

**2022-2023**

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# Student/Parent Handbook

What NSHS students and parents need to know



**Nevada State High School at  
Downtown Henderson**  
303 S. Water St., Ste. 120  
Henderson, NV 89015

**Nevada State High School at  
Sunrise**  
2425 North Lamb Blvd., Ste. 130  
Las Vegas, NV 89115

**Nevada State High School at  
Summerlin**  
850 S. Durango Dr., Ste. 100  
Las Vegas, NV 89145

**Nevada State High School at  
Southwest**  
7885 West Sunset Rd., Ste. 170  
Las Vegas, NV 89113

**Nevada State High School at  
Henderson**  
233 N. Stephanie St.  
Henderson, NV 89074

**Nevada State High School at  
Downtown Las Vegas**  
Latin Chamber of Commerce  
300 N. 13<sup>th</sup> St., 2<sup>nd</sup> Floor  
Las Vegas, NV 89101

**Nevada State High School at  
Northwest**  
7240 W. Azure Dr., Ste. 110  
Las Vegas, NV 89130

**Nevada State High School at  
Meadowood**  
7530 Longley Ln., Ste. 103  
Reno, NV 89511

**Nevada State High School at  
North Las Vegas**  
4280 W. Craig Rd., Ste. 102/103  
North Las Vegas, NV 89031

**Nevada State High School  
Central Administrative Offices**  
2651 N Green Valley Pkwy., Ste.  
106  
Henderson, NV 89014

**(702) 953-2600 phone  
(702) 507-9918 fax  
[www.earlycollegenv.com](http://www.earlycollegenv.com)**



**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

**Own It:** *We take responsibility for our actions*

**Uphold Our Proven**

**Process:** *We maintain the integrity and expectations of the NSHS program*

**Continually Improve:** *We are motivated to improve ourselves and others*

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 provide opportunities for students' success in a real college environment*

Niche

*A Real College Experience*

Students and Parents,

Welcome to Nevada State High School (NSHS). NSHS is a network of charter schools that provides 11<sup>th</sup> and 12<sup>th</sup> grade students with access to a supported, dual-credit, early college experience. NSHS is mission specific 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 a real 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 with information prior to enrollment about the school's higher expectations and mission, yet some students come to the school without any intention of going to college. Occasionally, families attempt to dictate policies and procedures that are contrary to the NSHS mission, core values, and expectations. Course schedules and college and career planning curriculum are customized for each student; the school's strategic framework will not be altered as it is the entire foundation of the school charter. If families do not agree with or choose not to follow the school's charter and expectations, they are encouraged to seek out other educational options 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 high school and be well on their way to earn a college degree or certificate. With both the students' and parents' efforts and commitment to the school's mission, students can have a successful transition to college. We look forward to an exciting year.

Dr. Jesse Welsh,  
Chief Executive Officer  
NSHS Network of Schools

## NSHS EXPECTATIONS

These three simple reminders will help students meet NSHS 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 and with quality

Please Note: NSHS uses the term “parent” throughout this document to identify the parent, guardian, or primary caregiver throughout this document.

### **The Commitment**

NSHS is a mission-centered school network 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.

### **Nevada State High School Network of Schools**

NSHS has multiple locations (a network of schools) that are treated separately by the Nevada Department of Education (NDE). All schools in the network follow the same charter and strategic framework. Each independently designated school has its own student data and transcripts. Many school events such as Introduction to College, Transitions, COMPASS, prom, yearbook, etc. may be held as a network. Once students physically enroll for the 2022-23 school year under a designated “Home” location, they will maintain enrollment at that NSHS location for the entire school year. Students with extenuating circumstances may have the opportunity to change Study Skills/Transitions locations on a limited basis. See “Transfers within the Nevada State High School Network” below for details.

### **School Core Values**

NSHS provides more freedom to students who progress, show success, and embrace the core values of: own it, uphold our proven process, and continually improve. Students who choose to neglect the core values or are not progressing successfully are limited in their course options. NSHS reserves the right to remove students from any extracurricular activities including, but not limited to: receiving awards, participating in student government, graduation ceremony, school activities, prom or prom nominations, etc. Additionally, students’ immediate and/or future Study Skills exemption status may be denied or revoked at the discretion of NSHS administration at any time.

## STUDENT CODE OF CONDUCT

### **Student Conduct**

As a college student, students are responsible for following rules of conduct at NSHS and the respective colleges which include, but are not limited to the following:

1. Honoring academic integrity (not cheating or forging) as outlined in college and high school handbooks;
2. Attending and arriving on time for all classes (including logging in to online courses)
3. Completing coursework as directed and on time with quality;
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/e-cigarette/vape/Juul, drug, or alcohol possession, use, or influence on any location or at school functions;
8. Prohibiting weapons of any sort on any location or at school functions;
9. Prohibiting bullying, cyberbullying, harassment or intimidation at any time on/off school location
10. Students must also abide by the Nevada System of Higher Education (NSHE) expectations as outlined here: <https://nshe.nevada.edu/leadership-policy/administration/policies-procedures/>

### **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 or student of the colleges or Nevada State High School; or
3. Controlled Substance – sale or distribution 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 streamlined through progressive discipline for expulsion.*

### **Restorative Discipline**

“Restorative justice” means non-punitive intervention and support provided by the school to a pupil to improve the behavior of the pupil and remedy any harm caused by the pupil (NRS 392.472(6)(b)). Restorative justice requires more focus on repairing relationships, mediation techniques, alternative accountability, and community collaboration in working with the holistic development and improvement of each student. When students make poor decisions or demonstrate unacceptable behaviors, the administration will implement a restorative action plan for the student in addition to progressive disciplinary consequences as needed. This plan focuses on interventions which provide the student with community support, socioemotional learning support, building accountability, and repairing harm done to the victim(s). This opportunity allows the offending student to reflect on the poor decision made and make the choice to improve.

NSHS clearly explains rules and behavior expectations to the student. The student will have the opportunity to reflect on their actions and see the impact their choices have had on the educational environment. The student will develop a plan to be better prepared for similar situations in the future, which may include discussing alternative ways of handling the situation. In addition, by providing the student with access to multiple NSHS staff members and opportunities to seek assistance, NSHS will help the students see that they have supports and multiple staff who care about them and their success. NSHS wants to ensure that the student knows that they feel comfortable and understands that any NSHS staff member can help with any struggles.

The use of restorative justice can be used in conjunction with progressive discipline as needed at the administrator’s discretion.

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. Restorative discipline will be enacted for all students. A student with great grades and years of excellent personal responsibility who forgets one 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).
3. Students earn privileges and freedoms at NSHS by meeting outlined expectations.

### **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 (Director of Site Administration). Should the parents/students disagree with the decision, they can submit a written appeal to the Chief Executive 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 with a 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 or disciplined by a college for any reason, the student is 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 for any reason, including being late or absent, they run the risk of falling under the required number of classes mandated by state law and may be withdrawn from NSHS (see CAP for details). NSHS has no

authority over the college and 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 teachers to remove students from high school classes if they are interfering with the educational 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 the teacher must be held within 3 days. If the school does not take steps to hold a meeting within 3 days, the student returns to class. If the parent refuses to attend, the school will take more thorough action through the progressive discipline model. 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 to temporary removal. Expellable offenses are not eligible for temporary removals.

### **Adult College Subject Material**

NSHS students are also enrolled in the Nevada System of High Education (NSHE). In college, many adult topics, ideas, discussions, material, and points of view are covered. Professors should not change course content because of dual-enrolled students as it would change the real college experience expected by NSHS. Students and parents are informed of the adult subject matter upon enrollment and in this handbook section, as well as through college course description/syllabi. Parents/students agree with and will encourage the college staff to have academic freedoms and will work with NSHS or college 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. Computers are for academic use only, and students must use appropriate behavior and websites at all times. Students who use school computers inappropriately may be subject to disciplinary action. Students must keep their information secure at all times and log-off any public computers. Students receive information on computer use and sign the Acceptable Use Policy which is also available 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, sexual harassment, and intimidation of a student or employee 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/guardians may report specific issues of harassment in writing 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 locations, removal from the school, and reporting to local police in accordance with State law. Students at NSHS receive training on issues of bullying. Parents/guardians who threaten, intimidate, or use profane language with staff or students will be dealt with under this policy and may be trespassed from the school and/or school related activities.

NSHS's core values are based on personal responsibility. 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 or poor behavior can make people uncomfortable, but it is not harassment or intimidation and will not be treated as such. Harassment complaints as a result of discipline or consequences must have a specific information as to how the situation applies to this statute. Otherwise, the situation will be treated as an appeal.

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

1. Student and parent read and sign the student/parent handbook
2. Students receive a lesson on the student/parent handbook
3. Students receive training and sign 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 review the handbook and ask questions in an annual 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 (CANVAS)

### **SafeVoice**

Students, parents, and faculty at Nevada State High School have access to SafeVoice, a tip system used to report

threats to the safety or well-being of students. SafeVoice was established by the Nevada Department of Education in 2018 to protect student well-being, prevent violence, and save lives. Students can use the SafeVoice tool to report concerns about their friends or themselves with the option of remaining anonymous. In partnership with the Department of Public Safety, all tips will be received live by communications specialists 24/7/365. Tips are sent on to a team at your school and to law enforcement when necessary. SafeVoice can be accessed by Hotline: 1-833-216-7233, SafeVoice mobile app, or [www.safevoicenv.org](http://www.safevoicenv.org)

### **Cheating/Academic Dishonesty**

Cheating or violation of test security or procedures may result in an invalid (failed) test, failing grades, disciplinary action including suspension, reporting to the colleges, denial of admission into future colleges, not graduating, and computer use revocation, etc. Students review cheating and plagiarism as a part of the curriculum and are warned that online systems have a tracking method that will prove cheating.

Reporting violations: Students and staff need to report test security violations, first, to the Site Administrator, Chief Executive Officer, NSHS Governing Body, Charter School Authority, or Nevada Department of Education. The school has a test plan to investigate and report incidents.

NSHS staff proctor many tests for multiple institutions and will abide by testing procedures as directed. Testing guidelines are strictly enforced, and include but are not limited 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: Do not participate in anything that rises to a level of improper, unreasonable, or mischievous behavior that could be questionable in a testing environment
13. College Test Proctoring:
  - a. NSHS can proctor for GBC classes only
  - b. Students are responsible for scheduling appointments for college tests within the colleges' timelines and posted NSHS testing hours
  - c. Students must communicate the proctoring location to their professors
  - d. Students are required to follow the specific professor proctoring information such as uploading documents, use of outside material etc.
  - e. Students are responsible for ensuring instructors send proctor information to NSHS administration
  - f. NSHS only serves as a proctor for college exam administration
  - g. NSHS must adhere to the colleges' testing policies and procedures
  - h. NSHS is also subject to any of the policy changes at the colleges and must adjust accordingly

### **Plagiarism**

Plagiarism or cheating may result in being expelled from college which impacts the permanent college record and 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 for 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 theirs;
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, college transcripts, high school transcripts, or student teaching hours;
12. Accessing the use of computer systems, apps, 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 – INCLUDING GRADES;
16. Using a textbook, notes, or other unapproved items during an exam without permission of the instructor.

### **Attendance Policy/Tuancy**

Students are marked tardy if they are less than 30 minutes late or leave early from any Intro to College, Study Skills, Transitions, or COMPASS session. Three tardies equates to one (1) absence. Students are required to attend all of their classes, and NSHS takes attendance for all high school classes. Students with excessive absences as outlined in the course syllabi, whether excused or unexcused, will fail the NSHS course and be required to complete a make-up course after the end of the semester. 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 member within one week after the absence to develop an intense makeup plan that accounts for the time missed and work to complete in one week. Missing more than one session will result in an F. Passing these courses is required to graduate from NSHS.

- **Approved Absences:** NRS 392.130 Students must submit a dated note signed by the parent to the NSHS office within three (3) days after an absence stating the date(s) of the absence(s) and that the student was physically or mentally unable to attend school or had an emergency.
- **Tuancy:** Students are truant if an approved absence note is not received in three (3) days after an absence. In accordance with Nevada Revised Statutes, truant students can have their driver's license or permit withheld or revoked, can receive a \$100 fine and/or community service, and/or parents can be reported for educational neglect. Students must continue to 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.
- **Administrative withdrawals:** students will be withdrawn from NSHS should they miss 10 consecutive school days (whereabouts unknown); or if they reach 20 consecutive absences, regardless of the reason. Students withdrawn administratively are responsible for their college course tuition.

***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 enrollment timeline in accordance with the colleges' deadlines. Registration for the fall opens February 1 and the spring on November 1. To register, students must have the following items:

- birth certificate
- identification for parent/legal guardian
- Nevada residency documentation
- updated immunizations & health form (to be verified by a licensed nurse prior to enrollment)
- unofficial transcripts for proof of grade level for 11th or 12th
- additional forms will be collected throughout the registration process

Both the parent and student must be present to initially register. Students officially enroll once the school has the required registration paperwork, a complete college schedule following the NSHS Academic Plan validated through a CAP form, and physically shows on the first day. Once officially enrolled, NSHS notifies the previous schools that the students are attending NSHS. NSHS staff guides students through the registration process, including college enrollment, placement tests or ACT/SAT scores, and course scheduling.

**College Schedule and Placement Testing:** The college schedule is developed with the student based on the student's college placement test levels following the NSHS Academic Plan. College placement tests are taken at multiple institutions to determine the best college course placement option and is not a screening process for enrollment. Retests are available pending the colleges' policies. Students' placement levels are determined by the colleges, not NSHS. Students with IEP or 504 documents need to provide these during initial registration in order to receive information for establishing accommodations at the colleges including the college placement exams.

### **Transfers within the Nevada State High School Network**

Students' records are located at the NSHS location where they officially enroll. This is called the "home location". To ensure data integrity and that every student is accounted for at NSHS by the Nevada Department of Education criteria, student records will remain in their home location throughout the year. Students wishing to fully transfer to a different NSHS site (from Henderson to Summerlin for example) must do so during the re-enrollment period prior to the new school year by submitting a **Campus Transfer Form**.

### **Study Skills Class Change**

If a student needs to change a study skills time to a different location to accommodate extenuating circumstances, the student must obtain approval from both site administrators on a Study Skills Location Change Request submitted with the CAP form. State testing and NSHS document submission must be conducted through the home location, not the Study Skills location.

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

A NSHS Pupil Release and Transfer form signed by the parent is required to withdraw during the school year along with proof of current grades from the college professors or college transcript to be reported for transfer. If no grades are received, the grades are recorded as Fs. Colleges post final dates to withdraw with a "W" or the college grades are recorded as failed. Parents will take the signed release form 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 and may incur the costs for these courses. Students who withdraw will not receive stipends. NSHS is not responsible for billing or failures because students neglected to drop their courses - including summer school. It is recommended that students complete the semester whenever possible to avoid F's and additional costs. Withdrawing students may submit a written request to NSHS to finish their college courses after they have paid for them.

Summer is considered "open enrollment" so in most cases, completing the release form over the summer is not necessary. If students choose not to attend over the summer, then let staff know. If a student is scheduled to attend and does not show at the start of the semester, NSHS will drop payment to the colleges if the student is no longer with NSHS. Once dropped by NSHS, the payment will be the responsibility of the student, and collection for student non-payment will go directly through the colleges. Students need to keep all receipts. NSHS 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 NSHS credits to another high school.

### **Dual-Credit Approved Courses**

NSHS's entire charter is based on dual-credit. NSHS does not offer high school core content classes, AP or IB courses. At NSHS, students obtain high school credit by passing approved college courses. Dual-credit courses are approved by NSHS Governing Body and State Board of Education:

- 100 or 200 level courses that are 3-5 credits are equal to one high school credit, have an honors GPA weight and have a larger impact on the GPA
- 100 or 200 level courses that are 6-8 credits are counted as 2 classes and equal to two high school credits, have an honors GPA weight and have a larger impact on the GPA
- College courses (under 100 level) that are 3-5 credits are equal to 0.5 high school credit
- 1-2 credit college courses (not labs) are equal to 0.5 HS credit.

- College courses taken during the summer will be added to the student transcript if they enroll with NSHS for the fall.
- College math courses taken with an extension course (support course/E course) count as 1 course for class count. Students will receive 1 HS math credit for the content course, and 0.5 math credit for the extension course
- 300-400 level college courses that are 3-5 credits are approved for 1 HS credit. All high school courses for graduation and college core must be complete prior to requesting upper division college courses from the site administrator.
- Any college courses listed as or are similar to seminars, internships, special/selected topics, practicums, and college orientation/transition courses, or classes that require students to be 21 are NOT APPROVED for high school credit.

### **CAP Forms**

Each semester, students submit for NSHS approval a parent and student signed Course Approval for Payment (CAP) listing all classes and institutions in which they are enrolled with the proof of a matching college schedule. All CAP forms must be submitted in person. The CAP prompts NSHS to pay the colleges for the students' college courses. Students who submit CAPs late or not at all may have payment removed, be dropped from courses, be un-enrolled from NSHS, have Study Skills exemption revoked, etc. Students are responsible for covering the college cost for adding and dropping classes after the colleges' posted deadlines. It is the student's responsibility to make sure the CAP is accurate and that all exemption forms are included. CAPs may be reviewed for accuracy and updated any time prior to the end of the semester. CAP forms are available on Canvas with a video for directions on how to accurately complete the form. Each semester, college transcripts must match the CAP or students will be responsible for college tuition costs for extra, unapproved (not on an approved CAP), withdrawn or failed, or incomplete BYU courses as per NRS 389.310.

### **NSHS Academic Plan**

According to NRS 388.205, all students should have developed an academic plan in 9th grade. Upon registering at NSHS, a new academic plan is created based on the dual-credit model that is individualized to each student based on their college placement levels. At NSHS, these academic plans are linked to state mandates and NSHS's 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 NRS 390.610. Students are required to take Study Skills and math all semesters unless they have a signed exemption on file. Students must fulfill high school graduation required courses before taking college electives. Plans 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. Under certain circumstances, extra courses may be approved through an NSHS approved Extra Course Appeal. All 11<sup>th</sup> grade students and non-college/career ready 12<sup>th</sup> grade students must be enrolled in 6 courses each semester to maintain enrollment. 12<sup>th</sup> grade students that have met criteria to be college/career ready are required to be enrolled in a minimum of 4 classes 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 costs, revoking Study Skills exemptions, withholding payment to the college for future semesters, 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, therefore NSHS does not pay for these
- 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 in course total, however, **passing it is required for graduation**
- 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

- Students who go against NSHS processes and pay the colleges directly for fall, winter or spring courses are accepting full payment responsibility for those courses and will not be reimbursed by NSHS

<i>Fall semester 1st Year students can only register for:</i>		
<b>5 College Classes</b> Not Eligible	<b>4 College Classes</b> Math 126 or higher; maximum 1 extra course; ACT/SAT/College placement retest to place higher for more options	<b>3 College Classes</b> All students <Math 126 are limited to 3 college courses their first semester

<i>1st Year spring semester and 2nd Year fall and spring semesters:</i>		
<b>5 College Classes</b> Pass all classes previous semester; Math 126 or higher (no E) Yellow/Green Scorecard & >2.0 semester GPA	<b>4 College Classes</b> Pass all classes previous semester, but earned a D; Yellow/Green Scorecard & >2.0 semester GPA	<b>3 College Classes</b> Classes F in any class; RED Scorecard. <=2.0 semester GPA; or 12th grader missing 9th/10th grade classes

- **MINIMUM 6 CLASSES PER SEMESTER FOR 11<sup>th</sup> GRADERS AND NON-COLLEGE/CAREER READY 12<sup>th</sup> GRADERS**
- **MINIMUM 4 CLASSES PER SEMESTER FOR COLLEGE/CAREER READY 12<sup>th</sup> GRADERS**

NOTE: Missing core HS classes refers to classes from 9<sup>th</sup> and 10<sup>th</sup> grade that should have been earned prior to coming to NSHS that are not a part of the NSHS Academic Plan.

### **BYU Courses**

Students may supplement their schedules with a BYU course if they are limited in college courses but need to meet course enrollment count. 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 billed for the incomplete course. Students may finish the course within BYU's or NSHS external requirement deadlines to have the grade changed, but the cost for the semester course may not be refunded. Students may take courses at BYU as an "external credit" option if they obtain written permission from the NSHS counselor. BYU courses taken as external credits are subject to course cost. External credit deadlines are established by the counselor and may not match the institution's internal deadlines. External course deadlines apply. Students must order and schedule the final exam to be proctored by the counselor.

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

Students who are missing high school credits for graduation (PE, Health, Computers, and World History/Geography) have multiple options for credit retrieval at NSHS. Some of these can be obtained through dual-credit, but may not transfer toward a college degree. Also, after completing college degree plans, students 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. Students may still enroll at NSHS and complete missing courses during the traditional academic year at no-cost.

External credits are an optional way to pay to earn high school credit and may be earned through a variety of optional methods to transfer from other institutions, including but not limited to the following: CCSD/WCSD/Delta Academy summer school, CCSD's Nevada Learning Academy, District Adult Education Programs, Credit-by-Exam, and BYU Independent Studies. Prices range from \$50-\$189 (refer to institution for details) and the student is responsible for the cost of these courses. Payment can be made directly to the institution chosen (including NSHS). Let your counselor know your plan for completing your credit(s) by submitting a documented SSR via [help.earlycollegenv.com](http://help.earlycollegenv.com) for approval. All external credit courses **MUST** be approved by NSHS to count for credit. NSHS is not required to accept unapproved or late external credits.

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, 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. External credits needed for graduation that are taken in place of classes on the NSHS Academic Plan are due by March 1 of the senior year to be able to participate in graduation.

**Extra Class Appeals**

Students MUST have NSHS written 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, according to NRS 389.310, students will be responsible for any applicable college tuition costs, face disciplinary action, have their study skills exemption revoked, be limited on college courses for future semesters, AND pay the course tuition costs. Students with approved extra courses pay NSHS each semester and NSHS pays the colleges (students pay the colleges for summer courses). NSHS pays for courses taken over the winter. See “Academic Plan Course Limits” section for limitations Appeal options:

- *Type I – Extra Course Appeal:* The student is limited to 3 college courses per the NSHS Academic Plan, is enrolled in Math 126 or higher (no “E” courses) and wants to take another course; or the student already has 5 college classes and wants to take more. This appeal includes the following scenarios:
  - Students is eligible for 5 courses, but only signed up for 4 at the start of the semester; then wants a 5th class after the semester starts
  - Student is limited to 3-4 spring courses, takes a winter course, and wants an extra course
- *Type II Institution Appeal:* The student is attending NSC/UNLV/UNR which have a higher course costs for dual credit. The student must for pay NSC/UNLV/UNR upfront (see “Courses at NSC/UNLV/UNR” below).
- Students will pay NSHS directly for any extra courses (except NSC/UNLV/UNR). Do not pay the colleges for extra courses taken during the semester or no reimbursement.
- *Type III Lab w/o Lecture:* the student is taking a college lab course without a corresponding lecture. The lab does not count for HS credit or class count
- *Type IV Special Topic:* the student is taking a college course listed as/similar to: seminars, internships, special/selected topics, practicums, college orientation/transition courses, or classes that require the student to be 21. \*These are NOT APPROVED for HS credit, do not count for class count, and students must pay for them

**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 based on GPA, semesters at NSHS, previous success, and CSN/TMCC/WNC course availability and acceptance. Students must obtain written approval from NSHS prior to initiating contact with the colleges. Depending on the college, NSHS may not have payment or enrollment process set up, so the students need to pay up front for the courses and follow the college instructions for early studies. Students are responsible for the course enrollment and tuition cost up front and will need to request NSHS to reimburse them the difference of the cost of an equivalent course at CSN/GBC/TMCC/WNC after they show proof of passing the class with a C or better at the end of the semester.

Students agree to pay the application and any added costs. The approved course must be on the CAP and approved extra class appeal form. 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, TMCC, CSN, GBC, or NSC
>3.5 and 2 <sup>nd</sup> year students at NSHS	WNC, TMCC, CSN, GBC, NSC, UNLV, or UNR

**Enrollment Verification**

NSHS students will verify enrollment in courses several times each semester. The first is through the CAP form with proof of current course enrollment. Second is that each semester, students sign Course Validations in person confirming their schedule is accurate and that they are enrolled in the courses listed on the CAP form. The third check is when students submit a proof of current courses with their grades for Parent Performance Review (PPR). Last, students must submit an unofficial college transcript to NSHS with end of semester grades within three days after grades are posted by the colleges. These forms are audited by NDE, so all forms must be submitted accurately in person and on time. If this is not done, funding may be withheld by the State. The consequences for

violating the legal number of courses are outlined in the NSHS Academic Plan section.

### **Free Tutoring Through the Colleges and NSHS**

As college students, NSHS students have access to their colleges' free tutoring centers. NSHS tutoring schedules and how to set up appointments are posted on Canvas and the college tutoring options are available on college sites. For NSHS tutoring, please review the times posted on Canvas. For NSHS tutoring outside of hours posted on Canvas, please submit a help ticket and plan for a response within 24 hours during the work week. Tutors for specific subjects are available at limited NSHS locations.

## **GRADUATION REQUIREMENTS AND DIPLOMA TYPES**

### **Diploma Types**

NSHS issues three diploma types. NDE recognizes the Standard and Advanced. \*Requirements may be updated per NDE requirements after this handbook is published. Any changes will be communicated to families as information is made available. Qualifications for each diploma are noted below:

#### Standard Diploma Class of 2023 and on- 23 total credits

- English - **4** credits
  - Math - **3** credits (including Algebra I or higher)
  - Science - **2** credits
  - Social Studies - **3** credits (including .5 credit of American Government, .5 credit of Economics, 1 credit U.S. History, and 1 credit of World History/Geography\*\*)
  - PE - **2** credits
  - College & Career Ready Flex Credit-**2** credits
  - Health Ed. - ½ credit
  - Computers - ½ credit \*
  - Electives - **6** credits
  - **Take ACT with writing during the State test**
  - **Take Civics Exam**
  - **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 may use this for computer credit in high school.
- \*\*World History/Geography counts as 1 of the required Flex Credits

#### Advanced Diploma – 24 total credits

- English – 4 credits
  - Math – 4 credits, including Algebra I or higher
  - Science – 3 credits, including two laboratory classes
  - Social Studies\* – 3 credits (including .5 credit of American government, .5 credit of Economics, 1 credit of U.S. History, and 1 credit of World History)
  - Physical Education – 2 credits
  - Health Education – .5 credits
  - Computers\*\* – .5 credits
  - Electives – 6 credits, plus 1 credit of Arts/Humanities or Career and Technical Education
  - \*\*Students who show proof of .5 credits of successful completion of Computers in 6th, 7th, or 8th grade are not required to take the Computers course of study in high school.
  - **Additional Requirements**
  - Maintain a 3.25 grade point average on a 4.0 scale (weighted or unweighted)
  - **Take ACT with writing during the State test**
  - **Take Civics Exam**
  - **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 may use this for computer credit in high school.

### Regents Diploma

- Must meet all Advanced Diploma Criteria
- Gold Level WorkKeys
- Earning college credits for an average of **4 college classes each semester** that are 3 or more credits
- Score of 80% or higher on Regents Portfolio submission
- Must have a Green or Yellow scorecard

### CCR (College and Career Readiness) Diploma – NRS 390.605

In 2017, the State Legislature created a College and Career Readiness diploma. At NSHS students need to:

- Meet Advanced Diploma requirements listed above along with Algebra II or higher
- Have earned not less than two (2) units of credit used to complete the requirements in the following:
  - Dual-credit/dual-enrollment (DC) courses
  - Career and technical education (CTE) courses (through dual credit)
- Must obtain one *or* both of the following endorsements:
  - *College-Ready* Endorsement
    - Successfully complete a college readiness assessment prescribed by the NSHE Board of Regents; and
    - Receive not less than the minimum scores for initial (non-remedial) placement into college-level English and mathematics courses
  - *Career-Ready* Endorsement
    - Complete the ACT National Career Readiness Certificate (NCRC), with a *level Silver or above*;

### NSHS Extra Graduation Requirements

NSHS has graduation requirements above and beyond state requirements. All students and parents/guardians are informed of these extra graduation requirements when they enroll each year. It is up to the students to meet these requirements and the parents to monitor the student's graduation progress. NSHS collects incoming student data, such as incoming GPA and math, that are included on the scorecard. This does not impact a student's ability to fulfill their graduation requirements and receive a diploma.

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
- Students will receive an "F" in this course with 4 or more absences (**excused or unexcused**). Three tardies are equal to one absence. Students 30 minutes late are counted as absent. Passing **Transitions** (1<sup>st</sup> year student) two semesters, or each semester enrolled as a 1<sup>st</sup> year student
- **DO NOT MISS Transitions**. Missing one session will result in an "F" since one absence is ¼ of the physical class. Students over 30 minutes late will be counted as absent. Three tardies are equal to one absence. If a session is missed and/or an absence occurs, the student has one week to schedule AND conduct a meeting with the parent and staff where the student and parent develop a make-up plan for staff approval that will satisfy the missed work, the missed time, and ensure class is never missed again! The completed make-up proof must be submitted within one week after the meeting. Students will fail the course for missing an appointment or not completing the plan. Passing **COMPASS** 2<sup>nd</sup> year student, not for credit, pass required for graduation for two semesters

NSHS Required Courses: Study Skills, Transitions and 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 fail these courses then choose to stay at NSHS, they will have one opportunity to complete a makeup session offered after the failure occurred. Students who do not attend or pass their assigned makeup session cannot graduate with NSHS. Students may not attend other semester sessions after the assigned semester session is rejected or failed by the student. 12<sup>th</sup> graders who do not pass NSHS required courses may not participate in the graduation ceremony but may still pass the summer credit retrieval option to earn their diploma from NSHS.

### State Academic Content Standards

Content Standards may be found at: <http://www.corestandards.org/the-standards> & [https://doe.nv.gov/Nevada\\_Academic\\_Content\\_Standards/](https://doe.nv.gov/Nevada_Academic_Content_Standards/)

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

- Governor Guinn Millennium Scholarship
  - 3.25 GPA (weighted or unweighted) **and** for Core Curriculum
  - If GPA <3.25, may use ACT composite of 21 or higher or 1070 or higher on SAT
  - Core Curriculum (**4** English, **4** Math (Algebra II or higher), **3** Science, **3** Social Science or 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 or 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 core class GPA into consideration for admittance. Students should plan for alternative funding to Millennium as there is no guarantee it will continue and 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 June, NSHS sends 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.

### **NSHS Regents Portfolio**

NSHS students will compile all their NSHS work into a Regents Portfolio. Each year student work is created and then updated to reflect the college and professional career development based on each student's individual plans related to college choice, college degree plan, financial planning, tests scores, academic progress, NSHS curriculum and more. Even if students have some of these skills already developed prior to attending NSHS, they will learn how to enhance and improve them. Completing the portfolio to a standard level is required to participate in the graduation ceremony and to be considered for valedictorian/salutatorian.

### **NSHS Testing**

State Testing Standards may be found at: <http://www.doe.nv.gov/Assessments>.

NSHS administers or proctors the following tests:

- ACT with writing- All 11<sup>th</sup> graders and untested 12<sup>th</sup> graders are State mandated to take on the designated state administration date to meet state graduation requirements
  - Waivers for cost are available for students who qualify for FRL financial assistance
- ACT WorkKeys - National Career Readiness Career assessment administered by NSHS Fall and Spring
- 
- WIDA/WIDA Screener - State mandated for students who may not be or are not English proficient
- Credit by exam options are available and scheduled upon administrator and counselor approval

### **ACT with writing**

The ACT with writing is required to graduate in Nevada. All 11<sup>th</sup> grade and untested 12<sup>th</sup> grade students must take the ACT at NSHS on the State's designated day in the spring for free. Attendance is mandatory as this assessment that fulfills the state participation requirement. ACT is also used for college placement, admittance, funding, and scholarships. Students need to list their NSHS location code on their application to have scores reported to NSHS. It is the responsibility of the student to submit scores to NSHS no later than April 30 to include on the final NSHS transcript.

### **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, even if the grades are still pending. Students must follow-up with a complete transcript as soon as available if college grades were incomplete by the posted due date. If grades are not reported, NSHS reports the high school grade as an "F" and students can be charged for the courses. Grades reported as an "F" will remain until transcripts from the college are provided. Submitting these grades late holds up the scheduled grade distribution for everyone.

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

Students may repeat courses for high school 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, GPA recalculation and transferability. Students are responsible for researching these policies independently.

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

Students will need to verify 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 in a real college environment. NSHS students plan for a college degree and research classes that will align and transfer toward a degree 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. All college grades earned at NSHS must be reported to transferring colleges to avoid academic integrity charges.

### **Participating in Graduation Ceremony**

Meeting State and NSHS graduation requirements are necessary to participate in the NSHS graduation ceremony. NSHS has no "fail safe". If grades for graduation required classes 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 a high school diploma until 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, refusal to comply with school charter, or receiving notice of a failing grade up to the day of graduation. 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 March 1st and the price increases on April 1st. Students are not reimbursed for packets if they are excluded from participation due to disciplinary action, remediation or if they choose not to participate after the packet is purchased. Students participating in the graduation ceremony are required to adhere to communicated guidelines regarding acceptable regalia and attire. Students may not wear cords, awards, medals, or other attire that was not earned at or approved by Nevada State High School. Students are permitted to decorate their graduation caps, so long as such decorations do not contain offensive content, including any text or images. Please see the school's website and Canvas for more information on the graduation ceremony and process to purchase tickets in April-May.

### **Early Graduation**

Nearly all NSHS students can meet the State's graduation requirement after 11th grade. NSHS is an early college program that promotes students getting ahead in college, not graduating early from high school. NSHS will not support or grant diplomas for early graduates including, 11th graders over the summer or after the fall semester of 12th grade. If students just want to get out of high school, there are better school choices. If there are EXTREME and unique circumstances, the student and parents may meet with the school counselor and then the school site administration to obtain a NSHS approved Request for Early Graduation form. Students must also meet NSHS grad requirements including the Regents portfolio to be considered, and it is not guaranteed. The NSHS Governing Body is the only authority to issue a NSHS diploma. No other agency can force NSHS to issue a diploma.

### **Valedictorians and Salutatorians**

Valedictorian and salutatorian candidates at NSHS locations 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 As with the maximum added 0.7 for honors weight will have the highest GPA. The student(s) with the least number of Bs or lower and highest un-weighted GPA with the added .7 weight are considered. Candidates are required to maintain high academic and behavioral standards to be awarded the title, must receive the Regents Diploma, and be exempt from study skills 12<sup>th</sup> grade spring semester.

### **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 above a 2.0 unweighted semester GPA.

## NSHS CURRICULUM

### College Courses

NSHS's charter is based around a dual-credit curriculum where 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. Please refer to Dual Credit Approved courses for available dual-credit college courses and GPA information. NSHS offers free college tuition for the fall and spring semesters based off approved courses, and students must follow the NSHS Academic Plan.

### NSHS Mandatory High School Courses

NSHS's charter has three high school courses and one monitoring course to support students in a college environment. Passing these courses are required to earn a diploma from NSHS. These courses include topics to be successful at NSHS, as a college student, and for careers beyond. The Introduction to College (2-week course) and Transitions Courses (1x per month) are conducted off site at various locations that may include college space, at the conference center at casinos, or virtually. Transportation is the responsibility of the student. Parents with questions or concerns may direct questions to the site administrator in writing by August 1st, but not later than two-weeks after signing the handbook.

- **Introduction to College (2-Week Course)** – An introduction to college course that covers NSHS expectations and what students need to know to get started in college courses. 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 showing proof on time of taking a college or .5 credit high school course or submitting 60 hours of volunteer/school service at a pre-approved NON-PROFIT organization, school activity or sport to receive. Service is to be unpaid
- **Study Skills** – This two-day a week, two-hour a day course focuses on supporting students in the college environment. Students who have 4 or more excused or unexcused absences will fail the course (3 tardies are equal to an absence). Study Skills is a required class for all students every semester. Students are not eligible for an exemption in their first semester at NSHS, though students may request an exemption out of Study Skills starting their second semester. Students who meet exemption requirements earn the privilege of taking up to 5 college classes. 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. Study Skills Exemption requirements include:
  - Receive a Yellow or Green Scorecard;
  - 
  - Taking college level course (no “E” courses);
  - Passing all classes with a 2.0 or greater semester/overall GPA;
  - Exhibiting exemplary personal responsibility by meeting deadlines and responding to all NSHS contacts;
  - Fulfilling coursework from 9<sup>th</sup> and 10<sup>th</sup> grades
- **Transitions Course** - All 1<sup>st</sup> year students must take and pass this once-a-month course each semester of their first year at NSHS. The class is set to prepare for college into careers with in-class activities, online assignments, test prep assessments, attendance, portfolio, and a minimum number of hours for volunteer/social activities. **Passing is mandatory** to fulfill graduation requirements. Students who have extenuating circumstances for missing sessions during the once-a-month course must contact NSHS for a required student & 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 Transitions course.
  - **Volunteer/Social Requirements:** To pass the class *Transitions* students must complete the minimum requirements and submit their proof on time of the following:
    - **20 hours volunteer/community service:** Pre-approved activity at a NON-PROFIT organization, school activity or sport to receive credit for this 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 volunteer activity pre-approval
- **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 that have point values.
- **Submit all required documents on time**
- **Attend all COMPASS dates and meetings**
- **Complete online components** (WorkKeys Prep/ACT programs) unless exempted in writing
- **NSHS Portfolio**– Complete all assignments and earn a passing grade

Any grade appeals are due within one week of grade or assignment posting. Online quizzes, surveys, and exams cannot be made up. Absent students have one week from the absence to schedule and meet with NSHS designee and parent to develop their make-up plan. Students have one week after the meeting to submit work per the plan to be graded or the failing grade will remain unchanged, and the student will not graduate with NSHS.

## STUDENT/PARENT RIGHTS AND RESPONSIBILITIES

### **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 Own it: Take responsibility, Be Committed: High expectations and getting results, and Continuous Improvement: Motivation to improve self and others to develop skills for college success. Giving too much freedom without support and monitoring is unhelpful; yet, doing everything for the students prohibits them from developing the independence necessary to be successful in college. Please keep your contact information up to date with the school.

Academic Success Meetings - All parents agree that they are committed to attending an "Academic Success Meeting" once a year under:

- SB 19, 2017 (Dual Credit Courses and an Academic Plan (NRS 388.205) and <https://www.leg.state.nv.us/NRS/NRS-388.html#NRS388Sec205>
- AB 117, 2017 (NRS 388.208) by September of each year <https://www.leg.state.nv.us/NRS/NRS-388.html#NRS388Sec208>
- All parents/guardians will gain essential state required information and progress updates directly from the school. Academic plans, expectations and supports will be reviewed.

Help 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 excluding weekends

Canvas – (<https://earlycollegenv.instructure.com/>) The online communication portal where updates are posted regarding due dates, college transition topics and helpful hints on college enrollment after high school (login not required to see announcements on Site News)

Texts, Phone Calls, Remind App, 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 contacting 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

Video Lessons – NSHS provides access to the NSHS curriculum so parents can review and discuss

### **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, 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. 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 Academic Success Meeting
- Complete Parent/Student Performance Review with child each semester
- Pick up 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 Canvas, 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 per college policy, 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 to develop strategies. NOTE: Parents are not to directly contact college professors.

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

Mid-way through each semester, students collect grades from their classes. Students review these grades with their parents 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 reviewed grades for each class. Not all professors post grades online; however, it is the 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 Canvas, students have access to progress report forms they can print to request grades for high school sports, 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 their direct site or submitting a help ticket. To ensure personalized attention, parents are asked to NOT drop by the office without an appointment and phone conferences are rarely held. Students should always attend the meetings.

### **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. Students who fail to disclose previous college history may be denied admittance or be disciplined for violating academic integrity.

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

NSHS releases directory information to qualified agencies upon request. Qualified agencies include, but are not limited to: public colleges and universities, Nevada State Treasurer's Office, and the military branches. Release of student information to military branches is mandated by federal legislation 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/ graduation program

- 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 bills may have their official transcripts and/or diplomas held until they 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 submit a request in writing for high school records to NSHS by 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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their 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. Sexual 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.

This handbook serves as the annual notification to parents. 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. NSHS will also notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in activities not outlined above including the specific activities or surveys noted and will provide an opportunity for the parent to opt their 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. 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**

All parents and students are provided with information during the registration process regarding setting up appropriate accommodations with the colleges for those who may have a 504 or 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 to do this for the students. NSHS provides services for disability support for students with 504 or IEP documentation. If a disability is suspected for NSHS students or other school aged children per Child Find processes, parents 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. The college's 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 location 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: Academics and Accountability Director 702-953-2600 or help ticket at [www.help.earlycollegenv.com](http://www.help.earlycollegenv.com)

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, Employees & third parties: The NSHS Chief Executive Officer at 702-953-2600 or help ticket

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).

### **Service Animals**

Service animals are working animals. A service animal has been trained to provide work or tasks directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA (USDJ, 2011). Children who may require a service animal in school are supported by the ADA regulation, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Individuals with Disabilities in Education Act (20 U.S.C. 1400 et seq.), as well as state and local laws.

### **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. 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 develop steps to resolve the concern. College processes are outlined in college handbook.

### **Complaint Process**

Any student or parent of NSHS who believes they have a valid complaint may file a written complaint outlining the specific issues and the clear request for a resolution with the appropriate school site administrator. These may include, 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 site administrator's decision, they must, within ten (10) working days of receiving the decision, file an appeal with the NSHS Chief Executive Officer. If the complaint is not satisfied with the Chief Executive Officer's decision, they may, within ten (10) working days of receiving the decision, file an appeal with the chair of the NSHS 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 Chair at 2651 North Green Valley Parkway, Suite 106, 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.

### **Addressing Issues at the Site Level**

Please note that any attempt to circumvent the chain of command or school authority will result in referral back to the appropriate level. This is unless the complaint is about the person in regards to illegal action or test security violation. This is an immediate action to the executive level, NSHS Governing Body, State Public Charter School Authority, Nevada Department of Education, and/or police. Complaints, phone calls, help tickets, and meeting requests that are referred back to the site level are appropriate and follow NSHS protocol. Delegating back to the proper chain of command is not considered a refusal to meet.

### **COLLEGE COSTS, PAYMENTS, AND STIPENDS**

NSHS is a public charter school; therefore, classes are free. NSHS pays for college tuition and college fees for the fall and spring semester courses per the NSHS academic plan for courses at CSN/GBC/ WNC/TMCC. It is important to follow the correct processes, meet form submission due dates, and provide supporting documents as outlined on the Income Verification form. Students receive lessons and information on reducing textbook costs and how to receive a stipend during the 2-Week Course and in Study Skills.

### **Income Verification Form (FRL Form)**

NSHS allows families who need financial assistance for college textbooks, ACT/SAT, or bus passes to complete the Income Verification Form. Students with financial need (FRL qualified) may complete an ACT/SAT fee waiver if completed before ACT/SAT deadlines. This is a state adapted form based off the Federal Free and Reduced Lunch Form (FRL) and new forms are required each year. NSHS does not serve food, thus the different name. Any family who completes the form will receive financial assistance through a stipend, and families who meet the federal qualification for FRL, may be tiered up on assistance. Stipends are scheduled to be dispersed in November. Forms submitted after the due date in September and students who owe for unapproved/extra college courses will not be eligible for stipends. NSHS is required by the federal and state government to randomly audit a percent of all qualified FRL recipients. If selected, families are required to validate information listed on FRL form. If validation is not submitted, eligibility for a stipend may be revoked.

1. Complete and return the Income Verification (FRL) to receive any stipend (all students are eligible for reimbursement regardless of income. Federally eligible FRL students may receive a higher stipend amount)
2. NSHS will only grant financial assistance through a stipend for students who submit completed Income Verification form on time and comply with federal and state requirements per the form's process

NOTE: Reimbursement stipends are only made payable to the primary parent on record with the school. Students who are 18 or older with documentation of independent status on file can receive checks in their name.

### **FRL FORMS MUST BE COMPLETE AND SUBMITTED BY THE DEADLINE TO BE ELIGIBLE FOR A STIPEND**

### **College Tuition Costs**

As per NRS 389.310, NSHS pays for approved course per the academic plan and CAP for college courses. Any extra college tuition costs will be dealt with in accordance with the established procedures of the respective colleges. Students must not make changes to or drop/add their college classes unless they get written approval from NSHS, and even then, they still incur the costs for the college courses pending the college drop amounts (see *CAP Forms*). Students may also get written approval to take extra college courses as outlined on the extra course appeal and academic plan. These students chose to pay NSHS directly for these classes. Students who pay the colleges will not be refunded.

Students that are insubordinate or willfully defiant by adding/dropping college courses without approval through their CAP forms will receive an "F" on the high school transcript for all unapproved courses. NSHS is not required to award credit for unapproved courses. The student's Study Skills exemption will be revoked immediately for not meeting NSHS Expectations as reflected on the Student Scorecard. Students who fail to pay NSHS for their extra classes or incurred costs as outlined on the CAP and handbook may have the following actions taken until these costs are resolved:

1. Holding diplomas and/or official transcripts

2. NSHS reserves the right to hold reimbursement checks for students
3. NSHS will hold future college payments which will impact adding college courses and future enrollment
4. Students will be marked as not in good standing and have Study Skills exemptions revoked
5. Students/parents are responsible for keeping their own copies and written exemptions - NSHS is NOT responsible for lost copies or verbal approvals

Students will incur costs for the following:

- CAP discrepancies: a student's college transcript must match their CAP (Course Approval for Payment) form exactly each semester. Students will be responsible for the cost of unapproved course(s) taken outside of the Academic Plan. Any courses on the college transcript at the end of the semester that do not match the CAP form exactly will be posted as an "F" on the high school transcript and may incur college tuition costs. Courses listed on the CAP that do not appear on the college transcript are unverifiable, will be posted as an "F" on the high school transcript, and may incur college tuition costs.
- Withdrawn/Dropped college courses
  - Students must maintain the legally required number of courses (6 for juniors and non-college/career ready seniors, 4 for college/career ready seniors). Students with less than the required number of courses risk being withdrawn from NSHS and will be billed their full tuition. COMPASS does not count in the total number of courses.
- Students are billed for any "W", "NR", or "AU" reported on a student's college transcript. The grade will be reported as an "F" on the high school transcript until the balance is paid
- If the student completed a course but was assigned a "W" by the college professor, the student can appeal to the college to have the grade changed to an "F" to avoid the bill
  - If the course they received a "W/NR/AU" in was part of their required class count, the F will not be removed from the high school transcript
- Students incur all costs for adding or dropping courses after the colleges' deadline
- Incomplete BYU: students taking a BYU course as part of their semester schedule will be billed the full course cost should they fail to complete it by the NSHS deadline
- Course Failures: Student and parent/guardian must meet with site administrator to discuss options for resolution including, but not limited to: developing an individualized plan for remediation, course limitations as outlined in the high school academic plan, and/or the cost of the course from the college
- Late Grade Submissions: Students must submit unofficial transcripts by due date even if grades haven't posted yet and are responsible for submitted grades the day they are posted otherwise they will be billed for the course. The grade will also be posted as an F until complete unofficial transcript is provided by student.
- DO NOT opt to change your grade to Satisfactory or Unsatisfactory. Selecting these options impacts progress towards an Associate's Degree, college pre-requisites, and successful completion of core requirements.

### **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. If the form determines that a student is homeless, the school can take certain action to support and provide resources to the family. Since courses at NSHS are dual credit, students must start at the beginning of the semester, as partial credit is not available with partnering colleges/universities. NSHS will work with families to keep students enrolled at NSHS until the end of the semester, so that they can avoid the challenges associated with school change. NSHS will assist with the transfer to the receiving school at the appropriate time to make sure maximum credits are earned at both locations. 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**

Books for college classes are listed on the course syllabi. Students are responsible for obtaining their own college textbooks. To receive a stipend to help offset these costs, families, regardless of need, may complete the Income Verification Form (outlined above). Families with financial need per federal qualifications may be eligible to receive a higher stipend. NSHS provides lessons and support for alternative ways to secure textbooks and save money.

### **BYU Books**

If students have a BYU course that requires a textbook, the directions to obtain these are on the course syllabus.

### **Student Reduced Bus Fare Passes**

To obtain a reduced bus fare pass, students show their NSHS ID or college ID at a local retailer selling bus fare tickets. Reduced fare tickets must be purchased from a retailer, not online. See RTC's website for options.

### **College and High School Summer Classes**

NSHS encourages students to take college summer school courses that are eligible for dual-credit as listed in this handbook. Students may take high school courses through a state approved accredited institutions.

- NSHS does not pay for summer school
- NSHS cannot apply summer class credit for students who take summer, but do not enroll at NSHS in the fall
- Completing a college or high school summer class may meet 2<sup>nd</sup> year 2-week course exemption requirement
- Summer courses are reported on the high school transcript for NSHS enrolled students regardless of grade

*\*Students are responsible to submit a copy of the transcript with summer grades through the help ticket to be recorded on high school 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. Charter schools have more flexibility in providing services to students as they are 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 college tuition costs, and accept personal responsibility for their actions. Students who are not in good standing and are Red on the Student Scorecard will have privileges revoked. Students with Red Scorecards may appeal to staff in writing to get permission to participate in denied activities. Revoked privileges may include, but are not limited to the following:

- Withholding the student's diploma, official transcripts, and future college course payment by NSHS
- Withholding participation in the graduation ceremony or awards ceremony
- Withholding participation in NSHS student government, activities, events, clubs, social events
- Limiting the number of college classes each semester
- Revoking study skills exemptions
- Withholding participation in school trips

### **Health Office**

Students who are ill during high school class time need to report to their Study Skills or Transitions 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 Canvas 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 or submit a help ticket at [help.earlycollegenv.com](mailto:help.earlycollegenv.com).

### **Accreditation**

NSHS is accredited through Cognia. See the Cognia website at [www.cognia.org](http://www.cognia.org). The Nevada System of Higher Education colleges in which NSHS students attend are accredited.

### **Emergency Procedures**

In the case of severe illness or health emergency at high school, the NSHS staff 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 contact information updated with NSHS and the colleges for emergencies.

### **Insecticides**

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

### **Asbestos**

Per the Asbestos Hazard Emergency Response Act, each NSHS site has an Asbestos Management Plan for appropriate identification, removal, and clean-up of any such hazardous material. The plan is public information and can be inspected through an in person request to the school front office staff.

### **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)
  - Officers (President, Vice President, Historian, and Representatives) in good standing will be awarded social point and volunteer hour credit for their services
- Prom Committee
- Yearbook Committee

### **Eligibility for Interscholastic Activities and Grade Checks**

Under NRS 388A.471, a student may participate in interscholastic sports per NIAA or activities at their zoned school 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 Canvas and online grades for their college and high school classes to provide their sports school for eligibility.

### **Student Athletes**

NCAA Eligibility: Students will need to work with the counselor regarding registration with the NCAA for collegiate sports participation.

### Assurances to NSHS

- Students will submit proof of enrollment through CAPs, transcripts, 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;
- Required 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 will receive “F’s” and be charged for the cost of the course(s) if there are discrepancies;
- Students will obtain written permission from NSHS to add/drop classes after the colleges’ add/drop dates and pay the costs;
- Students will earn an “F” and be charged for courses when a “W/AU/NR” is posted by the college or if grades are not submitted;
- Students will earn an “F” and be charged for incomplete BYU courses that are a part of the semester schedule;
- Students earning an “F” in a college course must meet with site administrator and parent/guardian to discuss options for resolution including, but not limited to: developing an individualized plan for remediation, course limitations as outlined in the high school academic plan, and/or the cost of the course from the college;
- Students will maintain the minimum number of classes - 6 classes for 11<sup>th</sup> and non-college/career ready 12<sup>th</sup> and 4 classes for 12<sup>th</sup> or face costs and withdrawal from NSHS for being under the State required number of courses for enrollment;
- Students will follow the NSHS Academic Plan for mandatory classes and college course limits or be charged;
- Students and parents understand that math is required EACH SEMESTER until an exemption is approved by NSHS staff;
- While there is no English exemption, students must take a 200 level English course or CH 201/202 to satisfy multiple college degree requirements, regardless of need for High School English credit
- 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, they 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;
- NSHS students have higher standards for graduation above the State including passing Study Skills, Transitions and COMPASS for all semesters;
- Students will attend all scheduled college and high school courses including the Intro to College course, Study Skills, Transitions, 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 Transitions Course each semester per the Transitions syllabus to pass and graduate;
- 2<sup>nd</sup> year students need to complete social points and course assignments per the COMPASS syllabus to pass and graduate;
- Volunteering at Nevada State High School is not required of parents or families
- Students and parents are aware they must submit FRL forms for financial assistance by the NSHS due date;
- 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;
- Parents and students attend the 1x per year Academic Success meeting;
- Parents must pick-up the student's transcripts/Diploma each semester during posted times;
- Students must provide NSHS their college transcripts within 3-days or sooner after the college posts the grades, even if still pending. Follow-up with complete grades as soon as available to prevent a bill;
- Students and parents agree to always support and model the school's mission and core values.

Campus (circle one):  
DHEN HEN LVDWN MWD NLV NW SW SUM SUN

**Nevada State High School  
Student Handbook: Acknowledgement Page**

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 in possible disciplinary action, graduation status, payment for unapproved courses and/or removal from the school.

I acknowledge that I also have the opportunity to contact the Director of Site Administration at my designated home location to ask questions about the handbook at (702) 953-2600, by help ticket at [www.help.earlycollegenv.com](http://www.help.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 10<sup>th</sup> for 1<sup>st</sup> Year Students and July 28<sup>th</sup> for 2<sup>nd</sup> Year Students.

Please submit a help ticket at [www.help.earlycollegenv.com](http://www.help.earlycollegenv.com) or call NSHS if you have any questions at (702) 953-2600.

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

After signing this sheet, cut along the dotted line and return this page to the administrative offices of NSHS by August 10, 2022 for 1<sup>st</sup> Year Students and July 28<sup>th</sup> for 2<sup>nd</sup> Year Students

