

Guiding students to bright futures.



Student Handbook

Home of the Explorers

Approved by the Encompass Academy Board of Directors on September 20, 2023.



Adopted in school year 2022-2023

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
Executive Director

TABLE OF CONTENTS

Welcome	Pg 2
Mission and Belief Statements	Pg 4
Introduction and General Information	Pg 4
Enrollment Policy	Pg 6
Health and Safety	Pg 9
Encompass Staff, Faculty, and Consultants	Pg 11
Academics	Pg 12
Graduation Requirements	Pg 14
Alternate Methods for Earning Credit	Pg 14
Types of Diplomas	Pg 15
Schedule Changes	Pg 16
Grading Policy and Testing	Pg 16
Attendance	Pg 18
Attendance Policy	Pg 19
Absence Defined	Pg 20
Minimum Attendance Requirement	Pg 22
Make-Up Work	Pg 22
Communications Regarding Absences	Pg 24
Rules of Conduct and Progressive Behavioral Support	Pg 25
Legal and Liability Issues in Schools	Pg 26
General Conduct and Code of Behavior	Pg 27
Meeting Standards for Encompass Academy's Culture	Pg 28
Campus/Classroom Management	Pg 28
Four Levels of Progressive Behavioral Support	Pg 30
Secret Witness	Pg 30
School Uniform and Dress Code Policy	Pg 31
Additional Rules and Policies	Pg 35
School-wide Discipline Plan	Pg 40
Prohibited Conduct	Pg 46
Behavior Matrix	Pg 50
Drug Intervention Program	Pg 62
Violence Intervention Program	Pg 63
Harassment Policy	Pg 64
Dispute Resolution Procedure/Due Process	Pg 65
Searches of Students	Pg 66
Rights and Responsibilities	Pg 68
Access to Student Educational Records	Pg 73
Equal Opportunity and Education Compliant Procedure	Pg 75
Student/Parent/Guardian Acknowledgement Form	Pg 76

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.

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

775-322-5566

ADMINISTRATIVE STAFF

Adam Khan
Executive Director
adam@encompassacademy.org

Kristen Boucher
Data Coach
kristen@encompassacademy.org

Max Zeltzer
School Counselor
max@encompassacademy.org

Laure Turner
Administrative Director
laure@encompassacademy.org

Dana Zbella
Mental Health Professional
dana@encompassacademy.org

Tony Wilber
Athletic Director/PE
tony@encompassacademy.org

FACULTY

Ta-Tiana Anderson-Hall
Math
tatiana@encompassacademy.org

Naomi Botma
Special Education
naomi@encompassacademy.org

Tyler Flores
Art/IT
tyler@encompassacademy.org

Cianna Gransbery
Spanish/Electives
cianna@encompassacademy.org

Scott Groach
English
scott@encompassacademy.org

Edna Meza
Social Studies
edna@encompassacademy.org

Kristin Moffitt
Humanities
moffitt@encompassacademy.org

Teresa Mullins
Culinary
teresa@encompassacademy.org

Sharon Paquette
Music
sharon@encompassacademy.org

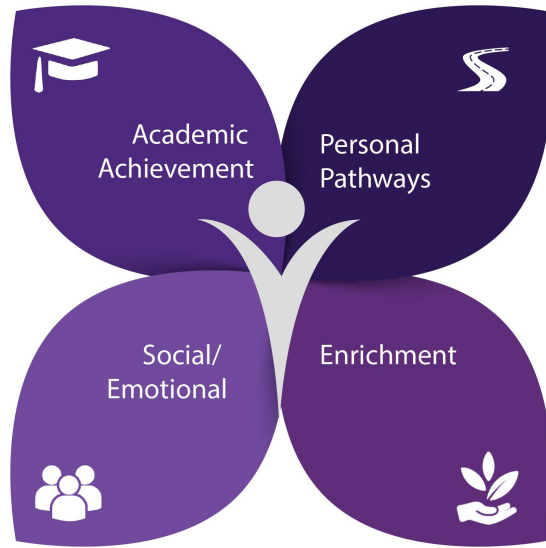
Angie Terrell
Art
angie@encompassacademy.org

Jessica Svoboda
Science
jessica@encompassacademy.org

Victoria Velazquez-Smith
Special Education
victoria@encompassacademy.org

CONSULTANTS

Cheryl Miller Mintz
Bookkeeper
cheryl@encompassacademy.org



Encompass Academy

Academics

ACADEMIC ACHIEVEMENT

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.

GRADUATION REQUIREMENTS

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 truantries. 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 truantries 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 trancies. 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



Rules of Conduct and Progressive Behavioral Support

Adopted during the 2023-2024 school year

LEGAL AND LIABILITY ISSUES IN SCHOOLS

What are my rights and responsibilities as a Encompass Academy Student?

1. You have the right to expect that all of the rights intended under the laws of the nation and state will be granted within prescribed legal guidelines. You have the responsibility to obey school, city, state and federal laws.
2. You have the right to be treated respectfully and with dignity by your fellow students, the teachers and other school employees without regard for race, religion, sex, age, disability or family situation. You have the responsibility to be respectful of yourself, others and property, and to respect the rights of fellow students, faculty and school personnel.
3. You have the right to be treated as a unique individual with different needs, learning styles and abilities. You have the responsibility to complete assignments to the best of your ability and to adapt to different teachers and teaching styles.
4. You have the right, along with your parent(s)/guardian, to participate in decisions affecting your educational program. You, with your parent(s)/guardian, have the responsibility to actively participate in conferences and meetings held on your behalf.
5. You have the right to a comprehensive curriculum. You have the responsibility to take full advantage of the curriculum being offered.
6. You have the right to expect a building environment that is safe, clean and comfortable. You have the responsibility to treat the property of the school and fellow students with respect and to do your part in helping to maintain a clean, safe environment.
7. You have the right to attend classes where dedicated, caring teachers are well prepared to teach. You have a responsibility to be punctual for school and classes, to attend school regularly and to obey the rules of the school and classroom.

First Amendment:

The United States Supreme Court rendered a decision in 2000 that school administration can establish a policy that prohibits conduct which materially and substantially interferes with the educational process, which includes but is not limited to, use of obscene or derogatory language, gestures or writing. The court noted that it is highly appropriate function of public school education to prohibit offensive terms in public discourse. The first amendment does not prevent schools from determining guidelines to prevent the undermining of the schools' basic educational mission. The 9th Circuit Court (whose jurisdiction includes the State of Nevada) has decided these regulations are not aimed at silencing expressive conduct, but instead are an attempt to maintain a safe environment. The court ruled that maintaining this safe environment outweighs the minimal impact of a students' right to expression.

Conclusion: Schools need not tolerate dress, speech, or any actions that impede the educational process of others, even though government may not censor similar items outside the school.

GENERAL CONDUCT

Encompass students are representatives of the school. Community members judge Encompass Academy by student actions. It is very important that students conduct themselves as positive ambassadors of the Encompass community at all times. If a student's behavior violates the basic rights and responsibilities of Encompass Academy, corrective measures will be taken.

Encompass Community adopted a model of behavior we refer to as FIRE. When you choose to attend our school, you are also agreeing to have the Encompass FIRE. FIRE stand for: Fearlessness, Integrity, Resourcefulness, and Endurance. You will see the posters around the school as a reminder and this will be discussed in your classes. We expect you to make this an everyday part of your life here.

State law charges teachers and administrators with maintaining order and discipline among students; therefore, Encompass has developed rules, regulations and procedures to establish and maintain an orderly learning environment.

The following rules, regulations, sanctions and due process procedures are designed to protect rights of all members of the Encompass community in all aspects of their school experience. Students, parents, teachers and administrators share the responsibility for ensuring appropriate student behavior.

The Code of Behavior

Encompass community members respect others as people, and as learners, and gain respect in return by treating people the way they wish to be treated. Encompass community members take responsibility for their own education and actions by working hard in school and making changes when they have done something wrong. Encompass community members speak up appropriately when they see something wrong, and help others to improve as people by reminding them to stay committed to the school and the Code of Behavior. There are four major categories of inappropriate behavior that negatively affect the school community:

Interfering with the safety of others
Violating the learning process of others
Jeopardizing the future of Encompass
Insubordination to those authorized to enforce the code

If anyone witnesses these kinds of behaviors within the community, they may work to resolve it, but if they are unable to, they must report it to a staff member (ideally a Dean or the Principal) so that the problem can be addressed.

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

CAMPUS/CLASSROOM MANAGEMENT

Your Teacher's Authority

Teachers shall have complete authority in their classroom and shall have class rules clearly posted and aligned with school policies and State and Federal Laws. Student incentives may be used when viewed as appropriate, as long as school policy or laws are not circumvented. Students are expected to respect authority and shall demonstrate general behavior that supports courtesy, decency, and the educational process.

All school employees, including teachers, aides, clerical staff, custodial, maintenance, and others have the authority to enforce school rules in the school setting or at any school activity. Students may be held accountable for their action off campus and during hours not related to instructional time if the behavior directly impacts the school.

The classroom teachers will be the primary monitors of students during the school hours, on school grounds, and at school activities. All first attempts to solve disciplinary problems will be made by the classroom teacher. The following steps will be made as a regular course of classroom intervention:

1. Non-verbal warning, eye contact, silence, moving closer to student, etc.
2. Verbal warning, question student regarding policy or procedure
3. Reassign seating within the classroom
4. Teacher conference with student
5. Parent Phone Conference
6. Face-to-face Parent Conference (with or without an administrator)

Should these interventions prove futile, the student will be referred to a Dean, or if unavailable, to the Principal. The Dean (with or without the teacher) and student will discuss the disciplinary concerns and arrive at an acceptable solution as outlined by policy. The parent will be notified as soon as possible, of conferences and the disciplinary referrals as outlined by policy. Encompass will use the least restrictive intervention possible and will remove a student from their classes, and ultimately from school, only as a last resort or as dictated by State law.

Appropriate Student Conduct (includes, but is not limited to)

- Take responsibility for your learning.
- Attend classes each day
- Be on time and be prepared
- Follow all classroom rules.
- Do assigned classroom work.
- Treat others with respect.
- Support Encompass's community.
- Walk in the building.
- Keep your hands, feet, and other objects to yourself.
- Show appreciation for, and be courteous to, all groups/guests presenting programs or participating in athletic events in our school.
- Treat the building and grounds with respect.

Teacher/student contact:

In compliance with NRS 392.4633, "Corporal punishment may not be administered upon a pupil in any public school."

Encompass Academy does not administer corporal punishment. Corporal punishment is defined as, "...the intentional infliction of physical pain upon or the physical restraint of the pupil for disciplinary purposes."

This statute does not prohibit a teacher, an administrator or other licensed person from defending himself/herself. Reasonable and necessary force may be used to:

- a. Stop a disturbance that threatens physical injury to another person, student or destruction of property.
- b. To obtain possession of a weapon or other dangerous object within a student's control
- c. To escort a disruptive pupil who refuses to go voluntarily with the proper authorities
- d. To remove a student from class who refuses to follow teacher request to leave the school or classroom.

Four Levels of Progressive Behavioral Support:

- ◆ **Level 1** - Classroom discipline by the teacher, including but not limited to detention.
- ◆ **Level 2** – Referral to Dean or Principal with consequences such as warning, supervised study which might include school clean up, and/or short term behavior plan
- ◆ **Level 3** – Assignment to long term behavior plan, possible meeting with Principal
- ◆ **Level 4** – Suspension or Expulsion from Encompass Academy

*As a general rule, a parent conference resulting in a behavioral plan for student improvement will precede a student being removed from school for discipline reasons. Exceptions to this may include situations where the safety of students or staff members is of a major concern. Suspensions will be rarely used and expulsions will be the result of violation of local, state or federal law, or an issue of staff or student safety.

Your Incentives

The school offers academic, attendance and punctuality incentives. All incentives are performance-based and available to all students. Remember that self-discipline and hard work builds positive self-worth and esteem.

What items are not to be used on school grounds and at all school-sponsored activities?

Weapons of any sort are not permitted anywhere on school grounds. Possession of weapons on school grounds may lead to expulsion from Encompass Academy and/or arrest. All weapons will be confiscated if brought to school. This includes knives of any size or length.

Other items such as skates, roller blades, skateboards, and laser pointers are not to be used on school grounds. Items confiscated from students will be returned to parent(s)/guardian as outlined in the Encompass's Student Conduct Code. **Encompass is not responsible for theft.**

What is the Secret Witness program?

Students with information regarding illegal or dangerous activity on campus (possession of a weapon or illegal substance, theft, burglary, vandalism, threats, harassment, potential fights) should inform a faculty member or administrator immediately. All reports will be kept confidential. Students may also report criminal acts by dialing "202" from any AT&T regular or pay phone or by calling school SECRET WITNESS at 329-6666. Rewards are offered for information leading to the arrest and conviction of students responsible for criminal activity.

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 to wear uniform shirts/sweatshirts/jackets 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 include:

- Polos or t-shirts with Encompass Academy logo
- Sweatshirts and jackets with Encompass Academy logo
- Plain, solid black, white, grey, or purple sweatshirts or jackets
- Boys & Girls Club sweatshirt
- Layered shirts (under uniform shirts or sweatshirts) must be plain, solid black, white, grey, or purple
- One day per week Encompass students will be able to wear Encompass gear for Spirit Days. This includes team shirts and sweatshirts, club shirts and sweatshirts, student designed shirts,

Uniform bottoms

- Black or khaki pants, shorts, skirts, or skorts
- 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 jeans or jean style pants (denim or otherwise)
- No sweats or athletic material
- Pants must be proper size, large 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

Grandfather Clause

Students that have older clothing items that used to be acceptable daily uniform, but are no longer in circulation, can still wear these items for their uniform. This includes, but is not limited to, polos and shirts with previous school logos, student designed Encompass shirts, and purple Encompass PE shorts. Team and club shirts and sweatshirts may only be worn on Spirit Days.

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 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 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

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

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.

SCHOOL-WIDE DISCIPLINE PLAN

Introduction:

In accordance with NRS 392.4644, Encompass Academy has developed a plan for student conduct and on-site review. The Principal has established and maintains a plan to provide for the progressive behavioral support of students and on-site review of disciplinary decisions. The plan will also have the oversight of a student behavior committee, which includes the members of the school's Response to Intervention (RTI) team. The plan will:

1. Be developed with the input and participation of teachers and parents of students who are enrolled in Encompass.
2. Be consistent with the written rules of behavior prescribed in accordance with NRS 392.463.
3. Include, without limitation, provisions designed to address the specific disciplinary needs and concerns of the school.
4. Provide for the temporary removal of a pupil from a classroom in accordance with NRS 392.4645.

The plan established pursuant to NRS 392.4644 will provide for the temporary removal of a pupil from a classroom if, in the judgment of the teacher, the pupil has engaged in behavior that seriously interferes with the ability of the teacher to teach the other pupils in the classroom and with the ability of the other pupils to learn. The plan will provide that, upon the removal of a pupil from a classroom pursuant to this section, the Dean or

Principal shall provide an explanation of the reason for the removal of the pupil to the pupil and offer the pupil an opportunity to respond to the explanation. Within 24 hours after the removal of a pupil for a day or more, pursuant to this section, the Dean or Principal shall notify the parent or legal guardian of the pupil of the removal.

Except as otherwise provided in subsection 3 of the statute, a pupil who is removed from a classroom pursuant to this section must be assigned to a temporary alternative placement pursuant to which the pupil:

- a. Will be separated, to the extent practicable, from pupils who are not assigned to a temporary alternative placement;
- b. Will be prohibited from engaging in any extracurricular activity sponsored by the school.

The Dean or Principal will not assign a pupil to a temporary alternative placement if the suspension or expulsion of a pupil is:

- a. Required by NRS 392.466; or
- b. Authorized by NRS 392.467 and the Dean or Principal decide to proceed in accordance with that section.

If the Dean or Principal proceeds in accordance with NRS 392.466 or 392.467, the pupil will be removed from school in accordance with those sections and the provisions of NRS 392.4642 to 392.4648.

Except as otherwise provided in the statutes, not later than 3 school days after a pupil is removed from a classroom pursuant to NRS 392.4645, a Required Parent Conference (RPC) will be held with:

- a. The pupil;
- b. A parent or legal guardian of the pupil;
- c. The principal of the school; and
- d. The Dean; and
- e. The teacher who removed the pupil.

The Dean or Principal will give an oral or written notice of the conference, as appropriate, to each person who is required to participate.

After receipt of the notice required, the parent or legal guardian of the pupil may, not later than 3 school days after the removal of the pupil, request that the date of the conference be postponed. The Principal will accommodate such a request. If the date of the conference is postponed pursuant to this subsection, the Principal shall send written notice to the parent or legal guardian confirming that the conference has been postponed at the request of the parent or legal guardian.

If a parent or legal guardian of a pupil refuses to attend a conference, the Principal of the school will send a written notice to the parent or legal guardian confirming that the parent or legal guardian has waived the right to a conference provided by this section and authorized the Principal to recommend the placement of the pupil pursuant to subsection 6.

Except as otherwise provided in the statutes, a pupil must not return to the classroom from which he was removed before the conference is held. If the conference is not held within 3

school days after the removal of the pupil, the pupil will be allowed to return to the classroom unless:

- a. The parent or legal guardian of the pupil refuses to attend the conference;
- b. The failure to hold a conference is attributed to the action or inaction of the pupil or the parent or legal guardian of the pupil; or
- c. The parent or legal guardian requested that the date of the conference be postponed.

During the conference, the teacher who removed the pupil from the classroom, the Dean or the Principal will provide the pupil and his parent or legal guardian with an explanation of the reason for the removal of the pupil from the classroom. The pupil and his parent or legal guardian will be granted an opportunity to respond to the explanation of the pupil's behavior and to indicate whether the removal of the pupil from the classroom was appropriate in their opinion based upon the behavior of the pupil.

Upon conclusion of the conference or, if a conference is not held pursuant to applicable statute not later than 3 school days after the removal of a pupil from a classroom, the principal will recommend whether to return the pupil to the classroom or continue the temporary alternative placement of the pupil.

In accordance with NRS 392.4647, the principal of Encompass Academy shall establish at least one committee to review the temporary alternative placement of pupils. The committee will consist of the principal and Response to Intervention Team who are teachers selected for membership who are employed at the school.

If a teacher removes a pupil from the classroom pursuant to NRS 392.4645 who is a member of a committee established pursuant to this section, the teacher shall not participate in the review of the placement of the pupil and the alternate member will serve on the committee for that review.

If, in accordance with subsection 6 of NRS 392.4646, the principal recommends that a pupil be returned to the classroom from which he was removed and the teacher who removed the pupil does not agree with the recommendation, the principal will continue the temporary alternative placement of the pupil and will immediately convene a meeting of the committee created pursuant to NRS 392.4647. The Dean or Principal will inform the parent or legal guardian of the pupil that the committee will be conducting a meeting. The committee will review the circumstances of the pupil's removal from the classroom and the pupil's behavior that caused him to be removed from the classroom. Based upon its review, the committee will assess the best placement available for the pupil and shall, without limitation:

1. Direct that the pupil be returned to the classroom from which he was removed;
2. Assign the pupil to another appropriate classroom;
3. Assign the pupil to an alternative program of education, if available;
4. Recommend suspension or expulsion of the pupil in accordance with NRS 392.467; or
5. Take any other appropriate disciplinary action against the pupil that the committee deems necessary.

The Dean, in consultation with the Principal of Encompass Academy, will deem a pupil enrolled in the school a habitual disciplinary problem if the school has written evidence, which documents that in 1 school year:

- a. The pupil has threatened or extorted, or attempted to threaten or extort, another pupil or a teacher or other personnel employed by the school;
- b. The pupil has been suspended for initiating at least two fights on school property, at an activity sponsored by a public school, on a school bus or, if the fight occurs within 1 hour of the beginning or end of a school day, on his way to or from school;
or
- c. The pupil has a record of three suspensions or Required Parent Conferences from the school for any reason.

If at least two teachers of a pupil enrolled at Encompass request that the Dean or Principal deem a pupil a habitual disciplinary problem, the Dean or Principal will meet with each teacher who made the request to review the pupil's record of discipline. If, after the review, the Dean, in consultation with the Principal of the school, determines that the criteria for deeming a pupil a habitual disciplinary problem have not been met, the teacher(s) who submitted a request, to the Principal, can appeal that determination to the Board of Directors of the school if such a request is granted. Upon receipt of such a request, the Board of Directors will review the initial request and make a determination reflecting the directives established by the Board of Directors for such matters.

The school policy clearly outlines when a student becomes a habitual disciplinary problem. A school may include the notice required by this subsection with notice that is otherwise provided to the parent or legal guardian of a pupil which informs the parent or legal guardian of the act committed by the pupil.

Before a school deems a pupil a habitual disciplinary problem and suspends or expels the pupil, the Dean or Principal may develop, in consultation with the pupil and the parent or legal guardian of the pupil, a plan of behavior for the pupil. Such a plan must be designed to prevent the pupil from being deemed a habitual disciplinary problem and may include, without limitation, a voluntary agreement by:

- a. The parent or legal guardian to attend school with his child.
- b. The pupil and his parent or legal guardian to attend counseling, programs or services available in the school district or community.
- c. The pupil and his parent or legal guardian that the pupil will attend summer school, intersession school or school on Saturday, if any of those alternatives are offered by the school district.

If the pupil violates the conditions of the plan or commits the same act for which notice was provided pursuant to subsection 5 or any other violation outline and agreed to in the plan, after he/she violates the conditions of the plan of behavior, the pupil shall be deemed a habitual disciplinary problem.

The parent or legal guardian of a pupil who has entered into a plan of behavior, with the school, may appeal to the Board of Directors, of the school, concerning the contents of the plan of behavior or action taken by the school pursuant to the plan of behavior. Upon receipt of such a request, the Board of Directors will review the determination in accordance with the procedure established by the Board for such matters.

A pupil shall be deemed suspended from school if the school:

1. Prohibits the pupil from attending school for 3 or more consecutive days; and if
2. The conference or some other form of communication with the parent or legal guardian of the pupil exists before the pupil is allowed to return to school.

Except as otherwise provided in the statutes, any pupil who commits a battery which results in the bodily injury of an employee of the school or who sells or distributes any controlled substance while on the premises of the school, at an activity sponsored by the school or on any school bus must, for the first occurrence, be suspended or expelled from that school, although he/she may be placed in another kind of school, for at least a period equal to one semester for that school. For a second occurrence, the pupil:

- a. Will be permanently expelled from that school; and
- b. Receive equivalent instruction authorized by the state board pursuant to subsection 1 of NRS 392.070.

Except as otherwise provided in the statutes, any pupil who is found in possession of a firearm or a dangerous weapon while on the premises of the school, at an activity sponsored by a public school or on any school bus will, for the first occurrence, be expelled from the school for a period of not less than 1 year, although he may be placed in another kind of school for a period not to exceed the period of the expulsion. For a second occurrence, the pupil will:

- a. Be permanently expelled from the school; and
- b. Receive equivalent instruction authorized by the state board pursuant to subsection 1 of NRS 392.070.

The Board of Directors of Encompass Academy, in consultation with the Superintendent of the Washoe County School District, may, for good cause shown in a particular case in that school district, allow an exception to the expulsion requirement of this subsection.

Except as otherwise provided in the statutes, if a pupil is deemed a habitual disciplinary problem pursuant to NRS 392.4655, the pupil will be suspended or expelled from the school for a period equal to at least one semester for that school. For the period of his suspension or expulsion, the pupil must receive equivalent instruction authorized by the state board pursuant to subsection 1 of NRS 392.070.

Provisions for suspension and expulsion of students participating in a program of special education pursuant to NRS 388.520, will be followed. There may be interim placements in alternative educational setting for up to 45 days in accordance with federal law 34 CFR 300.520, 300.523, and 300.121.

Federal Law 34 CFR 300.520 (a)(1)(i) School personnel may order to the extent removal would be applied to children without disabilities, the removal of a child with a disability from the student's current placement for not more than 10 consecutive school days for any violation of school rules and additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement under 34 CFR 300 519 (b)).

34 CFR 300 520 (a)(1)(ii) After a child with a disability has been removed from his/her current placement for more than 10 school days in the same school year, during any subsequent days of removal the public agency must provide services to the extent required under 34 CFR 300 121 (d).

34 CFR 300 520 (a)(2) School personnel may order change in the placement of a child with a disability to an appropriate interim alternative educational setting for the same amount for time that a child without a disability would be subject to discipline but for not more than 45 days if

- (i.) The child carries a weapon to school or to a school function under the jurisdiction of a State or local educational agency or***

(ii.) *The child knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of a State or local educational agency*

34 CFR 300 523 If an action is contemplated regarding behavior described in 34 CFR 300 520(a)(2) of 300 521 or involving a removal that constitutes a change of placement under 34 CFR 300 519 for a child with a disability who has engaged in other behavior that violated any rule or code of conduct of the LEA that applies to all children not later than the date on which the decision to take that action is made, the parents must be notified of that decision and provided the procedural safeguards notice described in 34 CFR 300 504

34 CFR 300 121(d)(2)(B) based on a hearing officer determination that maintaining the current placement of the child is substantially likely to result in injury to the child or to others if he or she remains in the current placement, consistent with 34 CFR 300 521

34 CFR 300 121 (d)(3) School personnel, in consultation with the student's special education teacher, determine the extent to which services are necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP if the child is removed under the authority of school personnel to remove for not more than 10 consecutive school days as long as that removal does not constitute a change of placement under 34 CFR 300 519(34 CFR 3000520(a)(1)). The Student's IEP team determines the extent to which services are necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP if the child is removed because of behavior that has been determined not to be a manifestation of the student's disability consistent with 34 CFR 300 524.

34 CFR 300 521 A hearing officer under section 615 of the Act may order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer in an expedited due process hearing.

- (a) Determines that the public agency has demonstrated by substantial evidence that maintaining others.*
- (b) Consider the appropriateness of the student's current placement.*
- (c) Considers whether the public agency has made reasonable efforts to minimize the task of harm in the student's current placement, including the use of supplementary aids and services, and*
- (d) Determines that the interim alternative educational setting that is proposed by school personnel who have consulted with the student's special education teacher, meets the requirements of 34 CFR 300 522(b).*

34 CFR 300 526(c)(2) In determining whether the child may be placed in the alternative educational setting or in another appropriate placement ordered by the hearing officer, the hearing office shall apply the standards in 34 CFR 300 521

34 CFR 300 526(c)(3) A placement ordered pursuant to 34 CFR 300 526 (c)(2) may not be longer than 45 days.

Encompass Academy will comply with the provisions of NRS 392.467 regarding suspension or expulsion of pupil.

Special Conditions:

- A student may not participate in extracurricular activities during the term of his/her disciplinary assignment.
 - Notations of any disciplinary activity will be recorded in Infinite Campus.
- A student who has been suspended may not hold a position of honor for a minimum of one semester or longer depending on the offense. Positions of honor include but

are not limited to any elected offices, gold or silver scholar, Prom King, or Prom Queen.

PROHIBITED CONDUCT

What is Considered Prohibited Conduct by Encompass Academy?

The commission of, or participation in, or unlawful attempt of any of the following activities or acts in school buildings or on school property is prohibited and may constitute cause for disciplinary action. In addition, students at school-sponsored, off campus events and those using district sponsored transportation shall be governed by Encompass rules and regulations and are subject to the authority of Encompass officials. An incident, which constitutes the commission of a criminal act, shall be reported at once to the Reno Police Department. The student's parent(s) or guardian(s) shall also be notified, if possible. Encompass will take disciplinary action, whether or not criminal charges result.

A. Criminal Offenses (As defined in applicable statutes or ordinances)

Violations of local, state or federal laws are enforced on properties of Encompass or at activities sponsored by the Encompass. Examples of such laws are indicated below:

1. **ALCOHOL:** The possession of, sales and furnishing alcoholic beverages.
2. **ARSON:** The intentional setting of fire.
3. **ASSAULT:** Physical or verbal threats with the intent and the ability to carry through with same.
4. **BATTERY:** An unconsented-to touching or application of force to another person.
5. **BOMB THREAT/FALSE:** Willfully conveying by mail, written notes, telephone, telegraph, radio, or any other means of communication, any threat knowing it to be false.
6. **BURGLARY:** Illegal entry with the intent to commit a crime.
7. **DESTRUCTION OF PROPERTY:** Willfully and maliciously destroying or injuring real or personal property of another.
8. **DISTURBING THE PEACE:** Maliciously and willfully disturbing the peace of any person; maliciously and willfully interfering with or disturbing persons in the school.
9. **EXPLOSIVE DEVICES:** The possession of explosive or incendiary devices.
10. **FALSE FIRE ALARMS:** False reporting of or transmission of signal knowing same to be false.
11. **FIREWORKS:** The possession of, sales, furnishing, use or discharge of same.
12. **INDECENT EXPOSURE:** An open indecent or obscene exposure of his/her person or the person of another.
13. **LARCENY:** Stealing, taking, carrying away property of another.
14. **LIBEL:** A malicious defamation expressed to impeach a person's honesty, integrity, virtue or reputation.
15. **MARIJUANA:** The possession of, sales or furnishing marijuana.
16. **NARCOTICS:** The possession of, sales or furnishing a controlled substance.
17. **NARCOTICS PARAPHERNALIA:** The possession of, sales, furnishing or use of.
18. **PROFANITY:** Use of vile or indecent language.
19. **RESISTING OFFICER:** Willfully resisting, delaying or obstructing an officer in the performance of duty.

20. **ROBBERY:** The unlawful taking of personal property from the person of another or in his/her presence, against his/her will, by means of force or violence or fear of injury.
21. **ROUT/RIOT:** Two or more persons meeting to do an unlawful act/two or more persons actually doing an unlawful act with or without a common cause of quarrel.
22. **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.
23. **TAMPERING WITH MOTOR VEHICLES:** Willfully break, injure, tamper, remove parts, deface a vehicle; without consent of owner, climb into or upon a vehicle with intent to injure; to manipulate any levers while vehicle is at rest or unattended or to set vehicle in motion.
24. **THROWING SUBSTANCE AT VEHICLE:** To throw any stone, rock, missile or any substance at any motor bus, truck or other motor vehicle.
25. **TRESPASS:** To be upon the property of another without permission of the owner and to stay upon same after warning. To be on school property or at a school function while under suspension from school.
26. **WEAPONS:**
 - a. Brandishing any knife, blackjack, slingshot, billy, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver, or other firearm, or other deadly weapon in a rude, angry or threatening manner or to use same in any fight or quarrel.
 - b. Concealed - it is unlawful for any person to carry any weapon commonly known as a knife, blackjack, slingshot, billy, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm, or other dangerous weapon. For the purpose of this section, nunchaku are included herein.
 - c. Possession - it is unlawful for any person to possess any weapon commonly known as a knife, blackjack, slingshot, billy, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm, or other dangerous weapon.

In addition, violation of other federal or state criminal laws or local ordinances at school, at school-sponsored activities or on school-sponsored transportation is prohibited.

B. School Offenses

The following non-criminal activities may also lead to disciplinary action. Generally, these are acts, which disrupt and interfere with the educational process or with the rights of other members of the educational community.

1. **ALCOHOLIC BEVERAGES:** Being on campus, on school-sponsored transportation or at a school-sponsored activity after having consumed an alcoholic beverage, or in possession of an alcoholic beverage.
2. **DISOBEDIENCE, INSOLENT AND INSUBORDINATION:** Students must obey the instructions of school personnel.
3. **DISRUPTIVE CONDUCT:** Conduct which interferes with the educational process.
Note: Serious situations may be handled under criminal sanctions.
4. **FIGHTING, BULLYING, HARRASSMENT in any format.**
5. **FORGING OR USING FORGED PASSES, EXCUSES OR OTHER SCHOOL DOCUMENTS.**

6. **EATING FOOD AT INAPPROPRIATE TIMES OR IN INAPPROPRIATE PLACES AS DETERMINED BY THE PRINCIPAL.**
7. **HAZING:** Any act which forces another student to undergo a humiliating or abusive ordeal, as in initiations.
8. **ILLEGAL SUBSTANCE:** Being on campus, on district-sponsored transportation or at a school-sponsored activity after having used an illegal substance, or in possession of an illegal substance.
9. **INAPPROPRIATE DRESS AND APPEARANCE:** Dress and appearance must not present potential health or safety problems or cause disruptions.
10. **MISCONDUCT ON SCHOOL VEHICLES:** Any action that creates a safety hazard or distracts the attention of the driver.
11. **PLAGIARISM AND CHEATING.**
12. **POSSESSION AND USE OF TOBACCO, CIGARETTES, E-CIGARETTES/VAPES, CHEW, ETC., ON SCHOOL PROPERTY OR AT A SCHOOL-SPONSORED ACTIVITY.**
13. **SEXUAL HARASSMENT:** A student should not be sexually harassed, discriminated against, denied a benefit, or excluded from participation in any district educational program or activity as guaranteed by Title IX of the Educational Amendments of 1972. Sexual harassment is defined as the verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of the school district or by a school district student. No student shall be denied or limited to the provision of aid, benefits, services or treatment protected under Title IX.
14. **SKATEBOARDING:** The use of skateboards, on Encompass property is prohibited; and skateboards will not be allowed on Encompass property at any time. School property will be posted to this effect.
15. **SPREADING FALSE OR UNSUBSTANTIATED INFORMATION IN WRITING OR VERBALLY ABOUT A PERSON AND HARMING HIS/HER REPUTATION.**
16. **TRAFFIC VIOLATIONS ON SCHOOL GROUNDS.**
17. **TRUANCY:** Being absent from school without a valid excuse acceptable to the district.
18. **GANG ACTIVITY:** As set forth in Administrative Regulation 5144.20.
19. **DOMESTIC VIOLENCE:** According to NRS 33.018, Domestic violence occurs when a person commits one of the following acts against or upon his spouse, former spouse, any other person to whom he is related by blood or marriage, a person with whom he is or was actually residing, a person with whom he has had or is having a dating relationship, a person with whom he has a student in common, the minor student of any of those persons or his minor student: battery, assault, destruction of private property.
20. **INAPPROPRIATE USE OF RESTROOM:** Students at Encompass Academy are expected to use the restroom one at a time, and leave the restroom in a timely manner. Students that are found to be in one stall together, or being in the restroom with multiple other students without staff supervision may be subject to disciplinary action.

Legal Reference:

NRS 392.464

Adopted: 01-23-79

Revised: 10-09-84; 09-10-85; 08-30-88; 12-05-88; 01-10-89; 06-23-92; 10-28-93; 03-12-96; 10-08-96; 10-14-03

What regulations exist regarding the temporary removal of students from class and/or school?

Suspension is the temporary removal of a student from class or from school sponsored activities. Students may be suspended for the following reasons:

- Violation of any state law or local ordinance in a school building, on school grounds or at a school sponsored activity. Specific examples of these violations are listed in PROHIBITED CONDUCT.
- Violation of district or Encompass rules or regulations established under school Board Policy, refer to WCSD Administrative Regulation 5144.1, PROHIBITED CONDUCT. Student actions or inactions at school or a school sponsored activity which disrupt, interfere with or pose a threat to the educational program, to other students, to staff, to visitors or to the student personally.

The primary purpose of suspension is to give the student, his or her parent(s)/guardian and the school the time needed to resolve a problem. The duration of suspension is related to a course of action designed to resolve the problem.

Special Conditions of Suspension:

1. A student may not participate in extracurricular activities during the term of his/her suspension.
2. Suspensions may be reflected in the student's citizenship grade.
3. Parent(s)/guardian shall be notified whenever a student is suspended, and a mandatory conference will be held before the student may return to school.
4. Students who are on suspension are not allowed on campus and may not attend any school functions.
5. Long-Term Suspension: After appropriate procedures have been followed and a pupil has been deemed a "Habitual Disciplinary Problem" as defined in N.R.S. 392.4655, a student will be suspended for a period equal to a semester for one or more of the following:
 - a. Threatening or extorting another student or district employee
 - b. Participating in at least two (2) fights
 - c. Receiving three (3) suspensions in a school year

Behavior Matrix

This document is intended to be an administrative guideline. It falls in alignment with the Washoe County School District Behavior Matrix, which will also be utilized as a support document for the school's decision-making procedure where necessary.

Inappropriate Behavior	1st Step	2nd Step	3rd Step	4th Step
Administrative Investigation. Requires that a student be held, detained, or removed from class for questioning by a school administrator during instructional time.	Administrative conference/ investigation, parent contact	Administrative conference/ investigation, parent contact	Administrative conference/ investigation, parent contact	Administrative conference/ investigation, parent contact
Administrative Investigation for Bullying and Harassment. Mandatory Infinite Campus (IC) documentation for investigations concerning complaints made against students. Requires that a student be held, detained, or removed from class for questioning by a school administrator during instructional time.	Administrative conference/ investigation, parent contact, mandatory IC documentation to include incident number from District website for tracking purposes.	Administrative conference/ investigation, mediation, parent contact, mandatory IC documentation to include incident number from District website for tracking purposes.	Administrative conference/ investigation, mediation, parent contact, mandatory IC documentation to include incident number from District website for tracking purposes.	Administrative conference/ investigation, mediation, parent contact, mandatory IC documentation to include incident number from District website for tracking purposes.
Alcohol or chemicals, Possession or Use. Possessing or being under the influence of any alcohol, narcotic or controlled substance where possession or use is prohibited by State or Federal Law. Students will be considered in possession of alcohol, narcotic, or controlled substances if they are in an area where such substances are present. (For prescription medication, see Health and Safety Section in Handbook)	Suspension (1-3 days) Expulsion Police referral and/or Social Services Parent contact	Suspension (3-5 days) Expulsion Police referral and/or Social Services School counselor support Student/parent conference, referral to behavior hearings and placement director.	Suspension (5 days) Expulsion Police referral and/or Social Services School counselor support Student/parent conference, referral to behavior hearings and placement director.	Expulsion Police referral and/or Social Services
Alcohol or chemicals, Possession or Use; Possession With the Intent to Distribute or Sell. Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any alcohol, narcotic, or controlled	Student/parent conference, referral to behavior hearings and placement director. Expulsion			

substance is prohibited by State and Federal Laws.	Police referral and/or Social Services			
Ammunition Possession. Possession of bullets or other projectiles designed to be used in a weapon.	Student/Parent contact/meeting Police referral and/or Social Services Suspension Expulsion	Student/parent conference, referral to behavior hearings and placement director. Suspension Expulsion Police Referral and/or Social Services	Student/parent conference, referral to behavior hearings and placement director. Expulsion Police Referral and/or Social Services	
Arson. Intentional destruction or damage to school property or other property by means of fire.	Suspension Expulsion Police Referral and/or Social Services Referral to WCSD Behavior Hearings and Placement Director.	Police Referral and/or Social Services Referral to WCSD Behavior Hearings and Placement Director. Expulsion		
Assault and Battery, Aggravated. Committing an assault upon another person with a weapon, or an assault that inflicts substantial or great bodily harm upon another person	Expulsion Police Referral and/or Social Services			
Assault and Battery, Physical. Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person. This may also include forms of bullying.	Suspension (3-5 days) Expulsion Police Referral and/or Social Services	Suspension (5-10 days) Habitual Disciplinary Issue, referral to WCSD Behavior Hearings and Placement Director. Expulsion Police Referral and/or Social Services	Suspension 5-10 days) Habitual Disciplinary Issue, referral to WCSD Behavior Hearings and Placement Director. Expulsion Police Referral and/or Social Services	
Assault, Verbal. Language (oral or written) toward another person, adult, or student, that is intended to cause fear (of bodily harm or death). This may also cover	Administrative meeting with student, administrative investigation,	Administrative meeting with student, administrative investigation,	Administrative meeting with student, administrative investigation,	Habitual Disciplinary Issue, referral to WCSD Behavior Hearings and

forms of bullying and may include use of phone, computer or internet.	see also bullying. Mediation Suspension (1-3 days)	see also bullying. Parent contact Mediation Suspension (1-3 days)	see also bullying. Student/parent meeting Mediation Suspension (1-3 days)	Placement Director. Expulsion
Hate Speech Students found responsible for verbal attacks involving another student's or staff member's race, gender, ethnicity, religion, spiritual beliefs, disability, background, etc., that are shown to be detrimental to the learning experience and feelings of comfort and safety of the targeted individual.	Administrative meeting with student, administrative investigation, see also bullying. Mediation Suspension (1-3 days)	Administrative meeting with student, administrative investigation, see also bullying. Parent contact Mediation Suspension (1-3 days)	Administrative meeting with student, administrative investigation, see also bullying. Student/parent meeting Mediation Suspension (1-3 days)	Habitual Disciplinary Issue, referral to WCSD Behavior Hearings and Placement Director. Expulsion
Attendance – Truancy. The student is unexcused by the school or by the parents, students who do not arrive at school when parents are under the assumption that they are in school, a student may be deemed truant for missing all or part of the day	Administrative conference/ investigation Parent contact Truancy letter 1 Suspension (1-3 days)	Administrative conference/ investigation Parent contact Truancy letter 2 Suspension (1-3 days) Contract with student and attendance monitoring Meeting with parents/student support personnel	Administrative conference/ investigation Parent contact Truancy letter 3 Suspension (3-5 days) Follow-up on conference, meeting with parents/student support personnel to evaluate program Referral to WCSD Reengagement	
Bodily Harm, Inflicted. Committing a careless act, which inflicts bodily harm upon another person. Commit a careless act, which inflicts bodily harm upon another person	Administrative conference/ investigation Suspension (1-3 days) Police Referral and/or Social Services Parent contact	Administrative conference/ investigation Suspension (3-5 days) Police Referral and/or Social Services	Habitual Disciplinary Issue, referral to WCSD Behavior Hearings and Placement Director. Expulsion Police Referral and/or Social Services	

<p>Bomb Threat, False. Making publishing, or conveying in any manner a bomb threat pertaining to a school location or school staff member. Making, publishing, or conveying in a manner a bomb threat pertaining to a school location or a school staff member.</p>	<p>Suspension (5-10 days)</p> <p>Parent/student conference.</p> <p>Expulsion Police Referral and/or Social Services</p> <p>Referral to WCSD Behavior Hearings and Placement Director.</p>	<p>Expulsion</p> <p>Referral to WCSD Behavior Hearings and Placement Director.</p>		
<p>Bullying. The intentional attempts by one or more individuals to inflict physical hurt and/or psychological distress on one or more victims. There must be a real or perceived imbalance of physical or psychological power, with the bully actually being stronger than the victim.</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p> <p>Resolution/ Mediation</p> <p>Loss of privilege</p> <p>Suspension (1-3 days)</p> <p>Counselor support, or police referral</p> <p>Student mediation</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p> <p>Resolution/ mediation</p> <p>Loss of privilege</p> <p>Suspension (3-5 days)</p> <p>Counselor support, or police referral</p> <p>Mediation with students and parents</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p> <p>Resolution/ mediation</p> <p>Loss of privilege</p> <p>Suspension (5-10 days)</p> <p>Habitual discipline issue, referral to WCSD Behavior Hearings and Placement Director.</p> <p>Counselor support, or police referral</p> <p>Student/parent conference</p>	
<p>Burglary. Entering a district building without consent and with intent to commit a crime, or entering a building without consent and committing a crime. Entering a school building without consent and with intent to commit a crime or entering a building without consent and committing a crime</p>	<p>Suspension (5-10 days)</p> <p>Expulsion</p> <p>Referral to WCSD Behavior Hearings and Placement Director.</p> <p>Police Referral and/or Social Services</p>	<p>Expulsion</p> <p>Referral to WCSD Behavior Hearings and Placement Director.</p> <p>Police Referral and/or Social Services</p>		

<p>Cheating. Scholastic dishonesty that includes, but is not limited to, cheating in a school assignment or tests, plagiarism or collusion. Scholastic dishonesty that includes but is not limited to, cheating, on a school assignment, or tests, plagiarism or collusion</p>	<p>Failure of assessment or assignment</p> <p>Parent contact</p> <p>Teacher/student meeting</p> <p>Suspension</p>	<p>Failure of assessment or assignment</p> <p>Parent/Teacher/student meeting</p> <p>Suspension</p>	<p>Failure of unit/failure of class</p> <p>Suspension (1-3 days)</p> <p>Parent/Teacher/student meeting</p> <p>Administrative investigation</p>	
<p>Cyber bullying. Cyber bullying is bullying and harassment behaviors using electronic media such as e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone.</p>	<p>Administrative conference/investigation</p> <p>Parent contact</p> <p>Resolution/Mediation</p> <p>Loss of privilege</p> <p>Suspension (1-3 days)</p> <p>Counselor support, or police referral</p> <p>Student mediation</p>	<p>Administrative conference/investigation</p> <p>Parent contact</p> <p>Resolution/mediation</p> <p>Loss of privilege</p> <p>Suspension (3-5 days)</p> <p>Counselor support, or police referral</p> <p>Mediation with students and parents</p>	<p>Administrative conference/investigation</p> <p>Parent contact</p> <p>Resolution/mediation</p> <p>Loss of privilege</p> <p>Suspension (5-10 days)</p> <p>Habitual discipline issue, referral to WCSD Behavior Hearings and Placement Director.</p> <p>Counselor support, or police referral</p> <p>Student/parent conference</p>	
<p>Dress. Potentially disruptive, offensive, or suggestive clothing that depicts illegal activities or health/safety concerns. Clothing that depicts alcohol; drug or a tobacco product is inappropriate. Clothing with explicit sexual and violence-based graphics is also inappropriate. Clothing or other artifacts that indicate gang affiliation.</p>	<p>Warning: on site clothing change</p> <p>Parent contact</p> <p>Sent home and will be allowed back in school the same day when dressed appropriately</p> <p>Police referral</p>	<p>Warning: on site clothing change</p> <p>Parent contact</p> <p>Suspension (1 day)</p> <p>Police referral</p>	<p>Warning: on site clothing change</p> <p>Parent contact</p> <p>Suspension (1-3 days)</p> <p>Parent meeting</p> <p>Police referral</p>	
<p>Driving Careless or Reckless. Driving on school property in such a manner as to endanger persons or property.</p>	<p>Warning: student conference</p> <p>Parent contact</p>	<p>Warning: student conference</p> <p>Parent contact</p>	<p>Referral to behavior hearings and placement director</p> <p>Expulsion</p>	

	<p>May include revocation of parking privilege at school</p> <p>Police referral</p>	<p><u>Suspension (1-3 days)</u></p> <p>Loss of parking privilege at school</p> <p>Police referral</p>	<p>Police referral</p>	
<p>Explosives, Possession. Possessing any compound, mixture or device, the primary or common purpose of which is to function by explosion. Any Class A, B, or C Explosive (as defined by state statute) i.e. dynamite, firecrackers, stink/smoke bombs, sparklers, or bottle rockets.</p>	<p>Student/parent meeting</p> <p>Suspension (1-5 days)</p> <p>Police Referral and/or Social Services</p> <p>Expulsion</p> <p>Referral to behavior hearings and placement director</p>	<p>Suspension (5-10 days)</p> <p>Expulsion</p> <p>Referral to behavior hearings and placement director</p> <p>Police referral and/or Social Services</p>	<p>Expulsion</p> <p>Referral to behavior hearings and placement director.</p> <p>Police referral</p>	
<p>Explosives. Using any compound, mixture or device, the primary or common purpose of which is to function by explosion. Any Class A, B, or C explosive (as defined by state statute) i.e. dynamite, firecrackers, stink/smoke bombs, sparklers, or bottle rockets.</p>	<p>Student/parent meeting</p> <p>Suspension (1-5 days)</p> <p>Police Referral and/or Social Services</p> <p>Expulsion</p> <p>Referral to behavior hearings and placement director</p>	<p>Suspension (5-10 days)</p> <p>Expulsion</p> <p>Referral to behavior hearings and placement director</p> <p>Police referral and/or Social Services</p>	<p>Expulsion</p> <p>Referral to behavior hearings and placement director.</p> <p>Police referral</p>	
<p>Fighting. Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which one or the other or both persons contributed to the situation by verbal and physical action, regardless of who initiated the fight or whether it is believed a student is acting in self-defense. This includes hitting, slapping, and pulling hair, biting, kicking, scratching or any other act in which a student inflicts or attempts to</p>	<p>Parent contact</p> <p>Student/Parent meeting</p> <p>Mediation</p> <p>Suspension (3-5 days)</p> <p>Police referral</p>	<p>Parent contact</p> <p>Student/Parent meeting</p> <p>Mediation</p> <p>Suspension (5-10 days)</p> <p>Expulsion</p> <p>Referral to behavior hearings and</p>	<p>Habitual Discipline Problem, referral to behavior hearings and placement director</p> <p>Expulsion</p> <p>Police referral</p>	

inflict bodily harm on another person.		placement director Police referral		
Fire Alarm or 911 calls. Intentionally giving false alarm of a fire, or tampering or interfering with any fire alarm.	Parent Contact Student/parent meeting Suspension (1-3 days) Pay for Costs Incurred Police referral	Student/parent meeting Pay for Costs Incurred Suspension (3-5 days) Expulsion Referral to behavior hearings and placement director Police referral	Student/parent meeting Pay for Costs Incurred Expulsion Referral to behavior hearings and placement director Police referral	
Fire Extinguisher, Unauthorized Use. Unauthorized use of a fire extinguisher.	Parent Contact Student/parent meeting Suspension (1-3 days) Pay for Costs Incurred Police referral	Student/parent meeting Pay for Costs Incurred Suspension (3-5 days) Expulsion Referral to behavior hearings and placement director Police referral	Student/parent meeting Pay for Costs Incurred Expulsion Referral to behavior hearings and placement director Police referral	
Food and Beverages: Consuming at inappropriate times/places	Warning: administrative verbal warning Removal of food	Administrative meeting Removal of food	Administrative meeting Removal of food Suspension (1 day) Parent contact	Administrative meeting Removal of food Suspension (1-3 days) Parent contact
Gambling: Playing a game of chance for stakes	Warning: administrative verbal warning Administrative investigation Parent contact	Administrative conference Student/parent conference Suspension (1-3 days)	Administrative conference Student/parent conference Suspension (3 -5 days)	Administrative conference Student/parent conference Suspension (3-5 days)

				Habitual discipline problem, referral to behavior hearings and placement director
Gang Affiliation: Wearing gang affiliated clothing, showing gang hand signs, or writing, drawing or creating gang symbols.	Administrative conference Parent contact Police Referral and/or Social Services	Administrative conference Student/parent conference Suspension (1-3 days) Police Referral	Administrative conference Suspension (3-5 days) Expulsion Referral to behavior hearings and placement director Police Referral	Expulsion Habitual discipline problem, referral to behavior hearings and placement director Police Referral
Hazing: Harassment by way of initiation, ridicule, or criticism. Students may not participate with each other or with staff to plan direct, encourage, aid, or engage in hazing. A parent permission or consent to be hazed does not lessen the severity of the penalty	Administrative conference Parent contact Suspension (1-3 days) Police Referral and/or Social Services	Administrative conference Student/parent conference Suspension (1-3 days) Police Referral	Administrative conference Suspension (3-5 days) Expulsion Referral to behavior hearings and placement director Police Referral	Expulsion Habitual discipline problem, referral to behavior hearings and placement director Police Referral
Insubordination: Deliberate refusal to follow an appropriate direction or order given by a staff member, thereby creating an unsafe environment.	Administrative conference/ investigation Parent contact Suspension (1-3 days) Police Referral	Administrative conference/ investigation Parent/student meeting Mediation Suspension (3-5 days) Police Referral	Administrative conference/ investigation Parent/student meeting Mediation Suspension (5-10 days) Police Referral	Expulsion Habitual discipline problem, referral to behavior hearings and placement director Police Referral

<p>Interference, Disruption or Obstruction. Any physical action taken to attempt to prevent a staff member or student from exercising his/her lawfully assigned duties or interfering with the educational process.</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p> <p>Suspension (1-3 days)</p> <p>Police Referral</p>	<p>Administrative conference/ investigation</p> <p>Parent/student meeting</p> <p>Mediation</p> <p>Suspension (3-5 days)</p> <p>Police Referral</p>	<p>Administrative conference/ investigation</p> <p>Parent/student meeting</p> <p>Mediation</p> <p>Suspension (5-10 days)</p> <p>Police Referral</p>	<p>Expulsion</p> <p>Habitual discipline problem, referral to behavior hearings and placement director</p> <p>Police Referral</p>
<p>Language, Inappropriate. Use of language that includes, but is not limited to, obscenity, profanity, swearing, or cursing which could be directed to an individual. This maybe done verbally or in writing</p>	<p>Warning: administrative warning to student</p> <p>Administrative conference/ investigation</p> <p>Parent contact</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p> <p>Parent/student meeting</p> <p>Suspension (1-3 days)</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p> <p>Parent/student meeting</p> <p>Suspension (3-5 days)</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p> <p>Parent/student meeting</p> <p>Suspension (3-5 days)</p> <p>Habitual discipline problem, referral to behavior hearings and placement director</p> <p>Expulsion</p>
<p>Snowballs. Water Guns, Water Balloons Snowballs and water are liable to inflict personal injury, no matter how unintentional. Therefore, snowballs and water are not to be thrown in the school building or on the school grounds or in school vehicles. Violations will be referred to the Dean of Students, Principal or designee.</p>	<p>Warning: administrative warning to student</p> <p>Administrative conference/ investigation</p> <p>Parent contact</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p> <p>Parent/student meeting</p> <p>Suspension (1-3 days)</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p> <p>Parent/student meeting</p> <p>Suspension (3-5 days)</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p> <p>Parent/student meeting</p> <p>Suspension (3-5 days)</p> <p>Habitual discipline problem, referral to behavior hearings and placement director</p> <p>Expulsion</p>

<p>Records or Identification, Falsification. Falsifying signatures or data, forging notes, or refusing to give proper identification or giving false information to a staff member.</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p> <p>Loss of privilege</p> <p>Suspension (1-3 days)</p>	<p>Administrative conference/ investigation</p> <p>Student/parent meeting</p> <p>Loss of privilege</p> <p>Suspension (3-5 days)</p>	
<p>Robbery, Extortion obtaining property from another person where his/her consent was induced by use of force, threat, or force or under false pretense.</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p> <p>Suspension (1-3 days)</p> <p>Police Referral</p>	<p>Administrative conference/ investigation</p> <p>Parent/student meeting</p> <p>Suspension (3-5 days)</p> <p>Police Referral</p>	<p>Administrative conference/ investigation</p> <p>Parent/student meeting</p> <p>Suspension (5-10 days)</p> <p>Expulsion</p> <p>Referral to behavior hearings and placement director</p> <p>Police Referral</p>	<p>Expulsion</p> <p>Habitual discipline problem, referral to behavior hearings and placement director</p> <p>Police Referral</p>
<p>Sexual Misconduct, Non-consensual. Engaging in sexual intercourse or sexual conduct with another person, including intentional touching of clothing, covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or covering a person's undergarments, if the action is performed with sexual or aggressive intent.</p>	<p>Administrative conference/ investigation</p> <p>Parent contact/ conference</p> <p>Suspension (1-3 days)</p> <p>Police referral</p>	<p>Administrative conference/ investigation</p> <p>Parent contact/ conference</p> <p>Suspension (3-5 days)</p> <p>Expulsion</p> <p>Habitual discipline problem, referral to behavior hearings and placement director</p> <p>Police referral</p>	<p>Expulsion</p> <p>Habitual discipline problem, referral to behavior hearings and placement director</p> <p>Police Referral</p>	
<p>Tardiness. Arriving at school or class late without an acceptable excuse or being late from lunch.</p>	<p>Loss of class points</p> <p>Administrative conference</p>	<p>Loss of class points</p> <p>Administrative conference</p> <p>Parent contact</p>	<p>Loss of class points</p> <p>Administrative conference</p> <p>Student/parent conference</p>	<p>Loss of class points</p> <p>Administrative conference</p> <p>Loss of privilege</p>

				Student/parent conference
<p>Technology or Telecommunication Misuse. Misuse of equipment, deletion, or violation of password protected files, computer programs, data or systems files, unethical use of information or violation of copyright laws, accessing, up-loading, down-loading, printing, distributing or transmitting pornographic, obscene, abusive, sexually explicit or gang related material; vandalizing damaging or disabling the property of another person or organization, unauthorized commercial use or financial gain of the user.</p>	<p>Loss of Computer access</p> <p>See Acceptable Use Policy</p>	See Acceptable Use Policy	See Acceptable Use Policy	See Acceptable Use Policy
<p>Terrorist Threat. Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person or group of people.</p>	<p>Suspension with mandatory psychological evaluation to return</p> <p>Expulsion</p> <p>Referral to behavior hearings and placement director</p> <p>Police referral</p>	<p>Suspension with mandatory psychological evaluation to return</p> <p>Expulsion</p> <p>Referral to behavior hearings and placement director</p> <p>Police referral</p>	<p>Expulsion</p> <p>Habitual discipline problem, referral to behavior hearings and placement director</p> <p>Police referral</p>	
<p>Theft, or Knowingly Receiving or Possessing Stolen Property. Unauthorized taking of the property of another person, or receiving or possessing such property.</p>	<p>Administrative conference/ investigation</p> <p>Parent contact</p> <p>Suspension (1-3 days)</p> <p>Police Referral</p>	<p>Administrative conference/ investigation</p> <p>Parent/student meeting</p> <p>Suspension (3-5 days)</p> <p>Police Referral</p>	<p>Administrative conference/ investigation</p> <p>Parent/student meeting</p> <p>Suspension (5-10 days)</p> <p>Expulsion</p> <p>Referral to behavior hearings and placement director</p> <p>Police Referral</p>	<p>Expulsion</p> <p>Habitual discipline problem, referral to behavior hearings and placement director</p> <p>Police Referral</p>

<p>Tobacco. Possessing or using tobacco or smoking paraphernalia (i.e. Pipes, papers, matches, lighters) in any school location, in districts buses or vehicles, or at district events.</p>	<p>Administrative conference/ investigation Confiscation Parent contact Suspension (1-3 days)</p>	<p>Administrative conference/ investigation Confiscation Student/parent meeting Suspension (3-5 days)</p>	<p>Administrative conference/ investigation Confiscation Student/parent meeting Suspension (3-5 days)</p>	<p>Administrative conference/ investigation Confiscation Student/parent meeting Suspension (3-5 days) Habitual discipline problem, referral to behavior hearings and placement director</p>
<p>Trespassing. Being present in any district facility when it is closed to the individual or public or unauthorized presence in a district vehicle. To be on school property or at a school function while under suspension from school.</p>	<p>Administrative conference/ investigation Parent contact Suspension (1-3 days) Police Referral</p>	<p>Administrative conference/ investigation Parent/student meeting Suspension (3-5 days) Police Referral</p>	<p>Administrative conference/ investigation Parent/student meeting Suspension (5-10 days) Expulsion Referral to behavior hearings and placement director Police Referral</p>	<p>Expulsion Habitual discipline problem, referral to behavior hearings and placement director Police Referral</p>
<p>Vandalism or damage to school property/destruction of school property. Littering, defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members, or to other individuals while the student is on school property, at a school activity, in a school vehicle or under the supervision of school staff.</p>	<p>Administrative conference/ investigation Parent contact Fines and Restitution Suspension (1-3 days) Police Referral</p>	<p>Administrative conference/ investigation Parent contact Parent/student meeting Fines and Restitution Suspension (3-5 days) Police Referral</p>	<p>Administrative conference/ investigation Parent/student meeting Fines and Restitution Suspension (5-10 days) Police Referral</p>	<p>Fines and Restitution Habitual discipline problem, referral to behavior hearings and placement director Expulsion</p>
<p>Weapon or Look-alike Weapon Possession. See Weapons Policy</p>	<p>Suspension Expulsion Police Referral</p>			

DRUG INTERVENTION PROGRAM

Encompass Academy believes that students who have consumed or are in possession of alcohol, an illicit substance, drug related paraphernalia, a chemical or organic solvent to induce euphoria or hallucinations, and/or any substance being used as a controlled substance are in need of intensive assistance. Encompass offers such assistance by providing referrals to various substance abuse prevention programs.

Any student identified on school grounds or school-sponsored transportation or school activity as a first offender for a substance abuse offense here defined as having **internal possession** of alcohol, or an illicit substance, and/or a chemical or organic solvent to induce euphoria or hallucinations, will be subject to any/all of the following:

- Parents will be notified immediately upon suspicion of internal possession or use and be asked to come to pick up their student.
- Law enforcement agencies and/or medical assistance may be called at the discretion of the Dean of Students, Principal, faculty, or staff.
- Students will be required to take a drug test, at their expense.
- This drug test must be administered with proof of administration returned to Encompass Academy by 3:00 pm of the same day. Test results must be provided to Encompass Academy within 48 hours or two business days. Failure to do so will result in an immediate withdrawal. Refusal to withdrawal will result in an expulsion.
- If the student tests positive on the first offense, the student will be required to attend a drug/alcohol prevention program and will be assigned "Choices" for up to 3 days.
- Failure or refusal to attend a drug/alcohol prevention/treatment program within a 6-week time period will result in the removal of that student from Encompass Academy for the remainder of the school year.
- Students who admit to using will not be required to submit to a drug test, all other consequences remain the same.
- If the student's drug/alcohol test comes back negative, the school will reimburse the student upon presentation of a receipt from the testing agency.

If the student attends and completes a prevention program, and is found to be under the influence of drugs/alcohol a second time, that student will follow the above steps and may also be expelled immediately from the school for the remainder of the school year. That student will need to petition the board of directors for re-admittance into Encompass Academy.

Any student apprehended on school grounds or school-sponsored transportation or school activity as a first offender being in **physical possession** of alcohol, an illicit substance, paraphernalia and/or a chemical or organic solvent to induce euphoria or hallucinations, will be:

- Parents will be notified immediately when their student is found to be in possession and be asked to come to pick up their student.
- Law enforcement agencies may be called at the discretion of the Dean or Principal.
- Students wishing to return to Encompass Academy, if they were expelled, at the end of the expulsion period will need to demonstrate proof of enrollment and completion of a substance abuse program and petition the board of directors for re-admittance.
- A second offense by the same student may result in a permanent expulsion.

Any student who repeatedly violates this regulation or commits any violation warranting a more severe penalty may be subject to more extreme disciplinary action as outlined in this handbook.

VIOLENCE INTERVENTION PROGRAM

What happens to students who fight at school?

Fighting will not be tolerated. Mature people settle their differences with discussion and compromise. Since it generally takes two to make a fight, those people involved will receive disciplinary measures, which may result in Out-of-School Suspension and/or arrest.

As stated in the School Rules of Conduct section, **any act of violence may result in a student being removed from Encompass Academy.**

What are the laws regarding domestic violence

NRS 33.018 Acts which constitute domestic violence.

1. Domestic violence occurs when a person commits one of the following acts against or upon his spouse, former spouse, any other person to whom he is related by blood or marriage, a person with whom he is or was actually residing, a person with whom he has had or is having a dating relationship, a person with whom he has a student in common, the minor student of any of those persons or his minor student:

- (a) A battery.
- (b) An assault.
- (c) Compelling the other by force or threat of force to perform an act from which he has the right to refrain or to refrain from an act, which he has the right to perform.
- (d) A sexual assault.
- (e) A knowing, purposeful or reckless course of conduct intended to harass the other.

Such conduct may include, but is not limited to:

- (1) Stalking.
- (2) Arson.
- (3) Trespassing.
- (4) Larceny.
- (5) Destruction of private property.
- (6) Carrying a concealed weapon without a permit.
- (f) A false imprisonment.
- (g) Unlawful entry of the other's residence, or forcible entry against the other's will if there is a reasonably foreseeable risk of harm to the other from the entry.

2. As used in this section, "dating relationship," means frequent, intimate associations primarily characterized by the expectation of affectional or sexual involvement. The term does not include a casual relationship or an ordinary association between persons in a business or social context.

(Added to NRS by 1985, 2283; A 1995, 902; 1997, 1808)

HARASSMENT POLICY

The harassment of any employee or student of Encompass Academy is absolutely forbidden. Any employee who is made aware of an alleged incident of harassment will take immediate action to bring the matter to the attention of an administrator. A written description of the event will be requested from both parties.

- a. **Harassment defined:** Harassment occurs when speech or actions are so severe, pervasive, or targeted at particular people that it hinders the student's ability to get an education, significantly harms their well-being, substantially interferes with their rights, or intimidates the student because of their identity.

- b. **Sexual Harassment defined:**
 - Sexual harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based upon a person's legally protected status.
 - In school, sexual harassment may result from words or conduct of a sexual nature that offend, stigmatize, demean, frighten or threaten another because of his or her sex. Sexual harassment may involve a male harassing a female, a male harassing a male, a female harassing a female, or a female harassing a male.

- c. **Examples of behaviors that may be considered sexual harassment include, but are not limited to:**
 - Comments, gestures or jokes of a sexual nature.
 - Spreading sexual rumors, commenting about a sexual behavior, or making sexual propositions.
 - Touching, grabbing or pinching.
 - Sexual propositions or threats.

- d. **Procedure:**
 1. Any student who believes that he or she has been subjected to any form of harassment by anyone is encouraged to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the student for rejecting the conduct.
 2. Complaints of illegal harassment should be brought to the attention of the following: a teacher or an administrator.
 3. If the student feels uncomfortable about discussing the complaint with a teacher or a school administrator, the student should feel free to bypass the teacher and take the complaint to any other administrator or a chairperson of the Encompass Board of Directors.
 4. After notification of the student's complaint, an investigation by Encompass Academy will immediately be initiated to gather all facts about the complaint.
 5. After the investigation has been completed, a determination will be made by the principal or his or her designee regarding the resolution of the case. If warranted, disciplinary action up to and including removal will be imposed. Other appropriate actions will be taken to correct problems caused by the conduct.

6. However, if after investigating any complaint of harassment and/or discrimination, Encompass Academy determines that the complaint was not made in good faith or that a student has provided false information regarding the complaint, disciplinary action may be taken against the student who filed the false complaint or who gave the false information.
7. All complaints will be handled as confidentially as possible.
8. Encompass Academy prohibits retaliation against students who bring illegal harassment charges or assist in investigating charges.

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).

DISPUTE RESOLUTION PROCEDURE / Due Process

We believe that any dispute should be dealt with at the level of those involved. If there are student/teacher issues or parent/teacher issues, please seek resolution with the teacher first. If that is not satisfactory, Encompass Academy has established a dispute resolution/grievance procedure to allow students and parents an opportunity to voice any concerns they may have. The purpose of this policy is to provide students and parents an opportunity to raise their questions or problems in confidence and without fear of reprisal or discrimination. Encompass will make every effort to investigate and settle a student or parent's concern on a fair and equitable basis.

If you have a concern, please follow the steps below which are designed for you to receive a prompt and fair response:

1. You are encouraged to discuss the problem with the Principal as soon as possible after the occurrence of the problem. The Principal will review your student's problem and give you a reply within seven (7) days.
2. If you feel the problem is not solved to your satisfaction with the Principal, you may within three days request a review by the Board of Directors. This request needs to be submitted to the Principal to be included in the next School Board Agenda
3. The Board of Directors will investigate your student's concerns and provide you with a response within ten (10) working days after the next regularly scheduled Board meeting. The Board of Director's decision shall be final and conclusive.
4. Having exhausted all avenues, a parent/guardian may appeal to the WCSD by filling out an official WCSD Charter School Complaint Form.

It is Encompass's intention to be fair and impartial in order to establish the smoothest working relationship possible. Encompass will not tolerate any form of retaliation against you or your child if you avail yourself of this procedure. **The procedure should not be construed, however, as preventing, limiting, or delaying Encompass Academy from taking disciplinary action against your child where Encompass deems disciplinary action appropriate.**

SEARCHES OF STUDENTS

The primary function of the school is education. In order to serve this function, the school must maintain discipline and order and must provide students with physical safety and security. School officials and teachers act in *loco parentis* to the students during the time students are under their supervision.

To provide an orderly and safe school environment, the school must control the behavior of students and prevent the introduction by students of harmful, damaging, unlawful items onto the school premises. The law, therefore, permits school authorities to search students, their personal possessions and their desks and lockers under appropriate circumstances.

A decision to search a student, his/her possessions, or any school property or area assigned to him/her for his/her individual use shall be made in accordance with the following guidelines:

- The student has a right of privacy in his/her person, his/her personal belongings and effects and his/her personal automobile parked on school grounds; but that right is limited by the needs of all students for a safe, calm and orderly school environment.
- Students shall not carry, conceal or bring onto the school premises any material that is prohibited by law, published rules, regulations or policies or any material that will detract from the maintenance of a calm, orderly and safe school environment.
- A teacher, administrator or other school employee designated by the Principal may search the person of any student, the personal effects in the student's possession, or any student's automobile parked on school grounds, under any of the following circumstances:
 - a. The search is made in connection with a lawful arrest.
 - b. The search is made with the voluntary consent of the student.
 - c. The search is conducted on the reasonable suspicion that the student is engaged in an activity which violates a law or published school rule, regulation or policy or that the student is carrying, concealing or sequestering material the possession of which is prohibited by law or by published school rule, regulation or policy.
- If the search is made with the consent of the student, there should be a witness to the obtaining of the consent and to the search. The teacher, administrator, or other designated school employee making the search shall be of the same sex as the student searched unless the need for an immediate search requires a search by a teacher, administrator or school employee of the other sex. When someone of a different sex than the student searched conducts the search, there should be a witness to the search.
- In those cases requiring a reasonable suspicion as the basis for the search, the school official or employee authorizing the search shall have a reasonable suspicion that the fruits or implements of a crime or unlawful act will be found, or that a weapon or other material the possession of which is prohibited by law or by school rules, regulations or policies will be found. A reasonable suspicion is a subjective, good faith belief supported by objective facts which may include but are not limited to the student's age, history and record in the school, the reliability of the information giving rise to the suspicion and the seriousness and prevalence of the

problem in the school. The required “reasonable suspicion” must be based on facts related to a particular student whose person, belongings, automobile or property is to be searched and such suspicion must arise immediately prior to the proposed search.

- If a student does not give voluntary consent to a search, local law officials may be called to assist with the situation, or students will be dismissed to the custody of their parents until the matter is resolved. Administrative discretion will be used to determine course of action.

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>

Right to Due Process

The phrase "due process" means that any person accused of a violation of a rule, responsibility, or policy of law is entitled:

- A. to know what charges are against him/her;
- B. to have the opportunity to present his/her viewpoint before a final disciplinary decision is made.

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.

Responsibility

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.

Right to Appeal

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.

Responsibility

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.

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