ADMISSIONS ........................................................................................................................................8

ENROLLMENT .......................................................................................................................................8

WAITLIST AND ENROLLMENT CAPS ...............................................................................................9

RE-REGISTRATION ............................................................................................................................9

IMMUNIZATION REQUIREMENTS .....................................................................................................9

PARENT GUARDIAN RESPONSIBILITIES .........................................................................................10

SCHOOL ONLINE ACCOUNTS ........................................................................................................12

BLACKBOARD COLLABORATE .......................................................................................................12

ATTENDANCE .....................................................................................................................................13

ATTENDANCE AND STUDENT COMPLIANCE ...............................................................................13

LEARNERS PERMIT AND DRIVERS LICENCE DENIAL ................................................................14

WORK PERMITS ............................................................................................................................15

TRUANCY AND ATTENDANCE POLICY .........................................................................................15

TARDY POLICY ...............................................................................................................................20

ACADEMICS .......................................................................................................................................20

K-8 PROGRAM BASICS .................................................................................................................20

ACADEMIC ADVANCEMENT IN GRADES K-8 .............................................................................21

HIGH SCHOOL PROGRAM BASICS ...............................................................................................23

HIGH SCHOOL PLACEMENT .........................................................................................................26
# REACHING SOLUTIONS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRIEVANCE POLICY</td>
<td>50</td>
</tr>
<tr>
<td>NON-DISCRIMINATION POLICY</td>
<td>50</td>
</tr>
<tr>
<td>ESCALATION MATRIX FOR FAMILIES</td>
<td>51</td>
</tr>
</tbody>
</table>

# SCHOOL PROGRAMS & SERVICES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH LANGUAGE LEARNERS SERVICES (ELL)</td>
<td>53</td>
</tr>
<tr>
<td>SPECIAL EDUCATION AND 504 SERVICES</td>
<td>53</td>
</tr>
<tr>
<td>RESPONSE TO INTERVENTION (RTI)</td>
<td>54</td>
</tr>
<tr>
<td>FAMILY ACADEMIC SUPPORT TEAM</td>
<td>54</td>
</tr>
<tr>
<td>SPECIAL EDUCATION RELATED SERVICE</td>
<td>55</td>
</tr>
<tr>
<td>EXTRA CURRICULAR CLUBS</td>
<td>55</td>
</tr>
</tbody>
</table>

# GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHANGE OF CONTACT INFORMATION</td>
<td>55</td>
</tr>
<tr>
<td>SCHOOL PROPERTY</td>
<td>56</td>
</tr>
<tr>
<td>TECHNICAL HELP</td>
<td>56</td>
</tr>
<tr>
<td>WITHDRAWAL</td>
<td>56</td>
</tr>
</tbody>
</table>

# CAMPUS POLICY

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSED CAMPUS</td>
<td>56</td>
</tr>
<tr>
<td>PHONES/ELECTRONIC DEVICES</td>
<td>57</td>
</tr>
<tr>
<td>GENERAL AREAS: HALLWAYS, REESTROOMS, LOBBY</td>
<td>57</td>
</tr>
</tbody>
</table>

# HEALTH AND WELLNESS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMUNIZATION EXEMPTIONS</td>
<td>57</td>
</tr>
<tr>
<td>COMMUNICABLE DISEASES</td>
<td>58</td>
</tr>
</tbody>
</table>
# Table of Contents

- **ILLNESS OR INJURY** ................................................................. 59
- **MEDICATION POLICY** ............................................................ 59
- **ASTHMA / ALLERGIES** ......................................................... 60
- **HEALTH SCREENINGS** .......................................................... 60
- **MENTAL HEALTH** ............................................................... 61

## DISCLAIMERS ............................................................................. 62
- **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)** ................................................................. 62
- **RIGHT TO AMEND** ............................................................... 64
- **PHOTO RELEASE** ............................................................... 64
- **DATA PRIVACY** ................................................................. 64
- **CHILDFIND** ........................................................................ 65
- **MCKINNEY-VENTO** ........................................................... 66
- **TITLE IX** ............................................................................. 68
- **TITLE I** ................................................................................ 69

## SCHOOL EMERGENCY PLAN (EOP) ................................................. 69
- **NVVA SITES** ......................................................................... 69
- **STUDENT SIGN-IN REQUIREMENT** ........................................ 70
- **STUDENT/PARENT EMERGENCY RESPONSIBILITIES** .......... 70
- **PREPARING FOR EMERGENCIES** .......................................... 70

## PARENT AGREEMENT AND STUDENT CONTRACT ............................. 71
- **ACKNOWLEDGEMENT OF EXPECTATIONS** ............................. 71
Welcome new and returning families,

Nevada Virtual Academy is a place where every student's education is met with hands-on support and an individualized education plan for future successes; we truly take to heart our motto "Every Student, Every Day."

As a publicly funded charter school, we provide students and families with a complete curriculum provided by K12 and highly qualified Nevada-licensed teacher instruction in every course. We have everything your child needs for a successful educational experience.

- A high-quality education aligned to Nevada state requirements.
- An exciting blended program that combines online learning with face to face instruction.
- A high school program that provides students with an individualized pathway to graduation and career and college preparation.
- Our dual credit program in collaboration with Nevada System of Higher Education offers juniors and seniors the opportunity to earn college credit up to an associate degree while enrolled in Nevada Virtual Academy.
- Our Family Support Team helps parents, students and extended family members play an effective role in our students' educations.

Through an individualized and adaptive plan for educational success, Nevada Virtual Academy stands strong on a foundation of motivation and achievement. We are excited to work with engaged families and students who believe in the benefits of online schooling and strive for comprehensive, collaborative mastery of their own goals and educational dreams. We welcome you to the Nevada Virtual Academy family!

"Every Student, Every Day!"

Yolanda Hamilton
Head of School
# NEVADA VIRTUAL ACADEMY 2018-2019 SCHOOL CALENDAR

## 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, August 13</strong></td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Monday, September 3</td>
<td>Labor Day (No School)</td>
</tr>
<tr>
<td><strong>Friday, October 12</strong></td>
<td>End of First Grading Period (44 days)</td>
</tr>
<tr>
<td>Monday, October 15</td>
<td>Staff Professional Development (No School)</td>
</tr>
<tr>
<td>Friday, October 26</td>
<td>Nevada Day Observed (No School)</td>
</tr>
<tr>
<td>Monday, November 12</td>
<td>Veterans Day Observed (No School)</td>
</tr>
<tr>
<td>Mon-Wed, November 19-21</td>
<td>No School for Students and Licensed Employees</td>
</tr>
<tr>
<td>Thurs-Fri, November 22, 23</td>
<td>Thanksgiving Day and Family Day (No School)</td>
</tr>
<tr>
<td><strong>Friday, December 21</strong></td>
<td>End of Second Grading Period (46 days)</td>
</tr>
<tr>
<td></td>
<td>End of First Semester (90 days)</td>
</tr>
<tr>
<td></td>
<td>Winter Break Begins – End of Day</td>
</tr>
<tr>
<td></td>
<td>No School December 24 – January 4</td>
</tr>
</tbody>
</table>

## 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, January 7</strong></td>
<td>Classes Resume</td>
</tr>
<tr>
<td></td>
<td>Second Semester Begins</td>
</tr>
<tr>
<td>Monday, January 21</td>
<td>Martin Luther King, Jr. Day (No School)</td>
</tr>
<tr>
<td>Monday, February 18</td>
<td>Presidents’ Day Observed (No School)</td>
</tr>
<tr>
<td><strong>Friday, March 15</strong></td>
<td>End of Third Grading Period (46 days)</td>
</tr>
<tr>
<td>Friday, March 22</td>
<td>Staff Professional Development (No School)</td>
</tr>
<tr>
<td>Friday, April 12</td>
<td>Spring Break Begins – End of Day</td>
</tr>
<tr>
<td></td>
<td>No School April 15 – April 19</td>
</tr>
<tr>
<td>Monday, April 22</td>
<td>Staff Professional Development (No School)</td>
</tr>
<tr>
<td>Tuesday, April 23</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Friday, May 17</td>
<td>Staff Professional Development (No School)</td>
</tr>
<tr>
<td><strong>Friday, May 24</strong></td>
<td>End of the Fourth Grading Period (44 days)</td>
</tr>
<tr>
<td></td>
<td>End of the Second Semester (90 days)</td>
</tr>
<tr>
<td></td>
<td>End of School Year (180 days)</td>
</tr>
<tr>
<td>Mon, Tues, Wed</td>
<td></td>
</tr>
<tr>
<td>May 27, 28, 29</td>
<td>Contingency Days (if needed)</td>
</tr>
</tbody>
</table>
VISION AND MISSION

Mission: To transform learning for every student we serve.

Vision: To become the trusted leader in education innovation.

Mission and Vision Statement:
At Nevada Virtual Academy, we will make a difference by meeting the unique needs of our diverse students, preparing them for college or career in the 21st century through high quality instruction in our virtual platform.

ADMISSIONS

ENROLLMENT

Parents wishing to enroll their children in NVVA must:

Complete the online application and provide all required documents. All information on the application must be true and correct. If misrepresentations are made or incorrect information is provided, the application will be deemed as not meeting the requirements of the school and may result in the revocation or halting of enrollment.

Ensure student is only enrolled in NVVA and not concurrently enrolled in another school, public or private (unless prior permission is given for a junior college).

Provide a learning coach who is able to read and understand the curriculum and instructional materials provided by NVVA and agrees to continuously supervise and engage in the academic support of the student during regular school hours.

Have a working phone number, email account, and Internet access at all times while enrolled.

Ensure that student is in good standing with previous school district.

Understand and agree that students will be enrolled in their age appropriate grade level, unless previous school has officially approved a retention or promotion.

Understand and agree that the student’s educational program will be at the direction of the assigned NVVA teacher(s), lessons provided by the teacher(s) must be completed in the manner and within the timeframes assigned.
WAITLIST AND ENROLLMENT CAPS
NVVA recently entered into a Stipulated Agreement with the Nevada State Public Charter Schools Authority ("Authority") which ensures the operation of the school for the 2018-2019 school year and provides a framework for moving forward. NVVA has agreed to grade level “caps” or limits regarding enrollment for the upcoming school year, and the school years going forward.

These caps limit total enrollment at NVVA to 2,275 students, and the caps for each grade level can be found on pages five and six of the Stipulated Agreement. If a student is withdrawn from NVVA, and is eligible to return, they will be put at the bottom of the Waitlist pending reinstatement.

NVVA will strive to keep a balance of elementary school students where newly enrolled into each grade level will not exceed a 75% returning student to 25% new student ratio and will cut off enrollment of new students in each grade level to ensure the ratio of new students is not exceeded.

RE-REGISTRATION
Re-registration is required for every enrolled student in order to let the school know if you will be returning for the next school year.

Re-registration process must be completed by the Legal Guardian/Learning Coach. You will receive a notification email once your school is open for Re-registration. The Learning Coach will see the Re-registration link in “My Info” when Re-registration is open for the next school year.

IMMUNIZATION REQUIREMENTS
NRS 392.435 states that a child may not be enrolled in a public school within this state without a record of immunizations from a physician or health care provider showing that he or she has been immunized according to required schedules. Students not in compliance with immunization requirements will be excluded from school until the proper immunizations are received.

If you do not have copies of your child’s immunization records, or your child needs immunizations in order to comply with our District requirements, you will be referred to your physician or health care provider. If you do not have a health care provider, the school’s Compliance Clerk can provide you with a list of community clinics where you can obtain immunizations for your child.

Upon enrollment, all students entering the NVVA must be in compliance with Nevada State Law, NRS 392.435, which requires that students be immunized for Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Hepatitis A, Hepatitis B, Varicella and meningitis. Students who have had chickenpox will be exempt from the requirement for Varicella immunization with health care provider’s verification that the student has had or has laboratory confirmation of the disease.

As proof of compliance with the above immunization requirements, the parent, guardian, or student must present to the school, upon enrollment, an immunization record stamped or signed by their physician or health care provider. Copies of records are acceptable. New students who are out of compliance with the immunization law will be excluded from school attendance until the necessary immunizations are received.
Based on a decision by the Nevada legislature and on recommendations from the Clark County Health District, students entering 7th grade will be required to show proof of immunization against tetanus, diphtheria and pertussis (TDAP) and Meningococcal (MCV4) prior to school enrollment.

**PARENT GUARDIAN RESPONSIBILITIES**

**Parent Communication Policy**

Parent-Teacher communication is a vital cornerstone to maintain the unique partnership between the school and parents. Teachers are the parents’ first point of contact for academic questions. Respectful, productive communication is expected parent to teacher, and teacher to parent. The teacher is also an important link of communication from the OHVA administrative office. Parent/Learning Coach phone conversations with teachers or the office that include profanity and/or uncontrolled anger or shouting will not be permitted. If parent behavior is disrespectful in this manner, the conversation will revert to written communication only. Parents/Learning Coaches are expected to maintain responsiveness to email, newsletters, and phone communication with the teacher and the school. Professional, courteous two-way communication is always encouraged.

**Computer/Internet Back-up Plan**

**Parents must have a technology back-up plan.** Computers and internet do crash or become non-functional. In the event this does occur, communication with your child’s teacher becomes critical. Parents should notify K12 customer support at (866) K12-CARE or (866) 512-2273 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 Online School and High School Courses is made.  **Parents must have a technology back-up plan.** Students will not be excused from attendance for any technology problems. If a student is unable to complete work or attend synchronous class sessions for any reason, contact the student’s teacher immediately.

**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.

**To qualify for a loaner computer**
- Families must fill out current Family Income Form and Nevada Virtual Academy’s (NVVA) request form
- Family income must qualify for Free or Reduced Lunch (FRL) AND provide proof of income

1. **Internet:** Nevada Virtual Academy does not provide internet. There are several programs available in our community to assist residents in bridging the digital divide.
   - Low Income Family Internet Access and Computer Program (Connect2 Compete program)
   - Free Public Accessible WiFi and Access to Internet Connected Computers (Seek hotspot locations (for laptops) such as libraries or local businesses who offer free WiFi)
Low Income Family Internet Access and Computer Program

Connect2Compete (C2C) is a public-private collaboration committed to improving the lives of low-income Americans by building awareness, promoting digital literacy training, and increasing access to technology. The program is offered to families with a child receiving free or reduced-price school lunches through the National School Lunch Program.

Program provides:
- $9.95 + tax per month Internet service.
- $149.00+ tax computer.
- Free Internet training and resources

Call 1-855-8-INTERNET (1-855-846-8376)

Responsibilities and Suggestions

Beginning of year
- Report to Nevada Virtual Academy any changes in phone, email, mailing address or shipping address information
- Report missing/damaged materials to K12 customer support
- Set up teaching space and organize materials, (retain larger boxes for reclamation of materials)
- Attend orientation sessions being presented by school personnel
- Participate in goal setting ILP conference with teacher
- Provide transportation for blended learning days and testing

Daily
- Check emails and respond as needed/communicate with teachers
- Follow and complete the scheduled daily lessons and assignments
- Monitor attendance at daily scheduled online, synchronous class sessions
- Review lessons for next day and gather all necessary materials

Weekly
- Review student progress
- Provide transportation to blended learning days (if applicable)
- Note any topics to discuss with teacher

As Required
- Attend conferences with Nevada Virtual Academy teacher, counselor, advisor or administrator
- Collect and submit work samples
- Provide transportation to testing
- Implement, review and revise Individualized Learning Plan (ILP) with NVVA teacher
- Attend SPED/504 conferences: IEP/504 placement meetings (if your child is identified with special needs) and report any changes/meetings to your teacher immediately.
- Review and update student progress and established goals with Nevada Virtual Academy teacher
- Report contact information changes immediately (address, Email, phone) to your teacher

End of Year
- Gather returnable materials and prepare for shipping/pick-up back to K12 in original kit boxes. K12 will automatically send out reclamation labels for mailing back materials.
- Review/discuss course placement with your teacher for the following year.
SCHOOL ONLINE ACCOUNTS
The Online School is the website that manages your student’s lesson plans, assessments, progress and attendance. Once enrollment is approved for your student(s) you will receive an email with the initial Registration ID and to login to the K¹² Online School (OLS).

You can access the OLS at www.K12.com by clicking Login: Online School. Then, click on the button that says “Set up your account” to begin the registration process. It can take up to 48 hours for your access to be granted.

NVVA requires separate logins for each student and Learning Coach (often the parent). Student accounts limit student access to the assessments, answer keys and the attendance tab intended for the Learning Coach. Click the “My Account” link on the OLS Home screen to assign each student a user name and password to give access to the student area. In order for the student to access assessments, the Learning Coach will need to type the adult password.

The Online School is designed to collect and record data that substantiates the academic progress and serves as the primary tool for determining advancement into subsequent course levels. It is mandatory that the Online School be used consistently to enter daily attendance and assessment data that reflect the standing of the student.

For additional resources, please go to https://www.help.k12.com/s/ or call K12 Customer Service at 1 (866) 512-2273

BLACKBOARD COLLABORATE
The Blackboard Collaborate Launcher is a utility that provides a convenient and reliable way for you to launch your Blackboard Collaborate web conferencing sessions and recordings. We use Blackboard Collaborate for Class Connect sessions.

What is Class Connect?
Class Connect sessions are live instructional lessons lead by your teacher. Class Connect sessions can be accessed at scheduled times and recorded sessions can be accessed on demand.

How do I use Blackboard Collaborate for Class Connect?
There are two different files you may need to download and install in order to attend a Class Connect.

- **The Blackboard Collaborate Launcher** - You should only need to download and install this once. If you are on a K12 issued loaner computer, the Launcher has already been installed. The Launcher incorporates a stable version of Java. Using the Launcher will eliminate many of the software issues that you may have experienced in the past when connecting to Class Connect sessions.

  **All first-time users** will receive a prompt to download and install the launcher when logging into a live or recorded Class Connect session, or when visiting the Class Connect Configuration Room. Downloading and installing the launcher is easy and will only need to be done one time.
ATTENDANCE

ATTENDANCE AND STUDENT COMPLIANCE

Attendance Requirements

Attendance in a distance education program is measured weekly, not daily. As such, students are deemed in attendance for the week if evidence is provided of work progression towards a passing grade in each course as documented through the electronic learning management system. Sufficient progress at Nevada Virtual Academy will be determined by any combination of course-work submitted, class connect attendance and/or physical attendance to blended learning classes. Students who do not sufficiently progress in each course, each week will be deemed absent for that week giving them a total of 5 absences or the total number of school days for that week. If the student is marked absent during a shortened week due to holiday, the student will be recorded absent for the total number of school days for the shortened week. Official attendance is recorded by the classroom teacher.

Full Time Enrollment

As a public school, there are strict requirements regarding progress and attendance with NVVA. The requirements are set in accordance with Nevada Department of Education’s policy. NAC 387.193.7 states for purposes of full-time enrollment in a program of distance education, a pupil must be enrolled and have progress in the number of courses required for full-time pupils.

All students must maintain daily progress & attendance in all courses to be considered full-time. NVVA’s charter does not support the enrollment of part-time students. Failure to meet Nevada’s full-time pupil requirements will result in a voluntary withdrawal.

Attendance at Blended Sites

Students enrolled in a program or pathway that requires physical attendance at a school facility must understand the importance of consistent attendance. Chronic absences for any blended or face to face instruction will not be accepted. The following is Nevada Virtual Academy’s policy for absences in all programs that require physical attendance:

FIRST ABSENCE: Student will be marked absent in the school attendance records.

SECOND ABSENCE - Student will be marked absent in the school attendance records. Learning Coach and student will be contacted by the school in order to set up a corrective plan of action.

THIRD ABSENCE - Student will be marked absent in the school attendance records. Learning Coach and student will again be contacted by the school as a reminder of the corrective action plan and to discuss consequences and possible denial of credit if additional days in the semester are missed.
FOURTH ABSENCE - The student and Learning Coach will be required to attend an in-person meeting with an administrator from the school or designee. This meeting will be scheduled by the administrative office. During this meeting the student’s continued enrollment will be re-assessed.

Student Compliance

A Nevada Virtual Academy 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 online, synchronous class sessions
- Failure to attend blended learning days (if applicable)
- Failure to attend/participate in Nevada Virtual Academy Orientation Sessions
- Failure to respond to teacher/administrator phone calls, Emails, and/or intervention meeting requests
- **Failure to participate in state-mandated testing**
- Failure to communicate change of address, phone number(s) or other contact information to the Registrar’s Office
- Failure to maintain academic integrity (i.e. Student logging under parent/guardian OLS, plagiarism, taking assessments multiple times in a short period)
- Failure to follow Individual Education Plan (IEP) (if applicable)
- Failure to follow other Nevada Virtual Academy policies
- Allowing an unauthorized person access to a student’s K12 ® online school account. This includes both online and hardcopy curriculum materials.

LEARNERS PERMIT AND DRIVERS LICENCE DENIAL

Anyone under the age of 18 who applies for an instruction permit, driver’s license or driver authorization card must provide the DMV with proof that he or she meets the minimum Nevada school attendance requirements.

The applicant must submit a Certification of Attendance (DMV 301) form when applying for an instruction permit. If a student’s permit or license is suspended because of truancy, a new DMV 301 must be submitted at the time of reinstating the permit or license.

**Certification of Attendance (DMV 301)**
For drivers under 18 to show proof of school attendance.

- Students attending high school must have the principal or other school official complete Section 1 of the form.
- Students who are excused from attendance requirements because of disability or home schooling must have a parent or guardian complete the first part of Section 2.
- Students who have completed high school or the equivalent must have a parent or guardian complete the first part of Section 2, complete the second part of Section 2 and provide a diploma or a Certificate of High School Equivalency.

These requirements do not apply to applicants 18 and older regardless of school attendance or status.

The Certification of Attendance form is also used to suspend or deny the driving privileges of a student who has been declared a habitual truant under NRS Chapter 392.

**WORK PERMITS**

An employed student must still comply with Nevada compulsory attendance laws. If the minor changes jobs, a new work permit is required for the new employer. A work permit may be revoked for poor academic performance. A work permit is required even if the minor is home/cyber/virtual/online schooled.

**TRUANCY AND ATTENDANCE POLICY**

**Suspension, Expulsion and Withdrawal of Pupils**

All Nevada public schools, including distance education and non-distance education charter schools, must comply with NRS 392.4655-392.4675 (...Suspension and Expulsion). A charter school may not remove, withdraw, suspend or expel a pupil against a parent/guardian’s wishes for reasons other than the reasons for suspension or expulsion stated in NRS 392.4655-392.4675 or other applicable statute or regulation.

Because Nevada Virtual Academy is a distance education school, occasions where a student would be deemed a habitual disciplinary problem, or would require suspension or expulsion are rare, but in cases where this course of action becomes necessary for the safety of our students and staff Nevada Virtual Academy will comply with all provisions of NRS 392.4655-392.4675.

**NRS 392.4655 Habitual Disciplinary Problem**

1. A Nevada Virtual Academy student will be deemed a habitual disciplinary problem when documentation shows that within 1 school year the students has threatened, extorted or attempted to threaten or extort any other pupil or staff member at Nevada Virtual Academy, if the student is suspended for initiating two or more fights on school property or any activity sponsored by the school, or if the student has five suspensions recorded in 1 school year for any reason.

2. A Nevada Virtual Academy student may be deemed a habitual disciplinary problem at the request of teachers and after principal or board approval as outlined in NRS 392.4655 subsection 2.

3. When a student is suspended for initiating a fight and the fight is the first fight initiated during that school year or if a student receives one suspension Nevada Virtual Academy will provide written notice to the parent or legal guardian of the pupil that contains an description of the acts committed by the pupil and the dates the acts were committed, an explanation defining habitual disciplinary problem (NRS 392.4655), an
explanation of suspension or expulsion pursuant to NRS 392.466 and if the student has a disability and the student’s behavior is not a manifestation of the disability that the pupil may suspended or expelled in the same manner as a student without a disability.

4. If a student is suspended for initiating a fight or if a student has been suspended four times within 1 school year Nevada Virtual Academy will develop in consultation with the pupil and the parent or legal guardian a plan of behavior designed to prevent the pupil form being deemed a habitual disciplinary problem.

5. If a Nevada Virtual Academy student qualifies to be deemed a habitual disciplinary problem the school will provide written notice to the parent or legal guardian of the student 7 days before the student is deemed a habitual disciplinary problem.

6. Before Nevada Virtual Academy deems a student a habitual disciplinary problem a plan of behavior will be developed in consultation with the pupil and the parent or legal guardian of the pupil designed to prevent the pupil from being deemed a habitual disciplinary problem.

7. A Nevada Virtual Academy student will only be allowed to enter one plan of behavior each school year.

8. A parent or legal guardian may appeal contents of a plan of behavior with Nevada Virtual Academy by submitting a written appeal to the Nevada Virtual Academy Board.

NRS 392.4657 Conditions Under Which a Pupil is Deemed Suspended

1. A pupil shall be deemed suspended from school if Nevada Virtual Academy prohibits the pupil from attending live class connect sessions where other pupils are present or live class sessions at a Nevada Virtual Academy location. Students will be required to view recordings of these sessions and will be able to schedule live help sessions with their teachers.

2. Suspended students will be required to attend with their parent or legal guardian a conference with Nevada Virtual Academy administration and could possibly be reassigned an alternative pathway.

NRS 392.466 Suspension or Expulsion on First Offense

1. A Nevada Virtual Academy Student must be suspended or expelled for a period equal to one semester for battery resulting in bodily injury of an employee of Nevada Virtual Academy or for selling or distributing any controlled substance while on school property or at any school sponsored activity upon the first offence of these acts and will be permanently expelled upon the second act.

2. A Nevada Virtual Academy Student in possession of a firearm or other dangerous weapon on school property or at any school sponsored activity will be suspended or expelled for a period of 1 year for the first offense and will be permanently expelled for the second.

3. A Nevada Virtual Academy Student may be permanently expelled only after determination by the board of trustees.
NRS 392.467 Suspension or Expulsion of Pupil: Procedure; Limitation

1. The board of trustees will authorize the suspension or expulsion of any pupil from Nevada Virtual Academy in accordance with NRS 392.4655-392.4675.

2. No student will be suspended or expelled without being given notice of the charges against him or her, an explanation of the evidence and an opportunity for a hearing.
   a. A pupil who poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process or who is selling or distributing any controlled substance or is found in possession of a dangerous weapon may be removed from Nevada Virtual Academy immediately upon being given an explanation of the reasons for his or her removal and pending proceedings, to be conducted as soon as practicable after removal, for the pupil’s suspension or expulsion.

3. Expulsion hearings must be closed to the public.

4. A pupil may not be suspended or expelled from Nevada Virtual Academy solely because the pupil is declared truant or a habitual truant.

5. A pupil who participates in a program of special education may be suspended for not more than 10 days unless the board of trustees determines that the action is in compliance with the Individuals with Disabilities Education Act.

NRS 392.4675

1. Nevada Virtual Academy may allow a student to enroll who is ineligible to attend public school due to suspension or expulsion after a review of the students’ records is accepted and it is determined that the educational needs of the student may be satisfied without undue disruption to the program.

Distance Education Absence and Truancy

Nevada public school absence and truancy laws (NRS 392.040-392.160; NRS 392.170-392.220) apply to distance education and non-distance education charter schools. NAC 387.193(3)(a)(b) address attendance in distance education courses and programs; NAC 387.200(3)(b) also applies. A distance education student who does not log on to his or her distance education program or course, or does not turn in distance education assignments, may be deemed absent. NRS 392.130 clarifies conditions under which an absent pupil shall be deemed truant. Only to the extent that absence or truancy is identified as grounds in applicable Nevada statute or regulation for expulsion, suspension or other involuntary removal of a pupil from a school, may a charter school, including a distance education charter school, expel, suspend or involuntarily remove an absent or truant pupil. Failure by a distance education pupil to log on to his or her distance education program or turn in in distance education assignments does not, by itself, constitute grounds for expulsion, suspension or involuntary removal of a pupil from a school. During the time a school is engaged in the truancy investigation and reporting processes required by statute and/or regulation, it may not remove the truant pupil from the school. Only after such processes have been concluded may the school remove the pupil. A school should be able to demonstrate compliance with applicable truancy law and

17 | P a g e
regulation by maintaining and having available for inspection by the school's sponsor and the Nevada Department of Education documentation regarding actions taken by the school against all truant pupils.

If a charter school suspects that a pupil’s absence may be due to educational negligence on the part of a pupil’s parent or guardian, then, as a mandatory reporter, the school must immediately report the situation to Child Protective Services pursuant to NRS 432B.220

Nevada Virtual Academy will comply with all state laws and regulations regarding student attendance. School policy meets all applicable provisions of NRS 392.040-392.220, NAC 387.193(3)(a)(b) and NAC 387.200(3)(b) dealing with student attendance and truancy.

1. Nevada Virtual Academy acknowledges and complies with all age requirements for admission and placement. NRS 392.040

2. Nevada Virtual Academy counts and records student attendance based upon NAC 387.193(3)
   a. A student at Nevada Virtual Academy is deemed absent when there is no evidence of progress in each course in 1 week documented through the electronic learning management system, by participation in real-time class session for the course which is conducted by a licensed teacher or by meeting and communicating with a licensed teacher regarding the particular course.

3. A Nevada Virtual Academy student is deemed truant pursuant to NRS 392.130 when a student is absent without written approval of the pupil's teacher or principal.

4. A Nevada Virtual Academy student is deemed habitually truant pursuant to NRS 392.140 when a student has been declared a truant three or more times within one school year or if a pupil who was deemed habitually truant in the immediately preceding school year is absent without the written approval of the school or notice of the parent or legal guardian of the student.

5. In accordance with NRS 392.144 Nevada Virtual Academy makes every effort to deter habitual truancy.
   a. Upon the first recorded and each succeeding truancy the student and parent or legal guardian are informed of the truancy through written, electronic correspondence as well as a requested conference.
   b. Upon recording the second truancy the student and parent or legal guardian are informed as stated above and required to attend a conference with administration.
   c. Upon the third recorded truancy the student will be deemed a habitual truant.

6. In accordance with NRS 392.144 when a Nevada Virtual Academy Student is declared a habitual truant Nevada Virtual Academy makes every attempt to comply with all duties of the school. In some counties NRS 392.144 2(a) is not possible because there is no law enforcement agency willing to receive habitual truancy reports. See addendum A.

7. If it is suspected that a pupil's absence may be due to educational negligence on the part of a pupil’s parent or legal guardian, Nevada Virtual Academy will report the situation to Child Protective Services.
8. No Nevada Virtual Academy student is withdrawn for truancy.

9. No Nevada Virtual Academy student is withdrawn without a parent or legal guardian’s consent unless...

   a. The student is absent for 10 consecutive days and the whereabouts of the student cannot be determined pursuant to NAC 387.215(3)(e)(1). Nevada Virtual Academy will document attempts to contact the student and parent or legal guardian using every available method to determine the student’s whereabouts before withdrawal.

   b. The student is absent for 1 month when a return date is not known pursuant to NAC 387.215(3)(e)(2)

NVVA Truancy is tracked and monitored on a tier system by our Family Academic Support Team (FAST). The Family Compliance Liaison provides early intervention for those who are identified as truant, and are escalated as up the tiers as truancy continues. After a student is deemed as truant, Tier 4, leads to administrative action and withdrawal from Nevada Virtual Academy per NAC 387.215(3)(e)(1).
TARDY POLICY

Arriving late to any scheduled class, physical or virtual, is disruptive to student progress and learning. Students are expected to arrive on time and remain on campus in their designated classroom during the entire blended instruction block. Students who arrive late must report to the front desk. A late pass will be issued to the student for entry to class. It is understood there may be circumstances that may occasionally prevent a student from being on time. However, chronic tardiness will not be accepted. **If chronic tardiness becomes a problem with any student, the student and parent will be required to attend a conference with school administration to re-evaluate the student’s enrollment with Nevada Virtual Academy.**

ACADEMICS

K-8 PROGRAM BASICS

Students enrolling in our K8 program have the opportunity to work in a pathway that fits their needs and ensures the correct level of academic support is provided.

The K-8 Independent Study Pathway

The K-5 Independent Study Pathway is a fully-immersive virtual program which allows students to advance through curriculum at a much quicker pace than other, more traditional, academic programs.

- Students are provided a curricular sequence at the beginning of each semester and are provided windows for their assignment and assessment due dates.
- Students are permitted to work months ahead of their classmates and can, potentially, complete more than one full year of academic progress within a standard school year.
- Teachers routinely check on students and learning coaches for progress monitoring.
The 6-8 Independent Study pathway also allows students to work online and attend class connect sessions when needing additional support. Students have the opportunity to work in accelerated math beginning in 6th grade if state testing data supports this option.

**The K-8 Virtual Pathway**

The K-8 Virtual Pathway is a more structured approach to distance education allowing students to work online from home with daily classes and interaction with content teachers.

- Students are assigned class periods each day which are required for attendance purposes.
- Mandatory live classes focus on targeted grade level skills which support the students in advancing their knowledge within the Nevada Academic Content Standards.
- Students submit assignments to teachers which are graded. In grades K-5 students will work online and submit assignments given in class connect sessions. Grades are assigned based on completion and mastery of assigned work.
- Students can expect to attend around 2-4 hours of classes per day- depending upon grade level.

**The K-8 Blended Learning Pathway**

The K-8 Blended Learning Pathway at Nevada Virtual Academy is a new program designed for students in Clark County who would benefit from participation in their courses at home, on-line, and on campus.

- This Pathway combines the Virtual Learning Pathway with a face to face experience.
- Students enrolled in the Blended Learning Pathway are required to attend on-campus instruction one day per week for 3 hours.
- Attendance for these in-person classes is mandatory.
- Students outside Clark County will be required to attend additional on-line support with their homeroom teacher.

**ACADEMIC ADVANCEMENT IN GRADES K-8**

The Online School (OLS) is designed to collect and record data that substantiates the academic progress of our students. Therefore, it is mandatory that the OLS be used to enter attendance and assessment data that reflects the standing of the student. The OLS data serves as the primary tool for determining advancement into subsequent course levels. It is essential that parent/guardians/Learning Coaches understand that when they agree to participate in the Nevada Virtual Academy, they agree to participate in the program as designed, including documenting regular and appropriate academic progress in the OLS, participation in regularly scheduled conferences with the assigned teacher, and participation in state-mandated academic assessments.
**Reporting of Grades**

K-8 students receive Progress Reports from their Homeroom teachers at the end of each quarter. Students and Learning Coaches can log into the OLS/D2L to check student progress at any time. Report cards are issued at the end of each semester.

**Late Work Policy**

Students are responsible for checking the course syllabus for each class to determine the late policy for each course. Zeros will be added to the gradebook for assignments not submitted by the due date or late policy extension. Students should contact teachers prior to due dates if extensions to assignment due dates are needed. Extensions beyond the late policy for each class is up to teacher discretion and must receive prior approval from the principal.

**Grade Appeal Policy**

1. The student should first discuss the course grade fully with the instructor of the course. This must be done within six weeks after the beginning of the succeeding regular academic semester.
2. If the matter is not resolved with the student’s instructor, an appeal can be made to the academic administrator. The decision of the school administrator will be communicated to the student, the instructor, and Registrars’ Office.

**K-8 STUDENT 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. No mid-semester entry will be allowed.

Students who earned a grade below “B” on their previous report card, score average or below on the Personal Learning Assessment, 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 mid-way 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 grade. 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 lesson or unit assessments in order to catch up to current progress expectations. If a student has already completed the 8th grade level course in a particular subject, the will be given an additional elective (music, art, or foreign language) in order to meet full-time student requirements.
Note: Students will not be removed from high school courses after the first quarter regardless of their grade.

The way a typical, full-time online K¹² high school program operates is distinct from K–8, given the more complex world of content, skills, and time management required.

**Key Differences**

Here are some key ways that Online Middle School and Online High School is different from K5 OLS:

- Each course has a regular weekly schedule of assignments and activities.
- Classes must start and end with the semester. The class is closed at the end of the semester and will not be accessible once the semester has ended.
- In high school courses, letter grades and percentages (i.e.: 75%, 85%, 95%, 100%) are awarded, differing from the mastery based model in K-8.
- A high school teacher, qualified to teach his or her subject area, is engaged with the students’ work every week.
- Students are regularly involved on a course-by-course basis in threaded, teacher-monitored discussions with each other about key topics and ideas being covered.
- High school courses in English, History, Science and Math are available in a choice of levels: Core, Honors, AP®, and Credit Recovery. In this way, students can be successfully matched to the level that suits their learning needs.
- High school course work is found in a different learning management system (LMS)

**HIGH SCHOOL PROGRAM BASICS**

- Full-time students have six classes each semester. The only exception to this is seniors, who may take (4) four classes if they are on track for graduation.

- Not every subject has a hard copy textbook. All materials students need may be found online in the course pages under “Resources.”

- **NVVA high school is NOT a “work at your own pace” program.** Students must follow deadlines established by their teachers in each course. Teachers are available for student questions and assistance during regular school 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.
Nevada Virtual Academy High School Pathways

Nevada Virtual Academy High School offers students five academic pathways to college and career readiness. Each pathway affords students a unique opportunity to participate in an individualized, blended educational experience. Our academic team, in partnership with the student and parent, will determine which pathway best serves the individual student’s needs.

ACT Work Readiness System

Students enrolled in this pathway will have the opportunity to participate in the ACT Work Readiness System. It consists of a series of courses that help students gain knowledge and skills important for on-the-job success. Upon completion of the coursework and ACT Work Keys assessments, students will have the opportunity to earn a nationally recognized and portable ACT National Career Readiness Certificate.
ELA/MATH/SCIENCE Readiness

This Pathway will allow Clark County students who are deficient in Mathematics or English skills to receive additional face-to-face instruction a minimum of 1 day a week. Students who have demonstrated a need for support in these areas through state test results or credit deficiency will be automatically enrolled in this pathway. Live, synchronous class sessions will be required. Students in the Readiness Pathway who reside outside of Clark County, will be provided with additional live, synchronous sessions to help close knowledge gaps.

Jump Start College

Jump Start College is a collaboration with Western Nevada College (WNC) to provide transferrable college courses to high school students. The goal of the program is to increase college degree attainment. College courses will be taught by a Western Nevada College professor, and facilitated by a Nevada Virtual Academy advisor, in-person, 4 days a week. Each semester course at Western Nevada College will count as a full year’s credit towards a high school diploma in that subject area. Nevada Virtual Academy will incur all costs for this program. Students interested in this program must successfully pass a series of WNC entrance exams, plus an interview with the Dean of Students.

Advanced Dual Credit

University-bound students will have the opportunity to participate in the Advanced Dual Credit Pathway, which allows Nevada Virtual Academy students to enroll as non-degree students at University of Nevada-Las Vegas, University of Nevada-Reno, or any of the other state colleges. Students are eligible to take up to 24 credits that will transfer to a degree program of their choice when they enroll as a full-time student.

Students are eligible to enroll in online or on-campus courses (subject to acceptance in to the university). Nevada Virtual Academy will cover the cost of all course fees for students who are accepted in to the program.

Virtual Student

Current students who have demonstrated an ability to thrive in a completely virtual setting will have the opportunity to continue their alternative education experience as part of the Virtual Student Pathway. Also, students who live in remote areas (outside of 50 miles from Las Vegas or Reno) will be assigned to this pathway with virtual supports added as needed.

Remote Students

Students who live in remote areas of Nevada (Outside of 50 miles from the Las Vegas area or Reno) may participate in any of the pathways with some modifications. Counselors will be available to discuss possible options. Participation and placement will be evaluated on a case by case basis.
HIGH SCHOOL PLACEMENT

Student status (freshman, sophomore, etc.) is based on the number of semesters enrolled in high school for state testing purposes. However, for each grade level there are indicators of whether a student is “on track” for graduation. These are listed below. Transfer credits will only be accepted from accredited schools. Failed courses are counted towards a student’s GPA and are required to be retaken and passed if needed for graduation. Failure to earn the appropriate credits for each grade level puts students in danger of not graduating on time and/or requiring outside credit retrieval for a fee. Please see your School Counselor for credit retrieval options and assistance if needed.

Reporting of Grades

Students and Learning Coaches can log into the D2L to check student progress at any time. Report cards are issued at the end of each semester.

Late Work Policy

Students are responsible for checking the course syllabus for each class to determine the late policy for each course. Zeros will be added to the gradebook for assignments not submitted by the due date or late policy extension. Students should contact teachers prior to due dates if extensions to assignment due dates are needed. Extensions beyond the late policy for each class is up to teacher discretion and must receive prior approval from the principal.

Grade Appeal Policy

1. The student should first discuss the course grade fully with the instructor of the course. This must be done within six weeks after the beginning of the succeeding regular academic semester.
2. If the matter is not resolved with the student’s instructor, an appeal can be made to the academic administrator. The decision of the school administrator will be communicated to the student, the instructor, and Registrars’ Office.

NEVADA HIGH SCHOOL GRADUATION REQUIREMENTS

The approval of Assembly Bill 288 made significant changes to high school graduation requirements in Nevada. These changes will be phased in as the State Board of Education makes decisions related to the specific requirements of the bill. Below are the changes currently that are planned:

1. For students entering the ninth and tenth grade beginning in the 2014-15 school year, the Nevada High School Proficiency Examinations will be replaced with four End of course Exams, two in Math and two in English Language Arts.
2. End of Course Exams will be an operational field test, meaning students will take the tests, but do not have to earn a passing score, however, they pass the correlating class. This will also affect the Class of 2017 and the Class of 2018.
3. All students will also be required to take a college and career readiness assessment in grade 11 beginning with the 2014-15 school year. While participation will be required for graduation, the results of the assessment will not be used to determine a student’s eligibility for a diploma.
4. Students with disabilities may opt out of the college and career readiness assessment based on the decision of the Individualized Education Program (IEP) team. Appropriate assessments and accommodations for students with disabilities will be determined by the student’s IEP team.

5. AB 288 also changed the statutory reference to the General Educational Development test (GED) and required the State Board of Education to select (a) high school equivalency assessment. The following three high school equivalency exams have been approved by the State Board of Education starting with the 2014-15 school year: GED, HiSET and TASC.

The state will transition to these new requirements over the next few years and additional information will be provided as it becomes available. These changes are aligned with the Nevada Academic Content Standards and are designed to ensure all students are college and career ready.

**Standard Diploma Option**

1. The total number of credits required to graduate in the State of Nevada is 23. (Pending State updates regarding credit requirements) The following subjects are needed to meet graduation requirements:

   * Mathematics course units must include at least Algebra I or Algebra I H, or Applied Algebra I A and I B, or above.

   **A maximum of ONE credit for Physical Education II will be granted if a student participates outside of the school day in interscholastic athletics or on a drill team, marching band, dance group, or cheerleading squad.

   ***Satisfactory completion of a semester computer literacy course offered in grades 6, 7, or 8 will meet the requirement for the use of computers.

2. As per NRS 389.018, 9th grade students, beginning in the 2007-2008 school year and each class thereafter, must enroll in the following:

   ● 4 credits of English
   ● 4 credits of Mathematics, including Algebra I and Geometry or equivalent integrated courses
   ● 3 credits of Science, including two laboratory classes
   ● 3 credits of Social Studies, including American Government, American History, and World History or Geography
   ● ½ credit of personal finance is also required for graduation and is considered part of the elective requirements.

**Other Diploma Options**

The following subjects are needed to earn a 24.0 credit Advanced Diploma:

<table>
<thead>
<tr>
<th>ADVANCED DIPLOMA</th>
<th>REQUIRED/ELECTIVE AREAS OF STUDY</th>
<th>Units</th>
</tr>
</thead>
</table>
### ENGLISH
*MATHEMATICS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>4</td>
</tr>
<tr>
<td>*MATHEMATICS</td>
<td>4</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>3</td>
</tr>
<tr>
<td>WORLD HISTORY or GEOGRAPHY (2011)</td>
<td>1</td>
</tr>
<tr>
<td>U.S. HISTORY</td>
<td>1</td>
</tr>
<tr>
<td>U.S. GOVERNMENT</td>
<td>1</td>
</tr>
<tr>
<td><strong>PHYSICAL EDUCATION</strong></td>
<td>2</td>
</tr>
<tr>
<td>HEALTH</td>
<td>½</td>
</tr>
<tr>
<td>*<strong>USE OF COMPUTERS</strong></td>
<td>½</td>
</tr>
<tr>
<td>ARTS / HUMANITIES or CAREER AND TECH ED ELECTIVE</td>
<td>1</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>24</td>
</tr>
</tbody>
</table>

Students must achieve a minimum of a 3.25 GPA (weighted or unweighted) for an Advanced Diploma

*Mathematics course units must include at least Algebra I or Algebra I H, or Applied Algebra I A and I B, or above.

** A maximum of ONE credit for Physical Education II will be granted if a student participates outside of the school day in interscholastic athletics or on a drill team, marching band, dance group, or cheerleading squad.

*** Satisfactory completion of a semester computer literacy course offered in grades 6, 7, or 8 will meet the requirement for the use of computers.

**Advanced Honors Diploma**

Students seeking an Advanced Honors Diploma from Nevada Virtual Academy must complete 12 credits of Honors and/or AP classes as designated below and receive a minimum 3.25 unweighted GPA and 3.85 weighted GPA with no failed courses during the last two academic years. In addition, students must pass all state-mandated exams and fulfill all other requirements for graduation in order to receive an Honors Diploma from NVVA.

<table>
<thead>
<tr>
<th>ADVANCED HONORS DIPLOMA</th>
<th>Advanced Diploma Units</th>
<th>Honors Course Program Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required/Elective Areas of Study</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Advanced Honors Diploma**
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH</strong></td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td><strong>SCIENCE</strong></td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td><strong>SOCIAL STUDIES (must earn all 3 credits)</strong></td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>World History or Geography (2011)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Government</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PHYSICAL EDUCATION</strong></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>HEALTH</strong></td>
<td>½</td>
<td></td>
</tr>
<tr>
<td><strong>USE OF COMPUTERS</strong></td>
<td>½</td>
<td></td>
</tr>
<tr>
<td><strong>ARTS/HUMANITIES or CAREER TECH ED ELECTIVE</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>ELECTIVES</strong></td>
<td>6</td>
<td>*3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>24</td>
<td>12</td>
</tr>
</tbody>
</table>

* Must include one Foreign Language Course. First year foreign language classes will not receive Honors credit. Student must achieve a minimum 3.25 unweighted GPA and a minimum 3.85 weighted GPA.

**Weighted Honors Courses**

A weighted grade point factor for successful completion of Honors and Advanced Placement (AP) courses will be added as follows:

- Honors .025
- Advanced Placement (AP) .050

The weighted GPA cap for the Honors Program for students will be added as follows:

- The weighted GPA cap (maximum) for the Honors Program is no more than twenty-eight semesters (14 classes) of Honors/AP courses.
- Students will receive a weighted grade point factor of .050 for four semesters (2 classes) of AP courses and will also receive a weighted grade point factor of .025 for twenty-four semesters (12 classes) of Honors courses.
- Students who choose to enroll in only Honors level courses will receive a weighted grade point factor of .025 points for twenty-eight semesters (14 classes) of Honors courses.
- The highest possible GPA under this system is 4.80.
College and Career Readiness

Pursuant to Assembly Bill 7 (2017), in order for local education agencies (LEAs) to count a pupil enrolled in grade 12 for apportionment purposes, the LEA has to demonstrate that the pupil is prepared for college and career success without the need for remediation. If the pupil is not, the pupil must be enrolled in a minimum of six (6) courses or the equivalent of six (6) periods per day; or, pursuant to Assembly Bill 117 (2017), a local education agency (LEA) could demonstrate that a pupil is working on preparedness for college and career success without the need for remediation through the following demonstrations:

Be on track to earning an advanced diploma (NAC 389.663), with no more than 14 courses credits remaining (i.e., three credits remaining in junior year, four credits remaining in senior year) ; or

Be on track to earning a college and career ready diploma (new section, NAC 389.663; R076-17, 2017) by successfully demonstrating at least one in the following coursework, assessment, or credential areas:

- Advanced placement (AP) coursework – 5th semester benchmark
  - complete two (2) honors courses in academic areas, achieving a B average or higher; or
  - complete one (1) AP course, achieving a B average/’3’ or higher; or
  - enrollment in two (2) or more AP courses, achieving a C or better in 5th semester; or

- International baccalaureate (IB) coursework
  - complete one (1) IB course, achieving a B average or higher; or
  - enrollment in one (1) IB course in both the 5th and 6th semesters; or

- Dual-credit (DC) coursework – 5th semester benchmark
  - complete one (1) DC course, achieving a B average or higher; or
  - enrollment in one (1) DC course in both the 6th semester; or

- Career and Technical Education (CTE) coursework – 5th semester benchmark
  - enrollment in a Level 3 CTE course, achieving a B average or higher in the CTE program of study; or
  - completion of a Level 2 CTE course, achieving a B average or higher in the CTE program of study; or
  - enrollment in a Level 2 CTE course, achieving a B average or higher in the CTE program of study; or

- Work-based learning (WBL) coursework – 5th semester benchmark
  - enrollment in one (1) approved WBL course that aligns with high-priority, in-demand occupations identified by the state (S.B. 516); or
  - completion of one (1) approved WBL course that aligns with high-priority, in-demand occupations identified by the state (S.B. 516); or

- Completion of the ACT with a minimum score of 18 in ACT English and a minimum score of 22 in ACT Mathematics; or

- Completion of the SAT with a minimum score of 500 in SAT Critical Reading and a minimum score of 500 in SAT Mathematics; or

- Completion of the ACT National Career Readiness Certificate (NCRC) with a minimum score of Silver; or

- Completion of the Armed Services Vocational Aptitude Battery (ASVAB) with a minimum score of 50; or
• Completion of the Career and Technical Education Skills Attainment Certificate (NAC 389.800); or
• Obtainment of an industry-recognized credential pursuant to Nevada’s Eligible Industry Credentialing List.

GRADING POLICY

The quickest way to see how a student is doing is by viewing grades in the online Gradebook. Learning Coaches have access to this information through their own accounts 24 hours a day, 7 days a week. The Gradebook is located on the top right-hand corner of every course Home page. Grades are determined by a number of factors, including computer-scored online tests and quizzes (the results of which are automatically entered into the Gradebook) and teacher-scored assignments, like papers or reports that are submitted through the electronic Dropbox. Participation in threaded discussions also has an effect on grades, as do timely submission of work.

Grading Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>80-89.99%</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>70-79.99%</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>60-69.99%</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

ACADEMIC INTEGRITY POLICY

Nevada Virtual Academy holds students accountable for doing their own work. Students who submit work as their own when it is not wholly and completely their own are guilty of cheating and/or plagiarism. Plagiarism is the deliberate representation of another’s words, thoughts, or ideas as one’s own without attribution in connection with submission of academic work, whether graded or otherwise. Cheating can be defined as claiming credit for any assignment or assessment without putting forth the academic effort required for the assignment or assessment. Assisting other students in cheating or plagiarism is also considered academic dishonesty. This includes a child logging in using the parent/Learning Coach account.

Here are some clear examples of what can be considered plagiarism and cheating:

• Having a friend or parent help you on a test, even if the friend/parent just explains words or questions to you.
• Copying the words of another source (person or print) without putting those words in quotation marks.
• Using the ideas of another source without giving credit to the source, even if you are using your own words.
• Using books, websites, smartphones, notes, or assistance from other people on tests or quizzes unless your teacher has specifically stated outside material may be used.
• Copying your assignments/tests (in part or in whole) and posting them on help websites like Yahoo Answers or Wiki Answers for assistance with the assignment.
• Talking with others (family, friends, acquaintances, online help sites, etc.) during a test.
• Using the Parent/Learning Coach account

After an initial warning and explanation by the teacher, students who are guilty of cheating or plagiarizing will be referred to school administration for breach of the school’s Academic Integrity Policy and the school’s Progressive Discipline Plan will be followed.

Unless otherwise instructed by your teacher or by a specific assessment, students are expected to honor the following principles while taking assessments:

• You will not copy or redistribute any part of the assessment in any way—electronically, verbally, or on paper.
• Your answers will represent your work and only your work, free of any outside assistance. You will not plagiarize in any way.
• You will not repeatedly attempt the same test multiple times in one sitting in order to reach a passing grade.

**COURSE CHANGES**

All students must be enrolled in the maximum number of courses as prescribed by state regulations. Students may request schedule changes **within the first 14 days of the semester**. NVVA does not permit a withdrawal from a course during the semester.

**K-8 PROMOTION**

**K-8 PROMOTION STANDARDS**

**Percentage Requirements for End of Year Promotion**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>100% (with mastery of Semester 1 and Semester 2 exams)</td>
</tr>
<tr>
<td>Language Arts</td>
<td>100% (with mastery of Semester 1 and Semester 2 exams)</td>
</tr>
<tr>
<td>Science</td>
<td>100% (with mastery of Semester 1 and Semester 2 exams)</td>
</tr>
<tr>
<td>History</td>
<td>100% (as the courses are sequential)</td>
</tr>
<tr>
<td></td>
<td>(with mastery of Semester 1 and Semester 2 exams)</td>
</tr>
<tr>
<td>Art</td>
<td>80-100%</td>
</tr>
<tr>
<td>Music</td>
<td>80-100%</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>100%</td>
</tr>
</tbody>
</table>
Percentage Requirements for Course Promotion During the School Year

No course promotions or placements changes will be made until after September 21\textsuperscript{st}. Administration has the discretion to hold off on a course promotion if other courses are lagging behind. Teachers will send “in year” promotion requests when a course is 95% mastered and completed in the “view core lessons” view of the OLS. However, the course will still require 100% completion/mastery and submission of all semester exams before beginning the next course if the promotion occurs during the school year. If a child is promoted to a new course during the school year, it is expected that he/she begins working in the new course as soon as it is assigned, so that the child may satisfy the 180-day school attendance requirement.

Percentages will be taken from the “view core lessons” view of the OLS.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Percentage Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>100% (with mastery of Semester 1 and Semester 2 exams)</td>
</tr>
<tr>
<td>Language Arts</td>
<td>100% (with mastery of Semester 1 and Semester 2 exams)</td>
</tr>
<tr>
<td>Science</td>
<td>100% (with mastery of Semester 1 and Semester 2 exams)</td>
</tr>
<tr>
<td>History</td>
<td>100% (with mastery of Semester 1 and Semester 2 exams)</td>
</tr>
<tr>
<td>Art</td>
<td>80-100%</td>
</tr>
<tr>
<td>Music</td>
<td>80-100%</td>
</tr>
</tbody>
</table>

Requirements to Promote from 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 History Credit

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

Promotion for Students Working Over the Summer

Students who will continue enrollment with Nevada Virtual Academy for the next year may continue working over the summer if approved by school administration. If this accommodation is granted, student access to the curriculum will end on July 31. Please note that NVVA teachers will not be available during the summer. If a student chooses to work over the summer to meet the end of year promotion requirements, he/she will need to complete the “end of
year” promotion percentages, as well as submit the semester exam in a course by August 1 in order to promote under those guidelines.

Grades for the 2nd Semester are calculated and reported at the end of the school year. Previous year report card grades will not be changed to include work completed over the summer. However, progress will be counted toward the requirements for course promotion.

PROMOTION, RETENTION, AND DEMOTION

SB391: The governing body of a charter school shall adopt rules for the academic retention of pupils who are enrolled in the charter school. These rules must prescribe the conditions under which a pupil may be retained in the same grade rather than promoted to the next higher grade for the immediately succeeding school year and require a pupil enrolled in grade 3 to be retained in the same grade rather than promoted to grade 4 if the student does not obtain a score in the subject area of reading on the criterion-referenced examination that meets the passing score prescribed by the State Board of Education.

I. Kindergarten
Students normally spend one year in kindergarten and are promoted to first grade at the end of the year. In some instances, individual students may profit by special education placement or by a second year in kindergarten. In these instances, principals and teachers may make this recommendation to parents or guardians. Because of Nevada School Law concerning first grade entrance age, parents’ or guardians’ consent is needed before this recommendation can be executed.

II. Grades 1 Through 5
A. The general practice is that students are promoted to the next grade at the end of the school year. However, progress should be continuous and student advancement through the curriculum should be according to the student’s demonstrated ability. A student who was retained at the conclusion of the previous school year can be promoted to the original cohort year if the student demonstrates proficiency at the appropriate grade level. Principals are responsible for standard promotion of students and have final say regarding in-year promotions.

B. Double promotions may be made in exceptional circumstances in light of such factors as the child’s age, achievement scores, measured ability, effort and attitude, physical and emotional maturity, and parents’ or guardians’ attitude and support. Principals are responsible for the final decision regarding double promotions within their school, but parental or guardian consent must be obtained and teachers must be consulted prior to the decision.

C. A student may be demoted to the next lower grade in exceptional circumstances in light of such factors as the child’s age, achievement scores, measured ability, effort and attitude, and physical and emotional maturity. Demotion must be approved by the principal, the sending teacher, and the parents or guardians.

D. Before any student may be retained in the same grade rather than promoted, the student’s teacher and principal must make a reasonable effort to arrange a meeting with the parents or guardians to discuss the reasons and circumstances. Unapproved absences of twenty (20) days or more, insufficient progress in school programs and below grade level performance are all possible reasons for retention. The teacher and principal, in joint agreement, have the final authority to retain a student. No student may be retained more than one time in the same grade.
III. Grade 3 and SB391

A. A student enrolled in grade 3 must be retained in grade 3 rather than promoted to grade 4 if the pupil does not obtain a score in the subject area of reading on the criterion-referenced examination administered pursuant to Senate Bill (SB) 391 that meets the passing score prescribed by the State Board. A student who scores below the 3rd grade level equivalent on the criterion-referenced examination will be retained as a 3rd grade student and will not be promoted to the 4th grade until the student can show end of 3rd grade level proficiency. Effective July 1, 2019.

Eligibility Requirements for a Good-Clause Exemption:

• Must be approved for a student previously retained in the 3rd grade
• If the student demonstrates an acceptable level of proficiency on alternative assessment approved by the Nevada State Board of Education
• Demonstration of mastery of academic standards in reading through a portfolio
• If a student is limited English proficient & has received less than 2 years of instruction in English as a 2nd language
• If a student has received intensive remediation in reading for 2 years or more but still demonstrates a deficiency and was previously retained in K,1st, or 2nd grade
• If a student with a disability has an IEP that indicates that his/her participation in the criterion-referenced exam is not appropriate (per NRS 389.550)
• If a student with a disability does participate in a criterion-referenced examination and his/her IEP documents that he/she has received intensive instruction in reading for more than 2 years but he/she still has a deficiency in reading and he/she was previously retained in K,1st, 2nd, or 3rd grade

BLENDED CLASS POLICIES

Any student who attends face to face instruction or tutoring with a Nevada Virtual Academy staff member is expected to adhere to the following policies, in addition to all virtual policies.

PICK-UP AND DROP-OFF

Students should arrive at campus no earlier than 15 minutes before the scheduled class time and be picked up no later than 30 minutes after class has ended. Nevada Virtual Academy staff is instructed to call Las Vegas Metro if a child is not picked up 30 minutes after the end of their instructional day.

DRESS CODE

Apparel must meet with health and safety codes, be in good repair, and be considered appropriate for the educational process. Any questions concerning 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 fingers.
- 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 is obscene, suggestive, controversial, or discriminatory is prohibited, as is clothing which advertises alcohol, tobacco products or illegal substances.
- Clothing that is unnecessarily distracting to the learning environment is also prohibited. (Example: cut-up jeans, low cut shirts, no shoes, mesh shirts with no undergarments, “half shirts”, tank tops, hats on in the building, “overly short” shorts or under garments 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.

CONDUCT AND DISCIPLINE

It is the philosophy and belief of the administration at Nevada Virtual Academy that the responsibility for dealing with student discipline violation 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. Nevada Virtual Academy will follow all Nevada State Revised Statues regarding student behavior and discipline.

Every Nevada Virtual Academy student is entitled to an education received in a safe and respectful environment. To ensure this for all students Nevada Virtual Academy cannot allow certain student behaviors that are harmful to learning. Each classroom teacher has rules and policies for their individual classrooms which will be enforced at the school level as needed. Nevada Virtual Academy’s Progressive Discipline Plan will take into account the severity of any infraction and a student’s prior behavior history.
before applying any intervention. Nevada Virtual Academy uses tiered interventions, whenever possible, to address inappropriate behavior.

- **First Infraction:** The classroom 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 classroom teacher will extend a second written warning, inform the parent of the student that the infraction has occurred after an initial warning, and the student will be referred to Tier III of the school’s Tiered Intervention Process for additional behavioral support.

- **Third Infraction:** The student will be referred to school administration and a required parent conference will be held to discuss the student’s behavior and the consequence of continued infractions.

- **Continued Infractions:** Administrative Review of student standing at Nevada Virtual Academy.

Disciplinary action will be taken if students engage in activity that disrupts the learning environment or comprises the safety of the school, staff, or students. These prohibited actions include but are not limited to:

- Acts of bullying, violence, or abuse
- Threatening; hazing; intimidating, extorting, or attempting to extort; or harassing others
- Classroom Disruptions
- Cheating and plagiarism
- Fighting
- Willful damage of school property
- Vandalism
- Theft
- Insubordination
- Possession or use of tobacco, alcohol, drugs, or any other controlled substance or paraphernalia

Per NRS 992.4655-392.466 students 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 the school for any reason.

Any student who commits a battery which 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 Nevada Virtual Academy upon the first offense.

**Special Education Discipline**

A pupil who is participating in a program of special education pursuant to NRS 388.520, other than a pupil who is gifted and talented or who receives early intervening services, may, in accordance with the procedural policy adopted by the board of trustees of the school district for such matters, be:
(a) Suspended from school pursuant to this section for not more than 10 days.

(b) Suspended from school for more than 10 days or permanently expelled from school pursuant to this section only after the board of trustees of the school district has reviewed the circumstances and determined that the action is in compliance with the Individuals with Disabilities Education Act.

**PERSONAL PROPERTY**

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

**SERVICE ANIMAL POLICY**

Individuals with disabilities, including students, employees, and visitors, may be permitted to be accompanied by their service animal in the school building, on school grounds, and at school functions. Pets and other animals, except as allowed for pre-approved educational purposes, are restricted from the Nevada Virtual Academy.

**Definition of a Service Animal**

A “service animal” means a dog that is individually trained to do or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Except as identified below, other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or task performed by a service animal must be directly related to the individual’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

In accordance with 28 CFR 35.136, individuals with disabilities may be accompanied by miniature horses to the extent necessary to avoid discrimination based on disability unless allowing this accommodation would require the school to fundamentally alter its services, programs, or activities or is otherwise determined by the school to be unreasonable. In evaluating “reasonableness,” the school shall consider:
• the type, size, and weight of the miniature horse and whether the facility can accommodate these features;
• whether the handler has sufficient control of the miniature horse;
• whether the miniature horse is housebroken; and
• whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

The service animal must be:

• required because the individual has a disability; and
• individually trained to do work or perform tasks for the benefit of the individual with a disability.

**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 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.

**VISITORS**

Students are not allowed to bring visitors to classrooms at blended facilities.

**TESTING**

**REQUIRED TESTING**

**State Testing**

It is expected that students participate in all State-mandated testing, as they are required for graduation in the State of Nevada. The result of students not participating in state testing will include but is not limited to; a letter grade reduced in the tested course by one (1) letter grade.

During the actual administration of testing, parent/guardians cannot be in the testing room. At the conclusion of the testing period, parent/guardians will need pick-up students at the scheduled time. Teachers cannot stay with students after the testing is concluded. If parent/guardians are not accompanying their child to the testing location, parent/guardians must send a signed note giving permission for the test coordinator to release the student from testing location upon completion of the test (unless the student is 18 years of age). The appropriate Legal Authorities must be called to pick up any child who is left unattended for more than 30 minutes after the testing period is concluded.
Nevada Virtual Academy will follow the 2018-2019 Nevada Testing Calendar of the Nevada Department of Education. All assessments for Nevada Virtual Academy students will take place in proctored settings at facilities located regionally across the state. As part of the school charter, Nevada Virtual Academy has agreed that no student will have to travel more than 50 miles from his or her residence to test.

**Nevada Testing Calendar**

<table>
<thead>
<tr>
<th>Student Assessments</th>
<th>Grades</th>
<th>Projected Dates/Windows for Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measures of Academic Progress for Primary Grades Reading</td>
<td>K</td>
<td>2 Testing Seasons, Winter and Spring: Dec. 12-20, May 3-9</td>
</tr>
<tr>
<td>Measures of Academic Progress for Primary Grades Reading</td>
<td>1</td>
<td>3 Testing Seasons, Fall, Winter and Spring: Aug. 15-30, Dec. 12-20, May 3-9</td>
</tr>
<tr>
<td>Smarter Balanced Summative Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Language Arts and Mathematics</td>
<td>3-8</td>
<td>April 8- April 26</td>
</tr>
<tr>
<td>Science Test</td>
<td>5, 8, and high school</td>
<td>April 8- April 26</td>
</tr>
<tr>
<td>ACT Apire</td>
<td>3-11</td>
<td>TBD-Spring 2019</td>
</tr>
<tr>
<td>NAA – Nevada Alternate Assessment</td>
<td>3-8 and 11</td>
<td>February 21 – May 22</td>
</tr>
<tr>
<td>English Language Arts and Mathematics Alternate Assessments</td>
<td>5, 8 and 11</td>
<td>February 21 – May 22</td>
</tr>
<tr>
<td>WIDA – Students identified as English Learners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaking, Listening, Reading and Writing English Language Proficiency Assessments</td>
<td>K</td>
<td>January 7 – March 1</td>
</tr>
<tr>
<td></td>
<td>1-12</td>
<td>January 21 – March 1</td>
</tr>
</tbody>
</table>

**Measures of Academic Progress (MAP)**

A computer-adaptive assessment utilized to monitor student growth to inform and personalize instruction. MAP was officially adopted by the State Board of Education to assess Nevada students as a part of the Read by Grade Three (RBG3) program. SB 391, Nevada's Read by Grade 3 Act, became effective on July 1, 2019. This statute was designed to dramatically improve student achievement by ensuring that all students will be able to read proficiently by the end of the 3rd grade. With the implementation of MAP in school year 2017-18, Nevada will, for the first time, have aligned standards, professional development, assessments, and expectations in Kindergarten through 3rd grade. **Students in grades K-3 are required to participate in person multiple times per year. Failure to will result in noncompliance with testing expectations and agreements within the handbook.**
Smarter Balanced Assessment Consortium (SBAC)

All 3rd through 8th grade students enrolled at Nevada Virtual Academy 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 grades 5 and 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.

End of Course Exams (EOC)

In order to satisfy the graduation requirements set by the State of Nevada all 9th, 10th and 11th graders will be required to take four End of Course Exams to meet graduation requirements:

- Math I with a focus on Algebra I
- Math II with a focus on Geometry
- English Language Arts I with a focus on reading comprehension
- English Language Arts II with a focus on writing

9th graders graduating with the Class of 2019 will be required to receive a passing score on all four End of Course Exams to graduate.

ACT

To be eligible for graduation, all students must participate in a college and career readiness (CCR) assessment in their junior year. For school year 2014-15, the State Board of Education chose the ACT as Nevada's CCR assessment. A student's ACT scores will not be used to determine graduation eligibility, but they can be submitted with college applications.

WIDA ACCESS and W-APT 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.

TESTING POLICIES AND PROCEDURES

Dissemination of test registering information from NVVA to student body:

In regards to State testing of students, the NV Department of Education (NDE) notifies schools/districts of testing materials, windows, and other parameters associated with administering tests. For NVVA, notification of these
specifics comes to the Testing Coordinator. The Testing Coordinator then frames out sites we can use for testing as well as proctoring assignments to teachers, substitutes, and qualified staff. A scheduling matrix is created that identifies how many students can be tested at each site each session. Once all of this is organized, Emails are sent to students & their Learning Coaches/Legal Guardians identifying where and when testing will take place. This is done with enough time for all students to work out a schedule with their families so they can be where they need to be on testing days.

As the testing window approaches, another Email is sent to students and Learning Coaches/Legal Guardians about how to register, along with the options for them to choose from. Testing Nirvana is a great tool in facilitating the registration process. For those not comfortable with this option, they are encouraged to contact their teacher directly, where an available testing time & place can be identified and registered for. As students register for different times and places, a log/tracker is kept in order to avoid over-registering for any given session(s). As sites and/or times are filled up, alternatives are identified so the students can make reasonable accommodations to get where they can test.

Proctors are also given an overview during this time to train them on how to set up the testing environment, check in/out students, get them started, and how to deal with any problems/irregularities that may arise. Proctors are also given instruction on how to bring up the correct tests and assist students with login credentials needed to access those tests. These trainings for the proctors are often done via conference call and shared PowerPoint presentations. Any questions and/or concerns can be addressed during the online presentation or via e-mail afterward. Should anything happen during testing that the proctor is unsure how to deal with, they are instructed to contact the Testing Coordinator directly.
As students have a fairly large window in which to take their various tests, registration is often on-going through the entire testing window. Once the testing window is reached, the testing department organizes and provides to the proctors the necessary materials and registration lists, including details necessary to help each student access their tests. This often requires travel to local sites and secure shipping to remote sites in order to ensure everything needed for a successful testing session is delivered.

Each day of testing, the Testing Department will track all students at each site and the tests they are taking. Support is also offered to proctors when technical issues or testing questions arise. At the conclusion of testing at a given site, materials are gathered up and shipped or picked up and returned to the Testing Department at NVVA. Staff then verifies the tracking results and notifies the state of statistics related to attendance and any irregularities or technical problems that affected the results.
BEHAVIOR

VIRTUAL INTERACTION: EXPECTED STUDENT BEHAVIOR

As a Nevada Virtual Academy student, you are expected to follow the rules of network etiquette or “netiquette.”

Inappropriate Behavior

Inappropriate behavior includes the following:

- Insults or attacks of any kind against another person.
- Vandalism of school property.
- Disruptive behavior.
- Bullying, including cyber interaction.
- Use of obscene, degrading, or profane language.
- Harassment (continually posting unwelcome messages to another person) or use of threats.
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing “spam” mail, chain e-mail, viruses, or other intentionally destructive content.

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 the Nevada Virtual Academy.
- Do not agree to meet in person anyone you have met only on the Internet and who is not affiliated with the Nevada Virtual Academy.
- Users shall not upload, download, transmit or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using Nevada Virtual Academy computer resources. This includes copyrighted graphics of cartoon characters or other materials that you found that may appear to be non-copyright protected.
- 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, physical or mental health, or access issues.

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.

SAFE AND RESPECTFUL LEARNING ENVIRONMENT: BULLYING AND CYBERBULLING

Nevada Virtual Academy 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. Nevada Virtual Academy strives to address bullying and cyber bullying so that there is no disruption to the learning environment and process.

Definitions

a) Under NRS 388.122, “bullying” means a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly over time to one or more negative actions which is highly offensive to a reasonable person and:
   i) Is intended to cause or actually causes the person to suffer harm or serious emotional distress
   ii) Exploits an imbalance in power between the person engaging in the act
   iii) Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person
   iv) Places the person in reasonable fear of harm or serious emotional distress; or
   v) Creates an environment which is hostile to a student by interfering with the education of the student

b) The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status.

c) 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.

d) 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.

e) 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:
   i) For a first violation is considering a child in need of supervision, as that term is used in title 5 of the NRS.
ii) 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.

2) Bullying and Cyberbullying are Prohibited in Public Schools

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

3) Reporting of Bullying and Cyberbullying

a) Students
   i) It is the policy of Nevada Virtual Academy to encourage 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 in person.

b) Employees
   Any Nevada Virtual Academy 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.

c) No cause of action may be brought against a student, an employee, or volunteer of a school who reports a bullying and cyberbullying incident unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.

d) If the principal determines that the report was false and that the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law, the principal may recommend the imposition of disciplinary action or other measures against the person in accordance with school policies that govern disciplinary action.

4) Notice of Reported Violation of Bullying Prohibition

a) 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.

b) 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.
c) 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.

5) Investigation of the Reported Violation

a) If a 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.

b) 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.

6) Discipline

a) Disciplinary action for violation of the bullying and cyberbullying policy for students is imposed in accordance with the school’s disciplinary policy. Any school employee who violates this bullying and cyberbullying policy shall be subject to discipline if appropriate.

b) 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.

7) School Safety Team

a) The principals of Nevada Virtual Academy shall develop a school safety team to help develop, foster, and maintain a school environment which is free from bullying and cyberbullying. The school safety team shall:

i) Consist of a school principal or designee, and the following persons appointed by the principal: a school counselor; at least one teacher who teaches at the schools; at least one parent or legal guardian of a student enrolled at the school; and any other person appointed by the principal. The principal has discretion to limit the number of additional persons appointed to the safety team so that it does not become too large or unmanageable.

ii) Meet at least two (2) times a year.

iii) Identify and address patterns of bullying and cyberbullying.

iv) Assist the principal in reviewing and strengthening school policies to prevent and address bullying or cyberbullying.

v) Assist the principal in providing information to the school personnel, students enrolled in the school and parents of student enrolled in the school about methods to address bullying and cyberbullying.
vi) Not have access to personally identifiable student information related to bullying and cyberbullying, unless a member of the safety team is a school official with a legitimate educational interest, and then only that particular member may have access.

vii) Participate in the school’s training regarding bullying and cyberbullying, to the extent that funds are available.

8) Professional Development

Nevada Virtual Academy will provide the appropriate training of all administrators, principals, teachers, and all other personnel employed by the school as prescribed by this policy under the heading “Professional Development.”

a) The Head of School shall develop methods discussing the meaning and substance of this policy with staff in order to help prevent bullying and cyberbullying.

b) In addition to informing staff and students about the policy, the Head of School shall develop a plan, including requirements and procedures, to assure that the following professional development be provided to all administrators, principals, teachers, and other personnel employed by the Board of Trustees of Nevada Virtual Academy.

i) Awareness concerning the various types of bullying and cyberbullying; how the bullying and cyberbullying manifests itself; and the devastating emotional and educational consequences of bullying and cyberbullying.

ii) Training in the appropriate methods to facilitate positive human relations without the use of bullying and cyberbullying so that students and employees may realize their full academic and personal potential.

iii) Training in methods to prevent, identify, and report incidents of bullying and cyberbullying.

iv) Methods to improve the school environment in a manner that will facilitate positive human relations.

v) Methods to teach skills so that students and employees are able to replace inappropriate behaviors with positive behaviors.

9) Disclosure and Public Reporting

a) The policy will be distributed annually to all students enrolled in Nevada Virtual Academy, their parents and/or guardians, and employees via the student handbook which will be posted on the Nevada Virtual Academy website. It will also be made available to organizations in the community having cooperative agreements with the schools. The school will also provide a copy of the policy to any person who requests it.

b) As required by NRS 385.3483, the following statistics regarding bullying and cyberbullying will be included in the school’s annual report of accountability:

i) The number of reported violations of the bullying and cyberbullying policy occurring at each school, or otherwise involving a student enrolled at the school, regardless of the outcome of the investigation conducted.
ii) The number of incidents determined to be bullying or cyberbullying after an investigation is conducted.  
iii) The number of incidents resulting in suspension or expulsion for bullying and/or cyberbullying. 
iv) Any actions taken to reduce the number of incidences of bullying or cyberbullying, including actions that were offered or other policies, practices, and programs that were implemented including actions taken for the “Week of Respect.”  
v) Personally identifiable student information related to bullying and cyberbullying must not be included in the annual report of accountability.

c) An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public. The annual report will include statistical information, and will not include personally identifiable student information.

**DISCIPLINE**

**PROGRESSIVE DISCIPLINE**

Every Nevada Virtual Academy student is entitled to an education received in a safe and respectful environment. To ensure this for all students Nevada Virtual Academy cannot allow certain student behaviors that are harmful to learning. Bullying, threats, extortion, violence or abuse of any kind, cheating and plagiarism are all activities that will not be tolerated at Nevada Virtual Academy. Each classroom teacher has rules and policies for their individual classrooms which will be enforced at the school level as needed. Nevada Virtual Academy’s Progressive Discipline Plan will take into account the severity of any infraction and a student’s prior behavior history before applying any intervention. Nevada Virtual Academy uses tiered interventions, whenever possible, to address inappropriate behavior.

- **First Infraction:** The classroom 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 classroom teacher will extend a second written warning, inform the parent of the student that the infraction has occurred after an initial warning, and the student will be referred to Tier III of the school’s Tiered Intervention Process for additional behavioral support.

- **Third Infraction:** The student will be referred to school administration, and a required parent conference will be held to discuss the student’s behavior and the consequence of continued infractions.

- **Continued Infractions:** Administrative Review of student standing at Nevada Virtual Academy.

Per NRS 392.4655-392.466 students 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 the school for any reason.
A student will be expelled from Nevada Virtual Academy upon the first offense who commits a battery which 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.

REACHING SOLUTIONS

GRIEVANCE POLICY

Nevada Virtual Academy is committed to providing an effective means for parents and the community to voice concerns and complaints. In general, the complaint should be received and addressed at the level closest to which the complaint originated. For example, if it involves a teacher, first talk to that individual. If you are still concerned, talk with the principal. Then if you are still concerned, make an appointment to talk with the Head of School.

A grievance is a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted in specific circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated.

NON-DISCRIMINATION POLICY

Nevada Virtual Academy is committed to nondiscrimination in educational programs/activities and employment, as required by applicable federal and state laws and regulations, on the basis of: race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, qualifying mental or physical disability, based on the Americans with Disabilities Act as Amended (ADAA), Section 504 of the Rehabilitation Act of 1973, or the Individuals with Disabilities in Education (IDEA) Act; or Military or veteran’s status. Any claims of discrimination may be submitted as a grievance.

A grievance must be filed as soon as possible, but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. A parent/student who has a grievance must provide the following information in writing to the principal and/or Head of School:

- The name of the school employee or other individual whose decision or action is at issue;
- The specific decision(s) or actions at issue;
- Any board policy or law that the parent or student believes has been misapplied, misinterpreted, or violated; and
- The specific resolution desired.

Upon receiving the written grievance, the and/or Head of School will then:

- Schedule and hold a meeting with the student within five school days of receiving the grievance request;
- Conduct any investigation of the facts necessary before rendering a decision; and provide a written response to the grievance within ten days of the meeting.
**ESCALATION MATRIX FOR FAMILIES**

Phone: 702-407-1825  
School Wide:

<table>
<thead>
<tr>
<th>Person</th>
<th>Position</th>
<th>Contact for:</th>
<th>Extension:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yolanda Hamilton</td>
<td>Head of School</td>
<td>Any escalated concerns</td>
<td>7019</td>
</tr>
<tr>
<td><strong>Vacant</strong></td>
<td>Special Programs Coordinator</td>
<td>Escalated Special Programs concerns</td>
<td>7081</td>
</tr>
<tr>
<td>Megan Bernardo</td>
<td>Director of Operations and Compliance</td>
<td>Escalated Operations/Compliance Concerns</td>
<td>7080</td>
</tr>
<tr>
<td>Patsy Fife</td>
<td>Operations Manager</td>
<td>Infinite Campus, Attendance, Program Issues</td>
<td>7080</td>
</tr>
<tr>
<td><strong>Vacant</strong></td>
<td>Records Manager</td>
<td>Records, Work Permits and Drivers Attendance</td>
<td>7005</td>
</tr>
<tr>
<td>Mari Hawley</td>
<td>Testing Coordinator</td>
<td>MAP, ACT, State Testing</td>
<td>7039</td>
</tr>
<tr>
<td>Janna Coffey</td>
<td>ELL Coordinator</td>
<td>ELL and WIDA Testing</td>
<td>7019</td>
</tr>
<tr>
<td>Tera Gayfield</td>
<td>SB Enrollment Coordinator</td>
<td>Student enrollment questions</td>
<td>7998</td>
</tr>
<tr>
<td>Tracy Hughes</td>
<td>Asst. Registrar</td>
<td>Records and Withdrawals</td>
<td>7212</td>
</tr>
<tr>
<td><strong>Vacant</strong></td>
<td>Special Education Coordinator</td>
<td>Special Education records</td>
<td>4328</td>
</tr>
<tr>
<td>Cheryl Beck</td>
<td>Compliance Clerk</td>
<td>Computers, FRL and Immunizations</td>
<td>7096</td>
</tr>
<tr>
<td>Semone Funn</td>
<td>Related Services Coordinator</td>
<td>Related Services inquiries</td>
<td>7093</td>
</tr>
<tr>
<td>Karri Payne</td>
<td>HR/Office Manager</td>
<td>School supplies and Title I</td>
<td>7132</td>
</tr>
</tbody>
</table>

**K-8:**

<table>
<thead>
<tr>
<th>Person</th>
<th>Position</th>
<th>Contact for:</th>
<th>Extension:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andre Denson</td>
<td>K-8 Principal</td>
<td>Parent/student concerns, withdrawals, re-instatements</td>
<td>7060</td>
</tr>
<tr>
<td>April Koebcke</td>
<td>K-5 Assistant Principal</td>
<td>Course placement changes, Pathway changes, parent/student concerns</td>
<td>7052</td>
</tr>
<tr>
<td>Sam Johnson</td>
<td>K8 Academic Coach- MS Administrator</td>
<td>Course placement changes, Pathway changes, parent/student concerns</td>
<td>7016</td>
</tr>
<tr>
<td>Crystal Shay</td>
<td>K-8 Counselor</td>
<td>MS students taking HS classes, grade transitions, Course placement changes, promotions/placement changes, counseling needs, Grades K-8 Section 504 needs/questions</td>
<td>7138</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Services</td>
<td>Contact</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Katie Sepulveda</td>
<td>K-7 Facilitator</td>
<td>Special Education or IEP needs/questions</td>
<td>7063</td>
</tr>
<tr>
<td>Ashley DeSouza</td>
<td>Grades 8-12 Facilitator</td>
<td>Special Education or IEP needs/questions</td>
<td>7139</td>
</tr>
<tr>
<td></td>
<td><strong>High School:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janine Calhoun</td>
<td>Principal</td>
<td>Parent/student concerns, withdrawals, reinstatements</td>
<td>7121</td>
</tr>
<tr>
<td>Katie Kelly</td>
<td>Assistant Principal</td>
<td>A+ teacher concerns, parent/student concerns, ELL</td>
<td>7057</td>
</tr>
<tr>
<td>Ramona Acosta</td>
<td>Counselor</td>
<td>Credits, courses, ILPs, additional counseling needs 9th Grade, Section 504 needs or questions (Available for Spanish Speaking Families)</td>
<td>7219</td>
</tr>
<tr>
<td>Sasha Scott</td>
<td>Counselor</td>
<td>Credits, courses, ILPs, additional counseling needs 12th Grade, Section 504 needs or questions</td>
<td>4304</td>
</tr>
<tr>
<td>Kara Lavoie</td>
<td>Counselor</td>
<td>Credits, courses, ILPs, additional counseling needs 11th Grade, Section 504 needs or questions</td>
<td>7152</td>
</tr>
<tr>
<td>Vanessa Remus</td>
<td>Counselor</td>
<td>Credits, courses, ILPs, additional counseling needs 10th Grade, Section 504 needs or questions</td>
<td>4605</td>
</tr>
<tr>
<td>Ashley DeSouza</td>
<td>Grades 8-12 Facilitator</td>
<td>Special Education or IEP needs/questions</td>
<td>7139</td>
</tr>
<tr>
<td></td>
<td><strong>Family Support Team:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kristina Weckesser</td>
<td>Family Resource Coord.</td>
<td>Family Concerns Escalations, Homeless/McKinney Vento Liaison, Foster Care Liaison, Critical need of additional resources</td>
<td>6904</td>
</tr>
<tr>
<td>Danielle Cherry</td>
<td>FASL-6th and 7th</td>
<td>Student and Learning Coach Support</td>
<td>0736</td>
</tr>
<tr>
<td>Crystal Marshall</td>
<td>FASL-9th and 11th</td>
<td>Student and Learning Coach Support</td>
<td>7006</td>
</tr>
<tr>
<td>Keith Simpkins</td>
<td>FASL-7th and 8th</td>
<td>Student and Learning Coach Support</td>
<td>7163</td>
</tr>
<tr>
<td>Alex Patton</td>
<td>FASL-10th &amp; 12th</td>
<td>Student and Learning Coach Support (Available for Spanish speaking families)</td>
<td>4229</td>
</tr>
<tr>
<td>Amanda Rowsell</td>
<td>FASL FE Coord.</td>
<td>Enrichment Trainings-Community Outreach events</td>
<td>7182</td>
</tr>
<tr>
<td>Jessica Grabbe</td>
<td>FASL-Elementary K-5</td>
<td>Student and Learning Coach Support</td>
<td>7138</td>
</tr>
<tr>
<td>Jeff Pinkard</td>
<td>Family Compliance Coord.</td>
<td>Attendance issues and Truancy</td>
<td>7062</td>
</tr>
<tr>
<td></td>
<td><strong>Advisors:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Khary Black</td>
<td>Advisor – K8</td>
<td>additional orientation/technical support, questions regarding the platform, navigation issues</td>
<td>7221</td>
</tr>
<tr>
<td>Stormi Black</td>
<td>Advisor-9th grade</td>
<td>additional orientation/technical support, questions regarding the platform, navigation issues</td>
<td>7020</td>
</tr>
<tr>
<td>Whitney Hedgepeth</td>
<td>Advisor – 11th Grade</td>
<td>additional orientation/technical support, questions regarding the platform, navigation issues</td>
<td>7023</td>
</tr>
<tr>
<td>Ashton Nault</td>
<td>Advisor – 10th Grade</td>
<td>additional orientation/technical support, questions regarding the platform, navigation issues</td>
<td>8227</td>
</tr>
<tr>
<td>Allison Perry</td>
<td>Advisor – 12th Grade</td>
<td>additional orientation/technical support, questions regarding the platform, navigation issues</td>
<td>N/A</td>
</tr>
</tbody>
</table>
The following staff members are available for translation for Spanish speaking families:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex Patton</td>
<td>FASL</td>
<td>4229</td>
</tr>
<tr>
<td>Ramona Acosta</td>
<td>Counselor</td>
<td>7219</td>
</tr>
</tbody>
</table>

Teacher computer/technical issues - Include screenshots or exact error messaging, specific examples, and all information possible. Sending an e-mail will generate a ticket.

K12 Customer Support / Helpdesk: [https://www.help.k12.com/s/](https://www.help.k12.com/s/)

Student/Parent technical issues – K12 supplied computers/equipment, Missing materials, Return labels

LC - Click Help in the OLS, click contact K12 support, click Request Support to submit an online query to avoid a long phone wait or call 1-866-K12-CARE (1-866-512-2273)

---

**SCHOOL PROGRAMS & SERVICES**

**ENGLISH LANGUAGE LEARNERS SERVICES (ELL)**

English Language Learners (ELL) have a right to a comprehensive educational program with high standards provided by trained and knowledgeable staff. Nevada Virtual Academy is committed to providing equitable access to an educational experience designed to develop academic skills and concepts at the same level as other students.

**Translated Materials/Access Statement**

Nevada Virtual Academy has bi-lingual staff on site to provide translation services to accommodate parents and learning coaches. Translated forms can be provided upon request. More options are currently being investigated to provide effective communication.

**SPECIAL EDUCATION AND 504 SERVICES**

Special education is the provision of services to students with an identified handicapping condition who require specialized instruction and possible accommodations, modifications, and related services in order to benefit from their education. Like any public school, Nevada Virtual Academy is responsible for providing a Free and Appropriate Public Education (FAPE) under the federal guidelines of the Individuals with Disabilities Education Act (IDEA). As a charter school, Nevada Virtual Academy is required to provide access to the curriculum for students in their least restrictive environment. For students with a current Individualized Education Program (IEP), special education teachers and supporting staff members are expected to follow the components within the IEP.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap. Nevada Virtual Academy has responsibilities to identify, evaluate, and provide access to appropriate educational services if a child is determined eligible. For students with a current 504 plan, the general education teachers are expected to follow the accommodations, modifications, and other services.

The school identified its School Counselors as Section 504 Coordinator of their assigned cohort to assure compliance and appropriate services for all students.
Students who are identified as special education students and served under an Individual Education Plan (IEP) must follow school compliance requirements unless exempt or adjusted within the IEP.

The noncompliance process should be followed consistently for all students at the school. When a special education student reaches the last level of noncompliance where the school would normally institute administrative withdrawal, the special education manager needs to be notified and a Manifestation Determination meeting (MDM) will need to be held with the entire IEP team, including parent as mandated by state guidelines. During this meeting the determination will be made as to whether or not the student’s disability contributed to the noncompliant status and if so, the IEP can be modified as appropriate to better meet the student needs. If not, then the noncompliant policy will be followed in the same manner as any other student.

**RESPONSE TO INTERVENTION (RTI)**

Response to Intervention (RtI) is the process teachers use to address specific student’s academic and behavioral concerns. Teachers, students and families are active participants of the process. Parents are notified throughout the process and provided guidance on how to appropriately assist in implementing the interventions. Through a three-tiered process, interventions are put into place to aid the student in becoming successful in his/her area of weakness. If the interventions do not positively affect the student or all parties do not see academic improvement, then further testing will be required to determine if special education services are needed. The process needs to be in place prior to further testing by the special education department. It is the ultimate goal of the RtI process to identify the child’s academic and/or behavioral concern and match the appropriate intervention. Teachers will work closely with the RtI team to find and implement appropriate scientifically researched interventions. If a parent has an academic or behavior concern for their child, they should first bring them to the teacher’s attention to begin the process.

**FAMILY ACADEMIC SUPPORT TEAM**

Nevada Virtual Academy is dedicated to providing each student enrolled in our school 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.

- Nevada Virtual Academy’s Family Support Team provides multiple levels of support for each of our students. Each student has a Family Support Advisor who will monitor every student’s progress and provide support when needed. Your advisor, along with your teachers, will work with you, your family and any other individual involved in your education to guide you to educational success.
- Nevada Virtual Academy’s Parent University offers classes to help parents and guardians to become effective participants in each student’s education.
- We offer many other family engagement activities that will help Nevada Virtual Academy Families become involved in their students’ education in a successful manner.

It is strongly encouraged for Nevada Virtual Academy families to take full advantage of the services provided by our Family Support Team.
SPECIAL EDUCATION RELATED SERVICE

As a student/learning coach, your individual education plan (IEP) may include the need to receive certain related services. These may include speech services, occupational therapy, physical therapy, nursing, and/or vision services. As a school we are required to supply you with the services that are outlined in your IEP. You have a responsibility to be present for your scheduled appointments with the service providers. However, there are times when appointments are missed or need to be rescheduled. The following steps must be followed when these occurrences happen:

1) Set times that you can realistically be available for service with your provider.

2) Inform the provider at least 24 hours or upon immediate discovery that you will not be able to make your appointment and agree to a rescheduled time.

3) Three consecutive no show/no call absences will require you to contact the assigned provider to set the next appointment time and date.

4) Failure to contact that provider in a timely manner will result in a referral to the appropriate administrator/designee for further action.

Please remember that these related services were determined as necessary to help you access and be successful with your course of study. We want you to succeed! Let’s work together to make that happen.

EXTRA CURRICULAR CLUBS

There are multiple school level and K12 wide clubs available to students. These clubs offer wonderful opportunities for students to express and expand their interests as well as interact with other K12 students. Clubs are optional and will not affect a student’s grade. Students are welcome to participate in as many clubs as they like but club participation should not affect student’s ability to complete school work. If a club meeting is scheduled the same time as a student required academic class, the NVVA class should take precedence. While a student is participating in the club meeting or activity all school code of conduct rules applies.

GENERAL INFORMATION

CHANGE OF CONTACT INFORMATION

Parent/guardians are required to notify the school immediately of any change in name, address, e-mail, 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. Please call the Office of the Registrar at: 702-407-1825 ex 7071.
SCHOOL PROPERTY

Nevada Virtual Academy provides equipment, materials, books and other curricular supplies. 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 property must be returned to K12 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. All materials are set for reclamation through K12, Inc. customer service. Return labels are usually emailed and/or mailed to the student. Materials/computers cannot be accepted at the NVVA school office location.

PLEASE NOTE: When a student withdraws prior to the end of the school year, all items, regardless of condition, must be returned to K12 reclamation services. This excludes student and teacher printed pages.

TECHNICAL HELP

Log on to http://help.k12.com/ for all technical support questions, or call K12 Technical support at 1-866-512-2273. You must have a ticket number from technical support in order to escalate any issue or concern.

Important: Be sure to keep all of the boxes that your computer equipment arrived in. The computer and accessories are the property of your K12 Virtual Academy and will need to be returned in the original boxes.

WITHDRAWAL

Parent/guardians who wish to remove their student from Nevada Virtual Academy must contact the NVVA Office Line at 702-407-1825 and ask to speak to a registrar. The registrar will give further instructions for withdrawal and provide the proper withdrawal paperwork to the Parent/Guardian. OR use NVVA Withdrawal Link:

https://na2.docusign.net/member/PowerFormSigning.aspx?PowerFormId=1d0ccf1f-f33a-436f-8de9-43d08f7227f4

CAMPUS POLICY

CLOSED CAMPUS

NVVA is a closed campus. This means the student must remain at school for the students scheduled class time, which includes any break periods. Students may bring a packed lunch or snack to eat during break periods. During a break period, students will be expected to display good manners and courtesy toward others. Students must eat only in the designated eating area. Students will be expected to clean up and dispose of all trash appropriately. Electronic equipment is NOT allowed at during break periods or in the hallways. The item will be confiscated.
PHONES/ELECTRONIC DEVICES

In case of emergency, come to the office with a telephone pass from your teacher. **Please note: the office phone is not available for students to use for personal calls.** Ask an administrator for assistance in case of emergency.

Cell phones and all other electronic devices must remain turned off and in backpacks throughout the school day. Any electronic device used inappropriately will be confiscated and returned to a parent/guardian at the end of the school day. Second offenders will receive further consequences and will lose future electronic device privileges. The School will not be responsible for lost, stolen or broken items.

Any laptops or personal electronic devices being used to watch movies, etc. in the lobby must be used with headphones or earbuds.

GENERAL AREAS: HALLWAYS, REESTROOMS, LOBBY

Hallways, Restrooms, and Lobby areas are used by all members of NVVA. **PLEASE:**
- Use the restrooms only as needed and then move on to class.
- Eat only in the designated (by staff) eating areas.
- Maintain orderly conduct always; walk in the halls or restrooms and use appropriate conduct while waiting in the lobby.
- Use only appropriate language while in these areas, or within the school environment.
- **At any level profanity and vulgar language is unacceptable and is strictly prohibited in all areas and school functions at all times.**
- Limit excessive noise such as yelling or screaming while in these areas.
- Help keep the school clean by picking up after yourself and putting your belongings in their proper place.
- Respect others personal space and keep your hands to yourself even in play.
- Vandalism, littering, or graffiti in the school is prohibited and should be reported.
- **Any public displays of affection are prohibited**
- Notes from parents do not excuse infractions of school rules.

Consequences will be given for failure to follow any of the above-mentioned rules. Please be responsible and report any leaks, spills, or other problems in the bathroom to a teacher or the office. You are responsible for cleaning up after yourself, including the disposing of garbage.

HEALTH AND WELLNESS

IMMUNIZATION EXEMPTIONS

**Medical and Religious Exemptions**
Any parent or guardian enrolling their child at Nevada Virtual Academy, and desiring exemptions from immunizations for medical reasons, must submit at the time of enrollment, a written explanation or
prescription from a physician or authorized health care provider. The explanation or prescription will be presented to the school nurse or clinical aide.

COMMUNICABLE DISEASES
All communicable disease should be reported to the school. Measles, rubella, chicken pox, and mumps, by law must be reported. The school will provide information and resources to families regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases at school and at school or sanctioned events. Students may be excluded from school and/or events if they are suspected of or diagnosed with a communicable disease that poses a health risk to others and that renders them unable to adequately pursue their studies. These diseases may include, but are not limited to:
- Measles
- Rubella
- Chicken Pox
- Mumps
- Head lice
- Pink eye
- Strep throat
- Impetigo
- Ringworm or scabies
- MRSA or staph infections

As appropriate, the school’s administration, nurse, teacher or FASA, will send a notice to parents.

For the general well-being of students, other families and your child’s recovery do not drop off students at the school for instruction if they’re exhibiting signs of illness (See general illness guidelines below). Parents and Learning coaches should notify the school and their child’s teacher is the student is too ill to attend school.

**Missed homework should be requested by the student from the teacher. Students are reminded that it is his/her responsibility in any occurrence of absence to obtain missed work from his/her instructors.**

The following are guidelines by which a student could be sent home. The guidelines can also be used by parents/guardians to make the decision to keep a child at home due to illness and to prevent the spread of infections or viruses.
- Temperature of 100 degrees or above
- Vomiting or diarrhea
- Nasal discharge of yellow/green color
- Cough in combination with any of the above symptoms
- Any other contagious condition (e.g., “pinkeye”)
- An unidentified rash
- Head lice (see school policy below)

If a child is ill with one of the above symptoms during the school day, parents are required to pick up their child as soon as the school contacts the parent.

**Communicable Diseases & Symptoms illness Policy**
It is the policy of Nevada Virtual Academy to excuse all students who are found to display what could be determined to be a communicable disease or symptoms of the same. In the interest of school/community health the students
may not be allowed to resume attendance on campus until a release from the doctor could be provided to the school.

**ILLNESS OR INJURY**

Nevada Virtual Academy has a first-aid-trained-professional available to discuss or assist with medical problems or health related concerns. When injured or if you become ill, inform your instructor immediately. It is critical that you follow the procedure of informing your instructor, or going to the clinic or main office immediately.

Students may not leave the building or miss class without first coming to the office. Missing a class, without following this procedure will result in your receiving an unexcused absence.

Mild scrapes or bumps will be reported to a parent/guardian by a student’s teacher or administrator. The NVVA school wellness staff will use standard first aid and universal precautions when treating scrapes or falls. An Incident Report will be completed for more serious injuries and will be placed on file.

If a serious accident or injury occurs the teacher or administrator will attempt to notify parents/guardians and emergency contacts.

- A more serious accident / injury may require: 911 notification by the school Nurse or FASA
- Emergency room visit
- Follow-up care by a doctor/dentist.

*See Health & Wellness Handbook for other medical concerns and approved treatment.*

All emergency numbers must be kept current in order to assure that a parent/guardian can be reached whenever necessary. Parents/guardians are responsible for all costs incurred in the provision of emergency medical treatment for their child.

**MEDICATION POLICY**

Medication should not be sent to school unless it is required that students take it during the day or if it is imperative that students have access to it.

If you must have medicine at the school, these procedures are mandatory:

- The school nurse or FASA must dispense the medication.
- Medications are to be sent by a physician’s office or brought to school by a parent/guardian.

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

The student’s parent or guardian must obtain and submit a medication directions form, available in the main office from the school FASA. The document must be signed by the student’s physician and parent/guardian, then submitted back to the school FASA. Information provided to the school related to medication must be re-submitted annually, and with any medication changes during the year.

The medication must be in the original container and have the following information clearly printed on it:

- Student’s Name
- Name of the medication
- Dosage
- Time the medication must be taken
- Healthcare provider’s name and telephone number

It is the student’s responsibility to notify the teacher and request to go to the wellness office at the appropriate time to take the medication, unless the student has a disability and is unable to do so.

In the case of prolonged need, only the amount for a clearly specified period will be stored, such as one week or one month.

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

Students are not allowed to carry any prescription medications on their person with the exception of an inhaler or topical medication. The student’s parent or guardian must obtain, complete and submit a signed medication self-administration form available in the main office from the school FASA. The document must be signed by the student’s physician and parent/guardian, then submitted back to the school FASA. At the discretion of the head of school, nurse and or FASA it may be required for the student to administer the medication in the wellness office with a FASA present.

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

UnAuthorized use, misuse, or unauthorized possession of prescription medication may subject a student to disciplinary action

Aspirin, Tylenol, and other patent drugs are not available to students from the school or staff.

**ASTHMA / ALLERGIES**

Parents of students who have allergies or asthma must notify the school, student’s homeroom teacher and wellness office of the student’s allergy or asthma information. A record may be kept in the schools wellness office by the FASA.

**HEALTH SCREENINGS**

**Keeping Your Child Healthy and Learning Ready**

The health professionals at Nevada Virtual Academy are dedicated to keeping students healthy and learning-ready. With on-site First Aid Safety Assistants and an on call school nurse keeping the school environment safe and healthy is a priority of the school.

There are any number of ways to help prevent germs from being passed person to person, in the classroom or other areas of the campus. We can’t eliminate the possibility of spreading germs by working together with parents and
families and we can reduce the spread of illness, improve attendance, increase graduation rates, and give each student the best opportunity to become a successful and healthy adult.

We ask that families work with the school’s health services staff to report any concerns and to receive resources to local agencies that provide services for concerns they might have noticed with their children. Vision and Hearing Screenings are offered

**Vision and Hearing Screening**
Nevada Virtual Academy student health screenings are administered in accordance with Nevada state guidelines NRS 392.420, to conduct vision and hearing screening on students at certain grade levels. The designated grade levels to be screened are

- 1st grade
- 4th grade
- 7th grade

10th grade. In addition, screening is conducted for all students who

- Kindergarten students who have been referred by their teacher.
- Any child who may have been absent on a scheduled screening date may be elect to participate in the following screening offered.

Screening for vision and hearing is carried out by a team including a school nurses or by school personnel who are trained and supervised by the school nurse. The school nurse will notify the parent/guardian of any child who does not pass either screening and recommend that the student have further testing by a physician or other qualified health professional. We work closely with the Nevada Lions’ Club to help provide these screenings to all of our students throughout Nevada.

School nurses do not diagnose vision or auditory problems but are glad to explain the screening process or discuss your child’s screening results with you. If you would like to speak with the school nurse or you do not want your child to be screened for vision or hearing, please contact the school’s health office.

*Parents or legal guardians may elect not to participate in health screenings at the time they receive notification. Additionally parents may elect not to attend health screenings offered which will be accepted as refusal to participate.

**Scoliosis Screening**
Each year, Nevada Virtual Academy school nurse will conduct screening of middle school students for possible spinal curvature or “scoliosis,” as mandated by state law NRS 392.420. Seventh grade students and any eighth grade students may participate in screening in the seventh grade will be screened at some point during the school year.

Scoliosis is a curvature of the spine which occurs in about 4 to 10% of the adolescent population. Early detection and referral to a physician or qualified health care provider can prevent more significant spinal problems as the child grows. Scoliosis screening will be conducted by a school nurses who have been given special training in the procedure.

**MENTAL HEALTH**
Nevada Virtual Academy is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please contact the school
counselor for more information related to mental health services and to find mental health services available in your area.

**Physical Restraint**
School staff may, within the scope of their duties, use and apply physical restraint to a student that they reasonably believe is necessary in order to:

1. protect a person, including the person using physical restraint, from physical injury;
2. obtain possession of a weapon or other dangerous object;
3. protect property from serious damage;
4. remove from a specific location a student refusing a lawful command of school staff, including a classroom or other school property, in order to restore order or impose disciplinary measures;
5. restrain an irrational student; or
6. prevent student from fleeing when fleeing would put other students or others in danger.

**DISCLAIMERS**

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) provides parent/guardians and students over 18 years of age (“eligible students”) certain rights regarding the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

To request an inspection and review, the parent/guardian or eligible student should submit a written request to the program director that identifies the record (s) they wish to inspect. The program director makes arrangements for access and notifies the parent/guardian or eligible student of the time and place where the records may be inspected.

(2) The right to request an amendment of the student’s education records that the parent/guardian or eligible student believes is inaccurate.

Parent/guardians or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the program director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School notifies the parent/guardian or eligible student of the decision and advises him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the parent/guardian or eligible student when notified of the right to a hearing.
(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA allows disclosure without consent.

One exception that permits the School to disclose information without consent is when the School discloses information to school officials with legitimate educational interests. A school official is a person employed by or contracted to provide services to or designated by the contractor to provide services to the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors of the School; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, D.C. 20202-4605

(5) FERPA requires that the School, with certain exceptions, obtain a parent/guardian’s or eligible student’s written consent prior to the disclosure of personally identifiable information from a child’s education records. However, the School may disclose “directory information” without written consent, the parent/guardian or eligible student, have advised the School in writing that he/she does not want all or part of the directory information disclosed. The method for objecting to disclosure of directory information is specified below. The primary purpose of directory information is to allow the School to include the following information from education records in certain school publications or disclose it to certain parties. Examples include:

- Shipment of computer and school materials to and from student’s home
- Entry of student enrollment information into a computer database for use by school officials
- Honor roll or other recognition lists
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- School yearbook
Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent/guardian’s prior written consent. In addition, federal laws requires the school to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parent/guardians or eligible students have advised the School in writing that they do not want their student’s information disclosed without prior written consent. [Note:These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

The School has designated the following information as directory information:  
- name  
- address  
- telephone number  
- e-mail address  
- grade level  
- activities and clubs  
- awards

If there are certain items the School has chosen to designate as directory information that parent/guardians/learning coaches do not want disclosed from student’s education records without their prior written consent, parent/guardians/learning coaches are encouraged to send an e-mail identifying the information they do not want disclosed and the student’s name to the school principal.  

An OPT OUT form will be provided upon request to be filled out, signed and kept on record.

RIGHT TO AMEND

The information in this handbook represents approved state and school-wide policies and guidelines. Nevada Virtual Academy reserves the right to modify this handbook, amend or terminate any policies, procedures, whether or not described in this handbook at any time.

PHOTO RELEASE

The NVVA staff understands the importance of privacy; confidentiality is of the utmost importance for all students attending Nevada Virtual Academy. Parents/guardians must give permission before their child's name or image can be displayed in a public manner. Student files are only accessible to employees.

DATA PRIVACY

Nevada Virtual Academy does not allow students to reveal confidential information. Malicious use of the system to develop programs or institute practices that harass other users, gain unauthorized access to any entity on the system, and/or damage the components of an entity on the network is prohibited.

Users are responsible for the appropriateness of the material they transmit over the system. Harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. The use of any obscene or
pornographic material is prohibited. Students shall comply with any additional rules developed by the school/school district concerning appropriate use of telecommunication and other electronic devices.

**CHILDFIND**

In compliance with state and federal law, Notice is hereby given by Nevada Virtual Academy that it will conduct ongoing identification activities for the purpose of identifying students who may be in need of special education and related services. Prior to any referral of a student for evaluation, Nevada Virtual Academy utilizes one or more of the following methods to identify possible exceptional students.

1. Annual survey of exceptional children.
2. Analysis of school district achievement test / state assessment results.
3. Parent/guardian or guardian initiated referral.
4. Referrals to and from other public and private agencies.
5. School staff referral.

If a parent/guardian believes that their school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available at no cost to the parent/guardian upon written request.

Nevada Virtual Academy provides for the development and continual analysis of student portfolios. Such portfolios may include: written work by students; other demonstrations or performances by students related to specific student performance standards; examinations developed by teachers to assess specific student performance standards; diagnostic assessments; and other measures, as appropriate, which may include standardized tests. Portfolios are available to parent/guardian at conferences or by appointment.

Students with disabilities will participate in statewide assessments one of the three ways as determined by the IEP team:

- Without accommodations
- With accommodations - accommodations provided must be allowable by test given and be used by the students as part his/her educational routine.
- Alternate assessments if required by the State Department of Education.

The results of assessments shall be made available to the professional staff so that they may better understand the strengths and weaknesses of their particular students.

If a child is identified by Nevada Virtual Academy as possibly in need of special education and related services, the parent/guardian will be notified of applicable procedures. The Individuals with Disabilities Education Act (I.D.E.A.) intends to provide greater access of children with disabilities to the general curriculum. It is the belief of Nevada Virtual Academy, that the majority of children identified as eligible for special education and related services are capable of participating in the general curriculum to varying degrees with some adaptations and modifications. All special education programs and services offered by Nevada Virtual Academy reference the general curriculum.
**Student Records**
State and federal policies and procedures will be followed regarding the storage, disclosure to any interested third parties, retention and destruction of personally identifiable information.

**MCKINNEY-VENTO**
Nevada Virtual Academy, in accordance with federal law, will ensure that homeless children in the school have access to a free and appropriate public education. The McKinney-Vento Liaison will be able to provide hygiene supplies, food, backpacks, bus passes, school and other important supplies are available to students who need them. Computers are offered to students who show proof of income putting them below poverty guidelines and/or who qualify for social security benefits or food stamps.

**Procedures:**
Nevada Virtual Academy administration and teachers intentionally seek out any students who are homeless or who require other services to ensure free and appropriate public education by regularly monitoring the identifiers and data sources outlined in this section. Students and records found in this way are escalated to the Nevada Virtual Academy Operations Manager and the Title I Coordinator. Escalations should occur within 24 hours under any one of the following circumstances:

<table>
<thead>
<tr>
<th>McKinney-Vento</th>
<th>Escalate if:</th>
<th>Where to look:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marked Status</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Enrollment Questions</td>
<td>Answer to any specific residence questions indicates that student is homeless</td>
<td>Questions and Answers Report</td>
</tr>
<tr>
<td>Received CUM Files</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Enrollment Team Notice</td>
<td>Enrollment team notifies Operations Manager and Title I Coordinator of family in need of services or McKinney Vento form completion</td>
<td>Email, compliance tab, notes</td>
</tr>
<tr>
<td>45 Day Screening (if applicable)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Family/Student Onboarding Survey</td>
<td>Family notifies of need in onboarding survey</td>
<td>Onboarding survey results</td>
</tr>
</tbody>
</table>
**Parent Referral**

Parent notifies school directly of need (ISP, transportation, etc.)

Parent calls or email

**Teacher Referral**

Teacher notifies of discovered homelessness or other need.

Email or notes

**Identification**

When a student qualifies under the McKinney Vento Act:

The student will be accounted for in the SAIS system as Homeless/Need Only. Since McKinney-Vento students automatically qualify for Title I services those students in the grade levels served by our Title I program are offered these services. Since Title I became available all Homeless students are reported to Operations Manager because of their possible Title I participation. Students who qualify under McKinney Vento will be sent a letter by the Title I Coordinator asking if they need any supplies or other materials to assist in their schooling. Student needs will be addressed on a case-by-case basis.

**Public Notice**

Parents/Guardians will be notified of the educational and related opportunities and rights available to homeless children and youth during enrollment. Guidance on how to acquire the information will be made available via the web site and the McKinney-Vento Act will be noted in the Parent Orientation Guide. Notification/Information will be sent twice annually via weekly updates and/or other e-mail communication.

**Training**

Homeless Children and Youth Training will be provided to all school staff through Professional Development meetings and an e-mail can/will be distributed to families.

**Accountability and Data Collection**

Data required to collect:

1. Number of Homeless Children and Youth
2. Primary Nighttime Residence of Homeless Children and Youth

**Nighttime Residence Options**

- Doubled Up
- Sheltered
- Unsheltered
- Hotel/Motel
- Unknown (do not usually use this option)
- Other

**Communication and Tracking**
1. Registrar escalates any situations listed above to the Title I Coordinator or Operations Manager within 24 hours of receiving notice.
2. School administration contacts the family to assess needs and obtains McKinney Vento form.
3. School puts family in contact with resources to help families with their needs.

**TITLE IX**

Nevada Virtual Academy complies with Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., which is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter “schools”) receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Complaints or questions regarding Title IX and sexual discrimination or harassment should be directed to the Nevada Virtual Academy Title IX coordinator:

Nevada Virtual Academy
Megan Bernardo
Title IX Coordinator
title9@nvacademy.org
4801 S. Sandhill Rd
Las Vegas, NV 89121
(702) 407-1825

**Nevada Virtual Academy Title IX Grievance Procedure**

Students, parents, and other program participants who feel discriminated against may initiate a complaint by contacting the Title IX Coordinator directly.

Upon receipt of a complaint the Title IX Coordinator will initiate an investigation in a timely manner.

All parties involved in the complaint have the right to present his or her case with equal opportunity to present witnesses and other evidence, and to the right to the same appeal, processes.

Each party will be notified of the time frame within which the school will conduct a full investigation of the complaint, the parties will be notified of the outcome of the complaint; and the parties may file an appeal, if applicable.

Both parties will be informed in writing of the outcome of the complaint including any sanctions imposed upon the accused and/or accuser.
Either party may appeal the outcome of the complaint decided upon by the Title IX Coordinator within 10 days of receiving written notice of the outcome.

Grievance Procedures are accessible to English language learners and students with disabilities.

**TITLE I**
Federal and state requirements for 2018-2019 Title 1 School Planning aligned with School Performance Plans.

Analyze income verification audit requirements and school performance to identify any potential opportunities for professional learning to adhere to federal guidelines

**School Wide Program**
“The very purpose of a schoolwide program is to upgrade the entire educational program of the school in order to raise the achievement of the lowest-achieving students.” ~ESEA/ESSA section 1114

**The allocation methodology for each of Nevada grants will be as follows:**
Title I – FRL student count @ 45% or more (using the school-reported FRL data)
Title II – 20% based on count of 5-17 year olds and 80% based on count of low-income 5-17 year olds (using the school-reported FRL data)
Title III – EL student count @ 10% or more (using WIDA ACCESS data)
SB390 – EL student count @ 10% or more (using WIDA ACCESS data)
Special Education - per student allocation based on actual IEP counts (as reported in Infinite Campus)

**SCHOOL EMERGENCY PLAN (EOP)**

**NVVA SITES**

*The Sandhill Blended Learning Center* is a stand-alone 1-story building with 2 wings. The building is ADA (Americans with Disabilities Act) compliant and there are emergency exits on every side of the building that are clearly marked and evacuation routes posted throughout the building. Fire extinguishers are located in hallways throughout the building, while First Aid kits are in classrooms, the breakroom, and wellness room. All staff are trained in administering basic care in an emergency. AED (automated external defibrillator) devices are in the wellness room at the center of the building, as well as the Special Ed Conference room in the education wing. The two First Aide Safety Assistant (FASA), as well as the school nurse, are trained in using the devices.

**Sandhill Blended Learning Center**

- Lutheran Church for reunification site
- Brantley for security services
- Sam’s Club for food & water supplies
The YMCA Recreation Center at Durango/Cheyenne is a publicly used 1-story building that is ADA compliant. NVVA leases one classroom in the North-East corner of the building, as well as an office just across the hall from the classrooms. All classrooms have emergency exit doors to the outside as well as being next to the hallway door that exits to the parking lot. Each classroom has a First Aid kit and staff have been trained in administering basic care. The building is equipped, per code, with essential emergency devices (IE-sprinklers, fire extinguishers, alarms) as well as marked evacuation routes.

**STUDENT SIGN-IN REQUIREMENT**

All students who come to the school are required to sign in and provide an emergency contact name/number and are not permitted to leave without being checked out by a Legal Guardian or approved emergency contact. In the case of emergency evacuation, on-site teachers or family support team-members will be charged with safely evacuating and maintaining line-of-sight contact with students until the student(s) can be discharged to their guardians/emergency contacts during re-integration process.

**STUDENT/PARENT EMERGENCY RESPONSIBILITIES**

**Students**

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of the high priority threats and hazards and how to take measures to protect against and mitigate those threats and hazards.
- Take an active part in school incident response/recovery activities, as age appropriate.

**Parents/Guardians**

- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understand their roles during a school emergency.

**PREPARING FOR EMERGENCIES**

**Student Training**

- Evacuation process and Emergency response training to better understand chain of command, procedural responsibilities, and care of self/others during a crisis.

**Parent/Guardian Training**

- Provided with a “hotline” number that can be called for status updates
- Educated on School EOP, including re-integration place/process.
• Trained on how to ensure their safety without disruption/distraction to 1st responders’ efforts when approaching emergency site
• Trained on how to assist with evacuation/crisis control when on-site during an incident.

Exercises
• Drills will be conducted at least once a month. Other types of exercises will occur at least once per school year.

PARENT AGREEMENT AND STUDENT CONTRACT
ACKNOWLEDGEMENT OF EXPECTATIONS

___I understand that by submission of this form I am requesting to enroll my student in a public school with Nevada- mandated residency, attendance, and testing requirements that I am expected to meet and failure to meet these requirements may result in a voluntary withdrawal.

___ I understand that full participation in all state-mandated testing is expected on the required dates and at the required location (to be announced), some of which is required for graduation in the State of Nevada. Students who do not participate in state testing will be subject to a letter grade reduction in the core subject area. It is my responsibility to provide transportation for all required testing.

___ I understand that some state testing sessions, as mandated by the state of Nevada, may require my child’s presence for up to one week at a time & this may change at any time in accordance with requirements set by the state of Nevada’s Department of Education.

___ I understand that Nevada Virtual Academy (NVVA) is a full-time, public school and that upon acceptance my student may not be enrolled in any other public school.

___ I understand that as a public school, there are strict requirements regarding progress and attendance with NVVA. I agree to adhere to these requirements that are set in accordance with Nevada Department of Education’s policy. NAC 387.193.7 states for purposes of full-time enrollment in a program of distance education, a pupil must be enrolled and have progress in the number of courses required for full-time pupils.

___ I understand that my child must maintain daily progress & attendance in all courses to be considered full-time. NVVA’s charter does not support the enrollment of part-time students. Failure to meet Nevada’s full-time pupil requirements will result in a voluntary withdrawal.

___ I understand that it is my responsibility to secure an internet service provider and computer access for the entire school year. These are requirements for use of the K12 curriculum, the OLS, the OMHS and participation in Blended at NVVA Blended sites.

___ I understand that my child will be required to attend teacher-led, online learning sessions. I understand that it is my responsibility to ensure that my student is on time for these sessions and attends regularly.

___ I understand that if my student is assigned to the blended pathway, attendance is a requirement and missing sessions can lead to part-time status, which is not allowed at NVVA. Failure to attend may result in voluntary withdrawal.
I understand that I must read and respond to emails and phone calls from NVVA teachers and staff in a timely manner, and that I will inform staff in a timely manner if my phone number, address, or emergency contacts change.

I understand that NVVA has enrollment limitations and is currently on a Waitlist. If my student is withdrawn from NVVA, and is eligible to return, they will be put at the bottom of the Waitlist pending re-instatement.