

## Two Small Rules For School Success

1. Keep your hands, feet, and other objects to yourself.
2. Be nice.

**We are dedicated to making our school safer for our students, staff, and families.**

You can help us to prevent and manage school violence.

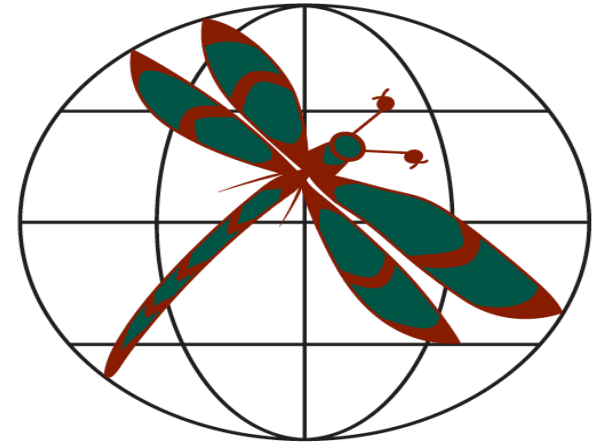
You can help us to keep our school safe from harm while protecting our campus.

You can help us to improve our school-community relationships as we work with community partners who 'protect, educate, and serve'.

You, our families, are our eyes and ears. If you see something out of the usual, alert us immediately.

Thank you.

## Innovations International Charter School of Nevada



**Home of the Ambassadors**

**2014 – 2015**

**Parent – Student Handbook**

K-6 Oakey Campus  
1600 E. Oakey Blvd.  
Las Vegas, NV 89104  
702-216-4337

7-12 City Impact Campus  
950 E. Sahara Ave.  
Las Vegas, NV 89104  
702-216-4337

[www.iicsn.org](http://www.iicsn.org)

## Welcome

Education is the most powerful weapon we can use to change our world and to empower our children to make positive choices for life.

You, as parents, are your child's most important teacher (s). Your children learn more each day interacting with people who love them and with people whom they trust.

The importance of schools and families becoming partners in educating children is critical to developing a life-long love for learning.

Our staff is dedicated to providing educational instruction and resources to support our children and families. We invite our families to observe in the classrooms, help us by volunteering at school, and by asking questions that will help us to know your child better so he/she can excel in academics each day.

Thank you for choosing our school to be your educational partner. We look forward to an exciting school year as we get to know your child and as we work with you to help your child to succeed each day.

Welcome to the 2014 – 2015 school year at Innovations International Charter School of Nevada.

Dr. Malin, Chief Educational Officer

## Handbook Purpose

This handbook is designed to help you, our families, understand many of the policies and procedures followed at the school. It is critical that you review the contents of this handbook with your child (ren) and keep it in a safe place this year as a resource guide.

The school's policies and procedures are continually refined and updated in an effort to provide current, quality assistance for our families. While we would like to think that all information needed throughout the year could be found in this book, we cannot guarantee this handbook is all-inclusive. Therefore, please note that we have included what we believe is the most critical information to help you. Anything not found, can be asked as questions addressed to the office staff and/or teachers or support staff at the school.

If you should have questions about any of the information shared in this handbook, please feel free to stop and ask for help in either of the school's offices.



## Mission Statement

Innovations International Charter School's mission is to provide our students with a safe learning environment focused on academic success utilizing our global curriculum while preparing our students for life.



## Our 3 R's for Education

- **R**elevance: making learning relate to the real world
- **R**esponsibility: adults teach – students learn and being responsible for oneself and others
- **R**elationship: building connections between our students, adults, community members, and staff members



***Educating For Life***

## Student Daily Schedules

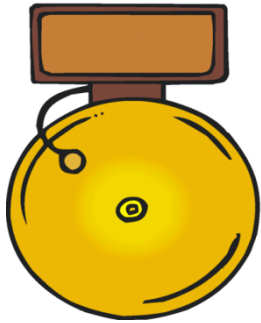
School is a daily routine for many of us. For our students, it is a critical part of learning how to schedule life's challenges. Preparation and planning become an essential part in learning to be ready for whatever happens during a busy day.

For some families, mornings are the best time of day. Children are happy and refreshed after a good night's sleep. They are ready to interact positively with the world around them. For other children, mornings seem to be a time of chaos and it can be a time when tempers flare, tears flow, and the family runs out of time.

School schedules represent the big picture for the day. Routines are the steps children and families complete to meet the schedule. Both elements are critical as they form healthy habits by:

- Influencing a child's emotional, cognitive, and social development
- Helping children to feel consistency and security in the school setting
- Assisting children in understanding there are expectations they must meet daily
- Reducing behavior problems right from the start of the day
- Engaging children in higher rates of learning and success
- Letting children see their teachers as stable, warm and caring individuals

Please take a close look at the next few pages outlining the typical day's schedules. While you are looking, please be aware that children, who are tardy daily, are losing out on the first period of each day. This tardiness throws them behind for the day as they can never get back, lost minutes. We count on our parents to help get our students to school prepared each day. You are a critical member of our learning team. Please be prepared to help your son/daughter meet the daily schedule set for academic success during the school year.



## School Bell Schedule Grades K-6

Students are required to be on campus by 8:00 a.m. each day school is in session. Homeroom begins at 8:00 a.m. and the first period of instruction will begin at 8:10 a.m.

8:00 – 8:10 a.m.	Homeroom
8:10 – 9:00 a.m.	Period One
9:00 – 9:50 a.m.	Period Two
9:50 – 10:40 a.m.	Period Three
10:40 – 11:30 a.m.	Period Four
11:30 – 12:20 p.m.	Period Five
12:20 – 1:10 p.m.	Period Six
1:10 – 2:00 p.m.	Period Seven
2:00 – 2:50 p.m.	Period Eight
2:50 – 3:40 p.m.	Period Nine
3:40 – 4:00 p.m.	Homeroom

### Dismissal Schedule

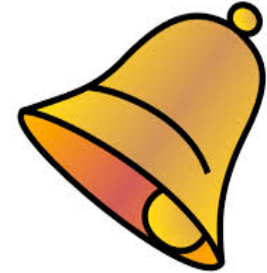
3:40 – 3:50	Kindergarten – 2 <sup>nd</sup> Grade
3:50 – 4:00	3 <sup>rd</sup> – 4 <sup>th</sup> Grade
4:00	5 <sup>th</sup> – 6 <sup>th</sup> Grades

**Note:** Students who are not picked up and signed out from the classrooms, will be taken to the cafeteria for dismissal at 4:00 p.m.

4:10 After School Program Begins

## School Bell Schedule Grades 7-12

Students are required to be on campus by 8:20 a.m. each day school is in session. Homeroom begins at 8:20 a.m. and the first period of instruction will begin at 8:30 a.m.



8:20 – 8:30 a.m.	Homeroom
8:30 – 9:20 a.m.	Period One
9:20 – 10:10 a.m.	Period Two
10:10 – 11:00 a.m.	Period Three
11:00 – 11:50 a.m.	Period Four
11:50 – 12:40 p.m.	Period Five
12:40 – 1:30 p.m.	Period Six
1:30 – 2:20 p.m.	Period Seven
2:20 – 3:10 p.m.	Period Eight
3:10 – 4:00 p.m.	Period Nine
4:00 – 4:20 p.m.	Homeroom

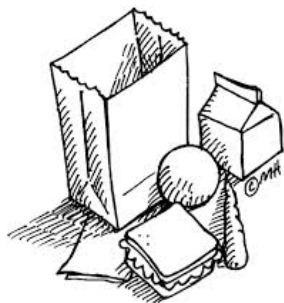
### Dismissal Schedule

4:20 – 4:30	All grades dismissed
4:30	After school program begins

## K-6 Lunch Schedules

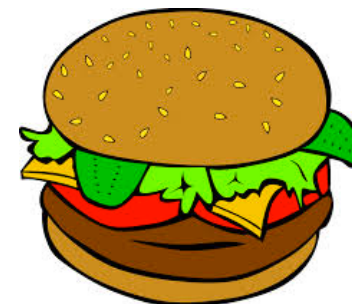
11:00 – 11:30	Grades Kindergarten 1A & 1B
11:30 – 12:00	1B & 1C 2 <sup>nd</sup> Grade
12:00 – 12:30	3 <sup>rd</sup> Grade 4A & 4B
12:30 – 1:00	4C & 4D 5 <sup>th</sup> Grade
1:00 – 1:30	6 <sup>th</sup> Grade

Parents who wish to have lunch with their children, need to sign into the office and get a visitor's pass each day.



## 7-12 Lunch Schedules

11:00 – 11:30	High School
11:30 – 12:00	Middle School



Parents who wish to have lunch with their children, need to sign into the office and get a visitor's pass each day.

# IICSN Promotion/Retention And Academic Policies

Each day students attend school, they are there to learn and to master knowledge/skills for life. True learning on the part of the students, depends on the amount of time he/she is actively engaged in the learning process.

Learning time in a classroom can be broken down into minutes in a specific period. This includes the uninterrupted learning instructional time each period a student is in an assigned class. Within that classroom period, we also look for an engaged time or time on task from the student. This is the amount of time that students are listening to the teacher, taking notes, interacting with group activities, or actively asking questions to clarify what they believe they are being presented in class in order to understand the new concepts being taught. Finally, academic time in the classroom involves the preparation of the teacher and how he/she delivers the lesson to the students each day. This involves the teacher modeling his/her lesson, asking guiding questions, and helping students to receive practice and feedback on what is practiced in class before homework is assigned.

The following policies presented, take learning time and skill mastery into account when determining whether a student is ready to be promoted to the next grade level or retained in the current grade level, as he/she needs more time to master the information taught throughout the current school year.

Please take the time to read and understand the information presented. Please also note that IICSN closely follows the policies of our sponsor in order to assist parents through the learning process. At the middle and high school levels, much of retention and mastery is determined by the number of credits your child receives as he/she goes through the four quarters of the academic school year.

## Promotion/Retention Policies Grades K - 5

1. Students normally spend one year in kindergarten and then move to first grade.
2. For grades 1 – 5, the general practice is that students spend one year at each grade level and then move forward at the end of the year. Progress should be continuous and student advancement through the curriculum should be according to the student's demonstrated ability rather than the student's age or years in school. The principal is responsible for the standard promotion of students.
3. A student may be demoted to the next lower grade level in exceptional circumstances. These would be the child's age, achievement scores, measured ability, effort and attitude, and physical and emotional maturity.
4. Before a student can be retained in the same grade level, the teacher and principal must make a reasonable effort to meet with the parents. Unapproved absences of twenty (20) days or more will be one of the considerations for retention.
5. No student may be retained in the same grade level more than once.
6. Parents/guardians are to be kept informed regularly of the student's level of work being done.

## Promotion/Retention Policies Grades 6 - 8

1. Middle school involves a three-year plan of academics.
2. Sixth grade students must complete at least one semester with a passing grade in reading or English, mathematics, and science for promotion to seventh grade.
3. Students in grade seven must complete at least one semester with a passing grade in reading or English, mathematics, science and social studies to pass to eighth grade. The principal will decide if a class needs to be repeated. No student may be retained in seventh grade for more than a year.
4. All students in eighth grade must complete three semesters with a passing grade in mathematics, three semesters with a passing grade in reading or English, and two semesters with a passing grade in science and social studies during a combination of their seventh and eighth grade years to be promoted to high school.
5. An eighth grade student not meeting the requirements for promotion may be placed in ninth grade while on academic probation for eighth grade classes not being passed. Academic probation means the child is taking ninth grade classes while taking the eighth grade classes he/she did not pass. This may be done for one or two semesters until the child passes his/her work.
6. According to Nevada law, a child may be retained in the eighth grade until classes are passed, or until the age of sixteen, whichever happens first.



## Promotion/Retention Policies Grades 9 - 12

1 credit	U.S. Government
1 credit	U.S. History
1 credit	World History
4 credits	English
4 credits	Mathematics
3 credits	Science
1 credit	Arts/Humanities or Business
2 credits	Physical Education
½ credit	Health/Wellness
½ credit	Computers
4 ½ credits	Electives
<hr/>	
22 ½ credits	

Grade classification for high school students is based on years in school, not on credit earned. Students will be moved to the next grade level at the end of each school year.

However, in order to help your child to remain on schedule for graduation, consider this:

- At the end of 9<sup>th</sup> grade, your child should have 5 credits earned
- At the end of 10<sup>th</sup> grade, your child should have 11 credits earned
- At the end of 11<sup>th</sup> grade, your child should have 17 credits

All high school graduates must pass the Nevada High School Proficiencies in:

- Math
- Reading
- Writing
- Science

to receive a standard high school diploma

**NOTE:** 1 credit = passing 2 semesters of an assigned course

## Academic Report Cards

Report cards are given out four times throughout the year. These are aligned with the ending of the quarter and/or semester. You will receive your child's report card approximately one (1) week after the quarter has ended. We will send them home with your student. We do not mail them to you. Students in grades 6-12 are required to sign for their report cards as proof of distribution.

Additionally, parents will be notified at mid-quarter if their child is at risk of failing a course. This notification is in the form of an Unsatisfactory Notice. Parents of students with a D or lower at midterm will receive an unsatisfactory progress report approximately one (1) week after the midterm. These will also be sent home with the student.

In order to help our parents remain current with their child's grades, your child will be assigned a confidential student user name and password to access grade information on our website at: [www.iicsn.org](http://www.iicsn.org). Teachers are expected to post their students' grades and progress notes weekly. Parents may access current information in order to remain on target with their child's weekly progress.

Parents/family members are also welcome to ask teachers for text messages, email messages, phone calls, and written weekly notices of how their children are doing in the classrooms. If you text or email a teacher, please allow him/her a twenty-four hour period of time to respond. Sometimes our email system clogs and messages drop or don't go through. If you don't hear from the teacher within a day, please email again and cc the email to: [connie.malin@iicsn.org](mailto:connie.malin@iicsn.org).

## Counseling Department

Guidance at IICSN can be delivered through five (5) service styles:

1. **Placement** – students are assigned to courses needed for promotion and/or graduation. Placement involves assistance to each individual in selecting appropriate curriculum, schools, and training programs.
2. **Individual Analysis** – students receive analysis in an effort to enhance the understanding of the individual and to improve the quality of decisions made by parents, teachers, counselors, administrators, and the learners themselves.
3. **Information Dissemination** – allows the counseling department to interact with individuals who seek assistance and require further information concerning the educational process.
4. **Counseling Services** – is designed to help each individual set goals and establish a post secondary plan. This will be achieved through an awareness of each individual's strengths, weaknesses, knowledge, skills, feelings, and values. In addition, the counseling department provides consultations with parents, teachers, and administrators.
5. **Follow Up** – is designed to provide information on how students' goals may change. This may take the form of a questionnaire through the mail or by phone. Any information shared will benefit Innovations International and its services delivered to students and families will be held as confidential in manner in order to protect the staff, students, and families of IICSN.

## Testing For Accountability

**Nevada Proficiency Exams:** This testing requires students by law, to take a state required exam. Parents will be made aware of the examination dates to ensure students make their assigned testing times. The parent is responsible for getting the student to school on time for the assigned testing dates. **This is not an optional exam. All students must attend school on their assigned testing days in order to take the mandated proficiency examinations.**

**Standardized Exams:** This testing requires students by law to take a state required examination to show proficiency in the yearly curriculum taught at the student's grade level. Again, the parent is responsible for getting the student to school on time for the assigned testing dates. **This is not an optional exam. All students must attend school on their assigned testing days in order to take the mandated standardized examinations.**

**Curriculum Test/Quizzes:** These exams occur during the school year and are given by the student's teachers. These tests can occur at any time and are intended to measure the knowledge level of the students in a particular classroom. The exams hold different weights in determining the student's grade for a particular assigned class. Tests and quizzes occur regularly during the student's course of study.

**GMADE and GRADE:** These exams are given 3 times a year to help us to keep track of student growth. The results of these exams are grade equivalent scores in reading and mathematics. These scores are available to families at any time. Please encourage your child to do his/her best on these all year.

## IICSN Student and Parent Expectations

It is the belief of the Governing Body, Administration, Licensed Staff, and Support Staff at Innovations International Charter School of Nevada that it **“Takes a Village”** to educate our children. While the school has your children for at least eight-hours a day, five days a week, we cannot underestimate the critical time that you, the family assist in the growth and development of your children.

You are your child’s first teachers. You help your children to grow into healthy individuals. You build the strong foundation your son/daughter needs for future growth and happiness. You teach your child to speak, use manners, ask questions, and build friendships.

School becomes a second influential factor in your child’s life. It is the job of the school to provide your child with a broad range of knowledge to accumulate credits eventually leading to high school graduation. IICSN follows the Common Core Curriculum Standards, regulations from the State of Nevada on education, and information from Clark County School District to educate our students. Our own written and approved charter assists us in guiding the academics we offer each day.

IICSN is a fully accredited K-12 educational institution through AdvancED. The renewal process for Innovations was March 2014 and will continue yearly for another 3 years until review time again. This accreditation means that our school is a public educational facility that has been through an intensive process of review initiating quality improvement. Our school meets nationally endorsed standards in education and we are highly accountable for advancing our mission through the development, refinement, and pursuit of professional quality. We are highly accountable for achieving what we set out to do – educate your children for life.

Please take the time to look at the next few pages. These outline our expectations for this accountability.

## Student Dress Code

IICSN has adopted a practice of students wearing an approved school uniform for each day that school is in session. Students will be expected to wear the approved school uniform during regular school hours while in attendance at the school or school approved functions. The uniform will consist of the following items:

1. An approved school shirt with the school's logo will be worn each school day. If the child forgets his/her school shirt, a loner shirt will be provided from the office. The student is responsible for returning the shirt at the end of the day. Should this shirt not be returned by the end of the week, a fee will be charged to the family in an effort to replace the unreturned shirt.
  2. School shirts must be worn to cover the body of the student. Draping the shirt around the shoulders, neck, or other body parts is unacceptable. **School shirts must be visible at all times.**
  3. Altering the school shirt will not be tolerated and will result in disciplinary actions.
  4. Shirts will cover the students' shoulders as well as meet the top of the bottom garment.
  5. Students will be asked to wear pants, shorts, skorts, or capri pants that are either **black or khaki** in color. It is expected that these will be comfortable for the students and loose enough to allow for participation in the physical education program.
  6. Skinny pants may be worn as long as the students have ease of movement. Cargo pants or shorts are acceptable pants while providing coverage, comfort, and ease of movement.
  7. **Knit pants that are tight and/or leggings are not allowed unless worn under a skirt. These types of**
7. Skirts, short, skorts, or jumpers will be no shorter than fingertip level above the knees. Undergarments will not be allowed to be viewed by other students or staff. It is our desire to keep our students safe.
  8. Pants or shorts for male students should be secured with a belt, not slouching with undergarments showing.
  9. Shoes with soles will be required for student safety at all times.
  10. Shoes with open toes (sandals, flip flops, etc.) will not be acceptable for wear at school.
  11. Bedroom slippers are also not allowed for wearing at school. These offer no protection for the student.
  12. Middle and high school students will be expected to purchase and wear the school's physical education uniform to PE on their assigned days. These will be used only during PE class and should be taken home to be cleaned and returned in good condition.
  13. Bandanas, baseball caps, large belt buckles, and other dress attire accessories noting gang colors and/or affiliations will be confiscated and held in the office for a time to be determined by administration.
  14. Habitual offenders of the dress code will be subject to disciplinary actions from the office up to including calling the parent and/or suspending students who habitually violate the dress code policy. Dress code violations will not be tolerated.

### Inappropriate Dress Attire/Prohibited At IICSN:

- Clothing that carries derogatory connotations and is obscene or suggestive
- Clothing that distracts from the learning environment (cut-up jeans, no shoes, mesh shirts, half shirts, tank tops, hats, overly short garments, or undergarments worn as outer garments)

**No student will be denied attendance, penalized, or otherwise subject to compliance measures for failing to wear standard school uniform attire by reason of financial hardship. IICSN will work with its families to meet the stated needs.**

## Academic Integrity

IICSN is an institution that believes in academic integrity and student responsibility. In order for learning to take place, students must be aware of the expectations of the teacher and responsible for taking control of their homework and class preparation.

Useful and lasting learning occurs when students put forth an honest effort to read and learn the information presented them. Reflecting on their own learning abilities and putting forth a consistent effort assists students in measuring their own achievement. Progress based on unsound learning, such as cheating, is not genuine progress.

Plagiarism is one breach of academic integrity. It is an act or instance of using or closely imitating the language and thoughts of another without authorization. It is the representation of another person's work as one's own without giving appropriate credit to the original author. When utilizing the Internet or other written sources of information for research, all students are required to either reword the work into their own language, or give proper citation to the authors they have quoted. Failure to do so will be seen as a blatant act of cheating.

Cheating prepares a student for failure, not success. In an academic environment, dishonesty serves to undermine the academic and intellectual integrity of the school. The faculty and administration of IICSN are committed to eliminating cheating and accentuating responsible learning.

## Definition of Cheating

The following definition of cheating may involve one or more of the actions listed below.

1. Using the work of another person and claiming it as your own
2. Copying information from another student's test, examination, class work, homework, book report, research, etc.
3. Plagiarizing the work of others – plagiarism means using another person's idea or expression of words without giving the original author credit
4. Preparing for cheating in advance. Such as:
  - a. Having in your possession a copy of a test to be given or having been given by a teacher
  - b. Using the test or notes during a test or examination
  - c. Talking while taking quizzes, tests, or examinations
  - d. Using a cell phone or other electronic device to answer questions on the test
5. Failing to follow test procedures or instructions announced by a teacher (such as talking, no turning around in seat, raising hand to ask questions, etc.)



# Code of Conduct

The school administration will develop or revise disciplinary procedures in accordance with NRS 386.585. Innovations uses a school-wide progressive discipline plan that is submitted to its sponsor yearly. This involves the use of 'incident reports' written by the adult in charge of the situation outlining what infraction (s) occurred. These incident reports then go through a series of progressive steps to solve the infraction.

Step One = The teacher, support staff, or adult involved  
Step Two = The counselor  
Step Three = The Administrator

Most infractions can be taken care of by the adult involved and/or the counselor. While the administrator will be apprised of what happened, he/she may not be directly involved in solving each infraction or incident that took place. Not all discipline needs administrative action.

## Classroom Discipline

If classroom discipline is a problem, it should in most instances, be handled by the classroom teacher. The following steps will be followed:

1. Warning Given for First Offense
2. Time Out Issued for Second Offense
3. Phone Call Home for Third Offense
4. Detention Served for Fourth Offense
5. Visit Administration for Fifth Offense

If the teacher is confronted with a situation so serious that it should be brought to the administrator's attention; or if the teacher is confronted with a situation that is unacceptable, a referral will be made immediately for administrative action.

A written report describing the incident or infraction must be sent to the office with the student or as soon as possible thereafter. If the teacher desires a student-teacher-security-administrator conference, the teacher should so indicate on the referral form. Every effort should be made to hold the conference in a timely manner in order to determine the appropriate action to be taken.

Disciplinary action should be taken as soon as possible. When appropriate, the student shall be returned to the classroom.

If the behavior warrants, a future conference or referral will take place with the parents and teachers to determine the outcome of the incident.

Phone calls will be placed to the parent upon the conclusion of the disciplinary action in order to provide parents with notification of the incident and the discipline that will take place.

Judgment and discretion will be used in all punishment. Maximum use will be made of the school counselor to assist in disciplinary actions to be taken when the behavior so warrants.

Administration reserves the right to utilize any of the following procedures when dealing with disciplinary actions:

- Warning given the child
- In house detention
- After school detention
- Required parent conference
- Suspension
- Expulsion
- Other as deemed relevant to the incident

## Corporal Punishment

Corporal punishment is prohibited at IICSN. Corporal punishment is defined as the intentional infliction of physical pain or the physical restraint of a student for disciplinary purposes. The term does not include the use of reasonable and necessary force to:

- Stifle a disturbance that threatens physical injury to any person or the destruction of property
- Obtain possession of a weapon or other dangerous object within a student's control
- Utilize self-defense measures in the defense of another person's attack
- Escort a disruptive students who refuses to go voluntarily with the proper authorities

## Detention of Students

Students will not be deprived of necessary time to eat lunch for punishment. If a lunch detention is necessary, the students will be allowed to eat while working on appropriate material provided by the teacher. When necessary, the administrator may request a student to report before school in the morning or detain a student after school for not more than one hour.

Anticipating the natural concerns of parents for immediate student return to home, no student may be detained without parent notification. All students will serve detention after the appropriate notification has been given parents for the assigned number of days.



Responding To, Repairing,  
And Restoring Justice....

Do It ...

Own It ...

Fix It ...

In each incident students are involved in, there is a victim and an offender. In our Responding, Repairing, and Restoring Justice model, the following happens.

1. The offenders are encouraged to take responsibility for their own actions. The offenders are expected to take responsibility for what they've done, repair any harm to the victim, and outline what they will do to avoid any future incidents with the victim.
2. The victims are encouraged to play an active role in helping the offenders to see how the actions portrayed have hurt them. They tell what they are feeling and how the actions of the offender have affected them. They hold a dialogue with the offender and offer suggestions for how they can interact together with respect.
3. The ultimate goal is for both the incident is to make sure that all parties involved in the infraction solve the problem with adult assistance so no more problems occur.

## School Safety

### Student Dismissals/Safety

A charter that has been approved by the Nevada State Department of Education and by the Clark County School District governs IICSN. Since our charter was renewed 2012 for another six years in a unanimous vote by the Clark County School District, we work hard each day to ensure the integrity of the charter, the intent of the educational system of Clark County, and the educational laws set by the State of Nevada are followed. In our approved charter, assigned minutes of instruction have been submitted by grade level. These instructional minutes **MUST** be followed in order to provide **ALL** of our students with maximum instruction.

Students may not be released early from classes on a regular basis as this does take away from the mandated instructional minutes. Early dismissal is considered to be any dismissal prior to the child's assigned dismissal time.

If you need to take your child early, it is necessary for you to bring an excuse or an appointment notification that your child will be attending a prescheduled event. (doctor, dentist, etc.) Your child will be released to you for this event. Present the notification to the office and your child will be brought to you. You will be required to sign your child out for the day with office staff.

Parents who wish to pick their children up before the assigned dismissal times without an official notification will be asked to wait until the end of the day. To request your child early for your convenience is not recognized by the state or the district as a good reason for your child to leave before the end of the school day. This is considered to be a breach of the required instructional minutes for the school day.

### Trespassing and Visitor Control

The Nevada State Legislature has articulated a statute that schools hold a unique place in our society today. This statute notes that students and school employees are legally protected from disturbances that interfere with the instructional day.

**NRS 392.910** generally prohibits a disturbance of the peace on school property by using vile or indecent language within the building or on the school's grounds. Violation of this NRS is punishable as a misdemeanor. The same statute further makes it unlawful for any person to maliciously and purposely interfere with or disturb any persons peaceably assembled within a school building for school purposes.

**NRS 392.915** makes it unlawful for any person, through the use of any means of oral, written, or electronic communication, to knowingly threaten to cause bodily harm to a student or employee of the school with the intent to intimidate, harass, frighten, alarm, or distress that student or employee, or interfere with the operation of the public school.

**NRS 207.200** makes it unlawful for a person to go upon the land or into any building of another with the intent to vex or annoy the owner or occupant thereof, or to commit any unlawful act; or willfully go or remain upon any land or in any building after having been warned by the owner or occupant thereof not to trespass.

**NRS 202.459** states that a public nuisance is committed when a person annoys, injures or endangers the safety, health, comfort or repose of any considerable number of person, or in any way renders a considerable number of persons insecure in life or the use of property.

**NRS 200.471** is defined as intentionally placing another person in reasonable apprehension of immediate bodily harm.



**NRS 393.410** makes it unlawful for any person to commit any nuisance in any public school or purposely and maliciously commit any trespass upon the ground attached to the public school.

**IICSN Board Policy Concerning School Visitors** addresses school visitation by parents, adult community members and interested education. Visitor controls may be necessary to prevent the intrusion of disruptive persons into the schools to ensure an undisturbed educational program. The administrator has the authority to prohibit the entry of any person to his/her facility or to expel any person when there is a reason to believe the presence of such person would be contrary to the good order of the school. The administrator is authorized to request local law enforcement to assist or remove those individuals that create a disturbance or refuse to leave the school.

The determination to expel and prevent re-entry (trespass) a citizen should be judiciously considered. Any person who continues to display threatening behaviors or disturbances of the school environment may be trespassed by announcement. This can most effectively be achieved via the delivery of a pre-printed statement on school stationary, signed by the principal and containing the following language:

***As the duly appointed representative of Innovations International Charter School, I hereby warn you that you are trespassing upon this property. If you do not leave immediately, you will be subject to arrest.***

The administrator is empowered to issue a trespass only for Innovations International Charter School of Nevada. A trespass does not transfer with the parent/guardian to a new school if the student enrolls elsewhere.

## School Lunches and Breakfasts

IICSN works in collaboration with the National School Lunch Program and the Clark County School District to provide lunches to students while school is in session. Prices for meals are determined by these organizations, not IICSN. Parents are encouraged to file the paper work to request free or reduced lunches. These will be processed by CCSD, therefore, it is the responsibility of the parent to ensure we know if your request has been processed and approved.

We acknowledge the need and importance for our students to eat lunch each day, but cannot and will not accept responsibility for paying for your child's meals. Please note the following policy.

- Your child will be given the chance to charge (2) breakfasts and lunches before an alternative lunch is provided or meals are denied.
- Credit past these two meals cannot be extended.
- An alternative lunch for K-6 consists of a grilled cheese sandwich and milk.
- There are no alternative meals for 7-12 students. They will have to go without a meal.
- If you have run into financial distress, you may speak with the Kitchen Manager or the Business Director to make arrangements for meal payment. We do wish to work with you.
- If your financial status changes during the school year, you are welcome to fill out the appropriate paper work requesting free or reduced lunch prices.
- Your child is always welcome to bring his/her own meals from home each day.

# IICSN Attendance / Truancy

## Attendance

Attendance is critical in achieving a good education. High achievement is dependent on students' participation in and contributions to their education. Therefore, both students and parents must understand the link between good attendance and good education. **Since there are varying days per week required of the high school students, it is imperative that all efforts are made to attend during weekly sessions of instruction.**

It is understood that there are days when students do miss school with the consent of parents or guardians. In these situations, the parent or guardian **MUST CALL** the office when a student is absent to receive an excused absence. If your child is absent from school, you must communicate with the school as soon as possible to confirm the absence. Absences **MUST** be excused or verified within **three (3)** days of the occurrence. Absences that are not excused or verified within this three day time period will be considered an unexcused absence.

### Leaving School During Scheduled Class Time

A parent or guardian must call the school before a student departs for the day. This will enable the office to prepare for the release of the student and to prepare for the receipt of the notification of early dismissal for a prescheduled appointment. Students who leave and then have the parent call in after the fact will be recorded as unexcused.

Students who become ill at school will see the school FASA or nurse. The FASA or nurse will notify the parent of the illness and assist the parent in determining whether the child needs an early dismissal. The student can be picked up in the front office and signed out for the day. Parental permission is required for any child under the age of 18.

## Tardiness To Class

Students are expected to arrive on time and remain on campus in the designated areas during the assigned school hours. It is understood there may be circumstances that occasionally prevent a child from being on time to class.

A habitually tardy student is one who consistently enters or attempts to enter the classroom after instruction has begun. Consistently enters or attempts to enter classes is constituted as a student who has had two (2) or more tardy slips administered by the office for entry to class.

Tardiness to class begins at 8:10 a.m. and 8:30 a.m. each morning at the individual campuses and continues throughout the day. Since the school day begins at 8:00 a.m. and at 8:20 a.m. at the individual campus, it is critical to ensure that students are on campus and in their homerooms for the beginning of all instruction. Students who misuse their passing period time will also be considered tardy if they miss instructional time at any period throughout the day.

Chronic or habitual tardiness is not acceptable. Administration will seek disciplinary actions to assist in correcting habitual tardy problems. This could be in any of the following forms in no particular order, depending on the issue and severity of the situation.

- Warning given the child
- Phone call home to parent
- In house detention
- After school detention
- Required parent conference
- Suspension
- Filing truancy charges with appropriate services
- Other as deemed relevant to the incident

## School Absences

In accordance with NRS 392.122 the board of trustees of each school shall prescribe a minimum number of days that a student who is subject to compulsory attendance and enrolled in a school must be in attendance for the students to obtain credit or to be promoted to the next higher grade level. The board of trustees may adopt a policy prescribing a minimum number of days that a student who is enrolled in kindergarten or first grade must be in attendance to obtain credit or be promoted to the next higher grade level.

The limitation of absences for the elementary child (K-5) is twenty (20) total absences per year. The limitation of absences for secondary students (6-12) is ten (10) absences per semester. Arranged absences for which the makeup work was not completed and submitted count toward the limitation of absences.

### Consequences for Exceeding Limitation of Absences

Except as otherwise provided in subsection 5 of the NRS 392.122, before a student is denied credit or promotion to the next higher grade level for failure to comply with the attendance requirements prescribed pursuant to subsection 1, the principal of the school in which the student is enrolled or his/her designee shall provide written notice of the intended denial to the parent or legal guardian of the student. The notice must include a statement indicating that the students and his parent or legal guardian may request a review of the absences of the students and a statement of the procedure for requesting such a review. Upon the request for review by the student and his/her parent or legal guardian, the principal or his/her designee shall review the reason for each absence of the student upon which the intended denial of credit or promotion is based.

After the review, the principal or his/her designee shall credit towards the required days of attendance each day of absence for which:

- There is evidence or a written affirmation by the parent or legal guardian of the student that the student was physically or mentally unable to attend school on the day of the absence
- The student has completed course work requirements
- Elementary students may be retained in the current grade if they exceed the limitation of absences allowed for the school year.
- Secondary students will receive a denial of credit for any course in which the limitation of absences has been exceeded.
- Students in grades 9-12 who fail three or more courses may be retained and/r referred to an alternative program.
- Secondary students will receive written documentation and parents/guardians will be given options for making up deficient credits.

### **Appeal Process for Denial of Credit or Possible Retention**

A student and his/her parent/guardian may appeal a decision of a principal or his/her designee to the board of trustees of the school in which the student is enrolled. The board may adopt a policy to exempt students who are physically or mentally unable to attend school from the limitations on absences set forth. If a board adopts a policy pursuant to this subsection:

- A student who receives exemption pursuant to this subsection is not exempt from the minimum number of days of attendance prescribed
- The days on which a student is physically or mentally unable to attend school must be credited towards the required days of attendance if the students has completed course work related requirements
- The procedure for review of absences set forth does not apply to days on which the student is absent because he/she is physically or mentally unable to attend school

A school shall inform the parents /legal guardians of each student who is enrolled in the school that the parents or legal guardians and the student are required to comply with the provisions governing the attendance and truancy of students set forth in NRS 392.040 inclusive, and any other rules concerning attendance and truancy adopted by the board of trustees of the school.

IICSN will inform its parents of the appeal process procedures of who may be retained or denied academic credit due to exceeding the limitation of absences. If a parent/guardian believes hat extenuating circumstances, issues that may have led to the excessive absences and/or mistakes in record keeping have been made, an appeal may be made to the administration or designee. The established final level of appeals is the board of trustees of the school.

## Notice of Truancy

### Notice of Truancy

As provided under Nevada law, all children between the ages of 7 and 18 years must attend a school. IICSN's regulations require that within three (3) days after a child's return to school from an absence, a notice from the parent/guardian must be provided to the school explaining why the child was physically or mentally unable to attend or, if an emergency arose, the nature of the emergency. Failure to do so may result in the absence being declared a truancy.

When a student is absent from school without a valid excuse, did not secure prior permission for the absence, or did not make up the class work for an excused absence, the absence is unexcused. In addition, failure to provide an excuse within three (3) school days will result in an unexcused absence. In accordance with NRS, an unexcused absence is deemed to be a truancy issue.

Any child who has been declared truant three (3) or more times within one school year must be declared a habitual truant. Nevada law requires that habitual truants be reported to law enforcement. A citation by a law enforcement agency for habitual truancy can result in fines of \$100 or more; required community service; suspension of a child's driver's license or future privilege of obtaining a license; referral of the parent to law enforcement; and/or referral of the parent for educational neglect. These penalties cannot be appealed through the school.

Excessive absenteeism and/or truancy may result in failing grades, denial of credit, a referral to an alternative educational program and/or retention in the current grade. School personnel are willing to work with the parent to determine the cause of the absence (s) and establish a pattern of regular school attendance for your child.

## Truancy

IICSN will follow the truancy policies set forward by the State of Nevada and the Clark County School District. The following shared information notes the definition of truancy and the policies deemed necessary to care for truancy issues.

When a student is absent from school without a valid excuse, does not secure prior permission for the absences or did not make up work for the class for an excused absence, the absence is unexcused. In addition, failure to provide an excuse within three (3) school days will result in an unexcused absence. In accordance with NRS, an unexcused absence is deemed truancy.

When a student exceeds two (2) unexcused absences (truancies), the student is declared a habitual truant. The school must report the students to the local law enforcement agency to file an education neglect complaint (Child Protective Services) for elementary students or the issuance of a truancy citation for secondary students.

### Definition of a Habitual Truant Student

Any child who has been declared a truant three (3) or more times within one (1) school year must be declared a habitual truant.

### Reporting a Habitual Truant Student

If a student is a habitual truant, the administration of the school shall report the student to the local law enforcement agency for investigation and issuance of a citation.

Elementary school truancy violations will be referred to the Child Protective Services (CPS) for investigation. The possible consequences that may be imposed for secondary student violators are as follows:

- **First Offense:** supervision by a probation officer or warning
- **Second Offense:** court appearance, eight to sixteen hours of community service at the school of attendance, suspension of the student's driver's license for 30 days to 6 months or a delay of 30 days from the date a student can apply for a first time license and a fine of \$100

The consequences for a secondary student who is issued a misdemeanor truancy citation cannot be appealed through the school. In addition, students who exceed the limitation of absences are subject to the consequences as set forth in CCSD Regulations 5113 and 5123.

### **Failure to Comply by a Parent/Guardian**

Any parent/guardian of a child to whom a notice has been given of a child's truancy as provided by NRS 392.130 and 392.140 and who fails to prevent the child's subsequent truancy within that school year is guilty of a misdemeanor.

If a habitually truant student is cited a second tie for truancy, further disciplinary issues will result in the form of a misdemeanor or citation. The consequences for subsequent citations – assigned additional hours of community service, court assigned curfew and/or house arrest, 60 days to 1 year suspension of driving privileges, suspension of work permit and \$200 fine. In addition, if the parent/guardian to whom notice of the habitual truancy has been given fails to prevent the child's subsequent truancy within that year, the parent/guardian is found guilty of a misdemeanor.

Habitual truancy, education neglect, and/or subsequent truancy or educational neglect constitutes citations by local law enforcement and a Request for Summons to be filed and served. A Request for Summons is a written notification for the parent and child to appear in court before a judge to defend and answer questions regarding the truancy issues involving the student and his/her family. Failure to appear in court and/or comply with the court's decision will result in further disciplinary actions put forth by the judge up to and including possible jail time.



## Parents At School

While IICSN would like to encourage parents speaking with the teachers of their children and taking an active part in the educational process, we cannot allow this to happen during the school day without a scheduled appointment. The following protocol has been set to protect your child, the other children in the classrooms, and the teachers working with the children.

1. All visitors must check into the office prior to entering the classrooms and receive a Visitor's Badge.
2. All visitors must sign out with the office before leaving the school after the visit.
3. Teachers will notify the office of the parent visits at least 24 hours before the meetings are scheduled.
4. No parent will be allowed to enter the classroom without a scheduled appointment during normal school hours.
5. All parents entering a classroom unannounced will be asked to leave in order to maintain a confidential, uninterrupted flow of instruction in the classroom for the students.
6. If there is not appointment, the parent (s) will be encouraged to leave names and phone numbers at the office for the teacher to make contact when he/she has a non-teaching period during the day.
7. Parents who have a meeting with the teacher are encouraged to leave siblings and pets at home for the meeting. This will allow for an uninterrupted conference with the teacher.
8. **If a parent has a complaint or concern with the teacher, he/she must address this concern with the teacher prior to meeting with the principal.** If there has been a meeting and both parties cannot communicate, the principal will be happy to schedule a meeting to further discuss the issues.
9. The principal will make himself/herself available to address parental concerns. **These meetings must be scheduled by parents 24 hours in advance or can be done through email or a written request left with the office.**

## Parent/Guardian Support of School Policies

Parents are critical to their child's education. Their attitudes about the school will either inspire children to grow and achieve, or will seriously hinder what the school is trying to accomplish. Here are some ways that IICSN needs parental support.

1. **Be a positive role model** – help your child to develop good study habits while supporting the need to study, complete homework, and succeed in class each day. Help your child to also use positive advocacy skills when seeking an answer to a question.
2. **Pay attention to what your child is learning** – talk to your child each day about what he/she is learning at school. Have the child teach you and show you notes, class work, study guides, homework, test scores, progress reports, and much more.
3. **Help your child to take care of his/her learning each day** – help your child to develop responsibility for learning, organizing himself/herself for school each day, and find out what motivates your child to do well. Reward/praise your child for his/her hard work to keep the forward movement of education going.
4. **Be kind when speaking about your child's teacher or staff member about an incident at school** – angry parents send their anger/frustration forward in speech and deeds. What your child sees/hears from you is what he/she will exhibit in school each day.
5. **Take time to process information heard/ask questions to discover the truth** – sometimes parents do not get all sides of the story about an incident at school. Ask the teacher for answers and seek out the information you need to make an empowered decision.
6. **Be patient** – sometimes things do not happen as quickly as we would like them to. Be patient, positive, and persist until the situation is thoughtfully completed and all information is shared.



## Electronics Policy

Electronic devices at school are considered to be nuisance devices. These include radios, tape recorders, iPods, MP3 players, cameras, CD players, cellular phones, video cameras, video game systems, and beepers. Essentially, all electronic devices that disrupt the educational involvement of students and cause a disruption to the flow of instruction are nuisance devices.

Electronic devices are not allowed on IICSN's campus for use during the instructional day and will be confiscated. The consequences for this confiscation are listed below:

1. **First time** – electronic device will be taken and returned to the child at the end of the school day
2. **Second time** – electronic device will be taken and a parent must come to the office to have it returned to this individual. Parents will be notified of the third and final consequence noted below.
3. **Third or more time** – electronic device will be confiscated and will be held until the end of the school year.

**IICSN will take no responsibility for the loss or theft of an electronic device on our campus. If you allow these to be brought to school, you, the parent and your child must accept responsibility for their welfare.**

**Please respect the electronic policy of the school. When you have your child's electronic device, ask yourself if he/she has used it wisely at school.**



## Social Media Safety Tips

While social media like *Facebook*, *LinkedIn*, *Twitter*, and much more are important tools for connecting and staying current with friends, it goes against the number one Internet rule – **protect yourself from identity theft**. Participating in online social networking sites leaves a trail of personal information that can make stealing your identity a lot easier. Each of us should take responsibility for protecting ourselves. Here are some tips that you, as parents, can use to help protect your family.

1. Protect yourself from sharing **Too Much Information**. Never share your social security number, your birth date, home address, or phone number. Protect all of your passwords, PIN numbers, bank accounts, and credit card information. Never share the state where you were born. Do not enter information you do not want shared with others.
2. Check out the settings and configuration of privacy sections on the social networks. Customize your information so it's harder to break.
3. Network sites can be falsified and hide someone's identity online. Check out the site you are joining to see if it is honest.
4. Avoid accidentally sharing personal details on the social network site. Be aware of what information you share that might make you a target for others who read your site.
5. Learn how network sites can use your information. Social network sites are free to use. This means they are making their money by advertising to you. This also means they are collecting information about you.
6. The person with the most 'friends' on Facebook is not the winner of the social networking contest. Many of the people you 'friend' can be strangers who now have access to your information. Before you 'friend' someone, check them out.



# IICSN's Student Discipline Policies

Student discipline is a system of rules and behavioral strategies, appropriate for working with students and for maintaining order in the school. It is a system that seeks to create a safe environment while providing order in the classroom to support student learning.

The goal of good behavior is necessary. However, it is not enough to ensure all students learn academically. Effective school discipline strategies seek to encourage responsible student behavior and to provide all students with a satisfying school experience while discouraging disruptive student behavior.

The purpose of discipline in school is to develop the attitudes, habits, ideas, and code of conduct through the integration of the student's social development with an organized, cooperative academic environment allowing students to achieve socially, emotionally, and academically in and out of the classroom. By following a discipline system, students and adults interact in the educational setting like family and community members do in a real life, democratic environment outside of the school.

Here are some intended consequences of school discipline:

- Children develop a feeling of security as they know what they can and cannot do
- Children avoid frequent feelings of guilt and shame for misbehavior in class
- Children learn to live according to standards that have been approved by society
- Children learn to behave in ways that lead to praise and acceptance integral to successful adjustment and happiness
- Children become encouraged as they accomplish what is required of them
- Children develop an 'internal voice' that helps guide them in making better decisions and controlling their own behavior

## Discipline at IICSN

The discipline philosophy at IICSN is that of encouraging a positive approach to dealing with students. IICSN takes the approach of responding to and restoring justice when dealing with inappropriate student behaviors. In all discipline situations, there is an offender or aggressor and a victim. Responding to, repairing, and restoring justice focuses on the needs of the victims and the offenders while helping the students to take responsibility for their actions and to repair the harm that has been done. This theory of justice is used to help future consequences of the same poor behavior not to happen again.

Essentially, we look at discipline as a series of three steps.

1. **Do It** – if you caused the behavior, then you need to explain how it happened, why you did it, and what you hoped to gain from this poor choice of behavior.
2. **Own It** – now that you are having to answer for your behavior, take ownership of it and give insight into what you were thinking and what was happening at the time of your poor choice.
3. **Fix It** – again, you have noted this was not your best choice, so how will you work with this type of situation or this student so it won't happen again?

Not all discipline situations at the school need parental involvement or are serious enough to have students do a detention, suspension, or expulsion. Empowering students to take a look at what caused the poor behavior, how it hurt others in the class, and what needs to be done to fix the situation allows children to note that mistakes are made and hurt feelings can be repaired. It helps children to develop responsibility for themselves and others.

## Control of Dangerous and Antisocial Behavior

The law charges every teacher and principal with maintaining order and discipline among students and provides that students who do not comply with reasonable rules may be recommended for disciplinary action. Actions taken to control and correct undesirable student behavior should take individual circumstances into account. Concern for safety and educational welfare of all students MUST be the major priority.

Students receiving and having been identified and/or qualifying for special education and/or 504 services will be disciplined in accordance with the provisions of Part B of the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act.

It is the principal's responsibility to take actions necessary to protect the welfare of all students and staff members from dangerous or socially detrimental actions of students.

The following acts constitute dangerous or antisocial behavior:

- Assault/battery on a school employee
- Verbal abuse/intimidation/cyber bullying
- Racial/sexual harassment
- Physical abuse on any person/bullying
- Violations of authority and behavioral guidelines
- Immoral conduct
- Arson
- Weapons/simulated weapons
- Drugs- use/possession/distribution
- Alcohol – use/possession/distribution
- Tobacco – use/possession/distribution
- Robbery/theft/extortion
- Disruption of the flow of instruction
- Gang/criminal activity
- Vandalism – destruction of school property
- Habitual disciplinary status

There are some offenses sufficiently serious or dangerous to justify permanent removal from campus by way of expulsion. These include, but are not limited to:

- Possession of guns or other dangerous weapons
- Possession/use/distribution of drugs or alcohol
- Assault/battery on students or others
- Vandalism/destruction of school property
- Gang activity
- Assault/battery on a school employee
- Arson
- Habitual disciplinary status

Any student who engages in such behavior, will be:

- Referred to the appropriate law enforcement agency,
- Immediately removed from campus
- Placed on suspension pending an investigation, and/or recommended for expulsion.

Expulsion proceedings for the school may include a hearing before a panel of the board of trustees who will have the authority to determine whether the expulsion is limited or permanent. The board will recommend to the administrator what corrective action is necessary and recommend that those actions be carried out immediately.

At the high school level, no academic credit will be earned for the remainder of the school year if the student is permanently expelled, unless the student works with a teacher and completes the required work assigned.

When a student is admitted on a trial enrollment, the educational records for that student will be made available to the student's teachers while confidentiality is protected and maintained.

## Suspension

Suspension is the temporary removal of a student from school for any of the reasons provided below.

- Assault or battery on a school employee
- Assault or battery on another student
- Verbal abuse or intimidation and/or use of curse words resulting in a threat to a staff member or another student
- Racial or sexual harassment
- Physical abuse on another person
- Violation of authority and behavioral guidelines
- Immoral conduct
- Theft, loss, or destruction of school or private property (tagging, vandalism, graffiti, etc.)
- Arson
- Weapons and/or simulated weapons
- Gross insubordination – refusal to follow direction given by a school staff member
- Drugs, alcoholic beverages: sale, use, distribution, under the influence, or possession
- Tobacco: sales, use, distribution, or possession
- Robbery/extortion
- Habitual violation of electronics use policy
- Gang related activity
- Violation of law
- Disruption of the flow of instruction in a classroom
- Ditching class, leaving class without permission, and/or habitually tardy to class
- Habitual disciplinary status
- Sale or distribution of items on campus for the sole purpose of individual profit

The time and actions needed to resolve problems depend on individual circumstances. The duration of the suspension will be related to a course of action designed to resolve the problems. The student will be readmitted as soon as the school has reasonable assurance the problem has been resolved or significantly improved. IICSN will impose appropriate requirements relating to parental contacts, the student's future behavior at school, and schoolwork to be completed during the suspension period.

The administrator for all formal suspension instances will use a Notice of Suspension. Within three to five (3-5) school days of an extended or emergency suspension, a conference will be held with the parent/guardian and administrator to discuss the events surrounding the suspension itself. No student will be suspended for more than ten (10) school days before a decision or recommendation is made to return the student to class or to recommend further disciplinary procedures. This meeting affords the school, parent, and student the opportunity to due process for discussing the findings and the recommendation to be made.

Students suspended for:

- Assault or battery to an employee or other student
- Using, selling, possession, under the influence, or attempting to distribute alcohol or drugs on campus
- Arson
- Disrupting the flow of instruction
- Possession of a weapon on campus
- Immoral conduct or gross insubordination
- Sexual harassment or behavior
- Gang affiliation/related actions or behaviors
- Vandalism

are not allowed on campus for any reason without the express prior permission of the school's administrator. Emergency measure will be used to suspend the student pending an investigation for these behaviors.

Any student placed on suspension will be read the following statement and the student will verify comprehension by signing the Notice of Suspension Form.

***As the duly appointed representative of the owner of all school property, I hereby warn you that should you come on this property during the term of suspension without the express prior permission of the principal, you will be duly noted as trespassing upon the property as defined by the Nevada Revised Statute 207.200 and will be subject to arrest for a misdemeanor.***

Prior to sending the child home on suspension, a school official will contact the parent/guardian and the infraction committed will be explained. It will be noted by the school official that the student has been able to relay his/her side of the story to the principal, thus giving the child his/her first due process rights.

A request for a Required Parent Conference and/or Temporary Removal From School Form may be used by administration when a parent conference is required before the re-admittance of the student to class. This will not be the case in all student suspensions; rather this depends upon the severity of the infraction. The loss of school days will be kept to a minimum in order to ensure students continue to receive educational services. The teachers will provide homework and class work in an effort to continue to provide instruction for the student while he/she is off campus. All days of suspension count toward the maximum allowable days for students with disabilities. Upon reaching the tenth (10<sup>th</sup>) day, a Manifestation Determination will be held to discuss the infraction and the disability status of the student.

## Expulsion

Expulsion is the removal of a student from IICSN for any of the reasons provided:

- Assault or battery on a school employee
- Assault or battery on another student
- Dangerous and/or antisocial behavior
- Immoral conduct
- Possession, Sale, Under the Influence of, Distribution, or Use of Drugs and/or Alcohol
- Use, Possession, Distribution of guns, knives, or other dangerous weapons/simulated weapons
- Arson
- Vandalism/Destruction of School Property
- Gang Affiliation/Related Actions or Behaviors
- Gross insubordination
- Habitually disrupting the flow of instruction

As needed, the administrator will report any violation of the law to the appropriate law enforcement agency. Administration will suspend a student pending an investigation at the same time the law enforcement agency is determining its actions. Discipline incurred by the school's administrator is separate and follows the disciplinary guidelines of the school from what the law enforcement agency will follow or impose.

Within three (3) school days of the suspension, the administrator will conduct a hearing with the student and his/her parents/legal guardians to discuss the investigation of the incident, violation of the school rules and the student's prior disciplinary history. Also included in the discussion will be information submitted by the parents/legal guardians as it relates to the suspension and possible recommendation of expulsion.

At the conclusion of the hearing, the administrator will make a decision regarding the disciplinary action to be taken. Disciplinary action may include a recommendation for expulsion. The administrator has the obligation to recommend expulsion if it is determined the student has or is believed to have committed any of the offenses listed above. The recommendation is made to the board of trustees at which time the parents/guardians are afforded an opportunity to appeal the recommendation and present their due process rights for their child. If the child is available, it is preferred that the child also attend the meeting to discuss the behavior/infraction incurred with the board of trustees as well.

The following levels of due process are available to the parents/legal guardians of a student being recommended for expulsion.

1. The school's administrator will conduct a hearing. The Administrator will disclose information obtained during the investigation. This information as well as that reported by the student himself/herself will be the basis for the decision to be recommended to the board.
2. Parents/guardians and the student will be encouraged to attend a meeting of the board members to discuss the situation and the recommendation for expulsion made by the Administrator.
3. If the decision to recommend expulsion is upheld by the Administrator, a letter of such recommendation will be presented to the board or its designee within two (2) school days.
4. Within three (3) school days of receiving the recommendations, the board president will review the recommendation to assure compliance with due process procedures and evaluate the appropriateness of the discipline recommended.

5. The board president or designee will determine whether the recommendation for expulsion should be limited or permanent and schedule a meeting to bring the information shared to the remaining board members.
6. Within two (2) school days after the determination of the board has been made, the board president or designee will notify the parents/guardians in writing of the recommendation and determination.
7. If the decision to recommend expulsion is upheld and the parents/guardians decide to contest the expulsion, they have the right to approach the board one last time to present their case. The parents/guardians have fourteen (14) days after receiving the notice to ask for a second hearing.
8. The second hearing will be the final determination and will be upheld at that time.

The Board of Trustees will make the following determination:

- What disciplinary offense, if any, the student has committed.
- If the student has committed a disciplinary offense, what is the appropriate consequence and educational placement for the student.
- What is the nature of the offense, the student's disciplinary history for one calendar year prior to the recommendation for expulsion, the student's academic record and concerns, and any legal regulations as well as school policies governing such behavior.
- The decision of the board to uphold the expulsion will be decided upon using one of the following:
  - **Permanent expulsion** – permanent removal of the student from the school
  - **Limited expulsion** – removal of the student from the school for up to one semester
  - **A modified plan for school placement**

## Offensive Student Behavior (s) – Resulting in Disciplinary Actions

Discipline should never be confused with punishment. The goal of discipline is a self-disciplined individual with a mature attitude and socially acceptable code of student conduct.

Discipline policies within IICSN shall be enforced by the general guidelines noting the various administrative actions that could be taken for violations of the law and of the standard school behavior guidelines.

The maximum administrative actions are exclusion and expulsion.

The following minimum actions do not imply or require a step-by-step progression be employed by administration. However, there will be a logical relationship between the intensity of the offense and the administrative action taken.

All students will be afforded their due process rights in order to have all stories verified. It is not the intent of administration to minimize the investigation or compromise the information obtained as the disciplinary actions taken come from the information gathered and reported by all involved parties.

It is not the intent of administration to exclude a child from the educational environment as no one wins in this situation. Administration will work to err on the part of the students; however, the severity of the incident will dictate the immediate response to be taken. The safety of all students and staff members will be the foremost thought as the investigation is conducted and the disciplinary measures for infractions are given out.

## Disciplinary Infractions

- \* **Arson:** a student shall not intentionally set fire, or attempt to set fire, or intentionally engage in conduct that may reasonably be foreseen to set fire to IICSN's school property, nor the property of another nor shall a student participate in or encourage another person to participate in such conduct.
- \* **Assault on a School Employee:** a student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to a school employee. Assault is a violent act causing bodily harm or intentional infliction of bodily harm to another.
- \* **Assault on Another Student:** a student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to another student Assault is a violent act causing bodily harm or intentional infliction of bodily harm to another.
- \* **Automobile Misuse:** the inappropriate use of automobiles on school property includes but is not limited to:
  1. reckless driving
  2. speeding
  3. disregard of traffic signals
  4. unlawful riding
  5. improper parkingThe driving and parking of vehicles on school property is a privilege that can be revoked or suspended for just cause. In addition, violators of traffic laws on school property are subject to criminal traffic citations.

- \* **Campus Disruption:** a student will not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. A student will not engage in or urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result from the students' actions.
- \* **Chronic Truancy:** is defined in our attendance policy section of the handbook.
- \* **Computer Misuse:** any unauthorized or abusive use of computers that affects the school's computer system (local area network and/or mainframe) is prohibited. Neither shall a student access sites not verified by the school's technology instructors.
- \* **Defiance of School Personnel's Authority:** is a refusal by a student to comply with reasonable requests deemed for a student by a school staff member or school personnel.
- \* **Disorderly Conduct, Profanity, and Obscene Behavior:** is conduct and/or behavior that is disruptive to the school environment such as vulgar, abusive or coarse language or behavior offensive to decency.
- \* **Disruption to the Flow of Instruction:** classroom disruption is defined as those student behaviors that cause instruction or the intended classroom activity to cease or to proceed with difficulty. Students causing a disruption to the flow of instruction will be removed from the classroom with further disciplinary actions to be taken immediately.



\* **Dress Code Violation:** is a failure by a student to observe and follow the school's dress code policies. Dress code violations will be addressed on an individual basis and recorded for more stringent violations as the student becomes a habitual dress code violator. A habitual dress code violator will be a student who fails to follow dress code policies three (3) or more days during the school year.

\* **Electronic Use Violations:** involve the misuse of any electronic devices to include radios, tape recorders, iPods, MP2 players, cameras, CD players, head sets, cellular telephones, video cameras, video game systems, and beepers. Any use of these items during the instructional class time will be confiscated and dealt with following the established school policy. Please note, as electronic devices are continually produced and refined, the above list is not inclusive of all electronic devices that could be found on a student during a typical school day or at a school sanctioned event.

Cellular phones are frequently used as communication tools between parents and students. This has become an accepted form of communication for many of us. However, no cell phone should be taken out and used while instruction is taking place during the school day. It is advisable to have your child place his/her cell phone in a pocket or backpack to remain out of temptation's way during the school day. This would mean that IICSN requests that parents refrain from calling or texting their child while school is in session.

IICSN will not take responsibility for the loss or theft of any electronic devices incurred during the student's time on campus. We do not condone the bringing of these devices to school and would encourage they remain at home. We will not pay for the replacement of any device stolen, broken or lost during the student's time on campus.

\* **Explosive Devices:** possession, use, sale, or distribution of explosive devices on the school's campus or at school sanctioned events is prohibited. A substance prepared chemically that explodes or is capable of an explosion is off limits.

\* **False Fire Alarms:** the giving of a false fire alarm or the tampering or interference with any fire alarm system is strictly prohibited.

\* **Fighting/ Mutual Combat:** engaging in or threatening physical harm to another student while on campus is prohibited. IICSN strictly forbids any form of fighting to include play fighting as someone always becomes upset and injured. IICSN insists that students seek the assistance of teachers, counselors, staff members, security, and the administrator to resolve conflicts involving other students. Students who engage in fighting will be dealt with immediately. Multiple instances of fighting constitutes a habitual offender and brings with it the maximum disciplinary action as defined by the State of Nevada.

\* **Forgery:** is the writing and using the signature or initials of another person for an illegal or unauthorized purpose.

\* **Gambling:** a student participating in games of chance for the purpose of exchanging money or other valuables is engage in gambling. This is a prohibited action on campus.

\* **Gang Activity/Affiliation:** students are prohibited from wearing any clothing or carrying any symbol on campus that denotes membership in or affiliation with a criminal gang or crew. Students are prohibited from engaging in any activity that encourages participation in or recruitment of members for a criminal gang or crew. No facilitation of illegal acts of criminal gang or crew membership is allowed on campus or at a school sanctioned event.



\* **Gross Insubordination:** is defined as a refusal to follow a directive given by an authority figure. The authority figure in the school would be a teacher, staff member, security guard, office personnel, support staff, counselor, and administration. Refusing to follow directions given results in a blatant disrespect for authority.

\* **Habitual Discipline Problem:** NRS 392.466 – a student shall be deemed a habitual disciplinary problem if the school in which the student is enrolled has written evidence that documents that in one school year the student has: threatened or extorted, or attempted to threaten or extort another student, teacher, or personnel employed by the school, or has been suspended for initiating at least two (2) fights on school property or has a record of five (5) suspensions for any reason.

\* **Harassment:** participating in or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals is prohibited.

\* **Hazing:** an activity in which a person intentionally or recklessly endangers the physical health of another person for the purpose of initiation into or affiliation with a student organization, academic association, or athletic team is prohibited.

\* **Illegal Conduct:** behavior that violates the statutes and/or ordinances of the State of Nevada or any political subdivision of the State of Nevada is prohibited.

\* **Immoral Conduct:** any student who commits or attempts to induce another student to commit an act or acts of immoral conduct that in an administrator's judgment may be harmful to others or may bring discredit to IICSN. If it appears that law has been violated, the student shall speak with proper law enforcement agencies immediately.

\* **Insubordination:** failure to respond appropriately to any reasonable request by a staff member will result in disciplinary action immediately.

\* **Leaving Campus Without Permission/ Ditching Class:** any action by a student to leave class without permission or to avoid attending class is a truancy issue. Per NRS 392.130 a student shall be deemed a truant who is absent from school or one or more class periods or the equivalent of one or more class periods without the written permission of the teacher or administrator unless the student is mentally or physically unable to attend.

\* **Mandatory Expulsion:** students found to have committed acts of assault on a school employee, arson, weapons, unlawful drugs, or alcoholic beverages as it pertains to the unlawful sale of narcotics or drugs; shall be recommended for expulsion from school and for prosecution to the full extent of the law.

In accordance with the Federal Gun Free Schools Act of 1994, if an expulsion recommendation results from a student's possession of a firearm or destructive device, explosive, incendiary, or poison gas, said expulsion from a regular school program shall be for a period of not less than one year.

\* **Physical Abuse on Any Person:** a student shall not intentionally cause physical injury to any person nor intentionally behave in such a way as could reasonably cause physical injury to another person. Neither reasonable self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

\* **Racial or Sexual Harassment:** a student shall not willfully or maliciously engage in either verbal or physical conduct that would cause a reasonable person to feel racially or sexually harassed.

\* **Record and Identification Falsification:** the falsification of signatures or data and/or the refusal, when requested to do so by a staff member to give proper identification or the giving of false identification is prohibited.

\* **Repeated Violations:** a student shall not repeatedly fail to comply with directions from teachers, student teachers, substitute teachers, teacher assistants, administrators or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel. Students must comply with the behavioral guidelines that are adopted by the school in conjunction with the spirit and intent of this regulation.

\* **Robbery or Extortion:** a student shall not take or obtain property of another person by means or reason of violence, force, threat of force, coercion, intimidation, fear, passive resistance, or any other conduct.

\* **Sale or Distribution of Goods:** a student shall not sell or trade any item for a personal benefit or profit while on campus or at a school sanctioned event. Selling of objects is arranged through the school as sanctioned fundraisers only. These have been cleared before hand with administration. Any student caught selling goods to other students or staff members will be dealt with accordingly.

\* **Sexual Harassment:** sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature are prohibited.

\* **Simulated Weapons:** no person may carry, use, possess, conceal or transmit a simulated weapon on the school campus unless they have received written permission from the school's administrator or designee to do so. Simulated weapons include, but are not limited to, any 'toy' or nonfunctional implement that bears a substantial visual resemblance to any item defined by this regulation as a weapon.

\* **Theft, Loss or Destruction of School and/or Private Property:** a student shall not intentionally cause or attempt to cause any act that may reasonably be foreseen to cause substantial damage in any manner to IICSN's school property or to private property located on the school's campus. A student may not attempt to steal the same as well. Parent and students are responsible for instructional supplies and materials loaned the student for the academic year. Students and parents will be held responsible financially for the damage and replacement of instructional materials. Students and/or parents will be required to pay for damages and/or reimburse IICSN for the loss of materials owned by the school. There will be no exception to this rule.

\* **Tobacco:** students are prohibited from smoking, possessing, and distributing tobacco products while on campus or at a school sanctioned event.

\* **Trespassing:** unauthorized presence on school property without written or verbal consent of the administrator or an appointed designee is prohibited and will be disciplined.

\* **Truancy:** is defined in the Attendance Policy section of the handbook.

\* **Unlawful Drugs, Alcoholic Beverages:** any student who is found to have sold, possessed, distributed, or to have used recently any alcoholic beverages, drugs, or substances represented to be alcoholic beverages, narcotics or drugs, or narcotic//drug paraphernalia will be suspended immediately pending a formalized investigation. IICSN reserves the right to take a **NO TOLERANCE** stance on these issues. If circumstance cause suspicion that an illegal act has been committed, the student will be referred to the proper law enforcement agency.

\* **Verbal Abuse or Intimidation:** a student will not direct harassing, vulgar, or derogatory remarks toward any person resulting in a threat to a staff member or another student. A student will not willfully or maliciously engage in a course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated, or harassed

\* **Weapons:** No person may carry, use, possess, conceal, or transmit a weapon on IICSN school property or at a school sanctioned event except for a peace officer or a person having written permission from the school's administrator. IICSN reserves the right to take a **NO TOLERANCE** stance on this issue. Students found in possession of a weapon will immediately be referred to the appropriate law enforcement agency and suspended from school pending a further investigated.

Weapons are defined as: firearms, explosive devices, explosive devices, explosive propellant, destructive device, knives and similar objects, sharp instruments, nunchucks, machetes, explosive or inflammable materials, fireworks or firecrackers, or any other items that may cause bodily injury or death. The use of normally non-dangerous implements shall also come under the provisions of this section.

\* **Willful Damage to School Property (Vandalism):** the willful cutting, defacing or otherwise injuring in any way property, real or persona, belonging to the school constitutes willful damage of school property. Willful damage of property includes destruction of property, tagging, vandalism, and more.



## Possible Disciplinary Actions

There are a variety of disciplinary actions that could be used by a school to deal with the anti-social behaviors of staff and students. The following list may not be all-inclusive, but can help your children understand the disciplinary process.

1. **Disciplinary warning** – used to indicate that a behavior is in violation of a school rule and a reminder that there will be a more serious consequence next time
2. **Detention** – a removal of the student/students from the classroom for a specified period of time
3. **Limitations/removal from an activity** – giving the student/students time to refocus their behaviors
4. **Conference with the counselor** – means that an incident report will be taken (as necessary) and a plan will be drawn up for how the behavior will be remediated
5. **Loss of privileges** – students will be removed from global and/or lunch recess and given a task or study hall to complete for a designated number of day (s)
6. **Suspension** – students to be removed from the school for a designated period of time
7. **Expulsion** – students to be removed from the school for a minimum of one semester or permanently
8. **Report to local law enforcement** – as Innovations has no access to CCSD School Police, all calls involving law enforcement will be reported to the Downtown Area Command of the Las Vegas Metropolitan Police Department

## Administrative Actions

The following disciplinary actions are a small sample of what the school's administrator might use when it is necessary to deal with infractions to the school's disciplinary procedures. The actions below are not listed in any particular order of use. This is also not an inclusive list of disciplinary actions that might be used. This is a sample of what might be used based on the individual students and the infractions that have occurred.

- Student conference
- Parents notified
- Required Parent and Student Conference
- Detention
- Suspension
- Expulsion
- Notification of proper law enforcement agency
- Confiscation of property
- Restitution of damages
- Removal from the student population
- Student sent home



## Conduct That Causes Grounds for Short or Long Term Suspension or Expulsion

School officials have the authority to discipline students by exclusion, suspension, or expulsion. In addition, in the case of clear and present danger to the student, other students, or staff members, emergency procedures may be followed.

Please note the following terms:

**Emergency Exclusion:** immediate exclusion if the student presents a clear threat to self or others.

**Short Term Suspension:** up to and including five (5) days of school.

**Long Term Suspension:** more than five (5) days but less than twenty (20) days of school.

**Limited Expulsion:** removal of the student from class for more than twenty days (20) days and up to the equivalent of one semester (18 weeks) of school.

**Expulsion:** removal of a student from school with loss of credit.



## **Infractions Constituting Immediate Action for Suspension, Expulsion, or Exclusion**

1. Use of violence, force, coercion, threat, intimidation, or similar conduct that interferes with school purposes
2. Willful damage to private or school property
3. Stealing of substantial value
4. Repeated damage or theft of small value
5. Causing or attempting to cause physical injury to a school employee
6. Causing or attempting to cause physical injury to another student
7. Threatening or intimidating a student with the intent of obtaining money or other valuables from the student
8. Possession, use, handling, or transmitting any object or material that can be considered to be a weapon
9. Unlawful possession, selling, dispensing, use, or under the influence of a controlled substance or alcohol
10. Engaging in an activity that constitutes a danger to other students or interferes with school purposes
11. Gross insubordination and/or refusal to do as directed by a school official
12. Repeated violations of any established school rule

## **Student Discipline and Cooperation with Law Enforcement Agencies**

IICSN will cooperate with other agencies whose objectives are to promote the mental and physical well-being of youth.

As permitted by law, appropriate information will be furnished to law enforcement agencies and cooperation given in apprehending violators of the law. IICSN assumes the responsibility to supervise the students while in school or engaged in school-sponsored activities, but will not supervise activities not sponsored by the school. Appropriate action for those students who deviate from expected and desired behavior will be provided.

The administration will establish regulations and procedures to provide for disciplinary measures within the school in accordance with the board of trustees of the school and in compliance with Nevada School Law.

Regulations and procedures will be provided for strong direct support to teachers in such areas as:

- Classroom discipline
- Detention of students
- Weapons and dangerous implements
- Drugs and alcoholic beverages
- Immoral conduct
- Theft and extortion
- Destruction of property
- Physical and verbal assault
- Search and seizure

Students who violate discipline rules may be subject to suspension, expulsion, or other disciplinary action in compliance with Nevada School Law. A positive approach will be practiced whenever possible.

## Updating Information

### Parent/Student Information

It is critical over the course of the school year to be in contact with parents or family members. Usually we call due to illnesses emergencies at school, or to notify a parent of a disciplinary issue. It is vital that we have current postal mail addresses, email addresses, and telephone numbers on file for your child at all times. It is critical to keep the office updated at all times.

It is also critical that you complete a form in the office giving us permission to release your child to someone other than yourself for emergency situations. A photo ID of that person must accompany this request.

Please note that we are unable and will not deliver messages to your child during the instructional day. This is a disruption to the classroom and prohibited, as we cannot verify your physical presence over the phone. Our interests lay n protecting your child from outside sources.

If there is a custody issue or another legal issue that arises with official court papers, we must have a copy of these on file for each child affected in the office. This helps us to determine who can and cannot pick the child up at the end of the school day.

If you have the need to have your child released early for a prescheduled appointment, the office must be notified and we must see documentation of such an appointment. Parents will not be allowed to go to the classrooms to get their child. We will make every effort to have your child ready for you when you enter the building. Do not ask us to send your child to your car. We must see you and have look at your photo ID when checking a child out early. See the section in the manual on early dismissals of students. Thank you.

**My child and I have read, reviewed, and understand the Innovations International Charter School Student and Parent Handbook. We understand that by signing and returning this form, we agree to abide by the rules and regulations set forth in this handbook for student safety and academic success.**

**We also understand that becoming a member of Innovations International Charter School means that we will do our best at all times to support the school, its staff members, and its students. We accept this responsibility and will do whatever we can at all times to uphold this trust placed with us by the school, its staff members, students, and families.**

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(Student Name Printed)

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(Grade Level and Teacher Printed)

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(Parent Name Printed)

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(Student Signature)

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(Parent Signature)

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(Date)