Honors Academy of Literature

Scholar and Family Policy Manual 2018-2019

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www.academyoflit.org

Mission Statement:
Our mission is to offer a *differentiated curriculum* that supports *education equity* through consistent learning and growth; to *enliven a love of learning* and educational discovery through the *exploration of Children's Literature*; and to provide all scholars a *foundation for excellence in education* upon which to build success in future learning.

Vision Statement:
Our vision is to be the Charter School of choice in Washoe County by creating a unique learning environment using Children's Literature and other proven learning techniques as the primary approach to teaching content, encouraging critical thinking, and developing leadership.

Dear Scholars and Parents,

Welcome to The Honors Academy of Literature. We, the teachers and staff, are excited to have you with us and are truly interested in helping you as you work to achieve your educational goals. Here at The Honors Academy of Literature, we have great expectations for student, or scholar, achievement. We also strive to have a safe school environment where scholars can have fun while learning.

This handbook contains valuable information and guidelines for school-related activities and procedures. Please take the time to read the handbook to become familiar with the principles and expectations here at The Honors Academy of Literature.

Our 2012-2013 primary students wrote a collective poem about the school and we think it is pretty fantastic! We wanted to share it to help scholars prepare for the upcoming school year:

The important thing about The Honors Academy of Literature
is that it is a place to learn and have fun.
We help each other,
We read many books together,
We work together on projects,
We get to switch classes, and
it feels like home.
But, the important thing about The Honors Academy of Literature
is that it is a place to learn and have fun.

We hope that this school year will be a positive year for The Honors Academy of Literature family. We look forward to working with each of you.

Sincerely,
The Honors Academy of Literature
Administration, Faculty, & Staff

School Information

SCHOLAR RIGHTS

At The Honors Academy of Literature, all scholars have the right to be safe, to learn, and to be treated with respect. Scholars have the right to be free from intimidation, discrimination, harassment, and bullying. They have the right to have a school campus free from broken, or damaged equipment. Scholars should have a positive attitude, be respectful of the other scholars, regardless of differences, and use appropriate language at all times. The behaviors of the scholars should be appropriate, allowing the teacher to teach and the other scholars to learn.

ADA (AMERICAN DISABILITY ACT) REQUIREMENTS

It is the intent of The Honors Academy of Literature to ensure that scholars who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Scholars may be disabled under this policy even though they are not eligible for services pursuant to the Individuals with Disabilities Education Act (IDEA). The Honors Academy of Literature will comply with all federal and state laws and their amendments related to scholars with disabilities.

Section 504 of the Rehabilitation Act of 1973 is a civil rights law, which protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. A child is a "qualified disabled person" under Section 504 if he or she (1) has a physical or mental impairment that substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working), has a record of such an impairment, or is regarded as having such an impairment; and (2) is between the ages of 3 to 21 years old.

The Honors Academy of Literature also complies with all applicable IDEA laws and regulations for students identified as special education.

COMMUNICATION

The Honors Academy of Literature offers a variety of avenues to keep scholars and their families informed. Listed below are the communication systems to use to stay up to date on activities and events or to ask questions.

- Weekly Communication:
  - School Weekly Email Newsletter
  - Graded work sent home every Friday
  - Missing Assignment Report
  - Parent Portal
  - Opt-in Text Message
- Quarterly Communication:

    - Class Syllabus
    - Mid-quarter Progress Report
    - Scholar Showcase and report cards
    - IEP goal updates from teachers for scholars in Special Education
- Communication, updated as needed:
    - online at www.academyoflit.org (includes the school calendar)
    - teacher websites
    - office email
    - teacher email

During an emergency, parents will be notified about the situation as soon as possible. Information will be provided through social media sites (i.e. Facebook) and email, if internet access is available. Teachers and staff will also work towards contacting all parents and guardians by telephone. If scholars need to be sent home due to an emergency, parents will be notified and informed of when and where to pick up their child. Scholars will only be released to those who are listed in the scholar's file for pick up authorizations. Please keep your parent and emergency contact information current.

EMERGENCY/SCHOLAR FILE UPDATES

It is important for all scholar files and records to be updated regularly. Changes must be submitted within one (1) week of their occurrence. All scholar records and files will be updated at the start of each school year.

STAFF EMAILS

Dr. Andi- dr.andi@academyoflit.org
Ms. Jo- ms.jo@academyoflit.org
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Ms. Alana- ms.alana@academyoflit.org
Ms. Taylor- ms.taylorh@academyoflit.org

PARENT ACCESS TO SCHOLAR FILES

According to FERPA law, parents have access to their child's school records until they reach the age of 18 years. Please submit a request for review at least twenty-four (24)

hours in advance. As a parent, you have a right to an explanation of any forms, test scores, or educational language that you do not understand. The files cannot be removed from campus, but can be reviewed in the office. If the principal or the appropriate school staff member is not available to answer questions, please schedule a meeting. Copies will be provided within 10 days of request at the parent's expense.

WEATHER ADVISORY PROCEDURES/SCHOOL CLOSURES

If the Washoe County school system closes school or has a delay for snow, The Honors Academy of Literature will also close or have a delay. If the Washoe County schools remain open, we will remain open. We will also follow Washoe County School District for any two-hour delays or early closures.

In the event of bad weather, advisory information will be made available through Facebook and email. Information will also be available on the main website.

LOST AND FOUND

All personal items (i.e. clothing, lunch boxes, and backpacks) should be clearly labeled with your child's name. There is a lost and found area inside the front doors. It is the scholars' responsibility to keep track of their belongings; The Honors Academy of Literature is not responsible for lost or stolen items. At the end of each quarter, remaining items in the Lost and Found will be donated to the School Store and/or a local charity.

GRADING SYSTEM

Scholars will be graded according to a Standards-Based Report Card in conjunction with the Common Core State Standards now called the Nevada Academic Content Standards. This style of reporting is meant to give parents additional information about their children's progress in relation to the standards. Standard-Based Report Cards communicate whether a scholar has met the standards for his or her grade level or if the scholar is approaching the standards.

3rd through 8th grade students will also receive a letter grade for each of their classes.

ACADEMIC MENTORS

Academic Mentors (AM) are like teacher counselors assigned to each scholar by grade-level. The AM follows their scholars' academic achievement, social interactions, progress over the year, and is a liaison between parents and other students. The AM also helps students pick the best electives each year based on their individual needs.

Students meet with their AM every Friday from 1-2pm. During this time, teachers help facilitate friendships and mentorships, check each child's graded work and missing assignment report to be sent home, help with organization, and follow up with missing assignments, etc.

SCHOLAR GOVERNMENT

Ms. Sheree is the teacher sponsor for Scholar Government which is an elected branch of scholars that help run the school. Middle School students can run for officer positions on Scholar Government and there are class representatives from 3rd-8th leveled classes. Scholar Government helps run elections, plan dances and other activities of high interest to the students, fundraise, and make decisions to improve the school whenever appropriate.

TRANSPORTATION

The Honors Academy of Literature does not provide transportation to or from its campus. It is the responsibility of the parents and guardians to provide transportation for the child to and from the school.

School Policies and Procedures

POLICY 1: CLOSED/OPEN CAMPUS POLICY

An important factor of this school is to provide a safe environment on our campus. For this reason, all scholars are required to remain on campus during school hours. If it is mandated for a scholar to leave the campus due to doctor or dentist appointments or illness, the scholar's parent/guardian must check out the student through the front office. Individuals other than parents or guardians, who are picking up the scholars, must have parent permission and clearance by the office personnel.

Any scholars leaving campus during school hours without permission are subject to disciplinary actions. In addition to school consequences, the Reno Police Department will be contacted to help locate the student who has left campus.

POLICY 2: VISITORS

No visitors or pets are allowed in the classrooms without prior authorization from the front office. All visitors must check in with the office for any reason.

POLICY 3: PUBLIC COMPLAINT

Although it is in the best interest of all parties to resolve school related concerns as quickly as possible, we ask that you do not express them in class, during class time, or during volunteer hours. Please address all concerns and complaints either before or after school hours, during scheduled meetings with teachers and staff, or request a meeting with one of the administrators.

POLICY 4: VOLUNTEERING/PARENT INVOLVEMENT

In order to support our school mission, parents are encouraged to complete no less than ten (10) hours of volunteer time per quarter per family, totaling 40 hours per year. There are varieties of methods for parent involvement, which can be discussed with the office personnel.

In order to chaperone on an overnight field trip, you must be fingerprinted and cleared through a self-selected FBI background check at least six (6) weeks in advance of the field trip date. The costs for being fingerprinted and screened are the expense of the chaperone/volunteer. Fingerprinting results are good for twelve (12) months. You will be notified if there are any problems with your screening.

POLICY 5: CONSUMABLE FEE

A consumable fee of $35 will be assessed to each scholar per our Charter approved by the Nevada State Public Charter School Authority. The fee covers materials that are used directly by scholars and replaced at the beginning and throughout the year as needed (i.e. workbooks, Boomerang Folders, copy paper, staples, book bindings, file folders, plastic utensils).

Failure to pay the consumable fee may result in the scholar and family not being able to participate in activities outside of regular classroom practice (i.e. clubs, dances, family events, free-dress, field day, service events, etc.).

Families demonstrating financial need may complete a consumable fee waiver application available in the school office.

POLICY 6: HOMEWORK PHILOSOPHY

The Honors Academy of Literature believes that homework is a valuable tool for providing authentic practice of concepts outside of the learning environment. We also acknowledge that parents and families have obligations outside of school including the need for family time. As a result, our homework policy strives to create a balanced and family friendly approach to homework.

We have determined that a good goal for homework is about 10 minutes a day per grade level. For instance:

Primary Scholars (K-2): 10-20 minutes of homework at teachers' discretion
Elementary Scholars (3-5): 30-50 minutes of homework
Middle School Scholars (6-8): 60-80 minutes of homework

The above times should be a combined nightly total of homework from all subjects and classes throughout the day.

We have also agreed as a staff that every Monday we will send home weekly homework plans where scholars will complete multiple assignments throughout the week with the completed homework due the following Monday. This allows for scholars and families to practice their own time management when completing the homework so that they can work around heavily scheduled days.

At times, there will still be need to send home assignments that are not mentioned in the weekly homework plan and are due the following day. But, this should not be a majority

of homework assignments.

The Honors Academy of Literature also recognizes our responsibility to prepare 7th and 8th grade scholars for the academic rigors of high school. As a result, 7th and 8th grade scholars should expect homework expectations to get harder throughout the school year in order to build stamina for high school.

POLICY 7: GRADUATION/PROMOTION FOR EIGHTH (8TH) GRADE

According to Nevada's NRS388.165 statute, if a scholar satisfies the requirements for promotion to high school, he, or she, is eligible for promotion to high school. All eligible eighth (8th) grade scholars will attend a graduation/promotion ceremony at the close of the school year. Information about this event will be made available yearly.

POLICY 8: IMMUNIZATIONS

NRS 392.435 states that a child may not be enrolled in a public school without a record of immunizations from a physician or healthcare provider showing that he or she has been immunized according to required schedules. This includes the seventh (7th) grade booster shots. If you do not have copies of your child's immunization records, or your child needs immunizations, please talk to your physician or health care provider.

Please note: The state allows parents to opt out of immunizations. Parents must provide a written letter, addressed to the school, which indicates that the scholar will/does not receive immunizations and the reason/reasons for opting out. This notice must be signed by the parent or guardian and must list one of the approved reasons for opting out.

POLICY 9: ATTENDANCE

The Nevada Revised Statutes 392.122 is the basis for the attendance policy for The Honors Academy of Literature. NRS 392.122 indicate minimum attendance requirements for all scholars. Scholars are required to attend classes 90% out of 100% of their total days of instruction. Absences that do not count against the 90% are for religious reasons, family business, prearranged bereavement, legal personal business, emergencies, and medical absences. It is the parent/guardian's responsibility to inform the school of any absences. If a scholar attends less than 90% of instructional days during the academic year, he/she may be required to take an end-of-year assessment to be promoted to the next grade. The decision to test is at the discretion of the teachers and administration.

The Honors Academy of Literature is required to report the percentage of scholars deemed Chronically Absent annually. Chronic Absenteeism is determined by any scholar falling below 90% attendance with both excused and unexcused absences. We will notify families throughout the year if their child is tracking towards a Chronic Absentee designation.

Whenever your child is absent, please email ms.rose@academyoflit.org or call the front office at 775-737-4084 and let us know that he/she will not be at school.

Although make up work can be provided, it is the responsibility of the scholar to request it before a pre-arranged absence or upon the scholar's return. These arrangements should be made with each of the child's teachers, not through the office.

We believe that having the students in school is an essential piece of our ability to teach them. As a result, each year we will strive to meet the goal of 97% average daily attendance. We need your help in making this happen and ask that you do not allow scholars to miss school unless absolutely necessary.

If a family has excessive absences and they begin to interfere with the scholar's academic success, a notice will be sent home and a team meeting may be called with the parents to brainstorm ideas for better attendance and success.

POLICY 10: TRUANCY AND TARDY

Truancy is defined in NRS 392.130 ad follows: "A pupil shall be deemed a truant who is absent from school without the written approval of his teacher or administrator of the school, unless the pupil is physically or mentally unable to attend school. The teacher or administrator shall give his written approval for a pupil to be absent if an emergency exist or upon the request of a parent or legal guardian of the pupil. Before a pupil may attend or otherwise participate in school activities outside the classroom during regular classroom hours, he must receive the approval of the teacher or administrator." An unapproved absence for at least one period, or the equivalent of one school period, will be deemed a truancy. Please review our Truancy Policy developed in accordance with NRS 392.130, NRS 392.040, NRS 392.130 through 392.160, and NRS 392.130 through NRS 392.220.

FIRST CONFIRMED TRUANCY

When THE HONORS ACADEMY OF LITERATURE confirms that a student has been truant for the first time the following actions will be taken:

1. The school will work with the parents to try and find the reasons for the truancy, and the school will take reasonable actions designed to encourage, enable or convince the student to attend school.
2. The school will document, assemble and retain all evidence that the truancy is in fact a truancy. The school will document communications with the parent(s) or guardian(s) regarding truancy and the actions taken to encourage, enable, or convince the student to attend school.
3. The administrator will deliver, or cause to be delivered, and document written notice has been delivered. That notice will conform to the requirements outlined in NRS 392.130 through 392.160, and it may, if appropriate, outline some or all of the enforcement penalties

in NRS 392.130 through NRS 392.220 that children and/or adults may suffer as a result of their actions or inactions regarding truancies. The notice to the parent(s) or guardian(s) will also advise them that if there has been an attendance error they need to contact the school immediately.

Regular daily attendance is a critical component of the educational process; Scholars that miss may be able to make up work, but there is no way to recover all of the learning that takes place in the classroom on a daily basis.
Thank you for your attention to this matter, and we thank you for continuing to work towards making sure your scholar arrives at school on-time and ready to learn. We want scholars to be successful each and every day.

Being tardy can include being late to class, being late at the start of the school day, and if the scholar leaves class without permission.

When a scholar is tardy, he or she must go to the office for a pass to be admitted to class. The reason for the tardy may be considered excused or unexcused. If a child is tardy more than 10 minutes to school at the beginning of the day, the parent will need to come into the office to sign in the scholar.

Excessive tardies can add up over time to count as an absence and can affect your child's attendance records or be deemed a truancy (see attendance section and below chart).

After the 4th unexcused tardy, it is considered an unexcused absence; Consequences are determined by classroom teacher; administration will call home to strategize ways for the tardies to stop.

POLICY 11: UNIFORM POLICY

In order to create the professional environment of our school, scholars are required to wear their school uniforms Monday through Friday. There are a variety of options for the school uniform and scholars can mix and match the pieces of the uniform each day. The uniforms should be kept in nice order, be clean and neat, and worn appropriately at all times.

Shirts

Scholars must wear a solid navy blue, light (baby) blue, or white long or short sleeved collared polo shirt with the school name or logo embroidered on the left chest*. Approved school club shirts are also allowable Monday-Friday. Shirts are to be worn as the designer intended, and may not be altered from the original form or tied up. Shirts may be purchased from any vendor as long as the shirt meets the above requirements.

Bottoms

Navy blue, black, or Khaki pants, skirts, shorts, skorts, and dresses are permitted. Skirts,

shorts, skorts, and dresses must be at least fingertip length. Bottoms are to be worn as the designer intended, and may not be altered from the original form sagged, tied or rolled up. Bottoms may be purchased from any vendor as long as the bottoms meets the above requirements

Sweaters, Sweatshirt, and Jackets
Only solid Navy blue, light blue, gray or white sweaters with no logo or the school name/logo may be worn in the classroom. Sweaters and sweatshirts may be purchased from any vendor as long as the sweater or sweatshirt meets the above requirements. Before school, after school, and during recess students may wear any outerwear that falls within the Uniform and Free Dress Clothing Requirement Guidelines

Hats
Only hats with the school logo may be worn in the classroom. Before school, after school, and during recess students may wear any hat that falls within the Uniform and Free Dress Clothing Requirement Guidelines

Accessories
Students are free to accessorize their uniform with socks, tights, jewelry, shoes, under layers, and backpack as long as the accessory does not become a distraction in the classroom or take away from the overall appearance of the uniform.

Flip flops and open toed shoes can be worn during the warmer seasons but scholars must bring a change of shoes and socks with them to school so that they can safely and fully participate in science, P.E., and other subject areas that have more physical requirements.

On Friday, scholars must wear their uniform bottoms, and may wear an Honors Academy of Literature event t-shirt or collegiate shirt representing an accredited institution of higher learning (college).

Consequences
All scholars receive one uniform reminder in the morning, after that warning, all scholars are expected to comply with the Uniform Policy. Noncompliance may result in, but not be limited to, the following:

> Scholars non-uniform item will be confiscated and can be picked up at the end of the day. If available and necessary, students will be required to wear a uniform from the reserve closet at the school, unless a parent/guardian brings a uniform from home. The student is expected to return the uniform to the school office at the end of the school day.
>
> Parents/ Guardians will be called to discuss the Uniform Policy and problem-solve strategies to aid the family in complying.

Parents/ guardians will be asked to bring an appropriate change of clothes. If they are unable to do so, students will be required to wear a uniform from the reserve closet at the school, if such a uniform is available.

Families demonstrating financial need may complete a uniform scholarship application available in the school office.

POLICY 12: *UNIFORM & FREE DRESS DAY CLOTHING REQUIREMENTS*

Clothing must not pose as a safety hazard to the scholars or those around them. Uniforms and other acceptable clothing should:

- Not have holes, rips, or tears that reveal the body
- Not be tight-fitting or revealing
- Tops must cover the upper and middle torso at all times
- Skirts, pants, and shorts must cover the lower torso with no skin showing between top and skirt
- Skirts, dresses, and shorts should be worn as the uniform designer intended, not rolled up or shortened
- No exposed undergarments
- No sagging pants or shorts
- Not have language / Illustrations on clothing or accessories that are obscene, vulgar, profane, or derogatory language or illustrations and cannot show any gang affiliation

No part of any outfit should have items that promotes weapons, alcohol, drugs, tobacco, gang membership, or violence, or intolerance of other people, cultures, or religions

12.1 GANG ATTIRE AND ACTIVITY

All items that are gang affiliated are prohibited. Gang activity of any kind will not be tolerated on school grounds. The Honors Academy of Literature is a neutral and safe zone where all scholars are valued and should be treated with respect and acceptance. If a student arrives to school in gang-affiliated attire, a parent will be called and the student will be sent home for the day.

POLICY 13: TECHNOLOGY USAGE POLICY

According to the Nevada statutes (NRS 388.132), scholars are allowed to use the internet in a manner that is ethical, safe, and secure. This reinforces a safe and respectful learning environment and is essential for the successful use of the technology. Unauthorized access and other unlawful activities by users online are prohibited. Technology protection measures to block or filter, to a practical extent, will be used to access to any material which the school, in its sole discretion, believes to be unlawful, obscene, pornographic, and/or harmful to minors over the network. The Honor Academy of Literature reserves the right to monitor online activities and to access, review, copy, store, or delete any

electronic communication or files. Teachers and staff may use the internet during instruction with or without parental consent. Internet users should have no expectation of privacy regarding their use of the school's property, network and/or internet access or files, including email.

The use of the internet and other technology at The Honors Academy of Literature is a privilege. Inappropriate use of the internet and/or technology could result in termination of that privilege. Scholars are responsible for reporting any inappropriate usage of the internet or technology. They must adhere to general rules of internet and technology etiquette. These include, but are not limited to:

- Not sending, or encouraging others to send threatening or abusive or offensive messages
- Not bullying or harassing another person using technology
- Not swearing, using profanity, vulgarities, or any other inappropriate language
- Not revealing any personal information (home address or phone numbers or those of others, school site, etc)
- No use of technology that degrades or disrupts the use of the network, either to the hardware, software, or others
- No vandalizing or destroying the data of another user
- No using the school's network to gain unauthorized access
- No attempting to bypass blocked internet sites
- No downloading, installing, or running any programs (unless it is specifically instructed by a teacher and only under that teacher's supervision)
- No connecting any devices into the computer without the consent of your teacher (this includes CD roms, flash drives, iPods, PDAs, smart phones, tablets, etc)

The Honors Academy of Literature does not make warranties of any kind, whether expressed or implied, for the service it is providing. The Honors Academy of Literature is not responsible for any damages suffered by the scholar. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the scholar's errors or omissions. The use of any information obtained through the internet is at the risk of the scholar. The Honors Academy of Literature is not responsible for the accuracy or quality of information obtained through its services.

POLICY 14: CELL PHONE/ELECTRONIC DEVICE USAGE

Scholars are allowed to use cell phones and other electronic devices before and after school, and during lunch, but may not be shared with any other scholar. Electronic devices can be used in the classroom at the discretion of each teacher. They should be used in conjunction with learning and to make the learning environment more efficient.

If an electronic device becomes disruptive or a scholar's use of an electronic device is deemed inappropriate by a teacher, then staff have the right to ask that it no longer be used during school and/or confiscate the device when continuing to be a distraction. If a device is confiscated, parents can pick it up after school in the principal's office. Failure to comply with the technology and cell phone policies may result in the loss of technology privileges

POLICY 15: FIELD TRIPS

During the school year, the scholars will participate in educational field trips which will take the scholars away from school grounds. Parents will be asked to sign a walking field trip permission slip to allow for both planned and spontaneous short walking field trips throughout the year. These walking field trips will be no more than 0.6 miles from campus and will be supervised. For larger field trips, parents will be notified in advance through written notices either in email or in a note that is sent home with the child. Teachers and staff will take all necessary precautions to ensure that the scholars are safe during these trips.

CONDUCT DURING FIELD TRIPS AND SCHOOL ACTIVITIES

On occasion, scholars may be using the RTC Sierra Spirit bus to get to various field trips. Prior to these field trips, parents will be notified through written notices whether in email or in a note that is sent home with the child. This is of no charge to the parents. During the field trips, backpacks and book bags may be recommended for the scholars riding the bus. This is a privilege and we ask that scholars follow all rules for riding this bus.

- **ALWAYS OBEY THE BUS DRIVER.**
- Behavior at the bus stop must be orderly.
- Never run to or from the bus.
- Stand back from the curb and do not push or shove.
- Remain seated and facing forward at all times.
- Refrain from yelling or using foul language on the bus.
- Refrain from eating, drinking, or using tobacco, drugs, or alcohol on the bus.
- Keep your hands and feet out of the aisle and to yourself.
- Do not extend any part of your body out the windows.
- Remain in your seat until the bus door is completely open.
- Never crawl under or pick up anything around the bus.
- All of your property must stay out of the aisle at all times.
- Any scholar damaging a school bus by fire or other means will be held responsible for the cost of the repair work and may be prosecuted.
- There will be absolute quiet at all railroad crossings.

If the field trip policy is not followed or if a student is unsafe or not listening to staff, then the parent will be notified to pick up the child immediately.

POLICY 16: LEARNING ENVIRONMENT

The Honors Academy of Literature is dedicated to providing a safe environment for all scholars, staff, and visitors, as per Nevada statute NRS388.132. We work with emergency and medical personnel and the fire and police departments to be prepared for emergencies.

We cannot fully meet our mission or educational goals unless we provide a safe learning environment where all children and families feel valued and can see themselves positively represented in the literature and curriculum of the classroom.

ALL of the following will **NOT** be tolerated:

16.1 DISCRIMINATION

Discrimination is defined as a failure to treat all persons equally where no reasonable distinction can be found between those favored and those not favored. It is the unfair treatment or denial of normal privileges to persons because of their actual or perceived race, personal characteristics or likeness, weight, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, physical or mental disability and/or religions preference.

16.2 HATE LANGUAGE

Hate language is defined as any language that is designed to be offensive to a person because of their actual or perceived race, personal characteristics or likeness, weight, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, physical or mental disability and/or religions preference. Whether the language is self-directed or directed at another person, it will not be tolerated at The Honors Academy of Literature in any form.

16.3 HARASSMENT

Harassment is unwanted conduct which has the purpose or effect of violating another person‘s dignity or creating an intimidating, hostile or humiliating environment towards another. Behavior is often repeated and involves verbal, non-verbal or physical actions, which ridicule, degrade, or otherwise compromise another person. It can be due of real or perceived personal characteristics and likeness, perceived race, color, national origin, age, weight, sex (including non-conformity to gender stereotypes), sexual orientation, physical or mental disability, and/or religious preference and as defined in NRS 388.125.

Nothing contained herein shall be construed or interpreted to prohibit or in any way to discourage the genuine discussion of issues or use of materials for academic, educational, or instructional purposes.

Prohibited harassment exists when the conduct:

a. Has the purpose or effect of creating an intimidating, hostile, or offensive school environment;

b. Has the purpose or effect of substantially or unreasonably interfering with a

scholar‘s educational development or performance; or
c. Otherwise adversely affects a scholar‘s educational opportunities.

Examples of general harassment include but are not limited to behaviors that ridicule, degrade, or harass a person because of his/her actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability, and/or religious preference such as:

a. Unwelcome comments; ethnic, racial, religious or anti-gay slurs and jokes; profanity and threats;
b. Cartoons, graffiti, posters, visuals, electronic media, etc., with offensive connotations, though nothing in this procedure shall be interpreted to prohibit use of such materials for genuine academic, educational, or instructional purposes;
c. Sabotage, criticism, unreasonable monitoring of a scholar‘s work, etc.; and/or
d. Hitting or any form of physical violence; intentionally blocking the path of; body, hand or facial gestures or contact.

16.4 BULLYING

Bullying is the intentional attempts by one or more individuals to inflict physical hurt and/or psychological distress on one or more victims. There must be a real or perceived imbalance of physical or psychological power, with the bully actually being stronger or perceived to be stronger than the victim. The bullying may be direct, with face-to-face physical or verbal confrontations, or indirect, with less visible actions such as spreading rumors or social exclusion. Although a single attack on a victim if severe enough can be accurately described as bullying, the term more often refers to a series of negative actions that occur frequently over time.

NRS 388.1343 establishes a School Safety Team for each school which is required to meet a minimum of twice a year to work toward creating a bully-free school environment (see NRS 388.1344 for full list of duties). If a report of bullying is made, the scholar accused of bullying will be notified in writing within 24 hours, and a full investigation will be conducted within 2 days, and a follow-up with victim and victim’s parents will be done within 10 days of completing the investigation. Reports from the investigation are available to both the accused and the accusers’ families upon request.

16.5 CYBER-BULLYING

Cyberbullying is bullying and harassment behavior using electronic media such as e-mail, instant messaging, social networking sites (such as MySpace, Facebook, and YouTube), chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone.

It is the scholar‘s responsibility to report harassment, bullying and cyber-bullying to school staff and administration. Unreported incidents cannot be handled. Also at any time, a formal complaint can be filed and the scholar and parent can file a police report.

16.6 SEXUAL HARASSMENT

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, nonverbal or physical conduct of a sexual or gender-directed nature when:

a. Submission is made either explicitly or implicitly a term or condition of a scholar‘s educational progress;
b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that scholar‘s education; or
c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with a scholar‘s education or of creating an intimidating, hostile or offensive educational environment.

An “intimidating, hostile, or offensive educational environment” means an environment in which:
a. Any unwelcome behavior with sexual connotations makes a scholar feel uncomfortable, humiliated, or embarrassed; or
b. Any aggressive, harassing behavior in the educational setting directed toward an individual based on his/her sex and interferes with his/her ability to perform in an educational environment.

The following are some examples of sexual harassment or intimidation:

a. Sexual advances that are unwanted (this may include situations which began as reciprocal, but later ceased to be reciprocal);
b. Sexual gestures, verbal abuse, sexually oriented jokes, innuendos, or obscenities;
c. Displaying of sexually suggestive objects, pictures, cartoons, or posters;
d. Sexually suggestive letters, notes, threats, or invitations;
e. Benefits affected in exchange for sexual favors;
f. Physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching; and
g. Hazing, or daring to engage in unsafe practices, particularly directed toward scholars in nontraditional settings.

16.7 RETALIATION

Forms of prohibited retaliation include but are not limited to adverse educational or employment actions, threats, bribes, unfair treatment or grades, continued harassment, ridicule, pranks, taunting, bullying, malicious spreading of rumors, dissemination of false information, and organized ostracism regarding the scholar‘s actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability and/or religious preference.

POLICY 17: LUNCHROOM/PLAYGROUND RULES & POLICY

During lunch and recess, the scholars are to continue to maintain a safe environment for themselves and others. Scholars are to:

- stay in designated areas
- follow the directions of the teachers and staff on duty
- be respectful of others
- use the recess equipment correctly
- play safely, play fair, and take turns
- keep their hands and feet to themselves
- be mindful of the school rules
- clean up areas after eating, when being excused from the lunchroom, and after playing
- Food may not be shared among scholars
- when recess is over, stop all play and go directly to class or assigned area

POLICY 18: SCHOLAR BEHAVIOR/CONDUCT POLICY & CONSEQUENCES

State law charges every teacher and principal with maintaining order and discipline among scholars.

The following rules, regulations, sanctions, and due process procedures are designed to protect everyone at The Honors Academy of Literature in the exercise of their rights and duties, in all aspects of their school experience. Scholars, parents, teachers, and administrators share the responsibility of ensuring appropriate scholar behavior.

If a scholar's behavior disrupts the learning environment, the school will issue disciplinary actions. Disciplinary actions will be individualized for each scholar and each situation. Scholars will also be responsible for developing their own consequences; Parents are required to be involved in the scholar's discipline. Primary communication of any incidents will be through email or phone call.

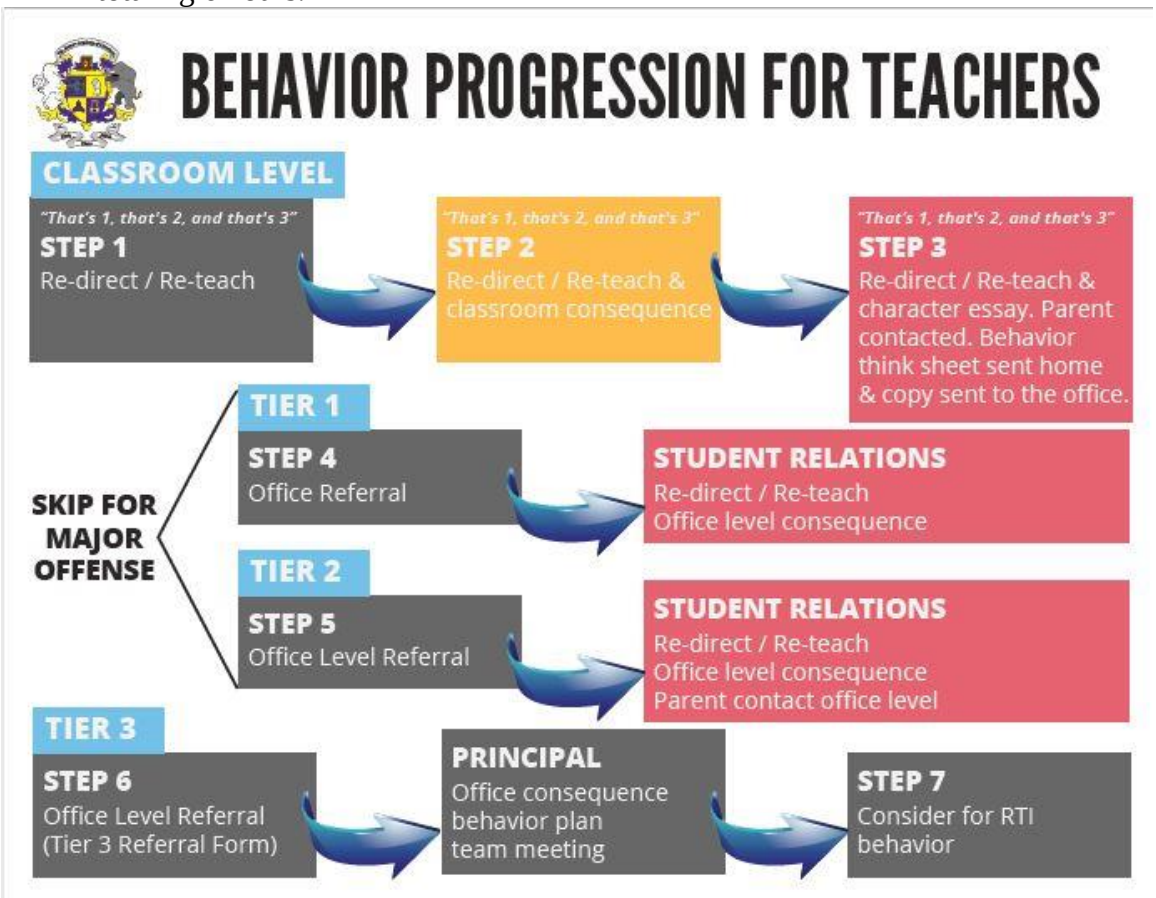
Teachers have the right to make classroom policies in addition to those presented in this manual that they feel are appropriate in creating a safe and respectful learning environment.

As a member of The Honor Academy of Literature's scholar body, you are a representative of the school. People will judge the school by your actions. This is particularly true in activities. It is very important that you conduct yourself in a courteous manner at all times.

Scholars at all school-sponsored events are governed by school rules and regulations and are subject to the authority of school officials. Scholars who fail to obey the rules and regulations and/or fail to obey the lawful instruction of the school officials shall be subject to appropriate disciplinary action.

Office Referrals

Scholars not meeting classroom expectations will go through the behavior progression (see below). Any Tier 3 behavior is recorded as an office referral. Scholars will copy an essay on the broken core value. Each time a scholar receives an office referral the number of essays copied will reflect the office referral number. Scholar's parent(s) will be contacted with details about the referral. If a scholar receives 2 office referrals in one quarter, they owe an after-school detention. If a scholar receives 5 office referrals in one school year, they will owe a Saturday school detention or another agreed upon school consequence totaling 6 hours.



<u>18.1 CRIMINAL OFFENSES</u> (*As defined in applicable statutes or ordinances*)**:** Local, state, and federal laws are enforced on the property of The Honors Academy of Literature. Examples of these laws are listed below:

- **Alcohol:** The possession of, sales and furnishing alcoholic beverages.
- **Arson:** The intentional setting of fire.
- **Assault:** Physical or verbal threats with the intent and the ability to carry through with same.

- **Battery:** An unconsented-to touching or application of force to another person.
- **Bomb Threat/False:** Willfully conveying by mail, written notes, telephone, telegraph, radio, or any other means of communication, any threats knowing it to be false.
- **Burglary:** Illegal entry with the intent to commit a crime.
- **Destruction of Property:** Willfully and maliciously destroying or injuring real or personal property.
- **Disturbing the Peace:** Maliciously and willfully disturbing the peace of any person; maliciously and willfully interfering with or disturbing persons in the school.
- **Explosive Devices:** The possession of explosive or incendiary devices.
- **False Fire Alarms:** False reporting of or transmission of signal knowing same to be false.
- **Fireworks:** The possession of, sales, furnishing, use, or discharge of same.
- **Indecent Exposure:** An open indecent or obscene exposure of his/her person or the person of another.
- **Larceny:** Stealing, taking, carrying away property of another.
- **Libel:** A malicious defamation expressed to impeach a person's honesty, integrity, virtue, or reputation.
- **Marijuana:** The possession of, sales or furnishing marijuana.
- **Narcotics:** The possession of, sales or furnishing a controlled substance.
- **Narcotics Paraphernalia:** The possession of, sales, furnishing, or use of.
- **Profanity:** Use of vile or indecent language.
- **Resisting Officer:** Willfully resisting, delaying or obstructing an officer in the performance of duty.
- **Robbery:** The unlawful taking of personal property from the person of another or in his presence, against his will, by means of force or violence or fear of injury.
- **Rout/Riot:** Two or more persons meeting to do an unlawful act/two or more persons actually doing an unlawful act with or without a common cause of quarrel.
- **Stolen Property:** Receiving or possessing property of another, knowing or under such circumstances as would cause a reasonable person to know they were so obtained.
- **Tampering With Motor Vehicles:** Willfully break, injure, tamper, remove parts, deface a vehicle; without consent of owner, climb into or upon a vehicle with intent to injure; to manipulate any levers while vehicle is at rest or unattended or to set vehicle in motion.
- **Throwing Substance at Vehicle:** To throw any stone, rock, missile or any substance at any motor bus, truck, or other motor vehicle.
- **Trespass:** To be upon the property of another without permission of the owner and to stay upon same after warning. To be on school property or at

a school function while under suspension from school.

- **Weapons:**
    - Brandishing any knife, nunchaku, blackjack, slingshot, billy, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver, or other firearm or other deadly weapon in a rude, angry, or threatening manner or to use same in any fight or quarrel.
    - Concealed – It is unlawful for any person to carry any concealed weapon commonly known as a knife, nunchaku, blackjack, slingshot, billy, sandclub, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver, or other firearm, or other dangerous weapon.
    - Possession – It is unlawful for any person to possess any weapon commonly known as a knife, nunchaku, blackjack, slingshot, billy, sandclub, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearms, or other dangerous weapon, or to possess any other object which is used, or threatened to be used, in such a manner an under such circumstances as to pose a threat of, or cause bodily injury to a person.
    - For the purpose of this regulation, and consistent with both NRS 202.265 and 202.253 – "Firearm" means: Any device from which a metallic projective, including any ball bearing or pellet, may be expelled by means of spring, gas, air, or other force, or any device designed to be used as a weapon from which a projectile may be expelled through the barrel by the force of any explosion or other form of combustion.
    - In addition, violation of other federal or state criminal laws of local ordinances at school, at school-sponsored activities or on district-sponsored transportation, is prohibited.

18.2 MAJOR OFFENSES:

The following non-criminal activities would be considered major offenses and will also lead to disciplinary action. Generally, these acts disrupt and interfere with the educational process and/or the rights of other members of the educational community. NOTE: Serious situations may be handled under criminal sanctions.

Alcoholic Beverages: Being on campus, on district-sponsored transportation or at a school-sponsored activity after having consumed an alcoholic beverage.
Disobedience, Insolence and Insubordination: Scholars must obey the instructions of district personnel.
Disruptive Conduct: Conduct that interferes with the educational process.
Fighting.
Forging or using forged passes, excuses or other school documents.

Hazing: Any act that forces another scholar to undergo a humiliating or abusive ordeal, as in initiations.
Illegal Substance: Being on campus, on district-sponsored transportation or at a school-sponsored activity after having used an illegal substance.
Misconduct on School Vehicles: Any action that creates a safety hazard or distracts the attention of the driver.
Plagiarism and Cheating.
Possession and Use of Tobacco, Cigarettes, Chew, etc., on school property or at a school-sponsored events
Spreading False or Unsubstantiated Information in writing or verbally about a person and harming his/her reputation.
Truancy: Being absent from school without a valid excuse acceptable to the school.
Gang Activity: As set forth in Administrative Regulation 5144.20. (NRS 392.4635)
Discrimination and Use of Hate Language (as defined above)
Bullying

POLICY 19 EXCESSIVE DISPLAY OF AFFECTION

Public displays of affection (i.e., excessive hugging, snuggling, kissing, etc.) are not appropriate in school, on school grounds, or during school-sponsored activities. Scholars should expect disciplinary consequences along with a parent contact.

POLICY 20: FOOD/DRINK POLICY

No food or drinks (other than water) are allowed in the classroom or hallways without the explicit permission and supervision of the classroom teacher. Scholars are allowed to chew gum during instruction as long as it is not distracting to the class. However, this is a privilege and can be revoked at any time, by the teachers or staff, if it is abused. Individual teachers have the right to set their gum policies for their individual classrooms.

POLICY 21: ACADEMIC INTEGRITY POLICY

The Honors Academy of Literature takes academic integrity very seriously and will not tolerate any plagiarism or cheating. Scholar work should be the sole effort of the scholar. Teachers will discuss and define plagiarism and cheating at the beginning of each year in developmentally appropriate ways and continue to discuss academic integrity throughout the school year. Any incidences of plagiarism and cheating will meet swift and harsh consequences determined on an individual basis by staff.

21.1 WHAT IS CHEATING?

Cheating, or academic dishonesty, can take many forms. It involves the inappropriate taking of information from, and/or giving of information, to another scholar, individual, or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another scholar or other source;
- Giving answers on an examination or any other assignment to another scholar;

- Copying assignments that are turned in as original work;
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission;
- Allowing others to do the research or writing for an assigned paper;
- Using unauthorized electronic devices; and
- Falsifying data, or lab results, including changing grades electronically.

21.2 WHAT IS PLAGIARISM?

Plagiarism is a common form of cheating, or academic dishonesty, in the school setting. It is representing another person‘s work or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else‘s work, such as published sources in part or whole, as your own without giving credit to the source;
- Turning in purchased papers or papers from the Internet written by someone else;
- Representing another person‘s artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own; and
- Helping others plagiarize by giving them your work.

21.3 HOW DO SCHOLARS AVOID PLAGIARISM?

Scholars should:

- Give credit to the source, even when paraphrasing.
- Use quotation marks when using someone else’s words.
- Cite sources following a standard form.
- Give credit whenever using someone else’s words or IDEAS
- Use **their own** words as much as possible when writing. The easiest way not to be tempted to plagiarize words is take notes in paraphrase, no matter how eloquent the author is.
- Learn a correct way to document sources. Scholars should always use a handbook and remember to ask teachers and librarians for help with this process.

21.4 SCHOLAR RESPONSIBILITIES REGARDING CHEATING AND PLAGIARISM:

Each scholar has a responsibility to protect the integrity of their grades by:

- not sharing answers with others;
- not allowing others to observe their work during examination periods;
- mastering and using the correct procedures for citing sources;
- discouraging cheating and plagiarism in others;
- reporting cases of plagiarism and/or cheating to teachers, counselors, or administrators;
- asking for help when questions arise involving plagiarism or cheating.

21.5 FACULTY RESPONSIBILITIES REGARDING CHEATING AND PLAGIARISM:

Teachers and other staff members at The Honor Academy of Literature will create a climate in which intellectual honesty is valued and respected. This is done by:

- acquainting scholars with the plagiarism and cheating policy so that they are well aware of the consequences;
- teaching proper methodologies for citing sources and note-taking so that scholars understand how to avoid plagiarism;
- meeting with scholars when questions arise;
- monitoring tests and quizzes to reduce the temptation to cheat; and
- enforcing the plagiarism and cheating policy equally, without regard to the scholar's class standing.

21.6 PARENT RESPONSIBILITIES REGARDING CHEATING AND PLAGIARISM:

Parents can help their children avoid the short-term and long-range consequences of cheating and plagiarism by:

- allowing children to do their own work on home assignments
- actively sharing the learning process at home by discussing their child's schoolwork;
- monitoring library research and internet use to help avoid plagiarism;
- supporting the ethical and academic basis of this policy through words and actions.

POLICY 22: MEDICATION

All prescription medication taken during the school day must be registered in the office. Medication administration will be done by a nurse or thoroughly trained staff member.

POLICY 23: LIBRARY

The library—on-site or virtual--connects scholars and constructs knowledge with print materials and digital technologies. The library is a *learning commons* where teachers, staff, presenters and scholars can collaborate, communicate and share as well as where a scholar may independently read or study. The Liz Warner Love of Learning seeks out information from a variety of sources including but not limited to the internet, state-funded databases, neighboring school libraries, and the Washoe County Library System. Library resources will be treated with respect and care. If a resource is destroyed or lost, arrangements must be made to replace the book, magazine, visual or other library resource.
Using the library resources and participating in library experiences is a privilege that can be revoked by the administration at any time.

POLICY 24: ACADEMIC RETENTION OF PUPILS

The retention of a pupil in any grade at the academy will be handled on a case-by-case basis between parents, teachers, and administration.

For promotion to high school, scholars must meet all credit requirements. See Promotion Policy for full explanation. If promotion requirements are not met, the 8th grade student will be retained or will need to enroll in a credit recovery program with the Washoe County School District.

POLICY 25: SUICIDE PREVENTION AND POSTVENTION

The Honors Academy of Literature in recognition of the need to protect the health, safety and welfare of its students, to promote healthy development, to safeguard against the threat or attempt of suicide among school aged youth, and to address barriers to learning, hereby adopts this policy. This policy corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury.

25.1. PREVENTION EDUCATION

Scholars will receive age appropriate lessons in their classrooms through health education on the importance of safe and healthy choices, as well as help seeking strategies for self or others. Scholars are taught not to make promises of confidence when they are concerned about a peer or significant other. Lessons will contain information on comprehensive health and wellness, including emotional, behavioral and social skills development. Lessons are taught by certified teachers. Scholars who are in need of intervention will be referred to the Student Relations Coordinator for screening and recommendations.

25.2 STAFF TRAINING AND RESPONSIBILITIES

All staff are responsible for safeguarding the health and safety of students. All staff are expected to exercise sound professional judgment, err on the side of caution and demonstrate extreme sensitivity throughout any crisis situation. All school personnel should be informed of the signs of youth depression/suicide. Any staff member who is originally made aware of any threat or witnesses any attempt towards self-harm, that is written, drawn, spoken or threatened, will immediately notify the principal or Student Relations Coordinator. Any threat in any form must be treated as real and dealt with immediately. No scholar should be left alone, nor confidences promised. Thus, in cases of life threatening situations a scholar's confidentiality will be waived. The school's suicide crisis response procedures will be implemented.

25.3 SUICIDE THREAT

Definition – A suicide threat is a verbal or non-verbal communication that the individual intends to harm him/herself with the intention to die but has not acted on the behavior.

a. The staff member who learns of the threat will locate the individual and arrange for or provide constant adult supervision.
b. The above-mentioned staff member will immediately inform the principal/designee.
c. The principal/designee will involve student services/counseling staff, school nurse practitioner or other trained mental health professional in their absence.
d. The appropriate staff or approved agency provider will determine risk and intervention needed by interviewing the student, and gathering appropriate supportive documentation from teachers or others who witnessed the threat.
e. The principal/designee will:
Contact the parent/guardian, apprise them of the situation and make recommendations. Most often it is the person conducting the interview who contacts the parent/guardian. Put all recommendations in writing to the parent/guardian. Maintain a file copy of the letter in a secure and appropriate location.
f. If the scholar is known to be currently in counseling, the principal/designee will attempt to inform their treatment provider of what occurred and the actions taken.
g. If the parent refuses to cooperate, and there is any doubt regarding the child's safety, the school employee who directly witnessed the threat will contact Washoe County Child Protective Services, (775) 337-4400.
h. Involve the team for follow-up and support.

Note: If a threat is made during an after-school program, and no school or district personnel are available, call 1-800-SUICIDE or 1-800-273-TALK for help. Inform the principal of the incident and actions taken.

25.4 SUICIDAL ACT OR ATTEMPT ON SCHOOL GROUNDS OR DURING A SCHOOL-SPONSORED ACTIVITY

Definition - Suicidal act (also referred to as suicide attempt) – a potentially self-

injurious behavior for which there is evidence that the person probably intended to kill himself or herself; a suicidal act may result in death, injuries, or no injuries.
The first district employee on the scene must call for help from another staff member, locate the individual and follow district emergency medical procedures, such as calling 911.
a. A staff member must notify the principal/designee.
b. Staff members should move all other students out of the immediate area and arrange appropriate supervision. Students should not be allowed to observe the scene.
c. Principal/designee will involve student services personnel to assist as needed.
d. Principal/designee will contact parent/guardian and ask them to come to the school or hospital.
e. Principal/designee will document in writing all actions taken and recommendations.
f. If the student is known to be currently in counseling, the principal/designee will attempt to inform their treatment provider of what occurred and the actions taken.
g. Principal/designee will involve the Student Relations Coordinator for follow-up and support.
h. Principal/designee will request written documentation from any treating facilities prior to a student's return to school.
j. Staff will promptly follow up with any students or staff who might have witnessed the attempt, and contact their parents/guardians.
k. Media representatives should be referred to the appropriate school spokesperson. School staff should make no statements to the media.

25.5 SUICIDE ACT OR ATTEMPT NOT ON SCHOOL GROUNDS OR DURING A SCHOOL SPONSORED ACTIVITY BUT REPORTED TO A SCHOOL EMPLOYEE

Follow the procedures outlined under Suicide Threat.

25.6 SUICIDE OF A STUDENT OR EMPLOYEE ON SCHOOL GROUNDS OR DURING A SCHOOL-SPONSORED ACTIVITY

Definition - Suicide – death caused self-directed injurious behavior with any intent to die as a result of the behavior.
Note: The coroner's or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death. Schools must adhere to the wishes of the family in this regard and respect their right to privacy and confidentiality.
When a sudden unexplained death of a student or staff member occurs, the principal/designee will promptly implement crisis response procedures as outlined in the Schools Crisis Management Plan. These actions may include the following:

a. The first district employee on the scene must call for help from another staff member, locate the individual and follow district emergency medical procedures, such as calling 911.
b. A staff member must notify the principal/designee.

c. Staff members should move all other students out of the immediate area and arrange appropriate supervision. Students should not be allowed to observe the scene.
d. Principal/designee will involve student services personnel to assist as needed.
e. Principal/designee will contact parent/guardian and ask them to come to the school or hospital.
f. Principal/designee will call for assistance from the on-call crisis response number at 1-800-273-8255.
g. Principal/designee will document in writing all actions taken and recommendations.

The principal or his/her designee will:
a. Verify and obtain as much factual information as possible via staff members, the parent/guardian, or others who may have the facts depending on circumstances.
b. Do not describe the death as a suicide with the general public, parents, staff or students unless you have written confirmation from the coroner or medical examiner.
c. Promptly collect and safeguard the student's belongings from desk or locker, any student work or photo or staff belongings from his/her desk (in the event of a staff death). Consult with family members and determine a mutually agreeable date and time in private, to return these belongings.
d. Inform the faculty that a sudden death has occurred using written communication if school has already begun, followed by a staff meeting at the conclusion of the day. If the death occurred in the evening, convene a staff meeting prior to the start of school the next day. Outline procedures that will be followed per the Crisis Management Plan.
e. Designate space for all postvention activities.
f. Once obtained, provide funeral arrangements and related details to students, staff via Main Office and parents via written communication.
g. Prepare and send a parent information letter home with students following the school's protocol.
h. Prioritize classrooms and students who will need immediate attention and connect them with the response team or other appropriate resources as determined by student services staff.
i. Do not disclose any information or details to the media.
j. Meet with the response team at the end of the day or days during crisis management activities to insure the exchange of important information, as well as to insure communication and further planning of activities.
k. Check in periodically with the family, staff and students to insure that everyone is supported as much as feasible with the context of the school setting.

25.7 MEMORIALS

It is recognized that grieving individuals need a variety of opportunities to personally express their emotions and reactions to this type of death. Recommendations and ideas for a memorial should be taken into consideration and discussed with the principal and the response team prior to being implemented. Memorials must be carefully and tastefully planned, considering a broad range of responses. A variety of activities may in

fact occur to celebrate positive remembrances, and these expressions often vary.

POLICY 26 STUDENTS IN TRANSITION

The Students In Transition program in Rochester Public Schools helps to support and provide services to students experiencing unstable housing or homelessness. The McKinney-Vento Homeless Assistance Act of 2001 defines "homeless children and youths" as "individuals who lack a fixed, regular, and adequate nighttime residence."

Rights of Children and Youth Experiencing Homelessness:

- Access to a free and appropriate public education
- Receive the same programs and services that are provided to all other children
- Enrollment in a new school without proof of residential status, school records, proof of guardianship or other documents
- Continue in the school they attended before becoming homeless
- Receive transportation to the school they attended before becoming homeless
- Free breakfast and lunch at school

Homelessness is traumatic for children. It exposes them to unhealthy levels of stress and can take an emotional and psychological toll on their ability to grow and learn.

If you live…

- In a shelter
- In a hotel or motel
- With friends or family because you have no home
- In an empty building, in a car, or other unsafe place
- On the street
- In emergency foster care
- With friends and you are 17 years old or younger…

you may be eligible for additional services for your child at school.

How we can help:

- Immediate enrollment
- Transportation
- Free breakfast and lunch at school
- School supplies
- Scholarships for school activities
- Referrals to community resources that include medical support, food, housing, mental health support, and other resources
- Information about preschool programs
- Access to a school social worker

LOCAL SCHOLAR SUPPORT SERVICES

Adolescent Health Department 775-328-2400
Assessment Referral 775-789-4256
Care Chest 775-829-2273
Child Health Program (Welfare) 775-448-5000
Crisis Pregnancy Center 775-826-1999
Family Counseling Services 775-329-0623
HOPES 775-786-HOPE
Health Care Assistance 775-328-2315
Medicaid Services Office 775-688-2811
Network Against Domestic Violence 775-828-1115
St. Mary's Regional Medical Center 775-770-3000
Washoe County AIDS Program 775-328-3647
Washoe County District Health Clinic 775-328-2466
Washoe Pregnancy Clinic 775-982-5640
WC Social Services-Child Protective Services 775-328-2300
ALATEEN/ALANON 775-348-7103
CAAW (24 hours) 775-329-4150
Children's Cabinet 775-856-6200
McGee Center 775-856-4600
Secret Witness 775-322-4900
Graffiti Hot Line 775-322-8555
Teen Health Mall
Planned Parenthood 775-688-5555
Reno Crisis Call Line 775-784-8090
Sexual Assault (24 hours) 775-784-8090
UNR Family Medical Clinic 775-784-1533
Washoe High School Cyesis 775-333-5150
Renown Medical Center 775-982-4100

LOCAL SCHOLAR EDUCATIONAL RESOURCES

WOLF 775-333-6101
Boys and Girls Club 775-331-3605
Children's Cabinet 775-856-6200
Indian Education 775-850-8017
Dropout Prevention Specialists 775-348-0261
Education Collaborative of Washoe 775-353-5533
ESL (English as a Second Language) 775-850-8053
Job Corps 775-789-0840
Job Opportunities In Nevada (JOIN) 775-785-6106
Junior Achievement of Northern Nevada 775-323-8084
Police Explorers 775-348-0285
Project Walkabout 775-328-3001
YMCA 775-685-9622
Children in Transition 775-333-5130
Family Resource Center 775-353-3209
Counseling 775-333-6116
Graduation Specialists 775-348-0261
Hispanic Liaison 775-333-5300
Gear Up 775-333-5300
Nevada Hispanic Services 775-826-1818
Nevada Literacy Counseling 775-356-1007
Plato 775-333-6101
Project Challenge 775-225-0275
Upward Bound 775-784-4978
Nevada Dept. of Human Resources-Behavioral Services 775-688-1600
Supplemental Credit Office (Summer School, WOLF) 775-333-6101
Washoe County Department of Juvenile Services 775-328-2777
Washoe High School – Adult Education/GED 775-333-5020
Washoe High School – Adult Graduation Specialist 775-333-5020
Academy for Career Education Charter School (ACE) 775-324-3900
Advancement Via Individual Determination (AVID) 775-353-555