

Guiding students to bright futures by focusing on academic achievement,
personal pathways, enrichment, and social-emotional learning.



Student Handbook

Home of the Explorers

Approved by the Encompass Academy Board of Directors on September 20, 2023.
Addition of new Progressive Discipline Plan to be approved by board in December 2025.

Dear Encompass Scholar,

Welcome to Encompass Academy!

You have made an excellent decision choosing to enroll here. We are dedicated to working with you to create, and carry out, an educational plan that will prepare you for the future and help you graduate successfully into the rest of your life. We ask you to take responsibility for your life and your actions, be respectful of yourself, your peers, the staff and the school property, and realize that you will only get out of this encounter what you are willing to risk putting into it. Join us now and let's move forward into an exciting adventure, your education!

To ensure that Encompass Academy can offer everyone a safe and sound learning environment, we make a copy of this Student Handbook available to you online and hard copy if requested. It is intended as a guide to school rules, policies, and procedures. We ask that you become familiar with the material provided so that you can help us make this experience a positive and productive one for all involved.

Your parents/guardians will sign an agreement when registering you at Encompass Academy acknowledging they understand how their involvement in the school is critical to achieving our school's goal to promote academic, emotional, and social success for you. To reinforce that, we will be communicating with your parent/guardian regularly to help keep them involved and informed.

Life is a series of choices and we want you to make the choices that will improve and enhance the quality of your life. You need to be educated to make positive choices; so again... read this handbook. After reviewing this handbook with your family, please sign the Student/Parent/Guardian Acknowledgement Form attached to this document. Please note both your signature and the signature of your parent/guardian are required.

If you have any questions or comments concerning the content of this handbook or the operation of the school, please ask.

Thank you for your support, involvement and enthusiasm.

Adam Khan
Principal

Our Mission:

"Guiding Students to Bright Futures."

Belief Statements:

1. Encompass Academy is dedicated to serving the needs of all students, regardless of their educational past, and will provide appropriate coursework to support student achievement.
2. Encompass Academy will focus on the students' relationships with themselves and the community, and how they can be empowered to connect to their world.
3. Encompass Academy is committed to providing an accepting educational community for our diverse learners.
4. Encompass Academy will provide opportunities for students to learn in meaningful, authentic ways, and will encourage critical thinking to produce capable, caring citizens.

Introduction and General Information

We are excited about the school and eager to engage you in a rich learning experience leading to completion of the high school degree. The policies and procedures contained in this handbook result from efforts of administration, faculty, parents and other students to provide information that will help you adjust to the school culture and the Encompass community. The policies and procedures outlined here are designed to promote your safety and well-being while providing a learning environment that supports your achievement of essential instructional goals.

Accreditation

The Northwest Accreditation Commission (NWAC) accredited us during the 2005-2006 school year. NWAC was taken over by AdvancED and they renewed our accreditation July 2014 and then again in March 2019. As an accredited school, Encompass Academy enjoys all the authorities, rights and responsibilities of being regionally and internationally recognized. If you want additional information regarding the status of Encompass' accreditation or the process for renewal, you can contact AdvancED directly or go online at www.encompassacademy.org/accreditation1.html.

What is a public charter school?

Charters are like a license to operate. Schools chartered by the State offer innovative alternatives to traditional public-school programs. Charter schools are free public schools that receive funding directly from the State and district. To promote innovation, the rules governing how we teach are relaxed, and charter schools are exempt from some of the rules and regulations imposed on other schools. Thus, charter schools are allowed the flexibility to utilize novel teaching approaches. Charter schools must provide students with instruction that leads to achievement of state mandated academic standards and must comply with federal regulations related to the operation of schools that protect individuals'

civil rights. Charter schools must provide students with accommodations related to their individual educational needs as specified in laws such as those pertaining to special education and the Individuals with Disabilities Act.

Students' Responsibilities

We expect you to act like a young adult and help us maintain a positive learning community. We expect you to respect the school's mission and to treat each other with respect. If you choose to be disruptive and/or interfere with the safety of the school or any other student's education, we will make some choices for you. You have every right to waste your own life, but you don't have the right to waste someone else's. Take responsibility for your life and make healthy, productive choices for you.

It is also your responsibility to:

Read and understand the contents of this handbook

Comply with all school policies and procedures

Make a strong effort to learn

Keep the school informed of changes in address, phone number, and any other circumstances that could affect earning and receiving a diploma

Attend all classes on time each day and complete all assignments in accordance with the expectations established by the instructor

Behave in a manner that contributes to a positive learning environment for all, both in the classroom and elsewhere on and off the campus, especially as you are not only a student of Encompass Academy but a member of the Boys and Girls Club

Respect the rights of others

Submit to reasonable corrective action or consequences imposed by the school and its professional staff for violations of its rules

Obey all federal, state, and local laws and ordinances

Non-discrimination Statement:

Encompass Academy does not discriminate on the basis of sex, age, race, color, religion, handicap, sexual orientation, or national origin in the programs or activities that it operates. This policy applies to the employment of professional, classified and student employees and all operating policies of the school.

State Standards and Assessment Goals

Encompass features a thematic, interdisciplinary curriculum that covers standards and goals through an integrated learning approach.

You will apply knowledge and skills across all subject areas, as reflected in district, state and national standards for education.

You and all student groups will make continuous measurable gains in achievement of content standards.

Your learning activities include relevant real-world projects and problems.

Assessment results will be utilized to guide instruction and to report on your individual knowledge and progress.

Assessment will allow you to demonstrate knowledge in diverse ways.

Career Preparation Goals

You will gain an awareness of your own interests, values, abilities and aptitudes.

You will develop an awareness of the role and value of work for you and for society.

You will make the connection between what is learned in school and how that knowledge and those skills are applied in the workplace.

You will explore careers and educational options using a variety of resources and experiences to plan and prepare a career pathway.

Confidentiality:

While the school personnel respect the confidentiality of information provided by students and their parents, there are certain things that they cannot, by law, keep confidential. In accordance with Nevada State Law, school personnel must inform an administrator when they become aware of the physical, emotional or sexual abuse of minors or the elderly, or possess information that would lead one to believe a student may do harm to himself, herself or others. State law requires immediate reporting to the appropriate law enforcement or social service agency.

Enrollment Policy

Currently, enrollment is limited to 125 students. Enrollment opportunities will open up the beginning of the school year and continue to be open until Encompass reaches enrollment capacity. Preference will be given each year to returning students and the enrollment of siblings of a pupil who is currently enrolled in the school. Due to the fact that Encompass serves a large group of at-risk students, preference will also be given to students who live within 2.0 miles of the school. Preference will also be given to students who reside in the district before enrolling students coming from another school district. All students are also required to attend a mandatory orientation.

Student Maximum Age Allowance: Encompass will not count a pupil who is 21 years of age or older on or before September 30 of a school year for the purpose of calculating the basic support for the school district for that school year unless:

The pupil is a pupil with a disability who is eligible to receive the benefits provided by chapter 395 of NRS pursuant to NRS 395.020. The administrative team will review all students over 18 prior to enrollment to ensure Encompass Academy is a practical option for that student.

Encompass will enroll students age 18 with a minimum of 12 credits and with an approved graduation plan as long as this enrollment will not exceed 5 years in a high school setting. Encompass will enroll students age 19 with a minimum of 17 credits and with an approved graduation plan as long as this enrollment will not exceed 5 years in a high school setting. Encompass will enroll students age 20 with a minimum of 19 credits and with an approved graduation plan to graduate at semester break of the same school year as long as this enrollment will not exceed 5 years in high school and the student will not turn 21 before the end of the semester break of the same school year.

For a student to be considered for enrollment, the student must first schedule a meeting with a member of the administrative team for an interview and the completion of an Individual Learning Plan. The learning plan allows the school to determine whether or not

the program is appropriate. A parent or guardian must be in attendance for this meeting. From this meeting, and based upon openings, students can be enrolled.

Students who elect to attend Encompass Academy often have very different reasons as to why they elect to attend. This is the reason the academy elects to go through an in-depth enrollment process to learn about potential students, and set them on an appropriate pathway. The personal pathways component is about individualization. Students who intend to enroll go through the following process:

Stage	Student Responsibility	School Responsibility
1	Contact the school and speak with the registrar about the intent to enroll. Set up an appointment to meet with the administrator. Gather relevant educational information: transcript, behavioral information, individualized education plan (if applicable).	Set up an appointment with the student.
2	Complete the Intent to Enroll form, including a brief essay. Attend meeting with parent/guardian. Schedule a time to complete brief educational assessments.	Review educational history and Intent to Enroll form and essay with student and parent/guardian. Evaluate the information, and determine if there is space for the student in the required grade level. Provide a tour to the student. Provide an enrollment packet if appropriate
3	Complete the enrollment packet and return to the school. Complete educational assessments. Meet with counselor or administration to complete an individual learning plan that will serve as a student contract for learning.	Meet with student and his/her parent/guardian to review results, and discuss programming: interventions, college and career preparation, credit recovery, and academic course load. Set student's schedule.
4	Review progress at semester. Monitor, and adjust.	Review progress at semester. Monitor, and adjust. Contact parent/guardian if adjustments need to be made.

Personal pathways also allow Encompass Academy counselors and administration to determine if a student would benefit from an internship, job shadowing experience, or service-learning project as well. It encourages a strong relationship with the school counselor, and provides the opportunity for a teacher mentor on site to help review progress throughout the school year.

Lottery Policy

If the number of eligible students wishing to enroll in Encompass exceeds the number of spaces available (125), then Encompass will hold a lottery to determine which applicants it will accept. The names of all students eligible for admission will be placed in a container and selected randomly to fill those spaces. If the student drawn does not accept the

position, another name will be drawn. Encompass will maintain a waiting list of students interested in attending and will notify students as openings become available.

Parent Involvement

As a condition of enrollment, Encompass Academy requests that a parent or guardian of each student enrolled at the school commit to being involved with their student during the course of their education and be available for meetings with staff as needed. Through the initial meeting, parents will sign an agreement with Encompass related to the level of involvement they are expected to have.

Withdrawal from Encompass Academy:

In accordance with Washoe County School District policy and procedures, telephone calls are an acceptable means for informing the school of the desire to withdraw a student from Encompass, however a parent/guardian will be asked to sign a withdrawal form for the withdrawal to become official.

Transfer of Credit to Another Comparable School

Encompass Academy uses transcripts to indicate that a student has successfully completed coursework for each subject. When a student transfers to another school and the receiving school sends a records release to Encompass, the registrar will print the transcript and standardized testing to add to the file for transfer. Electronic versions of transcripts are stored in Infinite Campus.

Meeting Standards for Encompass Academy's Culture

Students at Encompass Academy need to positively represent our school and make positive contributions to Encompass Academy's climate and culture. Students who do not meet these criteria may be asked to end their enrollment at Encompass Academy and find another school to attend. Listed below are reasons that a student may be asked to end their enrollment with Encompass Academy. This list is not exhaustive, and other instances may arise when a student may be asked to enroll at another school. The list of reasons that students may be asked to end their enrollment with Encompass Academy includes, but is not limited to:

- Being deemed a habitual disciplinary problem
- Having three or more suspensions in a school year
- Failure to follow an attendance or behavior plan created with school administration, the student, and the student's parent/guardian
- Being deemed a chronically absent or truant student
- Any action deemed unbecoming of an Encompass Academy student by the Encompass Academy School Board

Parents/guardians are expected to be active participants in their student's education at Encompass Academy. Parents/guardians, in addition to Encompass students, represent our school, and must do so in a positive way. Parents/guardians must positively contribute to Encompass Academy's climate and culture. Failure of the parent/guardian to adhere to these requirements, or to work cooperatively with Encompass Academy may result in the parent/guardian being asked not to attend school events, or being asked not to come to campus. The behavior of parents/guardians of Encompass Academy students can

jeopardize the student's standing at our school. Examples of this include, but are not limited to:

- Failure to schedule or attend meetings to create, modify or review a student's attendance or behavior plan
- Harassing or threatening students/staff of Encompass Academy
- Participating in the physical or emotional distress of Encompass students/staff

HEALTH AND SAFETY

Encompass Academy does not provide health services, but will make every attempt to ensure a safe, healthy environment for your student to learn. In the event that your student sustains an injury or becomes ill on campus or during an off-campus activity, a parent or guardian will be called immediately. Minimal first aid treatment will be provided as needed and emergency assistance will be called based on the perceived severity of the injury or illness.

Medication Procedure:

Tylenol, Aspirin, and other patent drugs are not available from the school and will not be given to students by any staff.

Assembly Bill 182 – Requires principals and school nurses to allow pupils to self-administer prescribed medications for asthma and anaphylaxis under certain circumstances.

This bill allows for the following:

A parent or legal guardian of a pupil who has asthma, anaphylaxis, or diabetes to request authorization from the principal in the public school in which the pupil is enrolled to allow the pupil to self-administer medication for the treatment of asthma or anaphylaxis while the pupil is on the grounds of a public school.

A written request made by a parent or legal guardian must include:

A signed statement of physician indicating that the pupil has asthma, anaphylaxis, or diabetes and is capable of self-administration of the medication.

A written treatment plan prepared by the physician pursuant to which the pupil will manage his asthma or anaphylaxis if the pupil experiences an asthmatic attack or anaphylactic shock while on the school grounds of a public school, participating in an activity sponsored by a public school or on a school bus;

A signed statement of the parent or legal guardian indicating that the parent or legal guardian grants permission for the pupil to self-administer the medication and acknowledgment of the immunity from liability provisions of the bill.

Specifies that the board of trustees of the school district and the public school where the pupil is enrolled and any employee are immune from liability for the injury or death of the pupil as a result of self-administration of a medication or the failure of the pupil to self-administer such medication.

Requires the principal of the school to be provided with written authorization for the pupil to carry and self-administer medication. Requirements are established for the elements of this authorization. The written authorization is valid for one year.

If a parent or legal guardian provides to the principal doses of the medication in addition to the dosage that the pupil carries on her person, the principal shall ensure that the additional medication is stored on the premises of the public school that is secure, and readily available, if the pupil experiences an asthmatic attack or anaphylactic shock during school hours.

ENCOMPASS ACADEMY

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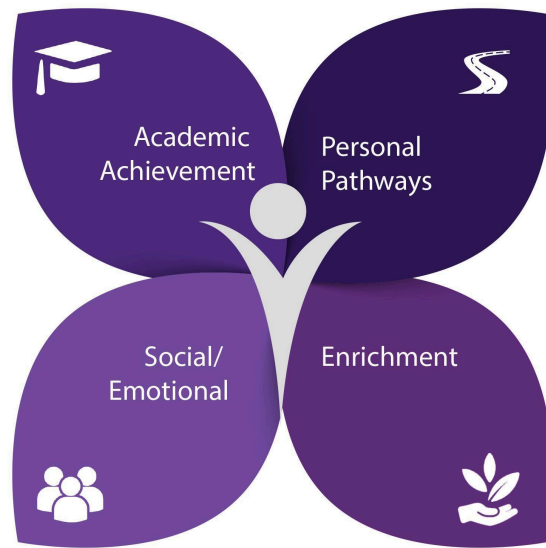
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Encompass Academy



Academics

Encompass Academy will implement the standard courses required of all students to graduate with a standard or advanced diploma. The courses provided have been commended by the Washoe County School District in annual monitors, and have also been accredited. All courses are aligned to the Nevada Academic Content Standards.

State Standards and Assessment Goals

Students will apply knowledge and skills across all subject areas, as reflected in district, state and national standards for education.

Students and all student groups will make continuous measurable gains in achievement of content standards.

Student learning activities include relevant real-world projects and problems.

Assessment results will be utilized to guide instruction and to report on individual student knowledge and progress.

Assessment will allow students to demonstrate knowledge in diverse ways.

Career Preparation Goals

Students will gain an awareness of their own interest, values, abilities and aptitudes.

Students will develop an awareness of the role and value of work for themselves and for society.

Students will make the connection between what is learned in school and how that knowledge and those skills are applied in the workplace.

Students will explore careers using a variety of resources and experiences to plan and prepare a career pathway.

Retention Policy and Procedures.

Encompass Academy does not retain students.

In an effort to assist graduates of the academy so they may be adequately prepared in today's society, the following graduation requirements have been established.

Students at Encompass Academy are required to enroll in a minimum of 6 credits per school year, 4 of those credits must be taken at the academy. The following list illustrates the appropriate credit attainment to be on track to graduate within four years.

To be a freshman you must have completed the requirements of grade 8.

Sophomores will have earned at least 5 credits in their freshman year.

Juniors will have earned at least 11 credits in their freshman and sophomore years.

Seniors will have earned at least 17 credits in their first three years of high school.

A normal class load for students is 7.0 credits per school year. Students may elect to take more credits if they choose.

Twenty-three (23) credits are required for graduation by the State of Nevada for High School Graduation. Twenty-four credits are required for an Advanced Diploma. As of 2016, all students are required to complete a college and career readiness assessment in order to qualify for graduation.

Alternate Methods for Earning Credits

Work Experience

Community Service

Independent Study Physical Education

Dual Credit with TMCC or UNR

Approved outside programs

Credit recovery through Plato (online)

Good Standing Criteria

To remain in good standing students must be credited for a minimum of five academic credits each year and must be within one credit of being "on track" for successful graduation each year -- that is, students must have accumulated a minimum of five credits after year one, eleven after year two, and seventeen after year three. A student who does not have sufficient credits to obtain standing at the appropriate level will meet with school staff and parents/guardians to create a contract for the student to get back in good standing within the second semester. ***As per the Charter, failure to reach good standing after the second semester will result in the student's enrollment being terminated.***

Types of Diplomas Offered at Encompass Academy

Standard Diploma

Subject	Credits
Interdisciplinary English 1-4 ¹	4.0
Interdisciplinary Science 1-4 ²	2.0
Interdisciplinary Mathematics 1-4 ³	3.0
Interdisciplinary American History	1.0
Interdisciplinary Government	.50
Economics	.50
Health	.50
Physical Education	2.0
Computer Literacy	.50
Art & Humanities	1.0
College & Career Ready Flex Credit	2.0
Electives	6.0
Total	23.0

Notes:

¹ Meets state graduation requirements for English

² Exceeds state graduation requirements for science

³ Exceeds state graduation requirements for math

⁴ Meets state graduation requirements for American Government, American History, World History, and Humanities.

^{5,6} Requirement of a student at Encompass Academy, but may be appealed based upon Individual Learning Plan requirements per administration discretion.

A student who earns 23 credits earns the standard Nevada State Diploma as shown above. Students who begin their freshman year with Encompass are expected to be exposed to four years in each core academic domain.

Advanced Diploma

A student can receive an Advanced Diploma by completing a minimum of 24 credits including all requirements for a Standard Diploma plus one additional credit of math (4) and science (3). The minimum 3.0 GPA, weighted or un-weighted, includes all credits applicable toward graduation. The student must also be required to complete the appropriate assessments. For students with a graduation year of 2019 and after, they must pass the appropriate End of Course examinations and participate in a college and career readiness examination.

Adjusted Diploma

You will be awarded an adjusted diploma from high school if you are on an individualized education plan after you have met your stated requirements or adjusted standards. (NAC 398.015). Transcripts and diplomas may not show any indication of this type of diploma.

Students may not walk at graduation unless all graduation requirements have been met. Encompass Academy follows the guidance of the Washoe County School District to make any changes to this expectation.

Schedule Changes

The counselor makes every effort to ensure you are placed in academically appropriate classes. The teachers make every effort to ensure your classes are challenging. Please make your elective choices with care. The counselor will go through your schedule with you and once it is completed, it will be difficult to change. In extenuating circumstances, a change may be made with principal and counselor approval. Once a schedule has been determined, students are given a cutoff date to make changes. The cutoff date will be no more than 10 school days after a schedule is determined.

Process for Admission for Students Requiring Special Education Services

If you are already in special education at another school, the student's parent/guardian must request a change of placement IEP at the current school with the case manager, LEA, and Special Education Teacher from Encompass Academy. Parents and students need to be aware of the inclusive classroom program at Encompass. *

A current IEP must be in place with the following items in place:

Encompass Academy inclusive schedule as noted.

Current reevaluation with psychological report.

Transcripts.

Encompass Academy will accept as many special education students as resources allow.

The school is committed to being able to provide appropriate accommodations in a general education setting, however in cases where the school may not be able to meet an individual student's needs, the recommendation may be for a more restrictive setting.

***NRS 386.582.3 If the governing body of a charter school is unable to provide appropriate special education program related services for a particular disability of a pupil who is enrolled in the charter school, the governing body may request that the board of trustees of the school district of the county in which the student resides transfer that pupil to an appropriate school.*

Grading Policy

Grades for academic performance will be determined as they are at other schools through teacher evaluation of the quality of the work in relation to specific competencies students are expected to achieve. Encompass Academy will attempt to de-emphasize grades by providing students written and verbal evaluations of their work so that students will know how their work meets or falls short of showing attainment of competencies related to a particular course of study. To serve the needs of students who transferred from other schools and to provide information required for admission to colleges and universities, Encompass will include in student transcripts the grades they receive for individual courses. Transcripts will be formatted to resemble those used in other Washoe County School District (WCSD) high schools. Grades will be A, B, C, D or F.

Progress/Grade Reports

At any time during the semester, the teacher may contact a parent/guardian to report on a student's progress. Parents are welcome to contact a teacher at any time to request information on the progress of their student. Only students with D's and F's will receive progress reports. All students will receive report cards.

Testing

Encompass Academy administers all State of Nevada mandated standardized tests as per the testing schedule determined by the WSCD to measure academic growth and to evaluate the strengths and weaknesses of the school's academic programs. The state guidelines for testing will be followed.

The counselor is available to provide information regarding entrance examinations for post-secondary education.

Encompass Academy Student Assessment

The overall assessment program of Encompass Academy will be based on "documentation" methodology that calls for the keeping of detailed records of student learning through proof-of-completion of various projects coupled with detailed student self-assessment and teacher assessment of work" (Perrone, Adkison and Tchudi). Teachers, through this documentation, will "track" student's progress toward attaining competencies relevant to achievement of academic standards set by the state and completion of coursework required for graduation.

The development of robust assessment instruments for determining the depth of student understanding of curricular concepts and their ability to apply learning to solve real world problems is a major goal of Encompass.

Compliance with State and District Assessment Requirements and Accountability

Encompass Academy will adhere to District-determined assessment schedules. Students will take the tests required of students at particular grade level when they have acquired the number of credits required to enter that grade level at a WSCD high school. The amount of time designated for testing will be consistent with time provided for the administration of similar tests in the School District. Tests will be administered in the manner prescribed by State and School District to insure validity and reliability. Encompass Academy will comply with all testing requirements of the State and the Washoe County School District. Assessment tools developed by Encompass Academy will be judged on the criterion of meaningfulness, as defined by school personnel. Encompass Academy will retain assessment materials in locked, fireproof storage cabinets located in an area of the school not accessible to students or faculty. Encompass Academy will provide information, as required by the School District, for required reports. Encompass Academy will comply with the intent of Assembly Bill 214 by contracting with qualified persons to train all personnel involved in the handling of or administration of assessments, as well as training in test security issues. The training will occur in a timely manner and will be conducted in such a manner as to comply with law. We have addressed elsewhere our intent to have all mandated tests administered according to district-determined schedules. Encompass Academy has an ETS testing code, and students can see the academic counselor for additional information regarding the ACT and SAT.

Encompass Academy



Attendance

ATTENDANCE POLICY

It is our belief at Encompass Academy that attendance is a must in achieving a good education. High achievement is dependent on students' participation in and contributions to their assigned day. Therefore, both students and parents must understand the link between good attendance and good education.

At the same time, we all understand that there are days when students do miss school with the consent of parents or guardians. Consequently, when a student does miss their assigned day, they must make up the work missed while they were out.

In addition to absenteeism, tardiness is also a continuing concern. While we understand there may be circumstances, which may prevent a student from being on time, we will not allow chronic tardiness. This has been especially true in the early morning classes. Chronic tardiness will also result in consequences that include, but may not be limited to detention, suspension, required parent/guardian conference, student withdrawal, and/or loss of credit if tardiness affects required attendance.

Please help us in our efforts to keep the lines of communication open.

ATTENDANCE

Attendance Rules, Procedures, and Forfeiture of Credits

The Nevada Department of Education requires that students attend school regularly in accordance with the laws of the State Statute (NRS 392.122.). The success of a student's educational program at Encompass Academy is largely based upon their daily presence, which ensures the continuity of instruction and classroom participation. Attendance is a shared responsibility and concern of students, parents/guardians, school staff and the community. If students are not in class, they cannot benefit from the academic school program.

To ensure academic success, students should do all they can to attend school every day. If a student has a problem with attendance, they need to talk with a teacher or an administrator immediately. In order to achieve academic success and develop habits of punctuality, self-discipline and responsibility, in order to maintain status as a student in good standing, all **ENCOMPASS STUDENTS ARE EXPECTED TO ATTEND SCHOOL A MINIMUM OF 90% OF SCHOOL TIME.** The emphasis of the attendance policy is on the importance of keeping students in school and providing access to the curriculum.

Students who become ill at school are to see the front office clerk. If it is necessary to leave the school because of illness, students should check out through the office. Students leaving school for any other reason must be given advance parental/guardian permission by telephone to the school office and check out via the office prior leaving. ***Students are not to use their cellular phones to reach parents to receive permission to leave campus. All calls to parents must be made through the front office staff, no exceptions.***

Absence Defined

If a student is not in class when the class begins, the student is marked absent.

Absences from School: The following reasons for absences from school will be recorded on the attendance record:

Absences due to illness: Parents/guardians should notify the office by telephone when students are too ill to attend school. It is the student's responsibility to ask for make-up work the day they return to school.

Absences for Medical/Dental Appointments: Parents/guardians are encouraged to schedule doctor or dental appointments during non-class time.

Prearranged Absences: Parents/guardians of those students who are planning to be absent from school should notify the office by telephone. Students will be expected to make up their class work and missed assignments during the same week. For prearranged absences, students will need to contact their teachers for appropriate assignments and makeup work within a reasonable time.

In-School Suspension: The student is considered absent from class but counted as present in school.

Out-of-School Suspension: Students who are suspended out of school are expected to make up the work missed to receive credit.

Truancy: The student is unexcused by the school or by the parents.

Tardiness: Students who arrive late to school must report to the office. Classroom teachers have the authority to deal appropriately with excessive tardiness. Absences from classes due to tardiness to school (not excused by parents) will be considered to be unexcused.

Truancy from School: Students who do not arrive at school when parents are under the assumption that they are in school are truant; they will be required to attend a conference with the administrator.

Truancy from Class: Students who are truant in individual classes will be dealt with in accordance with due process regarding the trancies. Following the first truancy the student will discuss the situation with his/her teacher, and may be required to attend a conference with an administrator.

If a second-class truancy occurs, an administrator will contact the parent. Information regarding the second truancy, action to be taken as a result of the truancy, and consequences of future trancies will be discussed.

Truancy Absences: Students who are absent due to truancy are expected to make up work. It is the student's responsibility to ask for make-up work the day they return to school.

In-School Suspension Absences: Students who are suspended in-school will be provided assignments which, to earn credit, must be handed in either at the end of the suspension day or upon the student's return to class. Encompass Academy currently does not offer in-school suspensions.

Out-of-School Suspension Absences: Students who are suspended out of school are expected to make up the work missed to receive credit.

Classification of Missed Instruction

Truancy

Truancy is defined in NRS 392.130 as follows: "A pupil shall be deemed a truant who is absent from school without the written approval of his teacher or the principal of the school, unless the pupil is physically or mentally unable to attend school. The teacher or principal shall give his written approval for a pupil to be absent if an emergency exists or upon the request of a parent or legal guardian of the pupil. Before a pupil may attend or otherwise participate in school activities outside the classroom during regular business hours, he must receive the approval of the teacher or principal."

An absence, which has not been approved by either the school or the parent/guardian, is truancy and the school will deliver or cause to be delivered a written notice of truancy. A student may be deemed truant for missing all or part of the day.

Habitual truant, as defined by NRS 392.040, is any student who has been declared truant three (3) or more times within one (1) school year. Any student who has once been declared a habitual truant and who in an immediately succeeding year is absent from school without written approval may again be declared a habitual truant. The principal is required by law to follow school district procedures in reporting any student who is a habitual truant.

Encompass Academy is sponsored by Washoe County School District. This entitles the program to some support and oversight. Please note that WCSD **does not** provide truancy officers to the program with the capability of citing students who are truant. As such, Encompass Academy does not have truancy officers. Students who are chronically absent or truant will be referred to WCSD Reengagement, and a family advocate will reach out to the family to help support the student to attend school. Students who continue to have chronic attendance issues may then be referred to the Student Attendance Review Board, which will bring a team of experts together to work to develop a solution. Parents need to also understand that Encompass Academy may contact Child Protective Services in cases where it is deemed there is educational neglect. Encompass Academy will also contact other supportive organizations to provide wraparound services for students who require additional support.

Truancy Notification

The school shall inform the parent(s) or legal guardian(s) of each student who is enrolled in the school, that the parent (s) or legal guardian(s) and the student are required to comply with the provisions governing the attendance and truancy of students, as set forth in NRS 392.040 to 392.160, inclusive, and any other rules concerning attendance and truancy adopted by Encompass Academy.

Chronic Absenteeism/Missed Instruction

Chronic absenteeism/missed instruction is defined as any student who is absent or missed instruction for more than four (4) days or periods in the same class, during a school quarter and who continues to be absent during subsequent quarters.

Chronic absenteeism/missed instruction will be reviewed by the school to determine appropriate interventions.

Minimum Attendance Required

To ensure academic success, students should do all they can to attend school every day. If a student has a problem with attendance, they need to talk with a teacher or an administrator immediately. In order to achieve academic success and develop habits of punctuality, self-discipline and responsibility, in order to maintain status as a student in good standing, all ENCOMPASS STUDENTS ARE EXPECTED TO ATTEND SCHOOL A MINIMUM OF 90% OF SCHOOL TIME. The emphasis of the attendance policy is on the importance of keeping students in school and providing access to the curriculum.

Make-Up Work

Students will be provided the opportunity to request and complete make-up work for absences and missed instruction.

Not all work, especially work that is participatory and contributive in nature, can be made up. At the discretion of the teacher, alternative work may be provided for these activities.

Failure to request or return completed makeup work and missing of work that cannot, at the discretion of the teacher, be made up, will result in grade reduction for that work for the purpose of classroom grading.

Make-Up Work Defined

Scheduled tests

Scheduled quizzes

In class work assigned on the day on the student is absent or missed instruction

A description of the topic(s) covered in class while the student was absent or missed instruction and possible resources where the student can obtain information on the topic(s)

Teachers may require additional make-up work.

Make-up work need not be identical or equivalent to those missed in the absence or missed instruction period, but will ensure that the student has the opportunity to meet academic standards.

Previously assigned work, that was due on the day the student was absent, is not considered make-up work and is due the day the student returns to school.

It is the student's and/or parent/guardian responsibility to return the completed make-up work within the designated deadline. Failure to do so will result in no credit received.

Students will have a minimum of as many days/periods as they were absent plus one (1) day to make up the work unless other arrangements are made with the teacher. For example, if a student is absent two (2) days/periods he/she will be (2) + one (1) or three

(3) days/periods to make up the work. The timeline for making up the work begins when the student receives the make-up assignment from the teacher.

Make-Up Work for Suspensions and Truancies

In order to allow students to progress academically, students *may* be given the opportunity to make up work for truancies and suspensions.

Teachers with concerns about make-up work for truancies or suspensions are encouraged to meet with the principal or his/her designee to identify consequences for the truancy or suspension that do not impact student academics.

Abuse of the Make-Up Policy

Students who abuse the make-up work policy by failing to complete and return make-up work may, at the discretion of the teacher, lose the privilege of making up work for that class. The parent/guardian and the student may request administrative review of the teacher's decision.

Failure to request or return make-up work and missing of work, at the discretion of the teacher may result in a lower grade.

Schoolwork missed as a result of suspension must be made up and will result in the lowering of the academic grade for the grading period.

Notes to Parents/Guardians Communications Regarding Absences

Communication with the school regarding absences is essential. If your student is absent from school you must communicate with the school as soon as possible to confirm your student's absence. For your convenience our staff is on duty from 7:30 a.m. until 3:00 p.m. each day school is in session to accept your telephone calls regarding absences. Please call (775) 322-5566 to leave information about your student.

These procedures also apply if it is necessary for your student to leave during the school day. You must call before your student departs in order for your student to be released from school. For your student's safety, you may be required to come pick up your student if identification cannot be verified over the phone. Students who leave and then ask parents to call later will be recorded as *unexcused*. **Absences must be excused or verified within three days of the occurrence.** Absences, which are not excused or verified within three days, will be considered truantcies. Students who are truant from school may be required to have an administrative conference to regain entrance to class.

As a courtesy to you, Encompass Academy regularly reports student attendance to parents. Regular daily attendance is a critical component of the educational process. Students who miss class may be able to make up schoolwork, but it is not possible to recover all of the learning that takes place in the classroom on a daily basis.

The Encompass Academy Attendance Policy (in accordance with Nevada State Law) states: **"Students enrolled in Encompass Academy must be in attendance at least ninety percent (90%) of enrollment in order to earn credit.**

If our records show that your student has excessive absences, it is possible your student may not earn credit. Since your student's success is our primary concern, it is imperative that your student attends school daily.

Please also recognize that "It is the student's and/or parent/guardian's responsibility to request make-up work on the day the student RETURNS to class."

Thank you for your attention to this matter. We want your student to be successful. Attendance is a shared responsibility and concern of students and parents/guardians with the assistance and support of school staff and the community.

Please contact Encompass Academy at (775) 322-5566 if you have any questions.

Encompass Academy



Progressive Discipline Plan & Rules of Conduct

To be approved by the Encompass Academy School Board in December 2025

Introduction

Encompass Academy uses restorative practices as the foundation of its discipline and behavior support system. Our goal is to help students develop responsibility, empathy, and accountability while maintaining a safe, respectful, and inclusive learning environment.

Discipline at Encompass Academy is viewed as an opportunity for growth—not punishment. When harm occurs, we work with students to reflect, repair, and restore relationships. This approach helps students build skills that prepare them for success in school and in life.

All policies and procedures align with the Nevada Revised Statutes (NRS) related to student behavior and discipline, including **NRS 392.4644–392.467**. These laws ensure that progressive, restorative, and equitable practices are used consistently before exclusionary measures (such as suspension or expulsion) are considered.

Campus and Classroom Management

All staff—including teachers, aides, clerical staff, custodial staff, and other team members—share responsibility for a safe, respectful, and orderly environment. Students are expected to follow school rules during the school day, at school activities, and off campus when their behavior directly impacts Encompass Academy. Students may also be held accountable for actions outside of instructional hours if the behavior disrupts or negatively impacts the school community.

Teacher responsibility and classroom expectations

Teachers create and implement classroom management plans that incorporate restorative practices and are shared with students, families, and administrators. These plans emphasize prevention, relationship-building, and accountability.

Teachers use proactive strategies and restorative interventions such as:

- Establishing clear routines and expectations
- Nonverbal cues and proximity
- Quiet redirection or correction
- Positive phrasing and narrating on-task behavior
- Assigning short breaks or redirection tasks
- Reteaching expectations calmly
- Brief restorative conversations with students
- Contacting parents/guardians when appropriate

Minor behaviors are addressed first by the classroom teacher. Continued minor behaviors may escalate to major behaviors if patterns persist. Teachers will work with families and administration as needed. Major behaviors are documented formally and may result in a Restorative Action Plan.

Examples of Minor Behaviors:

- Off-task behavior
- Not following directions
- Talking out of turn or at an inappropriate voice level
- Disrupting or distracting the class
- Being unprepared for class
- Using hands or materials inappropriately
- Dishonesty
- Academic dishonesty (first occurrence)

Examples of Major Behaviors:

- Habitual minor behaviors
- Vandalism or property damage
- Bullying, harassment, or discrimination
- Physical aggression or threats
- Inappropriate sexual behavior

- Academic dishonesty (repeated or severe)

Restorative Discipline and NRS Alignment

Encompass Academy adheres to all applicable Nevada laws related to student behavior and discipline, including **NRS 388.121–388.1395** and **NRS 392.4644–392.467**.

Key principles include:

- Restorative justice is the preferred first response to misconduct.
- Discipline is designed to repair harm, not punish.
- Suspension or expulsion is used only when safety, law, or severity requires it.
- Retaliation against any person who makes a report in good faith is strictly prohibited.

Restorative Discipline Structure

At Encompass Academy, common sense, fairness, and collaboration guide all decisions. Students are expected to show respect for themselves, others, and the learning environment. Most issues can be resolved when students, teachers, and families work together.

Restorative actions are proportional to the severity of the behavior. Administration makes final decisions on disciplinary actions in alignment with state law.

If the administration determines that a **Restorative Action Plan** is not practicable, disciplinary measures may include:

- Required Parent Conference (RPC)
- Suspension
- Expulsion (for violations outlined in **NRS 392.466–392.467**)

The **discipline matrix** will be used when:

1. A student fails to follow or violates a Restorative Action Plan;
2. Administration determines that restorative justice is not practicable; or
3. State law allows an exception to restorative justice requirements.

Restorative Action Plan Categories

Restoration by Healing and Repairing Harm

This category focuses on identifying the needs of everyone affected by an incident—students, staff, and the school community. It rebuilds relationships, encourages reflection, and promotes growth.

Examples include: writing or delivering an apology, participating in mediation or restorative circles, completing reflection forms, repairing or replacing damaged property, or writing about what was learned from the experience.

Reintegration by Accountability

This category ensures students take responsibility for their actions while being supported as they return to the classroom community.

Examples include: parent/guardian conferences, restorative re-entry meetings after

suspension, developing a behavior or attendance contract, daily check-ins with staff, or completing follow-up reflections.

Support by Social & Emotional Learning

This category builds self-awareness, emotional regulation, communication, empathy, and responsible decision-making skills.

Examples include: meeting with a counselor or SEL support staff member, setting personal goals, completing reflection worksheets, or participating in mindfulness, conflict resolution, or communication skill activities.

Support by Community

This category strengthens the student's connection to the Encompass Academy community through collaboration, service, and engagement.

Examples include: community service, assisting with school events, mentoring peers, participating in schoolwide restorative circles, or referral to community resources for additional support.

Restoration Through Academic Support

The goal of this category is to address academic challenges that may contribute to behavioral concerns by providing opportunities for students to rebuild academic confidence, develop responsibility, and strengthen engagement in their learning.

Examples include: attending tutoring or study sessions, completing missing work, participating in credit recovery, developing a time management plan, or collaborating with teachers to create an academic improvement strategy.

Mandatory Discipline Under NRS

Certain behaviors require specific responses under Nevada law:

- **Distribution of Controlled Substances (NRS 392.466(1))**
Any student who sells or distributes controlled substances on school property or at school events shall receive a restorative action plan and may be suspended, expelled, or permanently expelled.
- **Battery of a School Employee (NRS 392.466(2)-(3))**
Any student who commits a battery resulting in bodily injury to an Encompass Academy employee may receive a restorative action plan and may be suspended, expelled, or permanently expelled.
- **Posing Continuing Danger (NRS 392.466(5))**
Any student who poses a continuing danger to others or property, or who brings a dangerous weapon (other than a firearm), may be immediately removed and later suspended, expelled, or permanently expelled.
- **Firearm Possession (NRS 392.466(6))**
Any student found in possession of a firearm on school property or at school-sponsored events will be immediately removed and shall be suspended, expelled, or permanently expelled.

Updated NDE Guidance Relating to Suspensions and Expulsions

Pursuant to NRS 392.467(3), a student may be immediately removed and suspended or expelled if they have been charged with a crime—regardless of the outcome of any criminal or delinquency proceedings—only if Encompass Academy:

1. Conducts its own independent investigation; and
2. Provides written notice to the student’s parent or guardian.

In accordance with NRS 392.467, a student may be expelled or removed from school without a Restorative Action Plan if the student has been charged with a crime, regardless of the outcome of the criminal proceedings. Prior to any expulsion or removal, Encompass Academy will provide the student and parent or guardian with notice of the proposed action and will conduct an internal investigation to ensure due process.

Whenever possible, students who violate school rules or engage in misconduct will be placed on a Restorative Action Plan designed to repair harm, rebuild relationships, and restore trust within the school community. However, exceptions apply when:

1. The school determines that implementing a Restorative Action Plan is not practicable based on the severity, safety concern, or nature of the incident; or
2. State law allows for an exception to restorative justice procedures.

Even in cases involving suspension or expulsion, Encompass Academy will prioritize fairness, documentation, and communication with families. Restorative re-entry meetings will be offered whenever appropriate to support the student’s transition back into the school community.

NRS Statutes Relating to Discipline and Definitions

Encompass Academy and its administration will adhere to all state statutes and governing board–approved progressive discipline procedures. The following definitions summarize key areas of Nevada Revised Statutes (NRS) related to student behavior and discipline. Full versions of these laws can be found in NRS 388.121–388.1395 and NRS 392.4644–392.467.

Bullying (NRS 388.122)

“Bullying” means written, verbal, or electronic expressions, or physical acts or gestures—or any combination thereof—directed at a person or group that:

- Physically harms a person or damages property; or
- Places a person in reasonable fear of harm or property damage; or
- Creates an intimidating or hostile educational environment; or
- Substantially interferes with a student’s academic performance or participation in school activities; or
- Targets a person based on actual or perceived characteristics such as race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability, sex, or any other distinguishing background or characteristic.

Examples include:

- Repeated name-calling, mocking, or spreading false rumors;
- Nonverbal threats or intimidation;
- Blocking access to school property;

- Stalking; or
- Physical harm or property damage.

As adolescents mature, they look to adults for guidance on managing conflict responsibly. Encompass Academy distinguishes between **conflict**, **bullying**, and **harassment**, and responds to each appropriately and lawfully.

Harassment (NRS 388.125)

“Harassment” means a willful act—written, verbal, or physical—or a course of conduct that is highly offensive to a reasonable person and:

- Is intended to cause or actually causes serious emotional distress;
- Places a person in reasonable fear of harm; or
- Creates a hostile educational environment.

Encompass Academy prohibits harassment, including sexual harassment, against any person on the basis of actual or perceived race, color, national origin, sex, gender identity, sexual orientation, age, disability, or religion.

Retaliation

Retaliation against any person who makes a good-faith report of bullying, harassment, discrimination, or sexual harassment—or who participates in an investigation—is prohibited. Retaliation includes threats, ridicule, spreading false information, or deliberate exclusion, and will result in disciplinary action.

Sexual Harassment (Title IX)

Under Title IX of the Education Amendments of 1972, sexual harassment includes unwelcome sexual advances, requests for favors, or verbal, nonverbal, or physical conduct of a sexual nature that:

- Is made a condition of education;
- Is used as a factor in educational decisions; or
- Creates a hostile or offensive learning environment.

Discrimination (General and Based on Race)

“Discrimination” is the failure to treat all persons equally where no reasonable distinction exists. It includes unfair treatment based on race, color, national origin, sex, gender identity, sexual orientation, disability, or religion.

Discrimination based on race (AB 371) includes acts or patterns that target a person or group based on race, color, culture, religion, language, ethnicity, or national origin, whether in person or online.

Students, parents, or guardians may report discrimination to an administrator or designee. All reports are taken seriously, and Encompass Academy will act immediately to investigate, address harm, and ensure safety for all.

Restorative Action Plan



Encompass Academy Restorative Action Plan

Section 1: Teacher Documentation

Student Information

Name: _____ Date: _____ Race/Ethnicity: _____ IEP? Y/N

Teacher: _____ Period: _____

Classroom Management Steps Used (before referral)

Note: All interventions should be attempted in a calm and respectful manner.

- ☐ Proximity / moving closer to student
- ☐ Non-verbal cue (eye contact, hand signal, etc.)
- ☐ Narrating positive student behavior nearby
- ☐ Redirect / reminder of expectation
- ☐ Restorative private conversation with student
- ☐ Change of seating

☐ Other: _____

Parent Contact - Has the student's parent/guardian been contacted about this problem this year?

☐ Yes - Date(s): _____

☐ No

Teacher Reflection (answer applicable questions)

1. What happened?

2. What were you thinking at the time?

3. What have you thought about since?



4. Who has been affected by the student's behavior, and how?

5. Is there anything you want to say at this time?

6. What changes can you make moving forward to handle similar situations in a better way?

7. What can you do to help repair the harm?

Planned Teacher Actions to Restore the Relationship

Check all that apply or add your own.

- ☐ Private check-in with the student
- ☐ Re-teach expectations calmly and clearly
- ☐ Provide opportunities for a fresh start in class
- ☐ Recognize small positive efforts (verbal praise, notes, phone call home)
- ☐ Invite student voice in setting classroom norms
- ☐ Pair student with peer/partner for collaborative activity
- ☐ Use 2x10 relationship strategy (2 minutes a day for 10 days of positive interaction)
- ☐ Offer choice in assignments or seating to build trust
- ☐ Other: _____



Section 2: Victim/Person Harmed (for the student that was harmed, if applicable)

Note: Please answer honestly, calmly, and respectfully. Your answers help guide how the harm can be repaired.

1. What happened?

2. What was your reaction at the time?

3. How do you feel about what happened?

4. What has been the hardest thing for you?

5. What would bring you relief or help to repair the harm?

Student Name: _____ Student Signature: _____ Date: _____



Section 3: Student Accountability (for the student to complete)

Note: Please answer honestly, calmly, and respectfully. This helps everyone work toward repairing the harm.

1. What happened?

2. What were you thinking at the time?

3. What have you thought about since?

4. Who has been affected by the student's behavior, and how?

5. Is there anything you want to say at this time?

6. What changes can you make moving forward to handle similar situations in a better way?

7. What can you do to help repair the harm?

Student Name: _____ Student Signature: _____ Date: _____

This plan documents the incident, the harm caused, and the student’s agreed-upon restorative steps under one or more of the categories listed above.

Criminal Offenses and Law Enforcement Involvement

Encompass Academy is committed to resolving behavioral issues through restorative practices and school-based interventions whenever possible. Our first priority is to address

concerns within the school community through restorative conversations, conferences, and behavior support plans.

However, if a situation involves behavior that may constitute a criminal offense, or poses a significant threat to the safety of students or staff, law enforcement may be contacted. Encompass Academy does not have a dedicated School Police department; therefore, incidents that require law enforcement involvement will be reported to the **Reno Police Department** or other appropriate local authorities in a timely manner.

Parents or guardians will be notified as soon as possible when such a report is made. In cases where immediate safety action is required, Encompass Academy staff will act first to ensure safety and follow up with law enforcement as soon as possible. If an officer responds, a criminal report may be completed when an arrest, citation, or referral occurs.

Criminal Offenses

Criminal offenses, as defined by applicable state and federal laws, may result in both law enforcement involvement and disciplinary action by the school administrator.

Examples include, but are not limited to:

- **ALCOHOL:** The possession, sale, furnishing and/or distribution of alcohol
- **ARSON:** The intentional setting of fire
- **ASSAULT:** Unlawfully attempting to use physical force against another person; or intentionally placing another person in reasonable apprehension of immediate bodily harm
- **BATTERY:** Willful offensive touching without consent or willful application of force to another person
- **BOMB THREAT/FALSE:** Willfully conveying by social media, telephone, mail, written notes, or any other means of communication, a bomb threat knowing it to be false
- **BURGLARY:** Illegal entry onto the property of another with the intent to commit a crime
- **DESTRUCTION OF PROPERTY:** Willfully and maliciously destroying or injuring real or personal property of another
- **DISTURBING THE PEACE:** Willfully and maliciously disturbing the peace of any person, including interfering with, disrupting or disturbing the normal operation of the school or the safety of persons on campus
- **EXPLOSIVE DEVICES:** The possession, sale, furnishing, distribution, or use of explosive or incendiary devices, to include fireworks
- **FALSE FIRE ALARMS:** False reporting of a fire or transmission of fire alarm signal knowing it to be false
- **HARASSMENT:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to feel threatened, intimidated, or harassed. This includes, but is not limited to, making threats of bodily harm or property damage, subjecting the person to confinement or restraint, or engaging in conduct intended to cause substantial emotional or physical harm, where the victim reasonably fears the threat will be carried out.
- **INDECENT EXPOSURE:** The intentional exposure of one's genitals or intimate parts in a public place, or in the presence of others who may be offended, under circumstances where such exposure is indecent, obscene, or contrary to local moral standards
- **LARCENY:** Stealing, taking, carrying away property of another

- **MARIJUANA / NARCOTICS:** The possession, sale, use, furnishing or distribution of marijuana and/or any other controlled substance
- **NARCOTICS PARAPHERNALIA:** The possession, sale, use, furnishing or distribution of narcotics paraphernalia
- **RESISTING OFFICER:** Willfully resisting, delaying or obstructing an officer in the performance of duty
- **ROBBERY:** The unlawful taking of personal property from another person or in one's presence, against one's will, by means of force, violence, or fear of injury
- **SEXUAL MISCONDUCT:** Any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. A person of any gender can commit sexual misconduct, and it can occur between people of the same or different gender.
- **STOLEN PROPERTY:** Receiving or possessing property of another, knowing or under such circumstances as would cause a reasonable person to know they were so obtained
- **TRESPASS:** To be upon the property of another without permission of the owner and to stay upon it after warning. This includes being on school property or at a school function while under suspension from school
- **WEAPONS:** It is unlawful for any person to possess, conceal, carry, brandish and/or use any weapon, as defined by state or federal laws and regulations, commonly known as a knife, blackjack, slingshot, Billy club, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm, or other dangerous weapon while on Encompass Academy/Boys & Girls Club/District property or at a Encompass Academy/Boys & Girls Club/District-sponsored activity. For the purpose of this section, nunchakus are included herein. This includes brandishing a weapon in a rude, angry or threatening manner or to use it in any fight or quarrel.

Violation of any other federal or state criminal laws or local ordinances at school, at school-sponsored activities or on district-sponsored transportation is prohibited.

Additional Prohibited Conduct

In addition to the behaviors outlined in the Progressive Discipline Matrix, the following conduct is prohibited on school property, during school hours, and at school-sponsored activities:

- **Gambling:** Betting or wagering money, food, personal belongings, or other items of value, including online gambling.
- **Unauthorized Sales or Trading:** Selling, purchasing for resale, or trading items without school authorization.
- **Unauthorized Recording:** Photographing, recording, or sharing images or videos of others in ways that violate privacy, disrupt school activities, or conflict with school expectations.
- **Unauthorized Areas:** Entering restricted or unsupervised areas of Encompass Academy or the Boys & Girls Club without permission.
- **Leaving Campus:** Leaving school grounds during the school day without authorization.
- **Horseplay and Unsafe Behavior:** Engaging in roughhousing, play fighting, throwing objects, or other activities that create safety concerns.
- **Misuse of Technology:** Circumventing school technology restrictions, accessing unauthorized accounts, or using technology in violation of school policies.

- **Inappropriate Physical Contact:** Engaging in excessive public displays of affection or other inappropriate physical contact.
- **Misuse of Safety Equipment:** Tampering with emergency exits, fire alarms, fire extinguishers, or other safety equipment.

Violations will be addressed in accordance with the school's progressive discipline procedures, considering the nature, severity, and frequency of the behavior. This list is not exhaustive, and students are expected to follow all school rules and reasonable staff directions.

Student Rights, Privacy, and Safety Procedures

Students' Rights and Responsibilities

Students at Encompass Academy have the right to learn in a safe, respectful, and orderly environment. Every student also has a right to privacy regarding their person, belongings, and personal property (including vehicles parked on school grounds). However, this right is limited by the school's responsibility to maintain safety and protect the well-being of all students and staff.

Students must not bring or conceal any material prohibited by law or school policy, or anything that disrupts the calm, orderly, and safe environment of the school. When necessary, the school may take reasonable measures to ensure safety and investigate potential violations of law or policy.

Questioning a Student

Before questioning a student about behavior that could result in a long-term suspension, expulsion, or withdrawal, school administration will make reasonable efforts to contact the student's parent or guardian.

- In urgent situations where immediate questioning is necessary—such as to prevent harm, destruction of evidence, or interference with a school investigation—administration may question the student before parent contact. In these cases, parents will be notified as soon as possible afterward.
- If local law enforcement is involved, school administration will make every effort to contact parents before questioning. If immediate contact is not possible, parents will be notified promptly following the interaction.

Searches

To maintain school safety and uphold student rights, searches may be conducted under limited circumstances. A teacher, administrator, or authorized staff member may search a student's person, belongings, or vehicle parked on school property if:

- The search is made with the student's voluntary consent (with a witness present when possible);
- The search follows a lawful arrest; or
- There is reasonable suspicion that the student is engaged in an activity that violates the law or school policy, or is in possession of prohibited or dangerous materials.

When possible, the staff member conducting the search should be of the same sex as the student. If an immediate search by a staff member of the opposite sex is unavoidable due to safety concerns, another adult will act as a witness.

Lockers, Desks, and Cubbies

Lockers, desks, and cubbies assigned to students remain the property of Encompass Academy or, in the case of cubbies, the Boys & Girls Club of Truckee Meadows. These spaces are provided for student use but are subject to search at any time to maintain discipline and ensure safety.

Students are expected to use lockers, desks, and cubbies appropriately and understand that they do not have exclusive possession rights. School and Boys & Girls Club staff may inspect these areas when there is reasonable suspicion of prohibited items or when necessary to protect the safety and well-being of the school community.

Reasonable Suspicion

A search may be conducted based on reasonable suspicion, which means a good-faith belief supported by objective facts that prohibited materials or evidence of a violation will be found.

Reasonable suspicion is based on information available at the time and may include:

- The student's age, history, and prior record;
- The credibility of information received;
- The seriousness of the alleged conduct;
- The potential threat to safety; and
- The timing and circumstances of the report.

Such suspicion must relate specifically to the student or property to be searched and must arise immediately before the proposed search.

Canine Searches

When necessary, Encompass Academy may request assistance from the Reno Police Department or other local law enforcement agencies to conduct canine searches of school property or school-sponsored events.

- Canine units consist of trained law enforcement handlers and certified detection dogs.
- Canine searches may be conducted to detect illegal or prohibited substances, weapons, or explosive materials.
- Searches may include vehicles, lockers, desks, or Boys & Girls Club cubbies used by Encompass students if there is reasonable suspicion of possession of prohibited or dangerous materials.
- These searches are conducted to ensure the safety and well-being of all students and staff, and every effort will be made to minimize disruption to the school environment.

Role of Law Enforcement

Encompass Academy will contact the Reno Police Department or other appropriate local authorities when staff believe a situation poses danger or may involve a criminal law violation.

- If a school search results in the discovery of illegal materials, those materials will be secured and turned over to law enforcement.
- School administration will work cooperatively with law enforcement while ensuring the rights of students and parents are respected.
- Parents/guardians will be notified as soon as possible when law enforcement is involved in questioning, searches, or other investigations on campus.

Duty to Warn

In accordance with state law, certain staff members will be informed if they will be in regular contact with a student who has engaged in violent or adjudicated criminal behavior within the past three years.

This information is shared only on a need-to-know basis to ensure safety and is handled with the utmost confidentiality.

Corporal Punishment and Aversive Interventions

Encompass Academy strictly prohibits the use of corporal punishment on any student by any staff member or adult on campus. All disciplinary actions will be handled in accordance with school rules, state law, and Encompass Academy's progressive and restorative discipline procedures.

Corporal punishment is defined as the intentional infliction of physical pain upon a student for disciplinary purposes. This includes, but is not limited to, hitting, striking, paddling, or any other physical act intended to cause pain or discomfort as punishment.

This policy does **not** prohibit the use of reasonable and necessary physical intervention in limited circumstances, such as:

- To prevent injury to oneself or others
- To stop a disturbance that threatens physical harm or property destruction
- To obtain possession of a weapon or dangerous object
- To physically escort a student who refuses to comply when all other interventions have failed

Any physical intervention must be used only as a last resort, in the least restrictive manner possible, and for the shortest duration necessary to ensure safety. All such incidents must be promptly documented and reported to school administration.

Restitution for Damages or Theft

Acts of theft, vandalism, or property damage are serious matters that violate both the law and Encompass Academy's core values. Such actions will be addressed in ways that promote accountability, civic responsibility, and opportunities for restitution.

The principal or designee will handle each incident based on the circumstances, taking into consideration the student's age, intent, background, and the nature of the offense. While restorative responses will be prioritized, these behaviors cannot be condoned in any way.

Any student who steals, damages, defaces, or destroys property belonging to Encompass Academy, the Boys & Girls Club of Truckee Meadows, or another person shall be subject to disciplinary action, which may include a Restorative Action Plan, restitution, suspension, or, in severe cases, expulsion.

If it appears that a law has been violated, the student's parent(s)/guardian(s) will be notified, and the matter may be referred to the Reno Police Department or other appropriate local authorities.

Students and their parent(s)/guardian(s) are responsible, within the limits of the law, for restitution for damages to school or Boys & Girls Club property, as well as instructional materials and supplies loaned to students. Willfully or maliciously damaging public property is a criminal offense under Nevada law.

Whenever possible, the student will be given the opportunity to take direct responsibility for repairing or replacing damaged items as part of a restorative response.

If damages exceed \$500 or cannot be resolved through a restorative agreement, Encompass Academy may pursue recovery of costs and, if necessary, seek legal assistance.

Confiscation of Personal Property

If school administration confiscates a personal item from a student, parents/guardians will be informed and may request to retrieve the item from school administration.

If the confiscated item is collected by law enforcement as part of an investigation, families must request its return directly from the law enforcement agency. The return of such items may be delayed until any investigation or legal matter is resolved.

If an item is returned to a family and the student is later found in possession of the same or a similar prohibited item, that item may be held by the school until the end of the school year and returned only to a parent/guardian.

All confiscated items will be documented and stored securely until they are returned to the family or law enforcement.

Behavior Matrix Purpose and Guidelines

Purpose

The Encompass Academy Behavior Matrix provides a framework for consistent, equitable, and restorative responses to student behavior. Its purpose is to:

- Identify major behavioral infractions with clear descriptions and considerations.
- Provide guidance for progressive discipline and intervention.
- Support administrators and staff in applying professional judgment while aligning with restorative practices and Nevada Revised Statutes (NRS).
- Promote accountability, reflection, and opportunities for repair rather than punishment.

Encompass Academy follows the Washoe County School District (WCSD) Behavior Matrix to ensure consistency, fairness, and alignment with district and state expectations. While Encompass Academy's Progressive Discipline Plan includes additional restorative practices

and procedures specific to our school community, the WCSD Behavior Matrix serves as the guiding framework for determining appropriate interventions and consequences. This ensures that our responses remain equitable, progressive, and consistent with Encompass Academy's restorative values.

Event Groupings

The Behavior Matrix organizes behavioral infractions into categories to guide decision-making and ensure proportional responses.

Infractions that may lead to an Interim Alternative Educational Setting (IAES):

- Weapons
- Battery causing injury
- Distribution of controlled substances
- Habitual discipline issues
- Significant threats to health or safety
- Extortion

Other Categories:

- **Violent or Dangerous Behaviors** – Actions that cause or threaten serious harm to others.
- **Disruptive Behaviors** – Behaviors that interfere with teaching, learning, or the safety of others.
- **Procedural Violations** – Violations of school rules, attendance expectations, or policies.

Progressive Action Structure:

- Outlines required actions and recommended next steps for repeated infractions.
- Provides guidance for first, second, and third offenses, with continued progressive steps for additional occurrences.
- Includes multiple disciplinary and restorative options to allow for professional judgment and individualized response.

Principles for Administrator Decision-Making

Professional Judgment

- Each incident should be considered individually based on the specific facts and context.
- Related behaviors may be addressed together when appropriate, particularly if they stem from the same event or root cause.

Developmental Factors

- Consider the student's age, maturity, grade level, and previous behavioral history.
- Discipline should reflect developmental readiness, emphasizing learning and personal growth.
- Example: A confrontation between two freshmen should be handled differently than a repeated, intentional act of aggression by an upperclassman.

Communication with Students

- Clearly explain the consequences of the behavior, next steps, and how the student can make things right.
- Use communication styles that match the student's developmental level and emotional state to ensure understanding and accountability.

Guidance on Suspension and Alternatives

Preference for Alternatives to Out-of-School Suspension (OSS)

Encompass Academy prioritizes keeping students connected to learning and support systems.

- Use out-of-school suspension only as a last resort, when safety or well-being is at serious risk or when all restorative and school-based interventions have been exhausted.
- Maintain educational continuity whenever possible through restorative action plans, in-school supports, or alternative assignments.
- Deferred suspensions should not be used.

Recommendations for Suspension Decisions

- Treat suspension guidelines as flexible recommendations, not rigid rules.
- Consider each student's individual circumstances, including the precipitating factors, intent, and prior behavior history.

Factors for Consideration in Discipline

When determining consequences or restorative actions, administrators should consider:

- **Perceived Intent:** Whether the behavior was purposeful or accidental. Intent to harm should be treated seriously, while accidental harm may warrant a restorative response and reteaching.
- **Severity and Context:** The level of harm or disruption caused, and whether it reflects an isolated incident or a pattern of behavior.
- **History of Behavior:** Previous interventions, supports, and outcomes.

Interventions and Supports

General Recommendations

Each infraction listed in the Behavior Matrix includes corresponding interventions and supports to promote positive change.

School-Based Inventory

Encompass Academy maintains a menu of available interventions and supports that can be incorporated into Restorative Action Plans or behavior contracts. These include:

- Restorative conferences and mediation
- Counseling referrals
- Academic support or tutoring
- Community service or campus support activities

- Social-emotional learning interventions

Collaboration and Support

Staff are encouraged to collaborate across teams—including administrators, counselors, and the Multidisciplinary Behavior Support Team—to determine the most appropriate interventions. When needed, Encompass Academy may consult with external partners or seek professional development to strengthen restorative and behavioral support practices.

Insert Behavior Matrix below:

EVENTS THAT PROMPT BEHAVIOR HEARINGS AND POTENTIAL IAES PLACEMENTS			
POSSESSION / USE OF A WEAPON, AIR GUN, TASER, FIREARM, CO2 AIR GUN, COMBUSTIBLES AND EXPLOSIVES			
Required Action: <ul style="list-style-type: none">Contact School PoliceNotify parent/guardian of emergency suspension and their right to appealPlace on emergency suspension (up to 5-days)Contact Behavior Hearings Director and submit universal referralConduct Manifestation Determination ReviewParticipate in behavior hearing	Optional Action:		
	1st Incident Recommend IAES placement Recommend exception to an IAES placement	2nd Incident Recommend IAES placement	
	Intervention/Support		
	Develop safety & support plan Violence Intervention Develop transition plan	Revise safety & support plan Violence Intervention Develop transition plan	
DISTRIBUTION OF CONTROLLED SUBSTANCE (The selling of controlled substances, or items represented to be controlled substances, between two or more people)			
Required Action: <ul style="list-style-type: none">Contact School PoliceNotify parent/guardian of emergency suspension and their right to appealPlace on emergency suspension (up to 5-days)Contact Behavior Hearings Director and submit universal referralConduct Manifestation Determination ReviewParticipate in behavior hearing	Optional Action:		
	1st Incident Recommend IAES placement Recommend exception to an IAES placement	2nd Incident Recommend IAES placement	
	Intervention/Support		
	Develop safety & support plan Substance Abuse Intervention Develop transition plan	Revise safety & support plan Violence Intervention Develop transition plan	
BATTERY OF DISTRICT EMPLOYEE OR FELLOW STUDENT, CAUSING INJURY (The willful and unlawful use of force upon a district employee or student. For a student with an IEP, the federal definition of severe bodily harm affects allowable discipline)			
Required Action: <ul style="list-style-type: none">Contact School PoliceNotify parent/guardian of emergency suspension and their right to appealPlace on emergency suspension (up to 5-days)Contact Behavior Hearings Director and submit universal referralConduct Manifestation Determination ReviewParticipate in behavior hearing	Optional Action:		
	1st Incident Parent/guardian Conference Suspension (1-3 days) Consultation with Behavior Hearings Director Contact School Police	2nd Incident Parent/guardian Conference Suspension (2-4 days) Consultation with Behavior Hearings Director Contact School Police	3rd Incident Recommend IAES Placement
	Intervention/Support		
	Develop safety & support plan Violence Intervention Develop transition plan	Revise safety & support plan Violence Intervention Develop transition plan	

HABITUAL DISCIPLINE PROBLEM (When a student commits 5 significant suspensions; or threatened or extorted another student or staff member two or more times)

*Significant suspension is an out of school suspension of 3 or more days.

**Note, 2nd and 3rd incidents don't require 5 additional suspensions. If a student fails to substantially adhere to a behavior plan, or commits similar behaviors following a placement change, this can qualify.

Required Action:		Optional Action:		
<ul style="list-style-type: none"> • Notify parent/guardian of emergency suspension and their right to appeal • Place on emergency suspension (up to 5-days) • Contact Behavior Hearings Director and submit universal referral. • Conduct Manifestation Determination Review • Participate in behavior hearing 		1st Incident Recommend IAES placement Recommend exception to an IAES placement (requires Superintendent approval)	2nd Incident Recommend IAES placement	3rd Incident** Recommend IAES placement
		Intervention/Support		
		Develop safety & support plan Functional Behavior Assessment Develop transition plan	Revise safety & support plan Functional Behavior Assessment Develop transition plan	Revise safety & support plan Functional Behavior Assessment Develop transition plan
THREATS TO THE HEALTH & SAFETY OF STAFF, STUDENTS OR THE SCHOOL COMMUNITY (Any communication verbal or physical, or through an electronic device, that would cause the impression of danger or harm to district employees or students)				
Required Action:		Optional Action:		
<ul style="list-style-type: none"> • Conduct threat inquiry • As determined by threat inquiry, obtain parent/guardian consent for comprehensive threat assessment • Develop safety plan as function of comprehensive assessment • Conduct Manifestation Determination Review • Complete emergency suspension and universal referral if safety plan cannot be executed 		1st Incident Parent/guardian Conference Suspension (1-3 days) Consultation with Behavior Hearings Director Contact School Police	2nd Incident Parent/guardian Conference Suspension (2-4 days) Consultation with Behavior Hearings Director Contact School Police	3rd Incident Recommend IAES Placement
		Intervention/Support		
		Develop safety & support plan Violence Intervention Develop transition plan	Revise safety & support plan Violence Intervention Develop transition plan	Revise safety & support plan Violence Intervention Develop transition plan

EXTORTION OR THREAT OF EXTORTION (Obtaining something, especially money, through force or threats)

Required Action:	Optional Actions		
<ul style="list-style-type: none"> • Contact school police • Notify parent/guardian • *Contact Behavior Hearings Director and submit universal referral 	1 st Incident Parent/guardian Conference Suspension (2-4 days) Consultation with Behavior Hearings Director	2 nd Incident Parent/guardian Conference Suspension (3-5 days) Consultation with Behavior Hearings Director *Classify as Habitual Discipline	3 rd Incident *Classify as Habitual Discipline Recommend IAES placement Recommend exception to an IAES placement. (requires Superintendent approval)
	Intervention/Support		
	Safety & support plan Counseling Violence Intervention	Revise Safety & support plan Counseling Violence Intervention Transition plan as relevant	Revise Safety & support Plan Violence Intervention Develop Transition plan Transition plan as relevant

VIOLENT/DANGEROUS BEHAVIORS

***ARSON** (The intentional setting of fire)

***ASSAULT, including SEXUAL ASSAULT, VIOLENCE OR HARM TO STAFF** OR STUDENT** (A harm which results in the bodily injury of an employee or student of the school below the threshold of battery)

**If the principal determines that the assault was done with an intention to cause bodily harm, consult with the Behavior Hearings Director.

BULLYING / CYBERBULLYING (Harm or threat of harm to a person or their property, impersonation, misrepresentation, or the spreading of harmful information about someone, generally with an imbalance of power and/or protected class; action is unwanted; action is severe, persistent or pervasive.

***DAMAGE / DESTRUCTION OF SCHOOL PROPERTY AT OR IN EXCESS OF \$500.00** (Willfully or maliciously destroying or injuring property of another)

DISCRIMINATION BASED ON RACE (any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general based on race, color, culture, religion, language, ethnicity, or national origin that causes harm or hostile learning environment, which may include jokes, threats, physical altercation or intimidation, and which occurs in person, on-line, or in any other setting)

FIGHTING / PHYSICAL AGGRESSION (The mutual use of physical force, which includes striking both with hands and feet, or other body parts. This also includes biting, scratching, and other aggressive actions. If a student uses physical force to defend against battery, that is not considered fighting/physical aggression but self-defense and may not warrant disciplinary action)

***HARASSMENT / INTIMIDATION** (To use harm or threat of harm to compel a person to abstain from doing, or to do, any act which they have a right to do; treating an individual unfavorably because of a perceived disability, membership in a certain race, religious group, gender, and sexual orientation. This includes but is not limited to unwanted sexual advances, obscene remarks, requests for sexual favors, and other verbal or physical harassment of a sexual nature, including stalking)

INSTIGATION / PROMOTION OF FIGHTING OR VIOLENCE (The willful act of provoking or facilitating assault between two or more students by using a variety of communications, including social media, aimed at causing or resulting in a physical altercation)

POSSESSION / USE OF A WEAPON NOT MEETING STATUTORY DEFINITION OF A DANGEROUS WEAPON
(If uncertain, contact school police immediately)

***POSSESSION / USE OF A CONTROLLED SUBSTANCE AND OR ALCOHOL – including THC vape pens** (The possession or use of items used to inhale, ingest, or by any other means introduce a controlled substance or alcohol into the body, to include being under the influence on school property, district vehicle, or at a school sponsored event)

***SEXUAL MISCONDUCT** (Not limited to unwanted sexual advances or propositions, requests for sexual favors, using electronic devices to transmit or record nudity or sexual acts, stalking, unwanted touching, threatening to or actually sexually harming someone, dating violence, and other verbal or physical harassment of a sexual nature (Must contact the Title IX Coordinator / Department of Civil Rights Compliance immediately for guidance prior to initiating an investigation)

Required Action: <ul style="list-style-type: none"> *Asterisked behaviors may constitute a violation of law and school police must be contacted Notify parent/guardian 		
Optional Action:		
1st Incident Parent/guardian Conference Restorative Conference Suspension (1-5 days) Consultation with Behavior Hearings Director Contact Department of Civil Rights Compliance Loss of privilege School beautification Restitution	2nd Incident Parent/guardian Conference Restorative Conference Suspension (3-5 days) Consultation with Behavior Hearings Director Contact Department of Civil Rights Compliance Loss of privilege School beautification Restitution	3rd Incident Parent/guardian Conference Suspension (3-5 days) Restitution Consultation with Behavior Hearings Director Contact Department of Civil Rights Compliance
Intervention/Support		
Develop safety & support plan Counseling Violence Intervention Develop transition plan Substance Use Intervention	Revise safety and support plan Counseling Violence Intervention Develop transition plan Substance Use Intervention Behavior/DIAT support	Revise safety & support plan Counseling Violence Intervention Develop transition plan Substance Use Intervention Behavioral/DIAT support
DISRUPTIVE BEHAVIORS		
<p>*DAMAGE / DESTRUCTION OF SCHOOL PROPERTY LESS THAN \$500.00 (Willfully or maliciously destroying or injuring property of another)</p> <p>DECEPTION (The willful act of providing false or misleading information that creates an unsafe condition on a campus)</p> <p>DISREGARD FOR SCHOOL RULES INCLUDING INAPPROPRIATE LANGUAGE (Violations of the rules of the school as outlined in the parent/student handbook or disseminated by the individual school to include use of inappropriate language when addressing or confronting another individual or group of individuals (does not include other violations listed in this matrix))</p> <p>DISTURBANCE OF SCHOOL ACTIVITIES / INSTRUCTION / DISTURBANCE OF THE PEACE (Conduct which interferes with the educational process. Willfully disturbing the peace of a person. Intentionally or willfully interfering with or disturbing persons in the school)</p> <p>*GANG RELATED BEHAVIOR / GANG ACTIVITY (Involvement or potential involvement in any activity representing a group involved in illegal activity)</p> <p>*THEFT / POSSESSION OF STOLEN PROPERTY (Intentionally receiving, taking, or possessing property of another without the owner's permission)</p> <p>TOBACCO VIOLATION – including non-THC vape pens (Possession or use of any nicotine delivery devices which includes cigars, cigarettes, electronic cigarettes, mods, chew, snuff, pipes, hookahs, etc)</p>		
Required Action: <ul style="list-style-type: none"> *Asterisked behaviors may constitute a violation of law and school police must be contacted Notify parent/guardian 		

Optional Action:		
1st Incident Restore at the Door Restorative Conference Suspension (1-2 days) School beautification Restitution	2nd Incident Restorative Conference Parent/guardian Conference Suspension (1-5 days) School beautification Restitution	3rd Incident Parent/guardian Conference School beautification Suspension (3-5 days) Restitution
Intervention/Support		
Develop safety & support plan Counseling	Revise safety & support plan Counseling Behavioral/DIAT support	Revise safety & support plan Counseling Behavioral/DIAT support
PROCEDURAL VIOLATIONS		
ACADEMIC INTEGRITY-CHEATING PLAGIARISM (Cheating is the improper taking of information from and/or giving information to another student, individual, or other source. Obtaining, seeking to obtain, or aiding another student to obtain credit for work by a deceptive or dishonest means. Plagiarism is representing another's work or ideas as your own without credit to the proper source and submitting it for any reason)		
ATTENDANCE / HABITUAL TRUANCY		
NIAA SUBSTANCE USE VIOLATION (See NIAA Substance Abuse Policy)		
Optional Action:		
1st Incident Restore at the Door Restorative Conference School beautification Participation suspension pursuant to NIAA regulations	2nd Incident Restorative Conference Parent/guardian Conference School beautification Loss of Privilege Participation suspension pursuant to NIAA regulations	3rd Incident Parent/guardian Conference School beautification Loss of privilege Suspension (1-2 days) Participation suspension pursuant to NIAA regulations
Intervention/Support		
Develop safety & support plan	Revise safety & support plan Counseling Behavioral/DIAT support	Revise safety & support plan Counseling Behavioral/DIAT support

Suspension and Expulsion Appeal Process

Suspension Appeals

If a student receives a suspension, the student or the student's parent or guardian may appeal the suspension decision. In accordance with NRS 392.4674(1), Encompass Academy will provide written notice of the school's suspension and expulsion appeal policy on the *same day* the suspension is issued.

Pursuant to NRS 388A.495, when a student is suspended or expelled, the parent or guardian must be given:

1. Notice of the charges;
2. An explanation of the evidence; and
3. An opportunity for a hearing.

Parents or guardians have five (5) school days to file a written appeal to the Principal. A hearing will be scheduled within five (5) school days of receiving the appeal.

Between the original suspension and the appeal meeting, the student may be placed in an In-School Intervention or other supervised setting pending the outcome of the appeal.

The appeal may result in the suspension being increased, decreased, or rescinded. If the suspension is not upheld, the appeal administrator may implement a lesser consequence. If the suspension is upheld, any time spent in In-School Intervention between the initial suspension and the appeal hearing will count as part of the suspension.

The Principal or designee will issue a written decision. The decision of the appeal administrator is final for suspension appeals.

Expulsion Appeals

If an expulsion is recommended and the Expulsion Committee determines that a student will be expelled, the school will contact the student and the student's parent or guardian within 24 hours of the committee's decision.

If the parent or guardian disagrees with the decision, they may appeal to the Encompass Academy Board of Directors. To initiate an appeal, a written request must be submitted to the school's main office, addressed to the Board of Directors, within five (5) school days of the committee's decision.

At the appeals hearing, the Board of Directors will review all relevant evidence, including the school's investigation materials, written statements, and any live testimony. The decision of the Board of Directors is final.

If the hearing is waived or the Board confirms the expulsion, then, according to NRS 392.466(3), the parent or guardian must be advised that they may:

- a. Enroll their student in a private school (pursuant to NRS Chapter 394) or homeschool the student; or
- b. Enroll their student in an approved program of independent study (NRS 389.155) or in a program of distance education (NRS 388.820 – 388.874), if the student qualifies and is accepted by the program; or

c. Request enrollment at the student's zoned public school, understanding that the zoned school determines whether to accept a student expelled from another public school.

Level of Board Involvement

- All expulsions are reviewed by a panel consisting of at least three Encompass Academy administrators or their designees.
- Appeals to an expulsion require Board review to ensure the decision complies with the Individuals with Disabilities Education Act (IDEA).

Discipline Limits for Students with Disabilities

Encompass Academy follows the IDEA and all applicable Nevada statutes (NRS 392.466 – 392.467) in disciplinary proceedings involving students with IEPs or Section 504 plans.

- For students age 11 and older with an IEP, discipline is limited to suspensions of 1 – 5 days per occurrence or, in rare and severe cases, permanent expulsion.
- Cumulative suspensions exceeding 10 school days require a formal hearing and a **manifestation determination** review to assess whether the behavior was related to the student's disability.
- Students with IEPs may only be expelled after the Board has reviewed the case and confirmed that the action is in compliance with IDEA and state law.
- When behavior involves possession of a firearm or dangerous weapon, or causes serious bodily injury, the student may be placed in an interim alternative educational setting as permitted by federal law.

Nothing in this section limits Encompass Academy's obligation to provide a Free Appropriate Public Education (FAPE) during disciplinary removals.

Behavior Hearing Process

Removal of students to an Interim Alternative Educational Setting (IAES) is a rare and serious action at Encompass Academy. Such removals occur only when a student's behavior poses a significant threat to the safety or well-being of the school community. These cases typically involve severe or repeated behaviors that require immediate administrative response and compliance with state and federal law.

- Behaviors that may result in a hearing and potential IAES placement include:
Possession of a dangerous weapon
- Battery of a staff member or student causing bodily harm
- Distribution of a controlled substance
- Repeated or serious disciplinary violations that create ongoing safety concerns
- Other behaviors that substantially affect the health and safety of the school community (including credible threats)

These circumstances are considered extraordinary and require due process as outlined below.

Step 1: Emergency Suspension

If a serious behavioral incident occurs, the student may be placed on emergency suspension pending investigation.

- A site administrator may consult with the school's hearing officer or district representative to determine whether a formal hearing is necessary.
- Emergency suspension may later be revised to an out-of-school suspension if, after review, the behavior does not meet the threshold for a hearing.
- Students and families will be notified immediately or as soon as possible of the reason for the emergency suspension.

Step 2: Parent/Guardian Notification

Parents or guardians will be contacted immediately following the emergency suspension.

- Families will be informed of the reason for suspension, next steps in the process, and expected timelines for review or hearing.
- Parents should expect to participate in any applicable Manifestation Determination Review (MDR) (for students with IEPs) and a Behavior Hearing within five (5) school days of the incident.

Step 3: Hearing Referral

- The site administrator will complete a Behavior Hearing Referral using the district's Universal Referral System or an equivalent process.
- Classwork or alternative assignments will be provided to the student while awaiting the hearing to ensure continued access to education.

Step 4: Manifestation Determination Review (MDR)

If the student has an Individualized Education Program (IEP) or 504 Plan:

- An MDR will be held within five (5) school days of the incident and before the hearing, whenever possible.
- The MDR will determine whether the behavior was a manifestation of the student's disability.
- In rare cases, a hearing may occur before the MDR is completed; however, final disciplinary decisions will remain pending until the MDR results are finalized.

Step 5: The Hearing

- A Behavior Hearing will include the referring school, the student and their parent/guardian, and administrative representatives.
- During the hearing, the school will present the incident details, behavioral concerns, and any supporting evidence.
- The student and family will have an opportunity to share their perspective, explain mitigating circumstances, and present additional information.
- The Hearing Officer will determine whether the student will return to Encompass Academy or be temporarily placed in an IAES and for how long.]A decision may be made during the hearing or within 24 hours following its conclusion.
- Parents and the school may appeal the decision; however, until the appeal is reviewed, the Hearing Officer's decision remains in effect.

Step 6: The Behavior Contract

Within 72 hours of the Hearing Officer's decision:

- A written Behavior Contract will be finalized and distributed to the parent/guardian, the referring school, and the IAES administrator (if applicable).
- The contract will specify the duration of the placement or monitoring period, key expectations, and the responsibilities of both Encompass Academy and the IAES in supporting the student's success.

Typical Placement Durations:

- Possession of a dangerous weapon: up to 180 school days
- Other serious behaviors: typically 90 school days
- Students with an IEP (manifestation confirmed): up to 45 school days
- Students identified as homeless or in foster care: up to 45 school days, when the behavior is related to their circumstances

Step 7: IAES Support and Transition Planning

Creating a Support Plan:

Encompass Academy administration, the IAES team, and parents/guardians will collaborate to develop a Support Plan that includes:

- Academic supports to maintain progress toward graduation
- Social-emotional learning and behavior skill-building
- Counseling, mentoring, or wraparound services as appropriate

Transition Timing:

Students typically return to Encompass Academy at natural transition points, such as quarter or semester breaks. The exact timeline may be adjusted, with prior agreement between administrators and families.

Transition Back to Encompass:

- A Restorative Re-entry Conference will be held before the student's return.
- The team will establish clear expectations, supports, and strategies for success upon re-entry.
- Follow-up check-ins will be scheduled to ensure ongoing progress.

Ongoing Monitoring:

- All support and transition plans will be shared with the Hearing Officer.
- The Hearing Officer will monitor implementation and student progress to ensure compliance and continued improvement.

Restorative Discipline and Review

Whenever possible, students returning from suspension or expulsion will participate in a restorative re-entry meeting to repair harm, rebuild relationships, and re-establish expectations for success.

Quarterly Behavior Data Review and Equity Monitoring

Encompass Academy ensures that all requirements under NRS 392.462 and NRS 385A.250 are met by systematically collecting, reviewing, and responding to behavior data. Our Data Coach collects and records student behavior data quarterly, at a minimum, including

suspensions, expulsions, removals from class, and Restorative Action Plan implementation data.

This information is analyzed to identify trends, disproportionate impacts, and patterns affecting student groups listed in NRS 385A.250(2). The Data Coach presents these findings to school leadership and staff each quarter to:

- monitor the effectiveness and fidelity of the Progressive Discipline Plan,
- ensure equitable application of behavior interventions across all student groups,
- identify areas where additional supports, training, or restorative practices may be needed, and
- guide decision-making to reduce repeated removals and improve student outcomes.

This ongoing review process ensures that Encompass Academy consistently evaluates and strengthens its behavior support systems, maintains compliance with Nevada law, and upholds its commitment to equity and restorative practices.

The Encompass Academy Restorative Discipline Plan is subject to change based on updated guidance from the Nevada Department of Education and adoption by the Encompass Academy Board of Directors.

ENCOMPASS ACADEMY
Suspension or Expulsion Appeal Form
(Adapted from Washoe County School District Policy)

Purpose:

Any Encompass Academy student who has been suspended for three (3) or more school days or expelled may file an appeal for review. Appeals must be submitted within five (5) school days from the date the suspension or expulsion paperwork was received.

Completed forms may be submitted:

- By Email: adam@encompassacademy.org and kristen@encompassacademy.org
- By Mail: Encompass Academy, Attention: Administration, 1300 Foster Dr., Reno, NV 89509

Email submissions must be received, and mailed submissions must be postmarked, within five (5) school days of receipt of the suspension or expulsion paperwork.

Student Information

Student Name: _____
Grade Level: _____
Date of Birth: _____
Parent/Guardian Name: _____
Phone Number: _____
Email: _____

Disciplinary Information

Date of Incident Resulting in Discipline: _____
Date Suspension/Expulsion Paperwork Received: _____
Summary of Discipline Being Appealed (check one):
☐ Short-Term Suspension (3 or more days)
☐ Long-Term Suspension
☐ Expulsion

Reason for Appeal

Please summarize the facts and arguments supporting your appeal. Include why you believe the discipline should be overturned or modified.

You may attach additional pages or documentation that supports your position.

Requested Outcome

What action or resolution are you requesting (e.g., overturn of decision, modification, or record amendment)?

Certification and Signatures

By signing below, we certify that the information provided in this appeal is true and accurate to the best of our knowledge.

If the student is 17 years of age or older, the student must also complete and sign this form.

Student Signature: _____ **Date:** _____

Printed Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Printed Name: _____

In signing below, I certify that I am the parent or legal guardian of the student whose discipline is being appealed and that the information in this form is true and accurate based on my knowledge and the information available to me.

Administrative Use Only

Date Appeal Received: _____

Received By: _____

Hearing Date (if applicable): _____

Outcome of Appeal:

☐ Upheld ☐ Modified ☐ Overturned ☐ Other: _____

Hearing Officer/Administrator Signature: _____ **Date:** _____

School Uniform and Dress Code Policy

Encompass Academy enforces a strong uniform policy. Encompass promotes a culture of unity, respect, and professionalism, and our uniforms play an important role in fostering these values. Uniforms not only instill a sense of belonging among students, but also eliminate any distractions related to clothing choices, allowing students to focus solely on their education.

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

If a student arrives to school out of uniform, a loaner uniform will be offered for the student to change into. If an appropriately sized uniform is unavailable, or the student otherwise does not cooperate, a parent/guardian will be required to bring their student appropriate uniform clothing. If this is not possible the school may take disciplinary action.

Non-uniform clothing may be collected from students upon entry to the school building. Students who regularly violate the school dress code may be subject to disciplinary action.

Uniform tops with school logo

All Encompass Academy students are required to wear a polo or collared shirt with the school logo visible while on campus. Non-uniform clothing must be kept in the student's cubby or turned in at the office.

No clothing that can pose a potential health or safety problem is allowed. No jewelry or chains that can cause injury, including hanging chains and spiked or metal studded accessories. Any clothing that refers to obscenities, pornography, violence, alcohol, drugs and/or contain unacceptable language or images will not be allowed.

Uniform tops/outerwear include:

- Polos or collared shirts with Encompass Academy logo
- Sweatshirts and jackets with Encompass Academy logo
- Students may wear solid-colored jackets or other outerwear in black, white, grey, or purple. These items may display logos or lettering only if they match the outerwear in both color and shade, creating a uniform look. For example, a black jacket with the word "GAP" printed in black across the front would be permitted.
- Boys & Girls Club sweatshirt
- Layered shirts (under uniform shirts or sweatshirts) must be plain, solid black, white, grey, or purple
- School-designed spirit shirts/sweatshirts, including senior shirts and shirts/sweatshirts from athletics and school clubs, may only be worn on designated School Spirit Days announced by administration throughout the year.

Uniform bottoms

- Uniform bottoms may include black, khaki, or grey pants, shorts, skirts, or skorts. All bottoms must be plain and solid in color, free of logos, stripes, or other designs.
- PE shorts with Encompass Academy logo
- Shorts, skirts, and skorts are to be no shorter than 3" above the knee, even when worn with tights. Shorts, skirts, and skorts must meet fingertip length when standing straight up and shoulders rest. This rule applies, even when worn with tights.

- No leggings or jeggings worn as pants. Leggings and tights may be worn under shorts, skirts, and skorts.
- No denim, jeans, or jean style pants
- No sweats or athletic material
- Pants must be proper size, large and/or sagging pants are not permitted
- Pants must not be torn

Belts

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

Footwear

- Closed toed shoes with hard soles
- No open-toed shoes, flip flops, or slippers with soft bottoms
- Socks that show above shoes should be black, white, grey, or purple
- Tights/leggings worn under shorts, skirts, or skorts must be plain white, black, grey, or purple
- No fishnets tights or torn tights

Outerwear

- Hats, caps, and beanies must contain only the school colors of black, white, gray, or purple. Logos on hats, caps, and beanies must also only contain the school colors of black, white, gray, or purple. Hat, caps, and beanies must not contain any images or logos featuring weapons, drugs, alcohol, or adult content, and may not represent gangs
- Scarves, gloves, mittens, and blankets are not to be worn in the building
- Sunglasses are not allowed to be worn inside the building or on the top of the head inside the school building
- Gloves and mittens are not allowed to be worn inside the building

Grandfather Clause

Students may still wear school polos or collared shirts with an older Encompass Academy logo as part of their daily uniform. Other items such as student-designed shirts, team and club shirts or sweatshirts, and purple Encompass PE shorts may only be worn on designated Spirit Days announced by administration.

PE

- Students are expected to change into athletic clothing for PE classes, and then change back into their uniform at the end of class (time will be provided)
- Students must bring their own athletic clothes and shoes for PE. These clothes must not violate the requirements for free dress days. PE clothing should be for the purpose of athletics and allow students to move freely.
- Students that do not change out for PE may lose points that will affect their grade in their class.

Art

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

Athletics

- On game days students may wear their jersey/uniform or clothing from their spirit pack with uniform bottoms
- This applies to students playing sports at their home zoned schools, but students must submit their game schedule to the dean and athletic director in order to earn this privilege
- If games fall on a Friday or the weekend, students may wear their jersey/uniform or spirit pack clothing on Thursday
- Students deemed ineligible to compete with their team due to academics or behavior may not participate in this privilege
- The coach or the athletic director may revoke this privilege when necessary

Make-Up

- Cosmetics should be appropriate for school and not attract undue attention

Gang attire

All items that have been identified as gang-related by local law enforcement agencies and WCSD school police are prohibited. Encompass Academy shall consult with law enforcement agencies and other agencies to determine changes in gang appearance, dress, and activities.

Prohibited items may include but are not limited to:

- Dangling belts
- Chains
- Sagging pants/shorts
- Bandanas (all colors prohibited)
- Altered insignias or graffiti
- Jewelry or belt buckles symbolizing any gangs
- Graffiti in or on personal belongings symbolizing any identified gangs

Please note that students may not create their own uniform attire (for example, by bringing in clothes to get the logo printed on) without permission from the principal.

Free dress days

Encompass Academy follows Washoe County School District dress code guidelines for free dress days. Students are responsible for paying attention to school announcements and information sent home regarding free dress and criteria.

- Tops must cover the upper and middle torso at all times
- Pants, shorts, and skirts must cover the lower torso, with no skin showing between top and skirt
- Shorts, skirts, and skorts are to be no shorter than 3" above the knee, even when worn with tights. Shorts, skirts, and skorts must meet fingertip length when standing straight up and shoulders rest. This rule applies, even when worn with tights.
- No exposed undergarments
- No halter tops or tube tops, no transparent shirts, half shirts, or muscle shirts
- No low-cut necklines or exposed cleavage
- No pajamas, lounge wear, or bath robes (exceptions may be made for pajama day during Spirit Week)
- No sagging pants or shorts
- No exposed buttocks
- No obscene, vulgar, profane, or derogatory language or illustrations on clothing

- Nothing that promotes an illegal activity, including but not limited to underage drinking, illegal drug use, domestic abuse, gang membership, battery, assault, or any other civil or criminal conduct which would violate state or federal law

On themed free dress days: students must wear the majority of their outfit fitting the theme or parents/guardians will be called to bring their uniforms.

Students who violate the school dress code may be asked to do any of the following depending upon the specific circumstances:

- Turn inappropriate clothing inside out
- Change into uniform clothing provided by the school
- Have uniform clothing brought to the school
- Remove inappropriate accessory or accessories
- Be transported home to change attire
- Surrender any drug or alcohol related clothing/accessory to the Dean or Principal

In implementing and enforcing this regulation, the following procedures shall be followed:

1. If a student is suspected of violating this regulation, the violation should be reported to the Dean or Principal.
2. The Dean or Principal shall observe the student and/or talk with the student or others in order to make an initial determination whether a student may be violating this regulation.
3. If a violation is observed, the Dean or Principal shall call the student to his/her office for a conference or otherwise contact the student.
4. During the conference or other contact with the student, the Dean or Principal shall attempt to resolve the problem for Encompass Academy, but shall maintain the discretion to initiate more extreme disciplinary action as outlined in this handbook depending on the nature and severity of the suspected violation. The student shall have the opportunity to rebut the contention that this regulation has been violated. If the administrator is not persuaded, the student shall be asked to remove the clothing and/or jewelry and the administrator shall retain the clothing and/or jewelry until the end of the school day; and/or where applicable, the student shall be asked to refrain from the act or omission, or use of speech, either verbal or non-verbal, which is in violation of this regulation. At the end of the school day, any item(s) surrendered to the Dean or Principal will be returned to the student and the student will be directed not to wear the item(s) in the future. If removal of the clothing may prove embarrassing to the student, an administrator may allow the student to wear the clothing until the end of the school day or may direct the student to return home to change the clothing. No student shall be directed to return home until the student's parent/guardian is notified.
5. At the time of the conference, a school employee shall make a reasonable effort to contact the student's parent/guardian and inform him/her of the suspected violation of this regulation.
6. Whenever a student is determined to have violated this regulation, the parent/guardian shall be notified either in writing or by telephone about the violation within two school days. The parent/guardian will be given an opportunity to meet with the Dean or Principal to discuss the violation. If the parent/guardian is not satisfied at the conclusion of the conference, the parent/guardian may schedule an appointment with a representative of the Board of Directors.

Additional Rules and Policies

Dismissing Students:

The teacher, **not the clock**, dismisses class. In the interest of campus management and uniformity, students are not to be dismissed from class prior to the end of the period. Students need to be engaged and using class time to their benefit.

Excusing Students:

Only the student's current teacher or a member of the office staff may excuse him/her from class. Advance arrangements will be made between teachers, the student and the front office if a student needs to be excused from a class.

Food/Drinks:

Students may bring clear water bottles, with water only, into class, but away from computers. Any edible material will be consumed in the designated eating areas only at assigned times.

Public Displays of Affection:

Although we support love and romance, we do not support hugging, kissing, handholding and other displays of affection here at school. Keep some space between students.

Graffiti and other Forms of Defacing Property

Writing, drawing, scratching, painting on desks, walls, mirrors or other school property is considered vandalism and is unacceptable. Even though it may seem cool to you, it steals the respect and dignity of other students. All graffiti is photographed, sent to the police and will be dealt with as a criminal issue.

Electronic Devices

Personal laptops, tablets, and Bluetooth speakers **are not** allowed at school. If either is confiscated it will be treated the same as cell phones.

Cell phones/smart watches are allowed at school. Cellphones/smart watches must be put on "silent" while in school.

Students should keep all cell phones in their backpacks/cubby/pockets when on their person. In class, students are expected to place their cell phones in the cell phone pockets hanging in the classroom. Students can only use cell phones/smart watches before school, after school, and during lunch.

First offense: Students using, or appearing to use, their cell phones at inappropriate times will have their cell phone confiscated. Students will be reminded of the policy.

Cell phones that have been confiscated must be turned in by the student to an administrator. The administrator will put the cell phone in a safe storage area. The student will be able to collect their cell phone after school is dismissed for the day.

Second offense: Parent/guardian will be notified, and the parent/guardian must pick up the phone.

Third offense: Parent/guardian will be notified and the parent/guardian must pick up the phone. The student will no longer be allowed to have possession of their cell phone on campus, and if they bring it to campus, will need to turn it into an administrator at the start of every school day. The administrator will put the cell phone in a safe storage area. The student will be able to collect their cell phone after school is dismissed for the day.

Cell phones, smart watches, headphones, and other electronic devices that are brought to school **are not** the responsibility of Encompass Academy. Encompass Academy will not be liable for personal items students bring to school. To ensure that personal belongings are safe, we strongly advise students to leave them at home. Staff **are not** required to help students locate lost or stolen devices.

Passes:

When a student leaves the classroom, he/she is to sign out and have a pass. Students' time will be monitored when out of class on a pass. No more than one student will be allowed out on a pass at a time from each class.

Closed Campus:

In order to keep our students in a supervised, safe and orderly environment, Encompass has established a "closed campus". Once students arrive at school, they must remain on campus until the end of their school day unless they have written authorization from their parent(s)/guardian and received permission from school authorities to leave for a specified purpose. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action. The requirement to keep students on campus is part of Encompass Academy's effort to maintain a safe school climate and to reduce absenteeism. School facilities and resources are adequate to serve the nutrition needs of all of our students. Students may eat their lunch in the designated lunch area only. If students choose to bring their lunch, please note that there will be a refrigerator for them to store their food.

Lunch/Cafeteria Etiquette

Students may bring a packed lunch. Please note that packed lunches will remain in cubbies. There is no refrigerator for students to use. There is also no microwave for students to use. If a student has a special situation, they need to meet with an administrator.

Students may only eat in the multipurpose room. Once a student has finished eating, they may spend the remainder of their lunch in one of the designated, supervised recreation areas.

Students are expected to clear their area and dispose of all trash appropriately.

Gold Scholars may order takeout if it has been arranged prior to the day by the parent or guardian with the Dean, Principal, or Administrative Director. Gold scholars may eat their takeout in the kitchen with up to one friend, and/or their siblings.

Public Areas: Hallways, Bathrooms, and Foyer

Hallways, bathrooms, and other common areas are spaces used by all members of Encompass Academy, the Boys & Girls Club, and other organizations that share the building with us. Students are encouraged to use the halls, bathrooms, and foyers only as needed and to move from class to class.

- Eating is only allowed in the cafeteria unless another designated area is approved by staff.
- Walk (don't run) in the halls, lunchroom, bathrooms, or foyer. Always maintain orderly conduct.
- Use only appropriate language while in these areas, and within the school environment.
- Limit excessive noise such as yelling, screaming, or stomping while in these areas.
- Students should help keep the school clean by picking up after themselves and putting their belongings in their proper place.

- Respect others' personal space. Students are to keep their hands to themselves, even in play.
- Only one student is allowed in the entire restroom at a time, regardless of the number of stalls available in the restroom. Students found to be in the restroom together may face disciplinary action.
- Vandalism, littering, or graffiti in the school is prohibited and should be reported immediately

Audio and Video Recording:

In an effort to provide the safest and most orderly environment to experience an effective education, we have installed video cameras inside and outside of the building. We are also recording audio in some areas. Aside from the safety aspect, teachers may use the recordings to improve their teaching skills in the classroom. If there are issues of what really happened or what was actually said, the recordings can help clarify a situation for parents who weren't actually there to witness an event.

Visitors and Guests:

All visitors to Encompass must check in and sign in with the main office. The following regulations apply to all visitors:

- All student visitors must be a prospective Encompass student or a relative of a current Encompass student and only attend with advanced approval from administration.
- Siblings of students, unless of age to attend Encompass Academy, will not be permitted to be on campus without parental supervision during the school day.
- Parent(s)/guardian(s) of a current Encompass students or the parent(s)/guardian(s) of a prospective Encompass students must make pre-arrangement 24 hours in advance of the visit.
- A student visitor may be asked to leave at any time if he or she is being disruptive.
- All visitors to Encompass must check with and sign in at the main office. All visits must be arranged at least 24 hours in advance with the administration.

What are my responsibilities in regard to our neighbors?

You are expected to be courteous and respectful of our neighbors and their property. Students who violate Reno City Ordinances regarding parking, loitering, littering, etc. are subject to citation or arrest by the Reno Police Department and/or Washoe County Sheriff's Department.

What regulations exist regarding building evacuation?

Exit routes to be used for building evacuation are posted in each room. You are responsible for knowing these and being aware of alternate routes should a planned exit be blocked. During an evacuation you are to exit quietly, remain with your class, observe all behavioral expectations and listen for directions from staff. Students with ADA requirements will be provided information regarding their personal plan.

What do I need to know regarding driving and parking my vehicle on campus?

No Parking or Loitering: Students must present registration, valid driver's license and proof of insurance to register their vehicle. Students with registered vehicles may park in the assigned parking lot to the west of the Boys & Girls Club building. However, students will not be allowed access to the parking areas or their vehicles during the day. No students

will be allowed to access vehicles at any time for any reason without prior approval from an administrator and or teacher.

Speed Limit: Maximum speed limit on school grounds is **10 MPH** at all times. Students are to follow the posted speed limit on public roads around Encompass Academy at all times.

Parking: Specific student parking spaces are not assigned, but you are expected to park in the designated area, within the lines, one car to a space. The designated student parking area is the lot to the west of the building. Do not park on sidewalks or in other non-designated areas as your car may be towed.

Penalties for Violations:

- First Violation: Warning and/or Parent Contact.
- Second Violation: Administrative meeting and Parent Contact.
- Third Violation: Restriction and/or revocation of driving and parking privileges on campus/ Parent Contact.
- Major Violation: Reno police may issue citations and/or request revocation of driving privileges for those who exceed the speed limit, drive carelessly or otherwise violate driving regulations.

Computers: Acceptable Use Policy

Encompass Academy recognizes that computers and iPads are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers and iPads are to be used in a responsible, efficient, ethical and legal manner. You must have staff supervision to work in the computer lab.

Encompass Academy declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action.

Unethical and unacceptable behavior includes using the information network for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as those which violate local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated network.

The network is not to be used for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.

Other unacceptable behaviors include, but are not limited to:

- Intentionally disrupting information network traffic or crashing the network and connected systems;
- Degrading or disrupting equipment or system performance – this includes running peer-to-peer networks or any other program that uses the majority of the bandwidth;

- Using Encompass Academy computing resources for commercial or financial gain or fraud;
- Stealing data, equipment, or intellectual property;
- Gaining unauthorized access to the files of others, or vandalizing the data or files of another user;
- Using any other login or password than your own to access the network;
- Gaining or seeking to gain unauthorized access to resources or entities; i.e. “hacking”
- Unauthorized use, or attempts to circumvent or bypass the security mechanisms of an information system or network;
- Forging electronic mail messages, or using an email account owned by another user;
- Invading the privacy of individuals;
- Possessing any data, which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

Consequences of Violations:

Consequences of violations include but are not limited to:

Accessing inappropriate sites or pornographic material – 1st offense – 5 days (school days), 2nd offense – 15 days, 3rd offense – loss of privileges for rest of semester.

Trying to gain unauthorized access to the network – “hacking” - 1st offense – 5 days, 2nd offense – loss of privileges for the rest of semester.

Not logging off computer/iPad when asked to - 1st offense – 3 days, 2nd offense – 10 days, 3rd offense - loss of privileges for rest of semester.

Logging on under another students account – 1st offense – 3 days, 2nd offense – 10 days, 3rd offense - loss of privileges for rest of semester.

Giving another student your logon and password - 1st offense – 3 days, 2nd offense – 10 days, 3rd offense - loss of privileges for rest of semester.

Stealing or damaging computers, iPads or peripherals (mice, keyboards, wireless adapters) - loss of privileges for rest of semester, and you or your parents will have to pay to replace damage/stolen parts.

Front Office Doors and Phone:

Students need to enter and exit the building through the main entrance, and will need to scan check in with Encompass staff upon entering. *All other doors in the building are to be used as emergency exits only.* Students may use the front office phone with permission from Encompass staff for parent/guardian contact only. Excessive use or abuse of the phone will result in loss of phone privileges.

Student Activities/Policies:

The school follows certain policies concerning student activities. These policies are:

- Encompass Academy staff members will supervise dances and other activities.
- Once students enter the activity, they are not to leave unless leaving for the evening.

- Encompass Academy dances are generally open only to Encompass students. When dances are open to non-Encompass students, guests are subject to the same rules as students and are required to be pre-registered and accepted as guests with administrative approval.
- Students who are excluded from a school activity for unacceptable behavior may also be excluded from future activities.
- Violation of any of the above rules will result in appropriate consequences and may restrict the student from attending or participating in other school activities.

Money and Valuables:

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school will not accept responsibility for stolen money or other articles nor can we spend time trying to find and recover stolen property.

Cubbies

Encompass Academy will provide all students with zippered binders to carry their school supplies and school iPads.

Students will not be allowed to carry backpacks, purses, tote bags, fanny packs, etc. in the building. Students who need to bring backpacks will need to store them in the cubbies on the Youth Side of the Boys & Girls Club during the school day. BGC cubbies are monitored by staff, but they are not lockers. For this reason, Encompass Academy strongly advises students to leave all personal belongings at home to keep them safe. The school will not be held liable for stolen property or other personal belongings nor can we spend time trying to find and recover stolen property.

Students that need to change for PE classes or sports may also store their belongings in the BGC cubbies. These students may bring their backpacks to the restroom to change.

Notes from parents do not excuse infractions of school rules.

EXTRACURRICULAR ACTIVITY CODES

School organizations, clubs and athletic teams may adopt and distribute to their members, rules that shall govern student conduct. Infractions of these rules shall result in disciplinary action. Any student attending a charter high school has the right to sign up and participate in athletics and other extracurricular activities at the school site for which they are zoned (NAC385.561).

Encompass Academy



Rights and

Responsibilities

Rights and Responsibilities

Statement of Rights and Responsibilities

Encompass Academy recognizes the following:

That the primary intent of society in establishing the public schools is to provide an opportunity for learning;

That the students have full rights of citizenship as delineated in the United States Constitution and its amendments;

That citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law; and

That education is one of these citizenship rights. The liberty of the individual must be thus far limited: the student must not infringe upon the rights of others to an education.

Definitions of Rights and Responsibilities

Students at Encompass Academy have the basic constitutional rights guaranteed to all citizens. In exercising these rights, students have a responsibility to respect the fundamental rights of all citizens. One purpose of schools is to encourage the responsible use of these rights and develop good citizenship within the framework of an educational society. The school is a community and the rules of a school are the laws of that community. To enjoy the right of citizenship in the school, students must also accept the responsibilities of citizenship.

This handbook presents the rights and responsibilities of the students in the Encompass Academy.

It has been written by the school administration and approved by the board of directors.

Right to Freedom from Discrimination Based on Race, Creed, National Origin, Sex, or Physical Handicap

It is the policy of the Encompass Academy to comply with the constitutional right that no person shall be denied the benefits of an educational program on the basis of race, creed, national origin, sex, or physical handicap.

If you have a complaint in this regard, you are asked to notify the principal.

<p>Right to an Education</p> <p>The State of Nevada established the public school to provide a free education for persons between the ages of five and 21 years. All residents of the Washoe County School District, age five through 21, are entitled to attend public schools without paying tuition. All students are entitled to equal educational opportunities.</p>	<p>Responsibility</p> <p>Along with the right to equality of educational opportunity lies the responsibility not to interfere with the rights of others to that same opportunity. Reasonable and necessary order in the school is essential to the fostering and maintaining of educational opportunity. Students may forfeit the right to educational opportunities if their conduct is such that it substantially disrupts the educational process and/or deprives others of their rights.</p>
<p>Right to Freedom of Religion</p> <p>The school may not interfere with students' rights to observe any religion by requiring, establishing, or conducting religious exercises for students.</p>	<p>Responsibility</p> <p>It is each student's responsibility to respect the religious beliefs and the observances of others.</p>
<p>Right to Freedom of Assembly</p> <p>Freedom of assembly is a right protected by the First Amendment of the Constitution of the United States.</p>	<p>Responsibility</p> <p>The exercise of the right of assembly must be conducted in a reasonable manner so as not to interfere with the educational activities of the school district. Students remaining on school property (including grounds, building, parking lots, etc.) without permission are considered to be loitering. Loitering is subject to disciplinary action.</p>

<p>Right to Freedom of Expression</p> <p>The First Amendment of the Constitution of the United States of America is an essential part of the learning process. The following statements are made to guide students in exercising their constitutional right to freedom of expression:</p> <p>By Speech: The school encourages inquiry and expression of ideas. Such expression should include personal opinions relevant to subject matter being taught, to school activities and policies, to school administration and to matters of broad social interest.</p> <p>By Writing: Students have the right to express themselves freely in writing.</p> <p>By Symbolic and Related Activities: Symbolic expression is defined as that type of expression, exclusive of verbal and written expression, which conveys the personal ideas, feelings, attitudes, and opinion of an individual. Length of hair, choice of clothing, buttons, badges, armbands, and physical gestures are some examples of symbolic expression.</p>	<p>Responsibility</p> <p>By Speech: It is each student's responsibility to refrain from using slanderous remarks (spoken maliciously or without regard to the truth, obscene language, or language that causes others to be disobedient).</p> <p>By Writing: It is each student's responsibility to refrain from libel, obscenity and irresponsible personal attacks.</p> <p>By Symbolism and Related Activities: It is the responsibility of each student to refrain from overt exhibitionism, disruption of the educational process, being obscene, being disrespectful, promoting or participating in illegal activities, or being obviously annoying to others.</p>
<p>Right of the Persons with Disabilities</p> <p>All students with disabilities at Encompass Academy are entitled to the benefits of a free appropriate educational program.</p>	<p>Responsibility</p> <p>Students have a responsibility to attend regularly and promptly all classes for which they are scheduled and for putting forth their best effort on tasks assigned as designated on their Individualized Educational Plans.</p>
<p>Right to Confidentiality of School Records</p> <p>The Family Education Rights and Privacy Act of 1974 assures the confidentiality of students' records.</p>	<p>Responsibility</p> <p>Students should make themselves aware of what their file contains and discuss with their parents/guardians the release of any information.</p>

<p>Right to Due Process</p> <p>The phrase "due process" means that any person accused of a violation of a rule, responsibility, or policy of law is entitled:</p> <p>A. to know what charges are against him/her;</p> <p>B. to have the opportunity to present his/her viewpoint before a final disciplinary decision is made.</p> <p>Students facing serious disciplinary action such as long-term suspension, mandatory reassignment, or expulsion will receive from the school a copy of School Policy that outlines a specific procedural process mandated by state law to insure them due process. If a decision for disciplinary action is made, the student has the opportunity to appeal that decision to a higher authority and must state his/her intent to do so. Disciplinary action must then await the outcome of the appeal.</p>	<p>Responsibility</p> <p>Students have a responsibility to respond to charges of a violation in a mature manner. Students should also, along with their parents/guardians, remain in contact with the school regarding due process procedures and time lines.</p>
<p>Right to Appeal</p> <p>An essential ingredient of due process is the opportunity to appeal a decision to a higher authority. Thus, a student may appeal a decision of a teacher to the principal. If the student is still not satisfied, the principal's decision may then be appealed to the board of directors. The right to appeal may continue beyond the board of Ed directors to a court of law. Usually, a court of law will not hear a case unless the student has used all available avenues of appeal.</p>	<p>Responsibility</p> <p>It is the student and parent/guardian's responsibility to inform the school as to the decision to appeal in accordance with the due process procedures.</p>

ACCESS TO STUDENT EDUCATIONAL RECORDS

Parents' and students' rights concerning student records:

The Encompass Board of Directors recognizes the rights of students who are 18 years of age or older to inspect their own student records. In the case of students under 18 years of age, the Board recognizes the rights of their parents or legal guardians to inspect their children's student records. Further, the Board also recognizes that the privacy of such records shall be protected.

What are parents'/guardians' rights of access to school records?

Parents/Guardians have the right to see materials in their child's educational records within the school or in the Encompass school office.

Who has the right of access?

All parents/legal guardians.

In the case of divorce, custodial and non-custodial parents have access to the child's record, unless there is a legally binding document to the contrary.

Children over the age of 18, emancipated minors, or those attending post-secondary institutions have the right of access to school records.

School officials and individuals/researchers working with the school or Nevada

Department of Education with a legitimate educational interest.

School officials in a district to which the child intends to transfer.

Individuals with juvenile justice or with court orders.

May parents/guardians see copies of tests given to their child?

Parents/Guardians have the right to review results from academic, standardized, or psychological tests. If the test itself is kept in the child's records, parents/guardians may look at it.

Can the school legally refuse to show parents/guardians any records?

Personal notes kept by a teacher, director, psychologist, or other school employee for the sole use of that person are not considered part of the child's record, and parents are not entitled to review them.

How do parents/guardians gain access to the records?

Ask! Encompass Academy will make an appointment for parents to review their child's educational records.

Parents/Guardians have a right to an explanation of any forms, test scores, or educational language that they don't understand. If the Principal or the appropriate school employee is not available to answer questions, an equally amicable time will be scheduled.

When requesting access to records, parents/guardians with limited English proficiency should ask the school to provide a translator at the meeting.

What are parents'/guardians' rights to challenge information in educational records?

When should records be challenged?

Parents/Guardians have the right to challenge information in the records that are believed to be inaccurate, misleading, or in violation of a student's rights. Parents/Guardians can request the records be changed or removed from the file.

What is the procedure for challenging school records?

A written request to amend the record must be made indicating the aspect of the record and specifying why the aspect of the record is believed to be inaccurate, misleading, or in violation of the student's rights.

The principal and appropriate staff, as needed, determines whether or not to amend the record.

Parent/Guardian must be notified of the decision. If the Principal does not agree that the record needs to be amended, the parents/guardians have the right to place a written statement in the record explaining the reasons why they disagree, or the parents may request a hearing to amend the record.

The Board of Directors will review and listen to documented evidence about the record and make a ruling.

If amendment to the record is denied, the parent/guardian has the right to place a written statement in the record explaining the reasons why they disagree.

General Directory Information:

Most educational record information is not available to most individuals without parental/guardian permission to access student records. However, activities such as awards, scholarships, college/technical school information, and various school publications such as yearbooks and athletic programs require the use of some general information about students. Such information is called general directory information. Examples of general directory information are:

Name

Address

Telephone Number

Date and place of birth

Major field of study

Participation in activities and sports sponsored by the school

Weight and height of the pupil if he/she is a member of an athletic team

Dates of attendance at a school within the school district

Degrees and awards received

Previous school most recently attended by the pupil

Photographs

Other information not generally considered harmful or an invasion of privacy if disclosed.

Parents/Guardians who do not wish such information disclosed by the school should contact the principal at (775) 322-5566.

If a parent/guardian is denied access to their child's record, he/she may contact:

Family Policy & Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202

Infinite Campus (IC) Parent Portal

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

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

- Grades
- Class Assignments
- Attendance

- A to-do list of assignments due and overdue

Parents/guardians are responsible for updating contact information with the Administrative Director to ensure that information listed in Infinite Campus is correct. In order to prevent miscommunications, it is important that parents keep their IC login information a secret. Students are given their own Infinite Campus account to use to track the information listed above.

If you are having trouble accessing Infinite Campus, please call our school at 775-322-5566 to get help.

Equal Opportunity and Education Compliant Procedure

Any student or employee of Encompass Academy who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity because of a handicapping condition, as guaranteed by Section 504 of the Handicap Rehabilitation Act of 1973; age, racial or religious bias as guaranteed by Title VI of the Civil Rights Act of 1964; disability as described by Title I of the Americans With Disabilities Act (ADA); or been subject to harassment or sexual discrimination as described by Title IX of the Educational Amendments of 1972; may file a written complaint with the person indicated on the Complaint Form. A compliance committee composed of three persons designated by a Co-Director in consultation with the Board of Directors shall review the written complaint and hear evidence concerning the complaint, if necessary. A written decision shall be made by the committee within ten days after the receipt of the complaint or the close of the hearing, whichever last occurs, and mailed to the complainant by registered mail. If the complainant is not satisfied with the decision, he or she may submit a written appeal to the Chairperson of the Board of Directors within ten working days after receipt of the written decision indicating with particularity the nature of disagreement with the decision and his or her reasons underlying such agreement. The Chairperson or his/her designee shall consider the appeal within ten working days after receipt of the appeal on the basis of a record presented before the committee and shall provide the complainant with a written decision by registered mail within twenty working days following receipt of the written appeal.

TRANSCRIPTS

The school will forward educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll, provided release has been signed by the student if over 18 years of age or a parent or guardian if the student is under 18 years of age. After graduating or unenrolling from Encompass Academy students will need to request transcripts directly from Washoe County School District.

UNIVERSITY AND COLLEGE ENTRANCE REQUIREMENTS

Students desiring to enroll in a college or university after graduation from high school should confer with their teachers early in the sophomore year to make certain they are fulfilling the requirements for admission to the school that they wish to attend. It is strongly recommended that the student personally contact the college of his/her choice in order to learn the admission requirements.



STUDENT/PARENT/GUARDIAN ACKNOWLEDGMENT FORM

I _____ (print student's name) have read and understand the information that is in this Student Handbook. I agree to follow the school rules of conduct, as stated in this handbook, and follow the instructions of the school officials in charge.

Student's Signature

Date

I _____ (print parent/guardian's name) have reviewed the information that is in this Student Handbook with my student. I further agree to assume the responsibility of seeing that my student cooperates and conforms to the fullest extent with the school rules of conduct and instructions of the school officials in charge.

Parent/Guardian's Signature

Date