Dear Parents and Students,

Welcome to the 2019-2020 school year at Las Vegas Academy! Our philosophy is to promote excellence in the arts and academics, as well as provide an array of opportunities for our students. As a staff, we are committed to maintaining high academic standards for all our students, provide a positive, safe, and respectful environment where our students feel comfortable and excited to come to school and to recognize the outstanding achievements of our students.

To help our students be successful and organized for school, you and your student should become familiar with our student planner. The purpose of this student planner is to provide you with information related to school procedures, policies, and services. The calendar is provided to assist you in organizing your schedule of many activities and functions expected of your Major and serve as a place to record homework assignments, assessments, class objectives, and other important events throughout the year. We want you to develop good study habits at the Las Vegas Academy because these habits will be with you for the rest of your lives. The administration and teachers will review this information with you; however, I encourage you to read through it as well so that you may become familiar with our student expectations.

We are looking forward to meeting each of you and hope you will feel free to come and visit with us at any time. Our parents and students play an important role in making our school the best that it can be. If you have any questions after reading the information, please call us at 799-7800. We are always available for you and your child.

Sincerely,
Scott Walker
Principal

THE LVA WAY

- Invest in FAMILY ~ A SENSE OF BELONGING impacts physical and mental health.
- Build CHARACTER ~ Uphold Integrity, Respect, and Honesty.
- Embrace a POSITIVE ATTITUDE ~ Embellish with Humor & Fun.
- ACHIEVEMENT: Exceed Mastery, ~ Creativity, Passion, and Determination are catalysts.
- Defend TRUTH, JUSTICE, and the LVA WAY.

LAS VEGAS ACADEMY MISSION STATEMENT

Las Vegas Academy promotes an interdisciplinary foundation for lifelong learning by motivating, empowering, and challenging our diverse student body to be academic, artistic, and compassionate individuals.

LAS VEGAS ACADEMY BELL SCHEDULE

| Period 1/2 | 7:00 am – 8:25 am |
| Period 3/4 | 8:32 am – 9:58 am (Announcements) |
| “Lunch & Learn” | 9:58 am – 10:58 am |
| Period 5/6 | 11:03 am – 12:28 pm |
| Period 7/8 | 12:35 pm – 2:00 pm |

SCHOOL WEBSITE & Social Media: Website lasvegasacademy.net, Twitter.com/lvahappenings
https://www.facebook.com/OfficialLVA on Instagram lasvegasacademy
CLARK COUNTY SCHOOL DISTRICT  
2019 – 2020 CALENDAR*

<table>
<thead>
<tr>
<th>2019</th>
<th>2020</th>
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<tbody>
<tr>
<td>Aug. 12</td>
<td>First Day of School</td>
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<tr>
<td>Sept. 2</td>
<td>Labor Day (No School)</td>
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<tr>
<td>Sept. 11</td>
<td>Open House*</td>
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<tr>
<td>Oct. 11</td>
<td>End of 1st Quarter</td>
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<td>Oct. 25</td>
<td>Nevada Day (No School)</td>
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<tr>
<td>Nov. 6</td>
<td>Magnet Open House*</td>
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<tr>
<td>Nov. 11</td>
<td>Veterans’ Day Observed (No School)</td>
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<tr>
<td>Nov. 25-27</td>
<td>No School Students/Teachers</td>
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<tr>
<td>Nov. 28-29</td>
<td>Thanksgiving &amp; Family Day (No School)</td>
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<tr>
<td>Dec. 20</td>
<td>End of Second Quarter/First Semester</td>
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<tr>
<td>Dec. 23 – Jan. 3</td>
<td>Winter Break (No School)</td>
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* Subject to change

**STUDENT SERVICES**

Parents and students should be aware of LVA’s commitment to providing a rigorous and challenging curriculum. Student placement in classes was based upon several factors: (a) teacher recommendation; (b) previous grades in similar courses; (c) parental guidance; and (d) interest of the student. Every effort was made to appropriately place students in challenging courses, which coincide with the student’s assessed ability. Students are not placed in courses below their ability levels. Students were scheduled into their selected classes unless those classes were filled or canceled. Courses selected in the spring during pre-registration are the courses students are required to attend throughout the 2019-2020 school year.

**ACADEMIC PROBATION** – Students not maintaining a semester 2.0 GPA and/or a 3.0 GPA in their Major Classes will be placed on Academic Probation. Each counselor will schedule a meeting with the student and parent/guardian to develop a written academic improvement plan. Students must bring their semester GPA up to a 2.0 and/or their Major GPA to a 3.0 by the end of the academic year to remain at LVA.

**BEHAVIORAL PROBATION** – Students who do not comply with reasonable rules and regulations of CCSD and LVA run the risk of being placed on Behavioral Probation. Citizenship grades count. Students placed on behavioral probation require that a parent-student-teacher conference be conducted and a plan of improvement be developed for a student who is placed on probation. After a probationary period, the principal decides whether the student will remain at LVA or return to his/her zoned home school.

**COMMUNICATION** – Good parent/student communication is essential! With our busy lives, it is sometimes necessary to get messages to students at school. However, due to a possible violation of the Family Educational Rights and Privacy Act (FERPA), we are unable to take messages over the phone. To serve our parents and students and yet comply with FERPA, the legal parent or guardian will need to come to the school and present ID for a message to be delivered.

It is the parent/guardian/student’s responsibility to ensure the correct home address and phone numbers are on file at school. Please contact the Registrar at ext. 4065 to report any change of address, phone numbers, or incorrect information. Parents/Guardians are encouraged to communicate with teachers through the LVA website: http://www.lasvegasacademy.net.

**COMPLETION OF SCHOOLWORK** – Students must complete their schoolwork to be successful in school. Completed schoolwork INCREASES self-worth, accomplishment, and student-teacher relationships, AND DECREASES negativism and failure. Homework assignments should generally be an outgrowth of classroom interests and activities. Holidays and weekends should ordinarily be free for outside activities. The student should always understand the purpose of the homework assignment and be certain as to what to do. Homework may be requested for a student who has been or is absent three (3) or more days. The parent should contact the Counseling Office twenty-four (24) hours before the homework will be picked up.

**COUNSELING OFFICE** – Our Counseling Office is for the benefit of every student in the school. Counselors are available to assist students in their educational planning; proper selection of classes; schedule changes; interpretation of test scores; career information; home, school, and/or social concerns; and/or any questions the student may feel he/she would like to discuss. Each student can feel that his/her problem will be confidentially discussed with the counselor so that efforts can be made to help solve the problem.

Students are assigned a counselor by conservatory/major; however, students are free to consult any counselor about concerns. Students may make appointments to see their counselor by contacting the counselors’ secretary in the Counseling Office. Parents may schedule appointments by calling the Counseling Office at 799-7800 ext. 4300.

**DAILY ANNOUNCEMENTS** – The “Daily Announcements” are read to students during the second class each day and are also posted on the LVA website. Announcements, updates to bell schedules, student activities, club meetings, and administrative and counseling information are included in the announcements. Students are encouraged to listen to the announcements daily for the most up-to-date information.

**ELIGIBILITY** – Remaining eligible and knowledgeable of a student’s is both the student’s and parents/guardians’ responsibility. The school’s main purpose is to prepare students for college and career. Ineligible students will not be allowed to participate in field trips, competitions, out of district travel, and extra-curricular events. Students may become ineligible due to failing grades, poor citizenship, discipline issues, and
outstanding fines. Outstanding fines will prevent a senior from walking with his/her class at the graduation ceremonies, and failing grades will prevent a student from earning a diploma.

EXTRACURRICULAR ACTIVITIES – Students at LVA are encouraged to participate in the various clubs and organizations, school assemblies, dances, lunchtime activities, and other beyond the classroom school activities. Student Council will host Club Week will take place during 1st quarter. During this week, the majority of the clubs will hold meetings with all students invited to attend.

FAMILY RIGHTS AND PRIVACY ACT (FERPA) – The Family Rights and Privacy Act (FERPA) provides confidentiality of student records. No one may be allowed access to a student’s record without the permission of a parent or legal guardian. FERPA also provides the parent the right to inspect and review education records.

GUIDANCE – Each student will meet with his/her Guidance Instructor on the first day of school, progress report distribution day, and report card distribution day. Students have the opportunity to discuss academic concerns with the Guidance Instructor. During Guidance, students will be given important information on being successful in high school, college planning, ACT & SAT Testing, and other valuable information preparing students for career and college.

HEALTH OFFICE – Any student who becomes ill must obtain a pass from his/her teacher to report to the Health Office. In the event of illness, the Health Office does not stock or dispense any form of medication for student use. If a medication (prescription only) is needed during school hours and the parent/guardian desires medication to be kept in the office, the student is to submit a medication legal release form to the First Aid Safety Assistant with the medication. All controlled medications require a medication legal release form and shall be administered through the health office. Medication legal release forms may be obtained through the Health Office. For SAFETY AND SECURITY purposes, students must be signed out through the Health Office or counseling office only.

IDENTIFICATION BADGES/ID CARDS – Beginning September 6, 2019, students will be required to wear their student identification card/badge at all times during instructional hours/school day. The instructional day is defined as the time the student arrives on campus to the time they depart campus on a school day. This includes afterschool event, rehearsals, practice, work session, or weekend event. Students will not be expected to wear their ID’s at dances. However, all LVA students must present their student ID to enter any school-sponsored dance. Guests accompanying LVA students to dances are required to present their school ID or legal ID before entering. NO ENTRY WITHOUT AN ID.

Additionally, school staff may require students to wear their identification badges for special events and work or rehearsal hours. Teachers will determine if students may or should remove badges for physical education, performances, or other safety reasons during instructional hours. Students must use the school supplied lanyard as part of the identification process.

INTERSchOLASTIC SPORTS PARTICIPATION – Students with interest in sports are encouraged to participate in tryouts for the sport(s) of their choice at their zoned high school. Dates and times of tryouts may be obtained by contacting the zoned high school. Additionally, students who are absent 2 or more periods may not participate in extracurricular activities that day.

ONLINE ACCESS TO GRADES – Las Vegas Academy is proud to provide families with the ability to track their children’s progress and attendance through Infinite Campus. Online instructions and passwords are available through the Success Center and Counseling Office upon parent request and may be utilized at any time. Parents and students can access Infinite Campus through www.campus.ccsd.net.

PARENT CONFERENCES – Parents are encouraged to communicate with teachers through telephone and email at any time to discuss specific concerns or issues. The best way to resolve a concern is to contact the teacher first before setting an appointment or contacting the administration. At the request of students, parents, counselors, administrators, and teachers, parent conferences are held to discuss student progress or concerns about a particular class or situation. The counselors’ secretary schedules parent conferences, ext. 4300. Teachers must be notified at least one school day in advance. Parents should notify the school of specific concerns or additional information desired, beyond a review of grades, when requesting a conference.

PARENT CONTACT BY PHONE PARENTLINK (AUTO-DIALER) – Communication of school events, performances, and activities are updated weekly and sent to parents and students through the auto-dialer system. Parents are also updated on testing days and other important information that is disseminated to students at school. For this reason, parents must report to the school’s registrar of any phone number and address changes.

REPORT CARDS/PROGRESS REPORTS – Reporting of student’s progress is done by sending home mid-quarter progress reports, quarterly report cards, and by having parent/teacher conferences as needed. Mid-quarter progress reports are sent home near the 5th week of each quarter. Report cards for quarters one, two, and three are given to the students approximately two weeks after the end of each quarter. The fourth-quarter report card is mailed home. Please take time with your child to review his/her progress. Information may also be accessed through Infinite Campus.

RETURN TO HOME SCHOOL POLICY – Students who accept and elect to attend Las Vegas Academy are required to remain enrolled throughout the full school year. Students may choose to return to their home school only after the school year. Students who give up their seat at LVA must reapply to return.

SCHEDULE CHANGE POLICY – Our teaching staff is hired and assigned based on students’ course selections. Since much-advanced planning and guidance are provided for each student before registration, schedule changes will not be made after registration. Students are expected to remain in yearlong courses for the entire school year. Class changes will not be granted to accommodate a student’s request for a specific instructor. Due to the State of Nevada Department of Education Guidelines, no student may change a class and receive credit after the third week of the semester. Any class drops at this point will result in an “F” on the transcript. Requests for schedule changes are considered only during the first three weeks of the semester and are granted only for the following reasons:

1. Graduation requirement fulfillment
2. Misplacement in an academic area according to test scores and ability
3. Successful completion of summer school course work

The administration may, due to increased/decreased enrollment and staff changes, balance course sections by transferring students from one class and teacher to another section. Every effort will be made to ensure a smooth transition for students.
Petitioning A Course – Students have the right to petition a course for which they do not meet a course’s recommended achievement range. If approved, students must remain in petitioned courses for the entire year.

SCHOOL-RELATED FIELD TRIPS AND ACTIVITIES – Any student expelled, on RPC, suspension, or enrolled at an alternative behavioral school may not attend or participate in school activities during the duration of that disciplinary procedure and depending on the infraction may be kept from participating in events off school grounds such as field trips. Students may also be denied permission to participate in any activity based on student academic grades. The administration reserves the right of the final determination of student eligibility.

TEACHER OFFICE HOURS – Students may seek extra help from their teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed class discussions. A student may seek help during their “lunch and learn” time or speak with the teacher to schedule a time more convenient before or after school, or during specific “lunch and learn” time.

VISITORS – Parents are welcome at LVA and are encouraged to make an appointment in advance. However, no student visitors are allowed in the school during school hours. This restriction includes siblings, cousins, younger children, friends, house guests, former students, etc. All approved visitors must sign in at the front office and wear a visitor’s badge at all times. Due to the safety and security of teachers, students and staff, visitors who are not approved/or have followed the checked-in procedures may be trespassed off the property by CCSD personnel or CCSD Police. Call 702-799-7800 with any visitor questions.

POLICIES/PROCEDURES

ACCIDENTS AT SCHOOL – Every accident or injury that occurs during school hours or a school-sponsored event must be reported immediately to the adult in charge and the school’s Health Aide. First aid is administered at school in case of minor injuries. When necessary, the Health Office will contact parents to discuss further arrangements. School personnel may contact emergency medical personnel, depending on the situation.

ATTENDANCE – Attendance is the student’s responsibility, and enforcement is a shared responsibility between the Clark County School District and the student’s parent or legal guardian. Attendance at LVA, by each student, is expected for the entire day.

APPROVED ABSENCES – A written explanation by the parent, guardian, or physician stating the reason a student was absent is to be submitted to the Attendance Clerk within three days of the student’s initial return to school. For the status of an absence to be approved, documents and/or parent note must be submitted within three days, and the absence must meet one of the criteria below. If the absence does not meet one of the following criteria or is not verified in writing, the absence is unapproved.

- The student is physically or mentally unable to attend school, or the absence is related to the student’s disability.
- The student is absent due to a required court appearance or religious holiday.
- The absence was prearranged upon written request of a parent or legal guardian. A prearranged absence form should be completed and submitted to Dean’s Office at least three days before an absence.

To ensure proper documentation of the note, the written verification from the parent/guardian should include the following information:
- date of absence, the reason for the absence, name of the student (First and Last), student number, parent signature, and parent daytime phone number

PRE-ARRANGED ABSENCES – When students know ahead of time that they will be absent, their parents can request a prearranged absence three days before the days that will be missed. The parent must submit a written explanation for the absence to the Dean’s Office. The student will be given a pre-arranged absence form to take to his or her teachers requesting work in advance. The maximum number of pre-arranged absences is limited to ten (10) per school year.

UNAPPROVED ABSENCES – TRUANCIES – An unapproved absence is considered truancy from school. Within the meaning of the Nevada Revised Statutes, an absence is unapproved when:

- The prearranged absence was not requested in writing in advance of the absence.
- The number of prearranged absences is in excess of ten (10) days during a school year or at a CTA/Magnet School seven (7) days.
- The makeup work for a prearranged absence was not completed and submitted.
- The absence was not due to the physical or mental ability of the student to attend school, an emergency, a court appearance, or religious holiday.
- The parent/guardian of the student failed to notify the school in writing of the reason for the absence within three days after the student returned to school. If a note is not turned in, the absence turns to a TRUANCY following the third day after the student returns to school.
- The student failed or refused to attend school when so directed by the parent/guardian or school officials.
- The student left school during the school day without checking out through the Discipline/Attendance or the Health Office.

A STUDENT MISSING MORE THAN 30 MINUTES OF A CLASS DURING THE DAY IS COUNTED ABSENT FOR THAT CLASS.

Please note: A written note will not remove an absence. Upon receipt of an absence notice, the parent/guardian and student should verify the notice. If there is a reason to believe an error has been made in the attendance record, please notify the Discipline/Attendance Office at 799-7800 ext. 4500. Verification will be made upon parent/guardian request.

Makeup work - After any absence, the student is required within three (3) school days to initiate contact with his/her teachers to obtain appropriate make-up work. Once contact is made with teachers, the time interval allowed for completion of the homework is determined by the individual teacher. Students shall be allowed a minimum of three (3) days to complete makeup work.

School sanctioned absences such as field trips, RPC’s and suspensions will not be counted as absences for attendance enforcement, but students are required to complete all missed work/assignments.

ABSENCE NOTIFICATION – Written notices shall be generated and mailed by the Clark County School District Central Information Systems Department after the fifth, tenth, and fifteenth absence to the parents of secondary students (CCSD Regulation 5113). Parents will also receive a call from the district’s automated system regarding absences.
ASSEMBLIES – A special bell schedule is in effect on assembly days and published by the Activities Office the week of the assembly. Attendance at assemblies is mandatory. Appropriate student behavior is expected at all assemblies. Please note: Buses depart at the regular time on assembly days.

ATTENDANCE CONFERENCES – The administrator over attendance meets with students and parents to discuss attendance. The Nevada Administration Code 389.040 defines the Carnegie Unit, which states that a student who has missed excessive hours of seat time in a class may not earn credit in that particular class. Alternative education options will be discussed should the student reach seven (7) absences in any one class. The parent may schedule a conference in advance of the 5th absence to avoid the student being placed on RPC (Required Parent Conference).

CELL PHONES – Cell phone use is prohibited during instructional time without the permission of the teacher. Students may use their cell phone before school, during “lunch and learn,” and after school.

CLOSED CAMPUS – CLOSED CAMPUS – Once a student arrives on campus, the student is to remain on campus until the end of the student’s school day. Students must remain on campus for lunch. Any student needing to leave campus during the school day must have parent permission and check out through the Attendance/Counseling Office to receive a passport slip from school. Parents picking up their student are required to show a picture ID and sign the student out in the Attendance/Counseling Office or the Health Office. Students who choose to leave campus without checking out in the appropriate office are classified as truant and will be suspended for 2 (two) days and placed on behavior probation. Students who are interested in attending seminary during “Lunch & Learn” time must pick up, complete, obtain a parent signature, and return an application through the Dean’s Office.

COMPUTER ACCEPTABLE USE POLICY – Only licensed software approved and installed on CCSD computers may be used. With Instructor approval, student-owned USB drives may be used. Students are expected to use equipment, hardware, software, network, technology, and the Internet at LVA in an appropriate, and responsible manner. Each student is responsible for knowing the information in the Acceptable Use Policy and is required to have a completed Network Access Form on file at the school. Actions by students that result in damage, alteration, or interference of any of the above, violation of copyrights, or accessing inappropriate, and non-classroom related material from any source will result in disciplinary action. All computer use must be teacher approved. Any/all Internet use must be teacher approved. Students using personal electronic devices on school grounds are subject to the same rules and regulations per CCSD Acceptable Use Policy.

COMPUTER MISCONDUCT: Any authorized, unacceptable, or inappropriate use of computer activities, computer access, computer software, or any computer equipment; and/or any activity that affects or disrupts the school’s or the districts computer hardware, software, or computer systems (local area network and/or mainframe) will result in a discipline referral. Disciplinary action may include termination of computer use, network, and Internet, an RPC, suspension, monetary reimbursement to correct or repair the problem, referral to legal authorities, non-attendance to LVA, referral to Behavior program, and/or recommended for expulsion.

EMERGENCY DRILLS – Fire drills, shelter-in-place drills, and other safety drills are required by law and conducted on a regular basis. During fire drills, use the exit signs posted in the classroom and carefully follow teacher instructions. Students are to remain outside the building under teacher supervision until the teachers are instructed to return to their classrooms. For shelter-in-place drills and school lockdown, follow students MUST follow teachers’ instructions. When a fire drill or shelter-in-place drill occurs, students are expected to follow directions quickly and quietly, and move to or remain in designated areas until notified.

EXCESSIVE ABSENTEEISM – Students who exceed seven (7) unapproved absences in any course during the semester shall receive a failing semester grade for that course. All prearranged absences in excess of ten (10) days for the year shall be considered unapproved. Students who lose credit may be referred to an alternative program.

FOOD AND BEVERAGES – Food, candy or drinks (except water) are not allowed in the hallways or classrooms of LVA and are restricted to designated areas only. For lunch, the student may purchase lunch from the cafeteria, student store, snack shack, or bring lunch from home. All trash must be disposed of in trash cans. Students who fail to clean up after themselves will receive campus beautification and/or other disciplinary action.

FUNDRAISING – Students may not sell any item on campus to raise money for their personal use. Students selling non-approved items and/or items not intended for an LVA/CCSD sponsored fundraiser on campus will be subject to discipline. All fundraisers must be approved through the Activities office. Students who accept merchandise to sell as part of an LVA fundraiser must turn in all money by the deadline set by the teacher/advisor. Failure to turn in funds by the deadline will result in a dean’s referral.

MISSING AND ABducted CHILDREN – When a student is missing, sighted leaving campus without permission, or abducted, an emergency notification will occur in the following order: parent/guardian, appropriate police departments, and district officials. If any of the above cannot be notified in the order specified, the next appropriate person or agency will be notified while a continual effort is made to contact those missing.

ONLINE REGISTRATION – Parents are required to complete the “OLR” On-Line Registration process through Infinite Campus before the end of August. Up to date, information is vital for communication, and in the event of an emergency.

PASSPORTS – Any student who needs to leave campus during their school day must obtain a Passport from the Attendance/Counseling Office or Health Office. The parent/guardian is asked to send a signed note with a phone number where the parent may be contacted for verification. By submitting the note to the Discipline/Attendance Office before school, the student will receive a passport that will release the student from class to come to the Discipline/Attendance Office to meet his/her parent at the appropriate time. The student must be met by the parent/guardian in the Discipline/Attendance or Health Office. The parent must show proof of identity before a student is released. A student leaving school without permission will be considered truant for any classes missed and subject to further disciplinary measures. Students who choose to leave campus without checking out in the appropriate office are classified as truant and will be suspended for 2 (two) days and placed on behavior probation. Students who are interested in attending seminary during “Lunch & Learn” time must pick up, complete, obtain a parent signature, and return an application through the Dean’s Office.

SCHOOL BANK – LVA’s bank is located in the Main Building. The bank is open for business during posted hours. The banker takes care of all school fees, fines, and student funds. STUDENT FINES: All student fines must be paid each year prior to registration for the following year. Seniors with unpaid fines by the deadline assigned their senior year will be prohibited from participating in senior
activities or participating in the commencement ceremonies. Any senior who does not pay his/her fine(s) by the established deadline will not be allowed to participate in the graduation ceremony.

STUDENT PARKING – The student parking lot is located at 9th and Clark Streets in the Lowden Parking lots. The area to the east of Post Hall is reserved for faculty, staff, and school police. Staff and police parking places are not available to students at any time. Students may not park in the church parking lot across the street west of the school on 7th Street, in the church parking lot across from the PAC theatre on Clark Street, in church parking at Clark and 10th Streets or the 9th Street School at the corner of Bridger and 9th Streets. Cars are subject to being towed. If a car is towed, the fee required to retrieve the car is the student’s responsibility. The alley between the Performing Arts Center (PAC) and the Vocational building is a No-Parking Zone, and student cars will be towed if parked there. This notice serves as due process notice that vehicles will be towed at the owner’s expense if parked in unauthorized zones.

Students are not to loiter in the parking lot or cars during class time, between classes, or during lunch. Student cars (or any vehicle) may be searched if there is probable cause to suspect alcohol, drugs, weapons, stolen items, or as part of an arrest for violating the law.

Students are expected to adhere to the posted speed limit and drive safely at all times. Failure to do so may result in the termination of parking privileges and a police citation. Any accidents or problems regarding parking must be reported to the Discipline Office, ext. 4206. All other incidents will be noted, but students/parents will be responsible for filing a report with the Las Vegas Metropolitan Police Department. All automobile misuse is subject to disciplinary action by the administration and/or the police.

Students not parking on school grounds may not visit their vehicles during the school day under any circumstances. The school district is not liable for cars not parked on school grounds.

TEXTBOOKS – Textbooks are provided to students but remain the property of the school. Students will be charged for lost or damaged materials or books. Payment is made at the school bank.

TRANSPORTATION – Bus transportation is provided to all students who live more than two miles from the school. Parents/students will receive bus information in August. For questions or more information on transportation, visit ccisd.net/departments/transportation or calling 702-8111. The students on the bus are under the immediate supervision of the bus driver and are, thus, subject to the rules set by the Clark County Board of School Trustees and the State of Nevada. Any infraction of these rules by a student is to be documented on a School Bus Incident Report to Parents issued by bus drivers concerning the disciplinary infraction. Copies are to be distributed to the dean, the parent, and the Clark County School District Transportation Office. Riding the bus is considered a privilege and may be withdrawn for any misbehavior and for not following the instructions of the bus driver.

Students, not participating in an authorized after school activity under the direct supervision of an LVA faculty member, are expected to leave campus after their last scheduled class. The regular buses are scheduled for that purpose. Students who have a reduced schedule are expected to leave campus when their schedule is completed but may return for extracurricular activities, rehearsals or events. Students who require CCSD bus transportation are NOT eligible for a reduced class schedule. Students are not to be on campus unless they are in a scheduled class.

Travel/Field Trip Packet – Students and their parent/guardian must review and complete the Travel/Field Trip packet process by the end of August. The required documents and instructions are included in the back to school information students receive the first day. Detailed instructions are included with the packet. Failure to return the packet will impact the student’s ability to participate in travel, performances, and other opportunities. For more information, contact the Activities Office at ext. 4204.

VALUABLES / LOST AND FOUND – Student valuables or large amounts of money are not to be brought to school. The school assumes no responsibility for the loss or theft of such valuables or any lost articles. Valuable items include cellular/electronic devices. Students who bring valuable or expensive electronic items do so at their own risk. The Lost and Found is located in the Discipline/Attendance Office. All personal items are held in the Lost and Found for one month before being donated to a charitable organization at the end of each academic quarter.

DISCIPLINE

All students are expected to behave appropriately while at school and during extracurricular activities. The essence of good discipline is respect for authority, respect for others, respect for self, and respect for rules. This attitude, which begins at home, is reinforced at school and applied through life. The following school-wide discipline plan has been adopted to guarantee a focused and positive learning environment for all students. It is based on the expectation that no student will interfere with teacher instruction, another student’s learning, or engage in any behavior that is not in his/her best interest or the best interest of others.

At LVA, we recognize and appreciate that the majority of our students conduct themselves positively and constructively at all times. However, it is important that all students carefully read and become familiar with the rules and consequences so that there are no misunderstandings. Please remember school rules and expectations apply while at on-campus or off-campus school-related activities as well on the way to and from home.

When students engage in inappropriate behavior, they will be dealt with fairly and consistently. Students may be subject to a range of disciplinary actions based on the nature of the infraction, the number and types of behavioral referrals, and the frequency at which the student is referred for disciplinary action. This range includes, but is not limited to, student conferences, detentions, in-house suspensions, required parent conferences, formal suspensions, placement in Behavioral School, expulsion, and arrest.

**Please note that while the information in this handbook addresses many of the possible acts or behaviors that may affect the mission, process, or function of the school district, it is not intended to be inclusive. The Clark County School District’s Behavioral Guidelines booklet contains a complete listing of infractions and consequences. A copy of the Behavioral Guidelines booklet is available at ccisd.net or upon request at LVA.

DISCIPLINE DEFINITIONS – Discipline is the combination of a mental attitude and a system of personal self-control that results in a standard of behavior demonstrated by appropriate conduct in all situations.

Detention: Detention may be assigned by a teacher or an administrator as a disciplinary measure. Students will be given twenty-four (24) hours notice before being required to serve a detention. Failure to serve detention may result in a Required Parent Conference or additional disciplinary action.

In-School Suspension: A Notice of In-School Suspension is a disciplinary action that requires the temporary removal of a student from class/classes. The student is allowed to remain at school.
Required Parent Conference (RPC): A Notice of Required Parent Conference is used by the deans, assistant principals, and principals when a student/parent conference is required. Students may not attend school until the conference has been held, and the student has been reinstated to the school. While on RPC status, a student cannot be on any school district property or attend any school-related activities. If a conference is not held within three days, unexcused absences will accrue.

Suspension: A Notice of Suspension will be used in cases of serious nature that requires the temporary removal of a student from school. While on suspension, a student cannot be on any school district property or attend any school-related activities.

Substance Abuse Awareness Program: CCSD, in conjunction with Juvenile Court Services, sponsors a student/parent substance abuse program. When the behavior problem area is related to substance abuse, the student and parent will be required to attend the drug intervention program. When a student is under the influence or in possession of a controlled substance on school grounds or at school activities, participation in this program is mandatory.

Behavioral School: Behavioral School is an alternative program which provides instruction for students who have had behavior problems in the regular school. Students may be referred to behavioral school for such infractions as listed in the CCSD Behavioral Guidelines booklet.

Expulsion (Limited): An expulsion is considered limited when long term termination of enrollment in the Clark County School District with the potential that the student may return to a regular school campus other than the campus from which the student is expelled.

Expulsion (Permanent): An expulsion is the total termination of enrollment in the regular schools in the Clark County School District with future enrollment in an alternative education program. Arson, battery, selling of controlled substance, robbery/extortion, and possession, use, transmission, or concealment of ANY weapon will automatically subject the student to expulsion.

Habitual Discipline: Nevada Law (NRS 392.4655) states that a student shall be deemed a habitual disciplinary problem if the school at which the student is enrolled has evidence which documents that in one school year:

- A student threatened or extorted or attempted to threaten or extort another student or teacher or other personnel employed by the school.
- A student has been suspended for initiating at least two fights.
- A student has a record of five (5) suspensions from school.

If a student is deemed a Habitual Disciplinary Problem, the law requires that the student be expelled from the school for a period of equal to at least one semester.

UNACCEPTABLE BEHAVIORS

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Possession or use of alcohol, illegal drugs, weapons (including pocket knives), lighters, matches, fireworks, or other dangerous material is prohibited and subject to expulsion from school and referral to CCSD School police. Consequences for these or other unacceptable behaviors may include any of the following:

- Parent Contact
- Detention
- In-House Suspension
- Referral to Counselor
- Referral to Dean
- Required Parent-Student Conference
- Out-of-School Suspension
- Placement in Substance Abuse Awareness Program
- CCSD Behavioral Program
- Expulsion

Mandatory Expulsion infractions are as follows: arson, assault, and battery on a school employee, use, possession and distribution of drugs/alcohol, immoral conduct, and weapons. Students found in violation of any of these infractions will be referred for prosecution to the fullest extent of the law.

ACADEMIC DISHONESTY – Includes, but is not limited to, cheating on tests, plagiarism, and collusion.

- Cheating on a test includes; copying from another student’s test paper.
- Using material during a test which is not authorized by the individual administering the test.
- Collaborating with another student during a test without authorization.
- Knowing, using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an un-administered test.
- Substituting for another student or permitting another student to substitute for one’s self, to take a test or bribing another person to obtain a test.

Plagiarism – The use of another’s work and the unacknowledged incorporation of that work into one’s own written work for credit.
Collusion – The unauthorized collaboration with another person in preparing a written assignment that is not the students own (entire) work. 

ACADEMIC LUNCH DETENTION – Students who are missing assignments may be issued mandatory lunch detention by their teachers. Students issued lunch detention will be required to go to their teacher’s office hours to work on any missing assignments for thirty minutes during lunchtime. Students will have thirty minutes to eat lunch as required by CCSD Regulations. Students who fail to serve lunch detention will be referred for disciplinary action.

CELL PHONES – Students are allowed to carry cell phones; however, they must be kept off and in a backpack/purse during the instructional day. Cell phones may only be used during the student’s lunch break, before or after school, and only as a phone (i.e., not mp3 player or for games). If a cell phone is taken from a student, a parent can pick up the cell phone from the Dean’s Office.

DRESS CODE – The Las Vegas Academy dress code is in accordance with CCSD Regulation 5131 and the specific needs of the Las Vegas Academy. The dress code implemented at the Las Vegas Academy:

1. Require the wearing of shoes with soles. House slippers and shoes with wheels are not permitted. LVA INTERPRETATION: For safety reasons, slippers and some types of thin bottom flip-flops are not allowed.
2. All clothing must be sufficient to conceal all undergarments. No skin should show shoulders and mid-thigh (think finger-tip length). All sleeveless shirts must have straps at least three inches wide. Arm openings should not show excessive skin undergarments under the arm. Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage. LVA INTERPRETATION: There is to be no skin showing between the design of the shirt or blouse. Unbuttoned shirts or blouses which allow crop tops or spaghetti straps to show, muscle shirts or shirts with large gaping armholes and open back clothing are prohibited. Any clothing designated as an undergarment or clothing that allows undergarments to show is unacceptable. No see-through/sheer clothing is allowed. LVA applies the three-inch-wide rule to dresses, as well as tops, shirts, blouses, and athletic wear.
3. Require that all shorts, skorts, skirts, and jumpers/dresses must be at fingertip length. LVA INTERPRETATION: No split or frayed cuffs on shorts, pants, skirts, blouses, or shirts. NO CUTOFFS OR FRINGE. All attire must be in good repair.
4. Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) are not permitted on campus except for designated school-approved uniforms, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school-sanctioned activities. Hoods are to remain pulled down and no baseball hats on campus. LVA INTERPRETATION: This includes the possession of hats on campus – put them in your backpacks. The rule applies to all boys and girls with the following exception: those students who are in a Technical Theater class or job situation which requires the wearing of a hat for safety reasons are permitted to wear hats. Upon leaving their safety area (classroom or theater), Technical Theater students must remove their hats and secure them out of sight. This rule also prohibits wearing bandannas and hairnets.
5. Slogans or advertising on clothing, jewelry, buttons, and accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited. LVA INTERPRETATION: This includes, but is not limited to, any clothing or accessories which advertise alcoholic beverages, drugs, or weapons.
6. Any clothing, jewelry, buttons, and accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats are prohibited. Spiked or studded clothing, jewelry, and accessories are prohibited. LVA INTERPRETATION: Items such as, but not limited to, gloves, bandannas, hairnets, spiked or studded jewelry or accessories, chains (including wallet chains), sagging pants and oversized pants are prohibited.
7. All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher. LVA INTERPRETATION: Prohibits the wearing of any attire that is not in good repair or that is not conducive to the educational setting of the Las Vegas Academy. Clothing is to be worn in accord with its design. Pants sizes should be no more than one (1) size larger than the student’s normal fitted size. Belt lengths shall not exceed 6” beyond the buckle. Items include, but not limited to, the wearing of any sleepwear on campus, the wearing of sunglasses inside of buildings, and excessive make-up. This rule includes all stage make-up, which must be removed following a performance in any class, or theater performance or production.
8. Outerwear such as coats, mittens, and scarves must be removed upon entering the classrooms/buildings. Administrators, teachers, and staff may use their discretion as appropriate based on the temperature in the facility.

EXCEPTIONS: The principal shall retain the authority to grant exceptions for special occasions and/or conditions.

Students’ dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style which tends to diminish instructional effectiveness or discipline control by teachers is not acceptable. The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and is a potential safety hazard. Any student violating the dress code will be referred to the dean’s office for appropriate action.

LOCKERS/LOCKER SEARCHES – All books and personal belongings are to be kept in a neat and orderly manner. Students using a locker must use a school lock. School locks are the only locks to be used on Las Vegas Academy lockers. All other locks will be cut off. DO NOT PUT VALUABLES IN YOUR LOCKER. The Clark County School District and the Las Vegas Academy are not responsible for any items left in the school lockers. Any person caught tampering with, opening, or removing items from any locker other than his/her own, without proper authorization, will face disciplinary action. School authorities have the right to examine the contents of these lockers for reasons of health, safety, and security without prior notification. Student acceptance of a locker is an acknowledgment of this privilege. Student acceptance of a locker is the acknowledgment that CCSD/LVA retains the legal right to examine the contents of any locker assigned to the student on school grounds whenever determined appropriate.

Nuisance Items – Items not directly associated with the educational program are not allowed on campus. These items include, but is not limited to the following items: Cellular phones [during instructional time], MP3 players, rollerblades, electronic games, balloons, cameras, stuffed animals, skateboards, scooters, blankets, and hacky sacks. Students in possession of such items will have them confiscated and may be subject to disciplinary action. Students receiving balloons, flowers, etc. for special occasions from friends may keep these items at the front desk or in the Attendance Office during the academic day.

TARDIES – “Being on time” is an excellent personal trait that is highly valued by society and employers. Students are expected to be on time to school and each of their classes. Student tardiness is a serious disruption to the educational process. Any student who is more than thirty (30) minutes late to class will be counted absent for that class. These absences are included in the total number of absences accumulated by a student. Students that are habitually tardy to classes may be placed on Required Parent Conference (RPC) where parents and administration may develop further incentives to ensure students are not tardy.
TRAVEL DISCIPLINE – Travel and Field Trips are a privilege and not a right for students. Ineligible students and those with excessive/serious discipline concerns are prohibited from traveling. All travel expectations of appropriate conduct are in the Travel Contract included in the Travel Packet. Depending on the severity, students not following conduct rules, CCSD/LVA behavior guidelines while traveling will be subjected to additional consequences including, but not limited to, being banned from additional travel opportunities, rescheduled into a lower-performing group or possible loss of seat/non-return to LVA.

TRUANCY – A student is truant when he or she is absent from school without a valid and verified excuse from parent/guardian. Forged notes and fraudulent telephone calls will result in an absence being considered as truancy and parental contact. Skipping any part of a class or not checking out through the office upon leaving school will be considered as truancy. When a student has three or more unexcused absences, the student is declared a habitual truant. Habitual truants may be reported to the local law enforcement agency for legal action under the Nevada Revised Statute 392.142. Students who choose to leave campus without checking out in the appropriate office are classified as truant and will be suspended. Parents/students who are interested in attending seminary during “Lunch & Learn” time must pick up, complete, and return an application through the Dean’s Office.