

2017-2018

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# Student/Parent Handbook

What NSHS students and parents need to know



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Henderson, NV 89074

Summerlin Campus  
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# Nevada State High School

## Student Handbook

### NSHS Strategic Framework

#### School Mission

*To support our students in a college environment with personal, academic, and social skills.*

#### School Vision

*Every Student College Ready*

#### Core Values

- 1. Responsibility*
- 2. Integrity*
- 3. Motivation*

#### Desired Result

*90% of students performing successfully in a college environment*

#### School Goals

*To improve the opportunity for students to learn in a college environment*

#### Core Purpose

*To develop future professionals with the habits for college success*

Students and Parents,

Welcome to Nevada State High School (NSHS)! NSHS is a mission specific charter school where every action, assignment, consequence, and reward is focused around getting students to and through college and into their chosen careers. This non-traditional experience is centered on the supports the school provides students as they navigate the true college experience and earn college credits that count toward their high school diploma. NSHS is a challenging and unique school that requires responsibility, integrity, and motivation to succeed.

NSHS is a school of choice. Once students and parents make the choice to attend, they are making the commitment to be held to higher expectations and standards. NSHS provides families information up front about the school's higher expectations and mission, yet some families come to the school without any intention of going to college or with the intent to dictate policies and procedures that are contrary to NSHS core values and desired expectations. Course schedules and career paths are customized for each student, but the school's strategic framework will not be altered as it is the entire foundation of the school. If families do not agree with or choose not to follow the school's charter and expectations, other educational options are available that may better fit their needs. NSHS is committed to getting students where they want to be.

Families who choose this rewarding opportunity are making great strides toward a brighter future and a college degree. It is important to come to NSHS for the right reasons and to stay committed to that purpose – to graduate from college, as well as high school. With your efforts and commitment to the school's mission, you can have a successful transition to college. We look forward to an exciting year!



Dr. Wendi Hawk,  
Chief Academic Officer

# NSHS EXPECTATIONS

These three simple reminders will help students meet NSHS's expectations and be successful:

1. Always do your best
2. Attend all classes and arrive on-time
3. Turn in all required material and completed documents on-time

## The Commitment

NSHS is a very mission-centered school that focuses on the successful transition of students into college. NSHS families must be committed to and believe in the school's mission to be successful. If families are looking for an alternative to their current educational options, but are not committed to NSHS's mission, NSHS staff can help provide alternative education options.

## School Core Values

NSHS provides more freedom to students who progress, show success, and embrace the core values of personal responsibility, integrity and motivation. Students who choose to neglect the core values or are not progressing successfully are limited in their course options and NSHS reserves the right to remove students from any extracurricular activities including receiving any awards and participating in student government, graduation ceremony, school activities, prom or prom nominations, etc. Additionally, students' immediate and/or future study skills exemptions status may be rejected at the discretion of NSHS administration at any time.

Please Note: NSHS uses the term "parent" for this handbook to identify the parent, guardian, or primary caregiver throughout this document.

# STUDENT CODE OF CONDUCT

## Student Conduct

As a college student, students are responsible for following the rules of conduct at the respective colleges and Nevada State High School which includes, but is not limited to the following:

1. Honoring academic integrity (not cheating) as outlined in college and high school handbooks;
2. Attending and arriving on time for all classes;
3. Completing coursework as directed and on time;
4. Respecting yourself and others by not interrupting the educational setting;
5. Dressing in appropriate attire that does not distract from the educational setting;
6. Exhibiting conduct that respects the rights of others and their personal opinions;
7. Prohibiting cigarette, drug, or alcohol possession, use, or influence on any campus or at school functions;
8. Prohibiting weapons of any sort on any campus or at school functions;
9. Prohibiting bullying, cyberbullying, harassment or intimidation at any time on/off school campus

## Expellable Offenses

1. Arson – the willful burning of any part of the school building or property therein; or
2. Battery (bodily injury) – to an employee/student of the colleges or Nevada State High School; or
3. Controlled Substance – selling, distributing, consuming, or possession of a controlled substance or substances represented to be controlled substances; or
4. Robbery/Extortion – taking anything of value from another by use of force or otherwise; or
5. Weapons – possession, use, transmittal, or concealment of any weapon. Weapons are defined as firearms, knives, explosives, fireworks, flammable materials or any items that may cause injury or death;
6. Habitual Discipline Problem – students may be deemed as a habitual discipline problem under State Law (NRS 392.4655) by violating one of the following infractions within a school year:
  - a. Threatening another student, teacher or other personnel employed by the colleges or NSHS; or
  - b. Extorting, or attempting to extort another student, teacher or other college or NSHS personnel; or
  - c. Being suspended for initiating fights on school property; or
  - d. Recording five suspensions from school for any reason

*NOTE: Expellable offenses are automatic and are streamlined through progressive discipline for expulsion*

### **Progressive Discipline**

NSHS practices vertical equity, meaning that a fair system is one that treats people who display responsible behavior with more freedom and flexibility than those who consistently display a lack of responsibility. Progressive discipline will be enacted for all students, yet a student with great grades and years of excellent personal responsibility who forgets a deadline will not have the same consequence as a student who misses the same deadline but has repeatedly missed other deadlines and has progressed little academically.

1. NSHS has an intervention system that has students and parents suggest consequences and develop plans for resolution with the guidance and approval of NSHS staff.
2. If the student's plan does not remedy the issue or more issues persist, the situation is escalated to the next level of intervention with more consequences and an NSHS directed plan for resolution that will include a negative change in the student's standing with the school (see School Standing).

### **Due Process Procedures for Discipline at NSHS**

Students who are accused of violating school rules or State law may state their case to the NSHS Administrative site designee. Should the parents/students disagree with the decision, they can submit a written appeal to the Chief Academic Officer. If it is not resolved, they can appeal in writing to the NSHS Governing Body to have the case heard in a regularly posted public meeting or lawyer for mediation (see Procedures for Addressing Parent Concerns). If the behavior affects the college as well, NSHS will report the behavior to the applicable college authorities. NSHS has no control over college discipline processes, but if a student is being disciplined by the college, please work with NSHS administration to create a plan of action.

### **College Behavior**

If a student is removed from college for any reason, they are subject to the college's discipline process including permanent removal from current or future college attendance. If a student is withdrawn from the college class even for being late or absent, he/she runs the risk of falling under the required amount of classes mandated by state law and may therefore be withdrawn from NSHS (see CAP for details). If a NSHS student faces disciplinary action by a college, NSHS will follow the recommendation of the college for disciplinary action including expulsion as listed in each college handbook. The student is also subject to NSHS consequences.

### **Temporary Removal from Class**

NRS 392.4645 allows for removal of students from high school classes if they are interfering with the education setting. The reason for removal will be clearly explained to the parents within 24 hours of the removal by the NSHS administrative designee. A meeting with the parent, student, NSHS designee, and teacher must be held within 3 days. If the school does not take steps to hold a meeting in 3 days, the student returns to class. If the parent refuses to attend, the school will enforce severe consequences. Temporary placement will be provided under appropriate personnel, and the student is prohibited from school activities and/or other action. The student has the opportunity to respond. Expellable offenses are not eligible for temporary removals.

### **Adult College Subject Material**

By enrolling at NSHS, students will be enrolling into the Nevada System of High Education (NSHE). As college students, many adult topics, ideas, discussions, material, and points of view are covered. Academic freedom in colleges is happening and expected. Students and parents were informed of the adult subject matter upon enrollment and in this handbook section and understand the adult nature of the content. Students and parents agree they will encourage academic freedom and will work with NSHS Administration if a situation appears to cross boundaries.

### **Computer Usage**

The computer labs at the colleges and NSHS are available for student use. Students are responsible for understanding and following all NSHS & college computer usage policies. Internet access at NSHS is limited. Students need to use the computers for academics and are reminded to use appropriate behavior and websites at all times. Students who use NSHS or college computers inappropriately may be subject to disciplinary action. Students need to keep their information secure at all times and make sure to log-off any public computers (see Protocols; *Acceptable Use Policy* on the school's website).

## **Bullying & Cyber-Bullying is Prohibited in Public Schools – Safe and Respectful Learning Environment**

In accordance with NRS 388.122-135, bullying, cyber-bullying, harassment, and intimidation of a student or employee by another student or an employee, including sexual harassment, will not be tolerated. All students and staff should be able to attend school in a safe and respectful learning environment without having to endure insulting, degrading, harassing, or exploitative treatment. Students, staff, and parents/guardian, may report issues of harassment to NSHS administration to be investigated. Violations of this policy will be dealt with by school administration and may include disciplinary action including, but not limited to suspension, schedule changes, mandated change of NSHS campus locations, removal from the school, and reporting to local police in accordance with State law. Students at NSHS receive training on online issues of bullying. Parents/guardians who threaten, intimidate, or use profane language with NSHS staff or students will be dealt with under this policy and may be trespassed from the school and/or school related activities. NSHS does not define the enforcement of consequences, disciplinary actions, holding students accountable, or reminders as a violation of this statute. Being disciplined or held accountable for bad decisions can make people uncomfortable, but it is not harassment and will not be treated as such.

*Note: Regarding the school's communication to parents and students on the school's position on bullying:*

1. Each student and parent signs the student/parent handbook
2. Each student receives a lesson on the student/parent handbook
3. Each student will receive training and signs off on a computer Acceptable Use Policy
4. Students receive lessons on appropriate interactions with others, especially in a college environment
5. Parents are given access to and a review of the handbook in an annual mandatory parent meeting
6. NSHS Governing Body approves the handbook each year
7. The handbook is posted on the school's website and online learning portal (MOODLE)

## **Testing**

Cheating or violation of test security or procedures may result in an invalid (failed) test, disciplinary action including suspension, reporting to the colleges, denial of admission into future colleges, not graduating, and computer use revocation, etc. Reporting violations: Students and staff need to report test security violations, first, to the Site Administrator, then Chief Academic Officer, NSHS Governing Body, Charter School Authority, or Nevada Department of Education. The school has a test plan to investigate and report incidents. NSHS proctors many tests for multiple institutions. During testing, students MUST adhere to the following:

1. No cell phones (collected with ID)
2. Subject to test rules and professor allowance (calculators, notes, textbooks, etc.)
3. Follow test directions
4. Certain tests cannot be administered after the start time or dates
5. No talking to other students
6. No replicating test materials
7. No leaving the room without permission
8. No taking test items out of the testing room (including scratch work)
9. Bring identification to testing
10. No disclosing test material, questions, answers, or items during or after a test
11. No personal items–NSHS will collect and is not responsible for lost, stolen or damaged items
12. General clause for testing: Do not participate in anything that rises to a level of improper, unreasonable, or mischievous behavior that could be questionable in a testing environment

Tests administered at NSHS:

- End of course exams in Math I & II and ELA I & II - State mandated
- ACT - State mandated and college placement
- Accuplacer – College placement
- WorkKeys – NSHS administered under ACT
- College course proctoring – NSHS proctors GBC courses only. Students are responsible for informing instructors, ensuring instructors send proctor information to NSHS administration, and will be responsible for scheduling their tests around posted NSHS testing hours

## Plagiarism

Plagiarism or cheating in college may result in being expelled from college which impacts the permanent college record, current NSHS and future college enrollment. NSHS provides lessons on identifying and avoiding plagiarism. Disciplinary action may range from an F on the assignment or in the class, or expulsion from college for plagiarizing. Evidence of such dishonesty is kept on file at NSHS and the college record. **DO NOT PLAGIARIZE!**

### **Examples of plagiarism and cheating include, but are not limited to:**

1. Failing to properly acknowledge authorities quoted, cited or consulted in the preparation of written work;
2. Copying and/or presenting the words of others as one's own writing, including internet sources;
3. Copying words, even if you cite the sources, without appropriate quotation;
4. Expressing in your own words someone else's ideas as your own;
5. Submitting another's work as one's own; allowing another to submit one's work as though it were his/hers;
6. Completing group work that was not explicitly assigned as such and turning in as individual work;
7. Giving or receiving unauthorized help on assignments or tests;
8. Obtaining without authorization a problem/solution from an instructor;
9. Tampering with or destroying the work of others;
10. Submitting substantial portions of the same academic work more than once without instructor permission;
11. Falsifying clinical, supervised field experience, volunteers, social logs, or student teaching hours;
12. Accessing the use of computer systems or files without authorization;
13. Attempting to bribe an instructor or administrator;
14. Submitting your own work to a professor in which you completed for another class;
15. Forging documents or signatures;
16. Using a textbook, notes or other unapproved items during an exam without permission of the instructor.

## Attendance Policy/Truancy

Students are marked tardy if they are late to any Intro to College, Study Skills, Transition, or COMPASS session: three tardies equals 1 absence. Students are marked absent if they arrive 30 minutes late for any NSHS course. Students are required to attend all of their classes. NSHS takes attendance for all high school class. Students will fail NSHS courses with **EXCUSED OR UNEXCUSED** absences per the course syllabi, because the courses are limited and condensed. Students need to arrange all absences around the school schedule. Course dates are provided prior to enrollment, and students and parents sign assurances committing to attend all courses. Absences should only be for extreme emergencies. Students absent from Transitions or COMPASS are required to set up and meet with a parent and a NSHS staff in one week after the absence to develop an intense make-up plan that accounts for the time missed and work to complete in one week. Missing more than one session will result in an F for any reason. These courses are required to graduate from NSHS.

**Approved Absences:** NRS 392.130 Student need to submit a dated note to the NSHS office within 3 days after an absence signed by the parent stating that the student was physically or mentally unable to attend school or had an emergency and on which dates;

**Truancy:** Students are truant if an approved absence note is not received in three days after an absence. Truancy laws apply where truant students can have their driver's license or permit withheld or revoked, they can receive a \$100 fine and/or community service, the parents can also be reported for educational neglect. Students must always attend class even if they already received an "F" in the course. Any student who has been declared to be a truant by the school three or more times within one school year must be declared by the school to be a habitual truant and must be reported by NSHS administration to the local law enforcement agency.

***NOTE:*** Notes do not excuse students from college courses and often make-up work is denied. College professors may drop students for tardies or absences putting students under allowable courses (see CAP form section).

### **An absence may be declared as truancy when the student:**

1. fails or refuses to attend school when directed by the parent or legal guardian or school official;
2. is absent for any part of the day without approval from parent or administration (NRS 392.130(2));
3. is absent as a result from a parent's failure or refusal to require a student's attendance;
4. is without official permission from the Director of Site Administration (NRS 392.130(2)); or
5. has once been declared a habitual truant and who in an immediately succeeding year is absent from school without a valid excuse may again be declared a habitual truant.

# REGISTRATION/ENROLLMENT/WITHDRAWALS

## **Registration and Enrollment**

NSHS enrolls students in accordance with the colleges' deadlines and the ability for a student to obtain college courses in accordance with the NSHS Academic Plan. Registration for the fall begins February 1 and applications for the spring semester begin November 1. To register, students must have the following items: birth certificate, identification for legal guardian, updated immunizations, unofficial transcripts, health form, and a completed and signed registration form. Students with IEP or 504 documents must provide them during initial registration in order to receive information for establishing accommodations at the college which may be used during college placement tests if applicable. Both the parent and student must be present to register as additional documents will be completed onsite. Students can officially enroll once they have the required registration paperwork and a complete college schedule following the NSHS Academic Plan. Over the summer, students are considered officially enrolled at NSHS after signing enrollment papers on the first-day of school. Then, NSHS notifies the previous schools that the students are attending NSHS. NSHS staff guides students through the dual-enrollment process, including college enrollment, placement tests or ACT/SAT scores, and scheduling. The course schedule is developed with the student and parent based on the student's college placement levels following the NSHS Academic Plan. College placement tests are taken at multiple institutions to determine the best placement option. Retests are available pending each college's policy. The earlier this is done, the more course availability students have in their schedules. Students' placement levels are determined by the colleges, not NSHS. NSHS is also subject to any of the policy changes at the colleges and must adjust accordingly. Students are responsible for providing additional documents to their colleges if requested by the colleges.

## **Withdrawals & Transfers from Nevada State High School**

Students must obtain a *Pupil Release and Transfer* document from NSHS to have it signed by the parent if withdrawing from NSHS during the school year. If students withdraw during the semester, the students need to obtain the grades from the college professors to be reported for transfer grades or the grades are recorded as F's. Colleges post final dates to withdraw with a "W" or else the college grade is recorded as an "F". If students withdraw at the end of the semester, they must submit their college transcript with grades posted to NSHS in order to have their high school credits reported on their NSHS transcript. After the parent obtains the withdrawal form, they take it to the new school to have the new school request records from NSHS. NSHS does not grant high school credit for withdrawn students. Students who withdraw from NSHS at any time are responsible for dropping their own college courses. NSHS is not responsible for billing or failures because students neglected to drop their courses - including summer school. Students who withdraw will not receive stipends, and students will be fined for dropped college classes as indicated on the CAP form. It is recommended that students complete the semester whenever possible to avoid F's and tuition fines. Withdrawing students may submit a written request to finish their college courses after they have paid for them. NSHS's high school credits must be accepted by other public, in-state high schools. Parents should contact NSHS or the Nevada Department of Education if they are facing issues transferring high school credits to another high school. Summer is considered "open enrollment" so in most cases, withdrawing over the summer is not necessary; however, the student is responsible for dropping college courses. If students choose not to attend over the summer, then just let staff know. Students are responsible for dropping their courses or they will incur the college tuition fees.

## **Dual-Credit Approved Courses**

NSHS's charter is based around dual-credit where students obtain high school credit for the earning college credit for approved courses in which NSHS pays the colleges per the NSHS Academic Plan. NSHS does not offer AP, or IB courses as the charter is focused on Dual-Credit. The following courses are approved for dual-credit from Nevada System of Higher Education: 100 or 200 level courses that are 3 or more college credits. These courses are equal to one high school credit, have an honors weight on the GPA and maxes out at .7, and have a larger impact on the GPA. College remedial courses (under 100 level that are 3 or more credits). These are .5 high school credit and may only count as elective credit (for example Math 091 & 093 is elective credit only). Students must meet the college prerequisite requirements for the colleges and the NSHS Academic Plan Course limits.



### Changing NSHS Campuses

Students' records are located at the NSHS campus where they initially registered called the "home campus". Students submit documents to their home campus to be considered complete. To change campuses, a Campus Change form must be submitted through the help ticket system with parent and student signatures.

### CAP Forms

Students will submit a parent and student signed *Course Approval for Payment (CAP)* form each semester listing all classes and institutions in which they are enrolled. Students must also provide proof of a complete college schedule at the time of submission or their CAP will not be accepted. The CAP prompts NSHS to pay the colleges for the students' college courses. Students who submit late CAPs may be dropped from courses, be un-enrolled from NSHS, have study skills exemption revoked, etc. Students are subject to any college fines for adding and dropping classes after the colleges' posted deadlines. If the classes on the college transcripts at the end of the semester do not match the exact classes and institutions listed on the CAP, the student will be fined by NSHS for discrepancies. It is the student's responsibility to make sure the CAP is accurate. CAPs may be updated and reviewed for accuracy until charges are incurred at the end of the semester. CAP forms are available on MOODLE with a video for directions on how to accurately complete the form. Each semester, college transcripts must match the CAP or get fined. Students who are insubordinate and violate the CAP form and NSHS Academic Plan course limitation are subject to a \$500 fine on top of the fines for the courses.

### NSHS Academic Plan

According to NRS 388.165, all students should have developed an academic plan in middle school. Upon registering at NSHS, a new academic plan is created per NRS 388.205 pertaining to high school students based on the dual-credit model that is individualized to each student based on their college placement levels. This plan replaces any previously developed plans. At NSHS, these academic plans are linked to the state mandated and NSHS college and career readiness assessments, college choice, and college degree plans. Students track how the dual-credit courses align toward a bachelor's degree, associate's degree and/or college certificate programs to achieve their post-secondary goals per AB 117, SB19. Students are required to take study skills and math all semesters unless they meet exemption requirements. Students must schedule high school required courses before scheduling college electives. These are reviewed annually with staff, students, and parents.

### NSHS Academic Plan Course Limits and Options

Students MUST adhere to the NSHS Academic Plan course limits and record these on the CAP form. Under certain circumstances, extra courses may be approved through an Extra Course Appeal form. Students must maintain the minimum required number of classes per grade level (6 for 11<sup>th</sup> and 4 for 12<sup>th</sup>) to maintain enrollment. It is the students' responsibility to manage their courses as NSHS has no control over the student's college schedule. Students who take unapproved classes or drop below the legal number of courses will face disciplinary action, including withdrawing, not obtaining a diploma, incurring fines, revoking Study Skills exemptions, or limiting courses in future semesters. NSHS can also refuse to grant high school credit for courses that were not approved, and it could impact college or college athletic or scholarship eligibility. First year 11<sup>th</sup> & 12<sup>th</sup> graders may create a credit retrieval plan with NSHS, but 12<sup>th</sup> graders missing core in the spring are limited to 3 college courses. **DO NOT DROP COURSES!!!**

Counting courses for legal enrollment:

- Summer is not a part of any semester and NSHS does not pay for these directly (see Buddy-Up for options)
- Winter courses are counted as part of the spring semester
- Science labs are recorded with the lecture on the CAP and are not counted as separate classes
- COMPASS is not a credit bearing class and does not count as a part of the course totals; passing it is required
- All 4, 6, or 8 week courses must be on the CAP and on the proof of schedule at the start of the semester or the students pay for adding the class late even if it is allowed within the NSHS Academic Plan course limits
- Student who go against NSHS processes and pay CSN, GBC, WNC directly for fall, winter or spring courses are accepting full payment responsibility for those courses.

<i>Fall semester 1st Year students can only register for:</i>		
<b>5 College Classes</b> No 1st Year student will have this option	<b>4 College Classes</b> If out of remediation & pass state tests, may complete an extra course appeal to pay to take an extra 4 <sup>th</sup> college course	<b>3 College Classes</b> All 1st semester students

<i>1st Year spring semester and 2nd Year fall and spring semesters:</i>		
<b>5 College Classes</b> Pass all classes previous semester; Pass state tests; out of remediation; Earned over a 2.0 gpa for the semester	<b>4 College Classes</b> Earned a D in any subject Students with winter course may complete an extra course appeal to pay to take a 4 <sup>th</sup> college course	<b>3 College Classes</b> Failure of any class; in remediation; Not tested or failure on state tests; on probation; missing core HS classes

- MINIMUM 6 CLASSES PER SEMESTER FOR 11<sup>TH</sup> GRADERS
- MINIMUM 4 CLASSES PER SEMESTER FOR 12<sup>TH</sup> GRADERS

NOTE: Missing core HS classes refer to classes required for high school that should have been earned prior to coming to NSHS that are not a part of the NSHS Academic Plan.

### **Withdrawn or Dropped Courses**

Students are **FINED** for withdrawn “W” college courses and must maintain the State’s required course number to maintain enrollment at NSHS. Professors may mark a “W” rather than an “F” even when the student attended and participated in the class regularly. Students can contact professors to have grades changed to an “F” to avoid being charged for the course. Students who have a “W” on their college transcript without NSHS administrative written approval will be given an “F” on their high school transcript and fined for the course. Students will be charged for CAP discrepancies, courses that do not follow the NSHS Academic Plan, any withdraws, and/or college fines.

### **BYU Courses**

Students may supplement their schedules with a BYU course if they are limited in college courses. Students with BYU courses as part of their semester schedule must complete their course **during the semester term** by the NSHS established deadline regardless of BYU’s standard annual deadline. Students who do not finish the course by NSHS’s established deadline, will receive an F and be fined for not completing the course. Students may finish the course within BYU’s or NSHS external requirement deadlines to have the grade changed, but the fine for the semester course is not refunded. Students may take courses at BYU as an “external credit” option if they obtain written permission from the NSHS counselor in order for the students to take and pay for BYU high school courses on their own to fulfill a high school requirement and/or to free up college course options. External course deadlines apply. Students must order and schedule the final exam to be proctored by Del Sagers, counselor.

### **Missing Core High School Classes and External Credit**

Students who are missing high school credits for graduation that should have been taken prior to attending NSHS can earn these credits through external credit options. Typically, these are PE, Health, Computers, Geometry, and World History/Geography. Some of these can be obtained through dual-credit, but they are not likely going to transfer toward a college degree. Also, after completing college degree plans, student may find ways to maximize earning high school credit through cheaper external options to be able to take more college classes toward a college degree. External credit for high school may be earned on a limited basis. External credits are not a part of the student’s NSHS Academic Plan course limitations, and students are responsible to pay for these courses. 12<sup>th</sup> graders who are missing high school classes by the end of the fall semester are limited to 3 college courses for the spring, must take the missing credits through BYU, and are not in good standing with the school (see School Standing). These courses must be completed by the end of the fall semester to participate in graduation. If students take external credits for graduation rather than scheduling the courses on the NSHS Academic Plan, these are due by March 1 of the senior year to be able to participate in graduation. External credits may be earned through a variety of methods including, but not limited to the following: CCSD summer school, CCSD’s Nevada Learning Academy, CCSD’s Adult Education, Credit-by-Exam, and BYU. NSHS is not required to accept unapproved or late external credits.

### Extra Class Appeals

Students MUST have written NSHS approval on an *Extra Class Appeal* form to take extra courses outside of the NSHS Academic Plan and the approved course needs to be on the CAP form. If unapproved courses are taken outside of the NSHS Academic Plan even if it is on the CAP, students will be fined, face disciplinary action, have their study skills exemption revoked, and be limited on college courses for future semesters AND pay a \$500 fine for insubordination on top of the course fines. Students with approved extra courses pay NSHS each semester approved (students pay the colleges for summer courses), and NSHS pays the colleges. See “Academic Plan Course Limits” section for limitations Appeal options:

- *Type I - Remedial Appeal*: This is for students who are able to get a Math 95/96 combo in one semester
- *Type II – Enrichment Class Appeal*: This appeal is for courses that are less than 3 college credits (not including a lab). \*This course will not count for high school credit.
- *Type III – Upper Level Course Appeal*: This appeal is for courses that are 300 or 400 level. The student must meet the college requirements for the courses. \*This course will not count for high school credit.
- *Type IV – Extra Class Appeal*: Includes the following scenarios:
  - Student already has approval for 5 college classes and wants to take more
  - Student is eligible for 5 courses, but only signed up for 4 at the start of the semester; then wants a 5<sup>th</sup> class after the semester starts
  - Student is limited to 3-4 spring courses, takes a winter course, and wants an extra course
  - First semester student who is out of remedial who wants to take a 4<sup>th</sup> college course

*\*Students will pay NSHS directly for any extra courses\**

### Courses at UNLV, UNR, NSC

College courses at UNLV, UNR, and NSC are available on a limited basis for extra cost to the student. Enrollment in these colleges is limited and is based on GPA, semesters at NSHS, previous success, and CSN/WNC course availability. Students must obtain written approval from NSHS prior to initiating contact with the colleges. NSHS does not have payment or enrollment processes set up with all the colleges so the student will need to pay up front for the course and request reimbursement through the Buddy-Up process for the course enrollment fees up to the difference of the cost of an equivalent course at CSN/WNC. The course must be on the CAP. If the student earns less than a C-, the student has full cost responsibility and will incur all costs for the course.

Table A: Tiered System for College Choice per HS. Unweighted GPA, no F's

<3.0	WNC, CSN or GBC
>=3.0	WNC, CSN, GBC, or NSC
>3.5 and 2 <sup>nd</sup> year students at NSHS	WNC, CSN, GBC, NSC, or UNLV, UNR

### Enrollment Verification

NSHS students will verify their active enrollment in courses several times during each semester. The first is through the CAP form and proof of enrollment submitted with these forms. Then, at the start of each semester, students will come in to show proof of enrollment and sign off a schedule validation confirming their actual schedule is accurate based off the CAP forms and they are actually enrolled in the classes they indicated. The third check is when students submit proof of grades with their Parent Performance Review (PPR) by printing their grades/online activity or obtaining a progress report from a professor. Last, students must submit an unofficial college transcript to NSHS with semester grades at the end of each semester within three days after grades are posted by instructors. The Nevada Department of Education audits NSHS enrollment, so all forms must be submitted accurately and on time. If this is not done, NSHS funding may be withheld by the State. The consequences for violating the legal number of courses are outlined in the NSHS Academic Plan section. **Document ALL classes.**

### Free Tutoring Though the Colleges and NSHS

As college students, NSHS students have access to CSN's free tutoring centers for their CSN courses. CSN and NSHS tutoring schedules and how to set up appointments are posted on MOODLE and at CSN. For NSHS tutoring, please call the office at (702) 953-2600 to schedule an appointment with 24For NSHS tutoring outside of hours posted on MOODLE, please submit a help ticket and plan for at least 24 hours during the work week. Tutors for specific subjects may be at specific NSHS locations.

# GRADUATION REQUIREMENTS AND DIPLOMA TYPES

## Diploma Types

NSHS issues three diploma types. NDE recognized the Standard and Advanced. Qualification are noted below:

### Standard Diploma – 22.5 total credits

- English - 4 credits (fulfill college remedial requirements)
- Math - 3 credits (including Algebra I or higher and fulfill college remedial requirements)
- Science - 2 credits
- Social Studies - 3 credits (including American government, American history, and world history)
- PE - 2 credits
- Health Ed. - ½ credit
- Computers - ½ credit \*
- Electives - 7.5 credits
- **Pass** all End of Course exams (EOC)
- **Pass NSHS Remedial**
- **Pass Study Skills** – .5 credits for each semester enrolled or meet exemption requirements
- **Pass Transitions** – .5 credits for each semester enrolled the first year
- **Pass COMPASS** – not for high school credit, a “P” for Pass is required for NSHS graduation

### Advanced Diploma – 24 total credits

- English - 4 credits (fulfill college remedial requirements)
- Math - 4 credits (including Algebra I or higher and fulfill college remedial requirements)
- Science - 3 credits (including two laboratory classes)
- Social Studies - 3 credits (including American government, American history, and world history)
- PE - 2 credits
- Health Ed. - ½ credit
- Computers - ½ credit \*
- Electives - 6 credits including Arts/Hum./Occ. Ed. - **1 Credit**
- Must maintain 3.25 grade point average on 4.0 scale, unweighted
- **Pass** all End of Course exams (EOC)
- **Pass NSHS Remedial**
- **Pass Study Skills** – .5 credits for each semester enrolled or meet exemption requirements
- **Pass Transitions** – .5 credits for each semester enrolled the first year
- **Pass COMPASS** – not for high school credit, a “P” for Pass is required for NSHS graduation

### Regents Diploma – 24 total credits

- English - 4 credits (fulfill college remedial requirements)
- Math - 4 credits (including Algebra I or higher and fulfill college remedial requirements)
- Science - 3 credits (including two laboratory classes)
- Social Studies - 3 credits (including American government, American history, and world history)
- PE - 2 credits
- Health Ed. - ½ credit
- Computers - ½ credit \*
- Electives - 6 credits including Arts/Hum./Occ. Ed. - **1 Credit**
- Must maintain 3.25 grade point average on 4.0 scale, unweighted
- **MUST MEET REQUIREMENTS OF ADVANCED DIPLOMA**
- Regents Portfolio with an 80% or better (see NSHS Regents Portfolio)
- Gold level on WorkKeys
- **Pass** all End of Course exams (EOC)
- **Pass NSHS Remedial**
- **Pass Study Skills** – .5 credits for each semester enrolled or meet exemption requirements
- **Pass Transitions** – .5 credits for each semester enrolled the first year
- **Pass COMPASS** – not for high school credit, a “P” for pass is required for NSHS graduation

\*If a student shows proof of .5 credit of successful completion of computers in 6th, 7th, or 8th grade, they are not required to take the course of study in computers in high school.

### **NSHS Regents Portfolio**

NSHS students will compile all their work and progress at the school starting with documents completed through registration into a Regents Portfolio. Each year these documents are created and then updated to reflect the college and professional career development of each student based on his or her individual plans related to college choice, college degree plan, financial planning, tests scores, academic progress, NSHS curriculum and more learned while at NSHS. Even if students have some of these skills already developed prior to attending NSHS, they will learn how to enhance and improve their portfolio and professional representation. To earn a Regents Diploma, an 80% of higher is required. Passing the portfolio is required to participate in the graduation ceremony.

### **State Academic Content Standards**

Content Standards may be found at: <http://www.corestandards.org/the-standards> & <http://www.doe.nv.gov/Standards/Instructional/Support/Nevada/Academic/Content/Standards/>

### **NSHS Testing**

State Testing Standards may be found at: <http://www.doe.nv.gov/Assessments>. NSHS administers the following tests:

- ACT - State Mandated for graduation and all 11<sup>th</sup> graders must test in 11<sup>th</sup> grade
- ACT WorkKeys - National Career Readiness Assessment administered by NSHS Fall and Spring
- End of Course Exams - State Mandated for graduation Language Arts and Math (I & II)
- College Placement Exams - College class placement only during registration or for higher placement
- ACT Engage - Student college readiness habits self-assessment taken during registration and graduation

### **Millennium Scholarship and NV College Admittance**

- Governor Guinn Millennium Scholarship
  - 3.25 GPA (weighted or unweighted) **and** the Core Curriculum (GPA of less than 3.25 is acceptable if a score of 21 or higher is earned on the ACT and combined reading and math score of 990 or higher is earned on the SAT)
  - Core Curriculum (**4 English, 4 Math (Algebra II or higher), 3 Science, 3 Social Science & 3 History for a total of =14**)
- Nevada System of Higher Education (NSHE) University Admissions
  - 3.00 GPA (weighted or unweighted) **in** the Core Curriculum
  - Core Curriculum (**4 English, 3 Math (including Algebra II), 3 Science (including two years lab or simulation including Biology, Chemistry, Physics), 3 Social Science & 3 History for a total of 13**)
    - *Passing a semester of Math 120 or higher may satisfy the Algebra II requirement – per NSHE*

*NOTE: Nevada colleges take the college core class GPA into consideration for admittance. Students should plan for alternative funding to the Millennium as there is no guarantee for the Millennium Scholarship and Millennium requirements are subject to change.*

- NSHS assigns scholarship research, but it is up to the students to research and apply for scholarships
- Millennium Scholarship recipients need 20 hours of volunteer service to maintain the scholarship

In July, NSHS send qualifying student information to the Nevada Treasure's Office. NSHS does nothing else with the Millennium. It is up to students to ensure they meet these requirements.

### **College Grade Reporting**

Within three days after the end of the semester, students *MUST* submit their college transcripts to NSHS through the help ticket system. If grades are not reported, the NSHS reports the high school grade as an "F" grade and students can be charged fines for the courses. Grades reported as an "F" will remain until transcripts from the college are provided. Sending these late causes the production of all transcripts to be held up for the scheduled grade distribution at the end of the semester.

### **Making Up Credit or Repeating Courses**

Students may repeat courses by taking the same exact class. No repeats are applied to the high school transcript for classes taken after graduation. An "RP" will replace the lower grade and the student will receive credit **ONLY** once. Colleges have their own policies for repeating courses.

### **NSHS Extra Graduation Requirements**

NSHS has graduation requirements above and beyond state requirements. All students and parents/guardians were informed of these extra graduation requirements when they enrolled. The school will document attempts to intervene with students who are not meeting these requirements, yet it is up to the students to meet these requirements and the parents to monitor the student's graduation progress.

NSHS is a mission specific charter school. The school's extra graduation requirements are not set up to be punitive, but to reinforce students' commitment to achieving the school's charter.

- Passing **Study Skills** or meeting the Study Skills exemption requirement all semesters enrolled at NSHS
- Passing **Transitions** (1<sup>st</sup> year student) two semesters, or each semester enrolled as a 1<sup>st</sup> year student
- Passing **COMPASS** (2<sup>nd</sup> year student, not for credit, pass required for graduation for two semesters)
- Fulfilling **college remedial** requirements by earning a C (not C-) in MATH 096, 097 ENG 098, or placing directly into the college level with ACT/SAT or college placement tests

NSHS Required Course: Study Skills/ Transitions/ COMPASS – Students have to try to fail these courses by refusing to do them. These students need to consider why they are at NSHS. If students who choose to fail these courses and then choose to stay at NSHS, a credit retrieval option may be offered that includes extensive work and considerable make-up time. Customized plans may be developed. Students who fail Study Skills in the fall semester may take the retrieval option in the winter. Spring failures may repeat in the summer only. If students do not pass these offered options when they are provided, the student cannot graduate with NSHS. 12<sup>th</sup> graders who do not pass Study Skills, Transitions or COMPASS in the spring may not participate in the graduation ceremony, but may still pass the summer credit retrieval option to earn their diploma from NSHS.

NSHS provides students with the opportunity to remediate deficiencies in these extra graduation requirements. 12<sup>th</sup> graders who do not meet college remedial requirements by the end of spring may not earn a diploma from NSHS

- College remedial to place higher during the school year
  - take college summer (before projected graduation) and/or winter courses when available
  - take and retake SAT/ACT,
  - take and retake college placement tests (per college policies)
  - pass remedial classes with a C or better
  - Take and pass Math 097 with a C or better with BYU as an external course
  - 12<sup>th</sup> grade students who are in remedial courses 8 weeks into the spring semester of their 12<sup>th</sup> grade year are taken out of the graduation program. They may participate in the ceremony if they show proof of passing the required course with a C (not C-) or better or earn college level placement on the ACT/SAT
  - Students and parents may set up a graduation plan with NSH administration if they do not meet graduation requirements
    - Accuplacer tests are not utilized for graduation purposes during the spring of the 12<sup>th</sup> grade
    - Summer school after graduation is typically not an option

### **Transferring to Other Colleges after High School Graduation**

Students will need to verify out-of-state college policies regarding the acceptance of dual-credit and what classes will transfer towards their college degree requirements. Students need to be prepared to clarify the type of dual-credit program they have attended as not all dual-credit programs are equal. NSHS students attend real college classes with real college professors integrated into actual college classes. In-state public institutions transfers are seamless due to a connected Nevada System of Higher Education (NSHE). NSHS provides lessons on tracking credits, but it is up to the students to plan courses to save time and money after high school. Students who fail college classes will have serious negative consequences regarding their acceptance into college after high school.

### **5th Year Seniors**

Students in their fourth year of high school who do not meet graduation requirements will not be allowed to return to NSHS for an extra semester or 5<sup>th</sup> year. NSHS does not allow students to participate in graduation ceremony unless they have met all high school graduation requirements. NSHS does not enroll "5<sup>th</sup> year seniors."

### **Participating in Graduation Ceremony**

Meeting State and NSHS requirements are necessary to participate in the NSHS graduation ceremony, including passing classes needed for graduation. **NSHS has no “fail safe.”** Students in Math 96 must provide proof of a C or better (not C-) final grade by the spring 8-week term or they will not be included in the graduation program. If grades are not available at the time of graduation, students will need to show proof that they are not posted to be allowed to participate. Participation does NOT guarantee that a high school diploma has been earned until official grades are validated. If students know they are at-risk of not graduating, they need to contact NSHS immediately. Students may be removed from participating at the discretion of NSHS for misconduct, missing or late external credits, failed or incomplete Regents Portfolio, or refusal to comply with school charter, or receiving notice of a failing grade up to the day of graduation. Pending grade resolutions or appeals with the colleges will allow for participation. It is the student’s responsibility to attend graduation practice and purchase a graduation packet to participate in the ceremony. Graduation packets will be available beginning March 1<sup>st</sup> and the price increases on April 1<sup>st</sup>. Students are not reimbursed for packets if they are excluded from participation due to disciplinary action or if they choose not to participate after the packet is purchased. Please see the school’s website and MOODLE for more information on the graduation ceremony and process to purchase tickets.

### **Valedictorians and Salutatorians**

Valedictorian and salutatorian candidates at NSHS are determined by grades over 7 semesters for graduation. Final standing is based on all 8 semesters. Valedictorians are determined by the highest grade point average up to a 4.7 GPA and the salutatorian is determined by the second highest GPA. The maximum weighted grade point possible is 0.7 over 8 projected semesters of honors classes (previous AP and IB are weighted equivalent to honors at NSHS). The student(s) with straight A’s with the maximum added 0.7 for honors weight will have the highest GPA. The student(s) with the least number of B’s or lower and highest un-weighted GPA with the added .7 weight are considered. Candidates are required to maintain high academic and behavioral standards at NSHS to be awarded the title, and they must pass the Regents diploma and be exempt from study skills their 12<sup>th</sup> grade spring semester.

## **NSHS CURRICULUM**

### **College Courses**

NSHS’s charter is based around a dual-credit curriculum, meaning that the majority of the students’ classes are college courses that fulfill high school requirements. These courses are developed around students’ high school graduation requirements, college placement levels, and college degree plans. Available dual-credit college courses include remedial level (under 100), 100 and 200 level courses and must be 3 or more college credits. Courses over 100 are equal to one high school credit. Students may not meet the high school requirements for each subject such as 1<sup>st</sup> and 2<sup>nd</sup> semesters of U. S. History that still need to be met. **NSHS offers free college tuition for the fall and spring semesters based off approved courses for the NSHS Academic Plan.**

### **NSHS Mandatory High School Courses**

NSHS’s charter has three high school courses that support students in a college environment. These courses include topics to be successful at NSHS, as a college student, and for careers beyond.

- ***Introduction to College (2-Week Course)*** – Students are required to take an introduction to college course. Students returning to NSHS for a second year must attend the course again or earn an exemption. Exemptions for 2<sup>nd</sup> years may be earned by taking a college or CCSD summer school or submitting 60 hours of volunteer service/school activity at a pre-approved nonprofit location on-time.
- ***Study Skills*** – This is a two-day a week, two-hour a day course focuses on supporting students in the college environment. Study Skills is a required class for all students every semester and attendance is mandatory. Students who have 4 or more excused or unexcused absences will fail the course (3 tardies are equal to an absence). Students may request an exemption out of Study Skills starting their second semester. NSHS reserves the right to revoke an exemption at any time, and passing the class or the exemption requirements are necessary to graduate with NSHS. To meet the Study Skills Exemptions consider the following:

- Passed EOC exams;
- Took the ACT;
- Completed college remedial requirements;
- Passed all classes with a 2.0 or greater semester/overall GPA;
- Exhibited exemplary personal responsibility by meeting deadlines and responding to all NSHS contacts;
- Fulfilled coursework from 9<sup>th</sup> and 10<sup>th</sup> grades
- Students who meet exemption requirements earn the privilege of taking up to 5 college classes
- **Transition Course** - All 1<sup>st</sup> year students are required to attend and pass the once-a-month *Transitions* each semester for to earn a diploma from NSHS. The grade includes in-class activities, online assignments, test prep assessments, attendance, portfolio, and a minimum number of hours for volunteer/social activities. **Attendance is mandatory** for all first year students. Students who have extenuating circumstances for missing sessions must contact NSHS for a required student and parent meeting within one week after the absence to develop an extensive and rigorous make-up plan. Extenuating circumstances **do not** include skipping class, family vacations, sports practice, or transportation issues, etc. College classes are not permitted on Fridays to avoid scheduling conflicts with Transition course.
  - **Volunteer/Social Requirements:** To pass the course, all students in *Transitions* must complete the **minimum requirements** and show proof on time of the following:
    - **20 hours volunteer/community service:** complete at a NON-PROFIT organization, school activity or sport to receive credit for the *Transition* course each semester. Service is to be unpaid
    - **10 social points:** Students will have a variety of NSHS social activities to choose to attend. Each event will have a point value. 1<sup>st</sup> year students will earn 10 points per semester
      - Questionable, unapproved, or incomplete hours will be denied credit for the course. Obtain written approval from NSHS staff for activity preapproval
- **COMPASS (Collaborating on Making Personal, Academic, & Social Successes)** – Students returning to NSHS must attend and fulfill all COMPASS requirements. Meeting these requirements are **mandatory** to graduate from NSHS. COMPASS is not for high school credit, but it ensures students are progressing in high school, and post high school plans. See syllabus for details and due dates for course that will include, but is not limited to the items below:
  - **Social points**– Students will have a variety of NSHS social activities to choose to attend. Each event will have a point value. Students must pass COMPASS requirements for graduation from NSHS.
  - **Submit all required documents on time**
  - **Attend all COMPASS dates and meetings**
  - **Complete online components (ACT and WorkKeys Prep programs)**
    - **Students with less than 27 must take ACT in the fall semester or in the summer**
  - **Complete and pass the NSHS portfolio**

All grade appeals are due within 1 week of posting. Online quizzes, surveys, and exams cannot be made up. Students have 1 week from the date they develop their make-up plan during their parent meeting to submit work or their grade will remain unchanged.

## STUDENT/PARENT RIGHTS AND RESPONSIBILITIES

### **Academic Probation**

Students are subject to college probation as well as high school. If a student is suspended by the college, they cannot attend NSHS as they will have no classes per the dual-credit model. NSHS also places students on probationary status for those who do not achieve a 2.0 unweighted semester GPA.

### **Parent/Student Performance Review Reports (PPR)**

Mid-way through each semester, students collect grades from their classes. Parents review these grades with the students and report back to NSHS on time using the school's Parent Performance Review form. With the PPR form, students will provide a copy of their college schedule to confirm enrollment in the correct number of classes and the grade progress proof for each class. Not all of the professors post grades online; however it is student's responsibility to obtain their grades through the NSHS progress report form that may be submitted to the professor in person. Monitoring progress takes effort on the parent's part as college professors communicate with their students only, not parents. NSHS can guide parents on how to track progress.



### **Progress Reports**

On MOODLE, students have access to progress report forms they can print to get grades for high school sports or activities eligibility and the PPR outlined above. The best place to obtain updated grades is online even for most in-person classes.

### **Appointments with NSHS Staff**

NSHS staff believes in being accessible; therefore, everyone is asked to schedule or cancel meetings at least 24 hours in advance by calling (702) 953-2600. To ensure personalized attention, parents are asked NOT to drop by the office without an appointment, and phone conferences are rarely held. Students should always attend the meetings.

### **Parent Supports**

Parents have a unique role at NSHS by supporting their children in the college environment and reinforcing the school's core values of RESPONSIBILITY, INTEGRITY, and MOTIVATION to develop skills for college success. Giving too much freedom without support and monitoring is unhelpful for student success, however, doing everything for the student prohibits students from developing the independence necessary to be successful in college.

- **New Parent Introductory Meeting** - New Parents come to learn about the school and to ensure the information relayed home is accurate and seamless throughout the year
- **Mandatory Parent Information Meeting** - All parents/guardians are REQUIRED to attend the parent information meetings to gain essential information directly from the school
- **Ticket System** - Parents can streamline questions by submitting a ticket through the NSHS ticket system at [help.earlycollegenv.com](http://help.earlycollegenv.com) to get written answers in 24 hours or less
- **MOODLE** - The online communication portal for parents where updates are posted regarding due dates, college transition topics and helpful hints on college enrollment after high school
- **Texts, Phone Calls, Emails** - Various methods of updating parents on due dates
- **Date Cards** - Updated every 3-4 months to keep families up to date
- **Student Success Advocates** - Peer mentors help parents navigate computer systems and monitoring
- **Individual Meetings** - Staff are available for meetings by calling the office 24 hours in advance
- **Newsletter** - Sent through email to keep families aware of events, news, and updates
- **NSHS Website** - Obtain hours, contact information, reports, news, and general information
- **Facebook/Twitter** - Updates and event photos

### **Parent Role**

Parents can support their child in becoming an independent resourceful, college and career ready learner and achieve the school's mission. Productive NSHS parents are committed to the NSHS mission and program expectations, choose to be actively engaged in the communication process, accept responsibility when they are not engaged, listen to all sides and facts of a story prior to making judgement, and see discipline as a consequence for behavior issues, not a reason to accuse others of harassment. The rules in this handbook should be simple: apply common sense, always be your best and be on time. Unfortunately, some previous students and parents wanted to push limits and break the rules which inevitably resulted in a longer, more stringent handbook. At NSHS, parents are provided certain tasks throughout the year to help monitor the students. To support the students and know what is coming up, talk to them about what lessons they are getting in their high school classes, make sure they meet the school's submission deadlines and follow up if they do not.

- Attend the mandatory parent meeting and one-on-one meetings
- Complete Parent/Student Performance Review with your child each semester
- Pick up your child's grades each semester
- Utilize the school's supports for parents to follow up on and support progress
- Actively participate in the school's communication methods starting with MOODLE, Remind, help ticket system website, date card, newsletter, email and phone calls, etc.

### **Parent Contact with College Professors**

College staff and professors interact with college students only – not parents. NSHS students are considered college students by the colleges and parents are **NOT** to directly contact the colleges to discuss any aspect of the student. Professors are not likely to be aware that the students are in high school and parents contacting them may have an adverse effect. If students have concerns regarding a college professor, they are encouraged to advocate for themselves by working with the professor first and documenting these contacts. NSHS has no authority over the college professors and will not attempt to override a professor's decision. Should serious issues arise with a professor, the student should bring documentation to the NSHS office so that strategies can be developed.

*NOTE: Parents are not to directly contact college professors.*

### **College Permanent Records**

NSHS students attend college and obtain college credits; therefore, they are considered college students. Many colleges will look at the college transcripts to decide on whether or not they will admit students after high school. High school and college educational records are **permanent** and must be reported to higher education institutions. Should students fail to disclose previous college history, the student may be denied admittance.

### **Release of Student Directory Information**

NSHS releases directory information to qualified agencies upon request. Qualified agencies include, but are not limited to: public college and universities, Nevada State Treasurer's Office, and the military branches. Release of student information to military branches is mandated by federal legislation including the Every Child Succeeds Act unless parents have advised the school in writing that they do not want their student's information disclosed. Directory information is information not generally considered harmful or an invasion of privacy if disclosed. Parents have the right to have directory information restricted upon request. If you decide to restrict the release of your child's directory information, please notify the school in writing and in detail outlining the specifics of your request. The term "Directory Information" includes, but is not limited to the following:

- Student name
- Date and place of birth
- Address
- School attended
- Grade level
- Photographs/yearbook
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, awards received and graduation

### **Release of Student Photos/Media**

NSHS uses photographs and videos for the yearbook, website, graduation ceremony, promotional events, and other special events and occasions. Students may appear on the main website, the school's social media sites, newsletters, or other. If you want to restrict your child's directory information or from being in any school related photos, please notify NSHS in writing (see Release of Student Directory Information).

### **Rights to Educational Records**

Parents have rights to access their child's educational records with respect to their K-12 education. Students with fines may have their official transcripts and/or diplomas held until the fines are paid. As college students, parents do **not** have access to their child's college records or the ability to communicate with the colleges about the child's records. Under this premise, no college faculty or staff can share information with parents. Parents can submitted a request in writing for high school records to NSHS by and indicating what specific items they are requesting. NSHS has a right to charge for these copies. If the request is broad, NSHS will prepare materials in which the student/parents does not already possess as copies. Upon enrollment into NSHS, students and parents signed the NSHS application allowing NSHS to communicate with the colleges about the students to share information for dual-credit purposes.

### **Notification of Rights: Elementary and Secondary Schools FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Director of Site Administration a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the NSHS Administration, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board (governing body); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.  
*FERPA requires schools to make reasonable attempts to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request. **This is the annual notice.***
4. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605.

### **Notification of Rights: Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to consent before students are required to submit to a survey that concerns one or more of the following protected areas "protected information survey" if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
4. Photos, recording, videotaping etc. (see Release of Student Photos/ Media section).

Inspect, upon request and before administration or use:

1. Protected information surveys of students; and
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. NSHS has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. This handbook serves as the annual notification to parents. NSHS will also notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. NSHS will provide reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The general consensus is that NSHS does not participate in such surveys. Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:* Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, S.W., Washington, D.C. 20202-5901

### **Students with Disabilities**

Parents and students must report and provide documentation for students having an IEP or 504 to NSHS when registering so that appropriate accommodations can be set up for the registration process including the college placement tests. If parents falsely identify students' disabilities, the students can be removed from the school for providing false information. If a disability is suspected for NSHS students or other school aged children per Child Find processes, parent must contact the NSHS administration in writing and consent to a review process in accordance with State and Federal law. If a student has health issues affecting life or educational functions, please contact the NSHS administration in writing. NSHS provides services for disability support for 504 and IEP. It is the student's responsibility to register with each college's Disability Resource Center (DRC) every semester to make sure appropriate accommodations are received in the college classes. NSHS provides direction and support to facilitate the process, but since NSHS is not connected to the colleges, NSHS has no authority over the colleges. The DRC outlines the student accommodation process. If accommodations are not provided by the professors, students must contact the DRC office and NSHS immediately for help. The DRC is dedicated to providing support services for students qualifying as disabled under the Americans with Disabilities Act (ADA) and Section 504 guidelines. DRC assists students to improve access, participate in, contribute to and benefit from academic and campus life, and maximize independence. DRC services are free and confidential. For information about each college's directions for disability resources, check the respective college websites.

### **Section 504 of the Rehabilitation Act and Americans with Disabilities Act Notice of Nondiscrimination**

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with NSHS are hereby notified that NSHS does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Students, parents and/or guardians having inquiries concerning NSHS compliance with Section 504 or the ADA as it applies to students or who wish to file a complaint regarding such compliance should contact:

**Section 504 & ADA NSHS Designated Coordinator to comply with Section 504 and ADA:** Dr. Wendi Hawk, Chief Academic Officer, 702-953-2600.

For inquiries or to file a complaint regarding NSHS compliance with ADA, Section 504 as it relates to employees or third parties, and compliance with Title VI, Title IX, and the Age Act as it relates to students, employees and third parties contact the Section 504, ADA, Title VI, Title IX, and Age Act contact:

**Students:** Dr. Wendi Hawk, Chief Academic Officer, [whawk@earlycollegenv.com](mailto:whawk@earlycollegenv.com), 702-953-2600

**Employees & third parties:** Dr. John Hawk, Chief Operations Officer, [jhawk@earlycollegenv.com](mailto:jhawk@earlycollegenv.com), 702-953-2600

The complainant may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at (202) 453-6020 (ph.) (202) 453-6021 (fax).

### **Procedures for Addressing Concerns**

NSHS's primary goal is to successfully transition students into college by helping them to develop into independent, resourceful learners. An important component of this transition is to teach and reinforce personal responsibility in our students. Students are taught ways to communicate with professors and seek assistance at NSHS, but they are always encouraged to seek help by going directly to the college professor/staff or asking for guidance from NSHS staff. If the situation continues, students are encouraged to follow up with NSHS administration to help the student develop steps to resolve the concern. College processes are outlined in college handbook.

### **Complaint Process**

Any student or family of NSHS who believes he or she has a valid complaint regarding situations, circumstances, or positions shall file a complaint with the appropriate school administrator. These may include the, but are not limited to the following: Academic Issues, student records, access to programs, ethical standards, freedom of expression, harassment, sexual harassment, or intimidation. If the complainant is not satisfied with the administrator's decision, he or she must, within ten (10) working days of receiving the decision, file a request with the chair of the governing body for a review by the governing body of the written complaint, arguments, and evidence. This is done by addressing a letter to the Governing Body President at 233 North Stephanie St. Henderson, NV 89074 or email to [Governingbody@earlycollegenv.com](mailto:Governingbody@earlycollegenv.com) detailing the concerns, comments, and what is being requested. The chair may ask for the school's legal counsel to attempt resolution. If no resolution is made, then the governing body shall review the information on or before their next regularly scheduled meeting. The governing body may make a decision at the same meeting or may make a decision at their next regularly scheduled meeting. The governing body's decision shall be in writing and delivered to the complainant by registered mail. The governing body's decision shall be final.

## **FINES, PAYMENTS, AND REIMBURSEMENTS**

NSHS is a public charter school; therefore, classes are free. NSHS pays for college tuition and fees for the fall and spring semesters and offers a Buddy Up referral program that reimburses a limited amount for educational items such as rental or purchase of college textbooks, bus fares, summer courses, transportation costs, and ACT/SAT tests. It is important to follow the correct processes and meet due dates on the respective forms and provide supporting documents such as original receipts as outlined when requesting the reimbursements. Students receive lessons and information on reducing textbook costs and the Buddy Up reimbursements during the 2-Week Course and in Study Skills. Forms are available on MOODLE for students and parents to review.

1. NSHS reserves the right to hold reimbursement checks for students who are not in good standing with the school or who owe the school money for fines (see School Standing)
2. Students/parents are responsible for keeping their own copies - NSHS is NOT responsible for copies
3. Complete and return the Income Verification (FRL) and Residency forms to receive any reimbursements (all students eligible for reimbursements regardless of income; opting out is an option with no reimbursements)
4. NSHS will not grant financial assistance or reimbursements for students who are late with submissions or do not complete the required forms. Be sure to keep up on due dates.

NOTE: Reimbursements are always made payable to the parent that is on record with the school. Students who are 18 or older with documentation proving independence can receive reimbursements in their name.

### **Buddy Up Referral Program**

NSHS will offer 100 points each year to be split by semester for every student to use for educational related reimbursements of the family's choosing. These items can be used for items such as rental or purchase of college textbooks, bus fares, summer courses, transportation costs, and ACT/SAT tests. Receipts are required for reimbursements. Students may earn 50 extra points for each referral they made for new students that attends through November 1 for fall and April 1 for new spring enrollees. Students are only reimbursed up to the amount earned and the amount is subject to the budget based off enrollment and the discretion of the Governing Body. Please see the Buddy Up referral program form for more details. The Buddy Up Program applies to families with financial need as this is the financial support. Families opting out of completing the Income Verification form (FRL) and Residency forms are ineligible for any reimbursements. Please meet deadlines for reimbursements.

**STUDENTS WHO OWE FINES OR DO NOT SUBMIT COMPLETE FRL AND RESIDENCY PAPERWORK EACH YEAR ARE NOT ELIGIBLE FOR REIMBURSEMENT.**

**Income Verification Form (FRL Form)**

NSHS asks families to complete the Income Verification Form. By completing this form on time, reimbursements for Buddy Up are given regardless of financial need. This form is state adapted based off the Federal Free and Reduced Lunch Form (FRL) and is required by the State and Federal Government. NSHS does not serve food, thus the different name. The school receives money based on the accurate completion of these forms. Families may opt out, but they will not receive reimbursements.

**Fines**

All college fines will be dealt with in accordance with the established procedures of the respective colleges. Students with fines from other institutions are subject to holds being placed on their official transcripts and/or high school diplomas until such fines are paid. Students who fail to pay NSHS for their extra classes or fines as outlined on the CAP may have their diplomas and/or official transcripts or reimbursements held until the payment is received. NSHS issues fines for CAP discrepancies and/or college fines for classes dropped or added after the colleges' established add/drop dates and incomplete BYU courses. Essentially, students must not make changes to their college classes unless they get written approval from NSHS, and even then, they are still charged for the drop. Do not drop classes. Students may also elect to take extra college courses as outlined on the extra courses appeal. These students are charged for these classes that they elect to take.

Students that are insubordinate and adds extra college courses after they have been denied by administration will be fined \$500 for insubordination AND will also be charged the tuition fine. The student's Study Skills exemption will be revoked immediately and any unapproved college courses will not be included on the student's high school transcript.

**Student Residency Questionnaire/Affidavit Forms (Residency form)**

NSHS is required to survey families to help determine if any students do not have adequate nighttime housing. Families complete this form upon enrollment into NSHS and again upon re-enrollment. Because this data is required by the State, NSHS has parents complete the form to receive any reimbursements regardless of the outcome. If the form determines that a student is homeless, the school can take certain action to support the student. Should a family find that during the year that their residency status changes, please contact NSHS administration. All cases are handled with sensitivity as families work through this transitional time.

**College Textbooks**

As college textbooks change, it is impossible for NSHS to keep up with the inventory. Students are responsible for obtaining their own college textbooks. Families choose if they want to use their Buddy Up reimbursement points to offset the cost of their textbooks. NSHS provides lessons and support for how to become a frugal college textbook buyer.

**BYU Books**

If your BYU course requires a textbook, it will be listed on the course syllabus. You can obtain the textbook from the BYU bookstore or at another source (Amazon, eBay, etc.). One way is through BYU:

- Go to [is.byu.edu](http://is.byu.edu)
  - Under the course tab, select the level you are enrolled (High School Courses or University Courses)
- Select the course and section you are enrolled
- Select the "Textbooks" tab. This will list if there are any textbooks that you need
- Follow the NSHS Reimbursement process

**Bus Fare Reimbursement Procedures**

Students may apply the reduced student rate bus passes to their Buddy Up reimbursement as outlined on the Buddy Up form. To obtain a reduced bus fare pass, students show their NSHS ID or college at a local retailer selling bus fare tickets. Reduced fare tickets must be purchased from a retailer, not online.

### **College Summer Classes**

NSHS encourages students to take college summer school courses eligible for dual-credit through a NSHE institution. Students may apply summer school costs towards the Buddy Up reimbursement as outlined on the Buddy Up form. Students need to report grades through a help ticket to be reported on the NSHS transcript. Students may take high school courses through any accredited institution, but NSHS does not reimburse for these\*. These courses do count for the 2<sup>nd</sup> Year students' 2-week course exemption. NSHS cannot apply summer class credit for students who take summer, but do not enroll at NSHS in the fall.

*\*It is the student's responsibility to submit a copy of the transcript with summer grades through the help ticket to be recorded on the student's high school transcript.*

### **ACT/SAT**

The ACT is required to graduate in Nevada and students will take it at NSHS on the State's designated day at no cost to the student. ACT/SAT is also used for college placement, admittance, funding, and scholarships. Parents/students can choose to use the Buddy Up program to reimburse the costs per the program specifications. Students must have a National ACT test completed by December as a grade as it is a requirement for Transitions and COMPASS. Students should list NSHS as a reporting site to ensure their ACT score is recorded with the code 290067. Any scores that are not automatically sent to NSHS by ACT are the responsibility of the student to submit no later than April 1<sup>st</sup> to have included on the final NSHS transcript.

## **NSHS GENERAL INFORMATION**

### **What is a charter school?**

Charter schools are public schools that are free to be more innovative than traditional schools and are held to a higher level of accountability. The school has more flexibility in providing services to students as it is not directly bound by traditional school district practices, policies, and regulations. The school must comply with state and federal laws. Specific regulations, laws, policies, practices, and procedures are included in the NSHS handbook. NSHS is sponsored by the State Public Charter School Authority (SPCSA) and has its own Governing Body that has established consistent regulations, policies, procedures, and practices for the school.

### **School Standing**

Students who are in good standing with NSHS keep up with their academics, submit their documents and attend class regularly and on time, follow the school rules and processes, make progress toward a diploma, do not incur fines and pays them in a timely manner if they do, and accept personal responsibility for their actions. Students who are not in good standing will have privileges revoked which may include, but are not limited to the following:

- Holding the student's diploma and/or official transcripts
- Withholding participation in the graduation ceremony or awards ceremony
- Withholding participation in NSHS student government, activities, events, clubs, social events
- Withholding participation in mock interviews
- Limiting the number of college classes each semester
- Revoking study skills exemptions

### **Health Office**

Students who are ill during high school class time need to report to their Study Skills or Transition course instructor to let them know they are ill. They should never leave a high school class without notifying staff. An ill student will have the opportunity to rest in the school's designated health location and return to class and/or parents will be notified of the illness to determine if further action needs to take place. Students needing medication while at the school need to see the site administrator to complete the school's medication form.

### **School Forms**

School forms can be found on MOODLE and the school protocols are on the school's website. If any calendar events, forms, or necessary information is not posted, please contact the office at (702) 953-2600.

### **Accreditation**

NSHS is accredited through AdvancEd. See the AdvancEd website at [www.advanced.org](http://www.advanced.org). The colleges in which NSHS students attend are accredited including: CSN, GBC, UNLV, WNC, and NSC.

### **Student Activities**

NSHS students have the opportunity to participate in extracurricular activities at NSHS and at the colleges they attend. NSHS holds events and activities for students throughout the year, and the school offers the following extracurricular options for students in good standing:

- SUNSHS (Student Union of Nevada State High School)
  - Participation based on appointment or election. Meetings are open to the public
- Prom Committee
  - Students may volunteer to participate in the prom committee and earn volunteer hours
- Yearbook Committee
  - Students may volunteer to participate in the yearbook committee and earn volunteer hours

### **Eligibility for Interscholastic Activities**

Under NRS 385 and updated by Senate Bill 252 in 2017, a student may participate in interscholastic sports or activities at their zoned school per NIAA if it is not offered by NSHS. It is the students' responsibility to keep their schools regularly informed of grades and progress per the zoned schools' and NIAA's required deadlines to maintain eligibility. NSHS cannot confirm college grades until transcripts are released at the end of the semester; however, students have access to Progress/Grade Check forms on MOODLE and online grades for their college and high school classes.

### **Insecticides**

NSHS conducts monthly spraying for insects at its locations typically scheduled for Fridays.

### **Emergency Procedures**

In the case of severe illness constituting an emergency while at the high school, the school will attempt to contact the parent and emergency response may be notified depending on the severity. Emergency drills such as fire, earthquake, and shelter-in-place drills will be conducted at various, random times during the year. In the case of an evacuation from the facility, students and staff will be evacuated in accordance with the school's safety plan. Communication will occur with law enforcement, emergency agencies, and families. Parents and students are asked to always keep their updated contact information at the school so that essential information may be provided in emergencies.



## Assurances to NSHS

- Students will collect and submit proof of enrollment through course verification and Performance reviews;
- NSHS required forms must be submitted on time or students will face consequences as outlined in the handbook;
- Students must meet State and NSHS graduation requirements to earn a NSHS diploma and participate in graduation;
- Seniors must fulfil credits from 9<sup>th</sup> & 10<sup>th</sup> grade by the end of the fall semester or be in study skills and 3 college classes;
- Seniors have until March 1<sup>st</sup> to finish external credits to participate in the graduation ceremony;
- Students must show a C (not C-) in remedial courses by the spring 8-week session to be listed in the graduation program;
- Students will attend ALL State mandated testing on the day and time specified by NSHS;
- Students will submit CAP forms on time listing classes with a copy of course validation each semester;
- Students will ensure CAP classes match semester grades by updating the CAP form or be fined for discrepancies;
- Students will be fined \$500 for insubordination for taking college classes without NSHS permission and pay for the course;
- Students will obtain written permission from NSHS to add/drop classes after the colleges' add/drop dates;
- Students will earn an “F” as a high school grade and be charged for courses if the college transcript shows a “W” grade or if the student does not submit grades;
- Students will earn an “F” and be charged for incomplete BYU courses that are a part of the semester schedule;
- Students will maintain the required number of classes including a minimum of 6 classes for 11<sup>th</sup> graders and 4 classes for 12<sup>th</sup> graders or face withdrawal from NSHS for being under the State required number of courses;
- Students will follow the NSHS academic plan including mandatory classes and college course limits;
- Students understand expellable offences as outlined in the college and high school handbooks;
- Students will be subject to discipline from the college as well as NSHS, and if a college expels a student, he/she will not be allowed in the college classes and as a result, NSHS;
- Students must abide by the *Acceptable Use Policy*, tech lab, and test security procedures;
- Students involved in disciplinary incidents including plagiarism as outlined in the college and high school student handbooks will be documented on the students’ permanent college records and may affect future and current college enrollment and as a result removal from NSHS;
- Students understand that NSHS facilitates enrollment into college and that NSHS is not a part of any college;
- Students shall respond to NSHS contact within 24 hours;
- Students will attend all scheduled college and high school courses including the 2-week course, Study Skills, Transition, and COMPASS (per academic plan) or earn an “F” and be at-risk of not graduating from NSHS;
- 1<sup>st</sup> year students are responsible for school activity/volunteer service and social points for the Transition Course each semester per the Transition syllabus to pass the course;
- 2<sup>nd</sup> year students need to complete social points per the COMPASS syllabus to pass the requirements;
- NSHS students have higher standards for graduation above the State including completion of college remedial courses with a C or better (not a C- for the college grade) and passing Study Skill, Transitions and COMPASS for all semesters;
- Students and parents are aware they must meet NSHS deadlines and Buddy Up processes to obtain reimbursements;
- Students and parents/guardians are aware of the opt out for directory information, surveys, photos, recordings, etc.;
- Students and parents/guardians are aware the parents/guardians do NOT directly contact the colleges;
- Students and parents/guardians are encouraged to contact NSHS to ask questions and receive clarification;
- Students and parents/guardians understand they must submit NSHS forms including, but not limited to: Enrollment verification, CAPs, Financial Assistance Form, Residency Form, Acceptable Use Policy, Handbook acknowledgement, NSHS Academic Plans, Performance Reviews, Portfolios, etc. or they are limited on course options;
- Students must provide NSHS their college transcripts within 3-days after the college posts the grades;
- Parents/guardians must pick-up the student’s transcripts each semester during posted times
- Students and parents will always support and model the school’s core values and mission



Visit Nevada State High School online at <http://www.earlycollegenv.com/>

## Nevada State High School Student Handbook: Acknowledgement Page

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I have read the entire NSHS Student Handbook, and I understand and agree to follow the school policies, procedures, and school mission as outlined in the handbook and identified in the assurances. I understand that violating the rules, policies, procedures, and expectations of NSHS may result possible fines, disciplinary action, graduation status and/or removal from the school.

I acknowledge that I also have the opportunity to contact NSHS's Chief Academic Officer, Dr. Wendi Hawk, to ask questions about the handbook at (702) 953-2600, by help ticket at [www.help.earlycollegenv.com](http://www.help.earlycollegenv.com), or by emailing: [whawk@earlycollegeNV.com](mailto:whawk@earlycollegeNV.com).

### SIGNATURES REQUIRED:

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Printed Name

Students are required to return this form by August 15<sup>th</sup> for 1<sup>st</sup> Year Students and August 3<sup>rd</sup> for 2<sup>nd</sup> Year Students.  
Please call the offices of NSHS if you have any questions at (702) 953-2600.