



**PARENT AND
STUDENT
HANDBOOK
2020-2021**



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Welcome Letter

Dear Parents and Students,

Welcome to Pinecrest Academy, Sloan Canyon Campus. Parents are an integral part of our school's success and we gladly welcome your input and suggestions throughout the year! Your collaboration is essential in promoting our school's mission as we continue to place an emphasis on the core values of a true Pinecrest Pirate.

We are looking forward to a rewarding and exciting year. On behalf of the administration, teaching faculty, staff, and volunteers, we assure you we are committed to providing an innovative, challenging curriculum utilizing direct instruction and a blended learning environment to promote individualized instruction for all of our students.

While flexibility and differentiation are at the core of how we operate, we also believe high standards and character development are important for providing clear guidelines for students. This handbook outlines our policies and procedures, which are intended to be clear, but still allow students plenty of room for self-expression, creativity, growth, and exploration. Please take the time to review this handbook. We update the handbook every year to reflect changes in our policies and the changing world in which we live. The handbook also resides on the website for your reference throughout the school year, and we will notify you during the school year of any updates.

In addition, you may find routine updates posted on the school's website and Facebook page. If a major policy revision is made, you will be informed. We urge you to participate in this process by offering suggestions and raising any concerns you have about topics documented in this handbook. Please submit electronic mail to me, or any member of the administrative team, to share your thoughts.

Thank you for the dialogue and for your support in promoting the collaborative commitment we all have to creating the best learning environment for our students.

We are honored that you have selected Pinecrest Academy, Sloan Canyon as your School of Choice!

A handwritten signature in cursive script that reads "Lisa Satory".

Lisa Satory, M.S, M.Ed.
Principal
Pinecrest Academy, Sloan Canyon Campus

Charter Information

Charter School Information

As defined by the National Alliance of Public Charter Schools (www.publiccharters.org), Charter schools are independent public schools allowed freedom to be more innovative, while being held accountable for improved student achievement. Charter schools are non-profit, self-managed entities that enroll public school students. They are approved and monitored by the Nevada State Charter Authority; yet, they run independently of one another. Charter schools are funded by state and local monies and are open to any student residing in Nevada who would otherwise qualify to attend a regular public school in the state of Nevada. Charter school students are public school students, subject to all applicable policies.

Charter schools foster a partnership between parents, teachers, and students and create an environment in which parents can be more involved, teachers are given the freedom to be innovative and students are provided the structure they need to learn, with all three held accountable for improved student achievement. Pinecrest Academy is sponsored by the State of Nevada Charter Authority, not the Clark County School District.

Governing Board Members

Kacey Thomas, Chair Kacey.Thomas@pinecrestnv.org	
Travis Keys, Vice Chair Travis.Keys@pinecrestnv.org	Marni Watkins, Secretary Marni.Watkins@pinecrestnv.org
Craig Seiden, Treasurer Craig.Seiden@pinecrestnv.org	
Jeff Cahill, Member Jeff.Cahill@pinecrestnv.org	

Procedures for adding items to the board meeting agenda and filing complaints: Board meeting schedules are posted outside of the main office. Items may be added to the board meeting agenda by contacting Kim Ballou (Kim.Ballou@AcademicaNV.com) at least 10 days prior to a scheduled board meeting. Complaints may be submitted to site administration.

Administrative Staff

Lisa Satory, Principal Lisa.Satory@pinecrestnv.org	
Jennifer Czarnecki, Elementary Assistant Principal Jennifer.Czarnecki@pinecrestnv.org	Alia Rothstein, Secondary Assistant Principal Alia.Rothstein@pinecrestnv.org
Edward Savarese, Elementary Assistant Principal Edward.Savarese@pinecrestnv.org	Stephanie Russell, Secondary Assistant Principal Stephanie.Russell@pinecrestnv.org
Tina Lahr, Secondary Dean Tina.Lahr@pinecrestnv.org	Yesenia Fromhart, Secondary Counselor Yesenia.Fromhart@pinecrestnv.org

School Overview

Mission

Pinecrest Academy unites the community to prepare students for college and career.

Vision

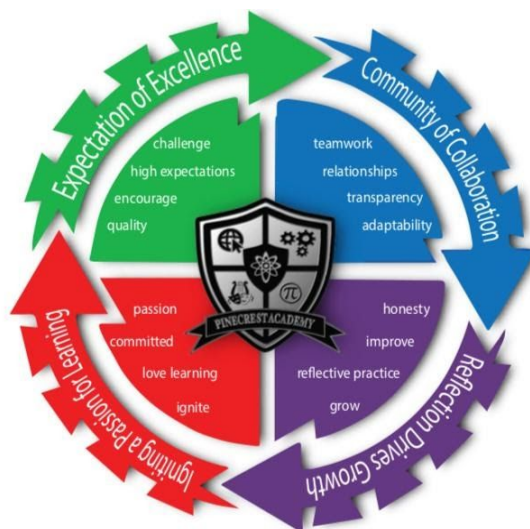
Pinecrest students perform at the highest level on all academic measures.

Educational Philosophy

The School's educational program is modeled after specific innovative learning methods and strategies that have proven successful in raising student learning and achievement. These include but are not limited to:

- A standards-based curriculum based on Nevada Academic Content Standards for Learning.
- A thematic approach to integrate core areas of study such as mathematics, reading, language arts, writing, science, and social studies.
- Arts programs such as band, orchestra, studio art, graphic design, and choir.
- Appropriate assessments for learning (screening, progress monitoring, and diagnostic).
- Career and Technical Education programs.
- Data-driven, high-quality differentiated instruction.
- Dual Enrollment courses for college credit.
- Supplemental programs for student advancement and remediation.
- Support for teachers and ongoing professional development for advancing technology and other 21st century resources.
- Research-based instructional practices (e.g., Marzano's High Yield Teaching Strategies and Coalition of Essential School's Principles).
- Weekly grade level, monthly staff meetings, and ongoing professional development workshops.
- Tutoring for remediation and acceleration.
- Targeted interventions for struggling readers and students performing below grade level.

Core Values



General Information

School Hours

Elementary K-5: 8:30am- 3:30pm

Secondary 6-9: 7:55am-2:55pm

*Before and After School Care available for a fee through the T.E.A.M.S. program. See page 19.

School Records

Student records may be requested by the legal parent/guardian only. Only the legal parent/guardians may request to review or change the records of a student. Legal guardianship shall be determined by the student's birth certificate, unless the school has been provided with a court ordered custody agreement, adoption certificate, or other legally binding documentation.

Infinite Campus

Infinite Campus will be your insight into your child's grades, upcoming assignments, and attendance. Please monitor this closely. Also, in order to pay school related fees (T.E.A.M.S., sports, clubs, field trips, lunch, etc.) you will need to access Infinite Campus. If you have had an Infinite Campus account with another school, except for any Pinecrest Academy of Nevada campus, you will need to create a new Parent Portal account. The link to the Pinecrest version of Infinite Campus is on the homepage of our website.

Data Days

There are periodic Data Days at Pinecrest Academy to monitor, report, and discuss student achievement. (Please see the School Calendar for exact dates.) As a school, we monitor and track student progress, especially the progress of our struggling students, to help increase school wide student achievement. We meet school-wide and teachers discuss struggling students at each grade level. Grade levels discuss the strengths and weaknesses of each student. Discussions are based solely on student achievement and strategies for improvement. Teachers present data on each student and offer suggestions, materials, websites, and activities that will help students increase their achievement. Data Days are very beneficial to the staff and students. It is truly a collaborative, school wide effort to monitor and track student achievement.

The Data Days are half days and students will attend school from:

- 7:55 am - 11:25 am (Grades 6-9)
- 8:30 am – 12:00 pm (Grades K-5)

Late Pickup Fees

Students must be picked up by 6:00pm. Students not picked up by 6:01 will be subject the following fees:

- 6:01 pm to 6:15 will be charged a \$20 late fee.
- 6:16 pm to 6:30 pm will be charged an additional \$20 late fee.
- If students are not picked up by 6:31pm will result in notifying the local authorities and a \$50 late fee will also be added to your infinite campus account.

School Closings and Delays

Inclement weather and/or unexpected community incidents may require Pinecrest Academy to cancel school, open late or close early. The following action plan will be followed:

- The school's Crisis Response Team (CRT) will monitor and manage the situation.
- Announcements will be posted on the school website.
- Parents will be notified via phone, email, and/or Infinite Campus.
- If classes are canceled or dismissed early, all athletic and extracurricular events will be canceled.
- T.E.A.M.S before/after-school programs will operate from an early dismissal to the regular closing time if applicable.
- NO athletic, extracurricular events, or before/after-school programs will operate if the school is closed.
- If school is canceled due to an unforeseen event, make-up day(s) will be added to the end of the school year or Distance Education will be put into place.

Lost and Found

Lost and found items will be held for a limited amount of time. To minimize the quantity of lost articles, we ask that you please write your child's name on everything he/she brings to school. Items left unclaimed will be donated to a local charity at the end of each month.

Lost, Stolen or Damaged Items

Pinecrest Sloan Canyon is not responsible for items brought to school which become lost, stolen or damaged.

Confiscated Items

Clothing which is not dress code, electronic devices which are used in an inappropriate manner, and other nuisance items may be confiscated. They are held in the dean's office for safe keeping. In the event that this becomes an ongoing issue, discipline may occur. This may include, but is not limited to a parent phone call, parent, pick up, or RPC. Items which are not claimed will be donated to a local charity at the end of each semester.

School Parties & Gifts

School parties may be held to recognize special holidays or events related to instruction. Celebrations will be announced throughout the year. Parents may be asked to assist teachers with special preparations. No gift exchanges will take place at school. If parents wish to send a small treat, please know that only store bought and packaged treats are allowed to be shared. The teacher must be notified in advance. All treats must adhere to the allergy restrictions of the class. It is recommended that a small nonfood item be given in place of a treat for healthier options. Celebrations will be limited to the last 30 minutes of the day. The school will communicate information regarding parties specific to a grade level. All special events and activities must be pre-approved by the administration. Birthday party celebrations, which include treats for students, will be held on the last Friday of the month.

Lockers

- Only the school issued combination locks will be permitted on the lockers.
- The school assumes no responsibility for loss or damage to personal, school items and valuables, in an unlocked or locked locker.
- Pinecrest Sloan Canyon reserves the right to search lockers at any time. The storage of open food and drink in the locker is not allowed.
- Food items are to be removed by the end of each school day.
- Students are solely responsible for the contents of their lockers and should not share their lockers with other students; nor divulge locker combinations to other students. Sharing combinations is a violation of school rules and may result in loss of locker privileges.
- Students are to only use the locker that has been assigned to them. Lockers are not to be shared. Sharing lockers is a violation of school rules and may result in loss of locker privileges.
- Decorating the inside of lockers to personalize them is permissible. No decorations on the outside of lockers. No tape of any kind, contact paper, stickers or writing. Nothing glued or stuck to lockers, such as mirrors or notepads INSTEAD USE: Magnetic mirrors, magnets or sticky tak.
- Students may not use lockers, without permission, during class time. Students will have access to lockers beginning at 7:45 a.m. before school.
- Lockers may also be accessed during the lunch passing period and after school. Being tardy to class, due to going to a locker, is not acceptable and is not excused.
- If students are having problems with lockers, they need to report this information to the office. The rental fee for the lock and locker for the school year is \$10.00.

School Safety and Security

Crisis Response Plan

Pinecrest Academy has plans and procedures in place to protect your child and communicate in the event of an emergency. Our administration works with school staff, local law enforcement, and other public health and safety leaders to make our campus a safe place to learn. To protect our students and staff, Pinecrest Academy is surrounded by security gates. We also have an electronic security system, burglar alarms, digital video recorders, and access controls.

Visitors

Each visitor to our school is required to sign in at the front office to obtain a visitor's badge. It is extremely important parents adhere to the rules of the school to ensure everyone's safety. If you do not have a visitor's badge, you will be asked to return to the front office to obtain one. Parents attending Opening Ceremony, will need to obtain a visitor's badge immediately afterward if you are going to volunteer or attend any school functions. There are new regulations regarding volunteer fingerprinting. Depending on how frequently you volunteer, you may be required to get fingerprinted at your own expense. The school will inform you when you are required to get fingerprinted.

Classroom Observations

On occasion, parents request to observe their child in the classroom setting. We do allow classroom observations; however, we have established the following guidelines to limit disruptions:

- Observations must be scheduled with the teacher at least one day in advance.
- Observations are limited to thirty minutes.
- Parents cannot disrupt the educational setting (i.e., talk to, or distract, the child or classroom teacher during instruction).
- Parents need to sign in at the front office and receive a visitor's badge. Once in the classroom, the teacher will show you where to be seated during the observation.
- Parent actions that cause a distraction to the learning environment are prohibited. All observations are at the discretion of the Principal.
- Before, during, or after an observation, there should be NO conversation with the teacher while students are present. To set up a conference, please contact administration.

Incidents On or Near School Campus

Pinecrest Academy has a Crisis Response Team focused on prevention and reaction to emergencies. Furthermore, a Crisis Response Team provides support to students and staff after an incident. If there is a potential threat the school will go on lockdown to protect students, staff, and visitors. No students will be released during a lockdown or shelter in place.

Parent Crisis Notification Letter

Dear Parent/Guardian:

At Pinecrest Academy, we place a high priority on protecting the safety of our students and employees. In emergency situations, if everyone knows what to do, all involved can Stay Calm and Stay Safe. This letter will inform you of how you and your student can stay safe in an emergency.

The Pinecrest Academy Emergency Action Plan includes the following elements

- A detailed plan, coordinated with national, state and county emergency action plans, with detailed procedures for protecting the welfare of students during an emergency event
- School-based Crisis Team, integrated with community emergency response and mental health resources
- Local police agencies
- Individual Crisis Plans at each school, including regular drills for fire, lockdown, shelter-in-place for other potential disasters
- School-based Health Services, integrated with community health and medical resources
- A reunification site to reunite parents and students if off-school site evacuation is necessary. All community media outlets will communicate site of reunification immediately after confirmation of need for reunification off-site

As the parent of a Pinecrest Academy student, you are a vital part of our plans to protect your child. You can assist the various school personnel, police or fire personnel, or others engaged in the protection of your student and others by remaining calm.

Before a Crisis

- Practice family crisis response at home: have a plan and supplies organized, and discuss remaining calm and asking for help when needed.
- Make sure the school has updated information regarding your child, including contact names and numbers and your child's medical history.
- Discuss with your child the school's rules during drills for fire and other emergencies; be sure your child understands correct procedures.
- Teach your child to stay with school staff and follow their directions.
- Tell your child NOT to try to contact you by cellular phone or landline until given the OK by school staff, thus allowing communication channels to remain open for emergency responders.
- Tell your child that you will remain at work or home and watch for information from Pinecrest Academy as to where and when you and your child can reunite.

During a Crisis

- Stay calm and do not come to the school so emergency responders can complete their mission.
- Keep phone lines free so school personnel and community responders can communicate with each other.
- Listen for information from Pinecrest Academy over TV, radio or the Internet. This information will help you reunite with your child in an orderly and safe manner.

Reunification

When you reunite with your child:

- Be a model of calm, control and comfort - let your child know you will protect them.
- Listen to your child and watch for temporary changes in behavior.
- Seek assistance for negative behavior changes that persist after two weeks.
- Keep in contact with your child's school and follow recommendations from community experts.

We at Pinecrest Academy take pride in responding to the needs of our students and employees. Training and awareness activities continue in all areas of crisis management/response and school safety in an effort to stay current with national, state and county response plans. We appreciate your efforts in doing all you can to help us protect your child in an emergency.

Health Office Policies and Procedures

Authorization for Medication

For medication to be administered to your child, we must have an Authorization for Medication form. This form is available in the office and on our website. A pediatrician or family doctor must complete these forms.

Medication must be in its original container and labeled with the following information: the child's name, dosage, name of the drug, physician's name, and the name/phone number of the pharmacy that filled the prescription. Office personnel designated to dispense medication are required to count the number of pills the student brings to school and document in the student medication log.

Immunization Policy

NRS 392.435 Immunization of pupils: Certificate prerequisite to enrollment; conditional enrollment; effect of failure to immunize; report to Health Division; inclusion of certificate in pupil's record.

In accordance with Nevada Revised Statute 392.435, unless a student has a written excuse because of religious belief or medical condition, a child may not be enrolled in Pinecrest Academy, a public charter school, unless the student's parents or guardian submit to the registrar of the school a certificate stating that the child has been immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis (polio), rubella (German measles), rubeola, and other such diseases as the local Board of Health or State Board of Health may determine, and has received proper boosters for that immunization, or is complying with the schedules established pursuant to NRS 439.550.

Accidents

Parents will be notified immediately in case of illness or serious accident. In the event a parent cannot be contacted, the person(s) named as the emergency contact will be called. Please review and update your child's emergency contact list to ensure accuracy. Please notify the office immediately of any accident or injury that occurs during arrival or departure from school.

Illness

Children who are ill should remain at home to minimize the risk of passing the illness onto others. Parents should send written notification of all absences. Please notify the school of any chronic condition your child may have by completing the Student Health Form.

Independently Contracted Services

In order to minimize disruptions to the learning environment, Pinecrest Academy cannot accommodate independently contracted services for students from outside agencies during the school day. These services include, but are not limited to, psychological counseling and other related services not documented on a student's Individual Education Plan.

General Arrival and Dismissal

Arrival Procedures

- Secondary students:
 - Arrive between 7:25 am and 7:50 am.
 - Classes begin promptly at 7:55 am.
- Elementary students:
 - Arrive between 8:00 am and 8:25 am.
 - Opening Ceremony will begin at 8:15 am. At the 8:15 am bell, all students will line up for Opening Ceremony on the playground with their teacher on their designated dot.
 - Classes begin promptly at 8:30 am.

Students arriving or departing outside of the school's designated times must be enrolled in the T.E.A.M.S. program.

Opening Ceremonies

The Opening Ceremony will include a flag presentation, 30 seconds of silence, daily affirmation, student and staff recognition, and school announcements. After the completion of Opening Ceremony, teachers will escort students directly to their classroom. Opening Ceremony will take place on Mondays and Fridays, unless there is a rainy day schedule in which all students will report to their homeroom teacher. Any student entering their classroom after their designated start time must be walked in to obtain a tardy slip from the front office.

Once Opening Ceremony begins, students must line up with their class and may not play or move throughout the grounds. Students and families are expected to stand still during the pledge and moment of silence. After classes are dismissed, parents and families are asked to leave the school grounds.

Dismissal Procedures

- Secondary students will have a fifteen (15) minute dismissal window from:
 - 2:55 pm - 3:10 pm.
- Elementary students will have a thirty (30) minute dismissal window from:
 - 3:30 pm - 4:00 pm.

At the designated times Carloop will begin, as well as our Walk-up Parent Pick-up. Please ensure your child is picked up from school on time.

Students remaining on campus after 3:10 pm for Secondary and 4:00 pm for Elementary will be sent to the T.E.A.M.S. Program and parents will be responsible for the daily fee. T.E.A.M.S. is available until 6:00 pm and the applicable fees are listed in the T.E.A.M.S. handbook on the school website.

Arrival and Dismissal Guidelines

Elementary Arrival Guidelines

- Students arriving prior to 8:00 am must check in to our T.E.A.M.S. Program. Students arriving after 8:30 am must be walked in and signed in to obtain a TARDY pass at the elementary school front desk before proceeding to class.
- ADA needs will be accommodated in the main parking lot. The morning overflow is not ADA accessible.
- Please cross ONLY in the designated areas to avoid carloop congestion and maximize safety.
- There is NO PARKING on Volunteer, Dale, Amigo, Chaparral or any other streets that have no parking signs.
- There is NO LOADING/UNLOADING on Volunteer, Amigo, Dale, or Chaparral. Parents attempting to let their students out on any neighboring street are in violation of city and school policies. Drivers violating these guidelines assume personal liability for city repercussions and safety of their children.

Elementary Dismissal Guidelines

- Students with a signed permission slip to walk or ride a bike off of the campus MUST leave campus immediately upon dismissal at 3:30 pm.
- If you need to retrieve your student prior to our regular dismissal window, please arrive at the office by 3:00 pm.
- To pick up a student via Walk-up Parent Pick-up Area you must have a Carloop tag for each student. Parents must enter carloop in the left lane. Parents will notify the inputters that they are parking and pull into the rear lot. Access campus via the pedestrian access and present your carloop tags to the designated school personnel in the Walk-up Parent Pick-up Area. Your child will be released to meet you in the Walk-up Parent Pick-up Area. We ask that all parents waiting in the Walk-up Parent Pick-up Area remain in the designated area to prevent confusion with the students releasing to the carloop gates.

Elementary Carloop Information

Each student will receive carloop placards. You may also use a digital photo of your students carloop tags on a cell phone or electronic device. Elementary carloop will begin at **3:30pm**. If your Secondary student is in TEAMS you may present both tags to the inputter and pick up your Secondary student in TEAMS and your elementary students through the carloop. Elementary carloop will close at 4:00pm.

To safely facilitate student arrival and dismissal, please adhere to the following guidelines:

- During dismissal, elementary families will utilize the right lane as they enter the carloop off of Dale Avenue. The left lane will be designated for secondary student pickup.
- Remain in your vehicle, and place your vehicle in park. Your children will be prompted to unload by a staff member.
- Adhere to the 5 MPH speed limit, as well as the zero tolerance for aggressive behavior.
- Yield to all children and Carloop duty personnel.
- Staff members are not permitted to buckle your child in their seat or car seat.

Prohibited From Carloop

The following acts are prohibited and may jeopardize student safety and the continuance of our Charter School contract:

- Refusing to follow school procedures for Carloop.
- Backing up onto entrance cross-streets.
- Blocking the entrance/exit of any surrounding business.
- Dropping students on side roads specifically communicated by the city and school as no drop zones.

Secondary Arrival Guidelines

- Students arriving prior to 7:25 am must check in to our T.E.A.M.S. Program.
- Students arriving after 7:55 am must obtain a TARDY pass at the Middle/High School front desk before proceeding to class.
- ADA needs will be accommodated in the main parking lot. The morning overflow is not ADA accessible.
- Please cross ONLY in the designated areas to avoid carloop congestion and maximize safety.
- There is NO PARKING on Volunteer or other streets that have no parking signs.
- There is NO LOADING/UNLOADING on Volunteer, Amigo, Dale, or Chaparral. Parents attempting to let their students out on any neighboring street are in violation of city and school policies. Drivers violating these guidelines assume personal liability for city repercussions and safety of their children.

Secondary Dismissal Guidelines

All students will exit the building at dismissal and will be permitted to independently walk to their car when their parent arrives in the loading zone. Students are expected to stay on campus if they are not a walker. Any student who walks off campus without a pass will be subject to discipline.

- During dismissal, secondary families will utilize the left lane as they enter the carloop off of Dale Avenue. The right lane will be designated for elementary student pickup.
- Students with a signed permission slip to walk or ride a bike off of the campus MUST leave campus immediately upon dismissal at 2:55 pm.
- If you need to retrieve your student prior to our regular dismissal window, please arrive at the office by 2:30 pm.
- To pick up a student via Walk-up Parent Pick-up Area, you must have a Carloop tag for each student. Parents must enter campus via the pedestrian access and present your Carloop tags to the designated school personnel in the Walk-up Parent Pick-up Area. Your child will be released to meet you in the Walk-up Parent Pick-up Area. We ask all parents waiting in the Walk-up Parent Pick-up Area to remain in the designated area to prevent confusion with the students releasing to the Carloop gates.

Walking Off Campus (Grades K-12)

Students must have a release slip signed in the front office if they are walking or biking off campus at dismissal. Students biking on or off campus must walk with their bike while on campus. If a student is designated a “walker” they must be able to independently walk off campus and will be asked to exit campus immediately after dismissal. Parents must communicate with their children if they are to remain in a classroom for dismissal through the carloop system on certain days. If you have any questions regarding this policy, please contact our front office. Students may only re-enter campus to pick up younger siblings or to attend formal, after school activities. A student’s walker pass may be revoked if behavior or safety becomes an issue. Any student who walks off campus without a pass will be subject to discipline.

Waiting Near Campus (Grades K-12)

Students waiting on side roads are the responsibility and liability of the parent/guardian, regardless of parent/guardian supervision. If students are on sidewalks near campus and are not acting in accordance with behavior expectations, including but not limited to - throwing rocks, using profanity, playing near the road, running around, fighting, threatening, or littering, the following actions may be taken:

- Students will be asked to return onto campus for required supervision in the T.E.A.M.S. Program. Fees, including registration and daily charges, accrued for this care will be the responsibility of the parent/guardian.
- School progressive discipline may be applied for the observed behavior, including all punitive measures.
- Local Law Enforcement will be called for students who are a threat to the safety of themselves or others and who refuse to return to school for required supervision and/or school disciplinary actions.

Steps for Violations to Policies and Procedures

In addition to the issuance of citations from local law enforcement, Pinecrest Academy will implement the following consequences for violation of these rules:

- Documented warning
- Incident report
- Administrative Meeting for Breach of Contract
- Possible Trespass from the Pinecrest Academy Campus
- Report to local law enforcement

Student Parking Regulations

Driving to school is a privilege, not a right. To be eligible to purchase a parking permit, students must settle outstanding fines and meet student parking guidelines. A valid driver's license is required before your request for a school parking permit will be reviewed. Students may apply and be granted permission to drive and park a car in the student section of the school parking lot. Student cars parked on school premises are subject to search and seizure. Pinecrest Sloan Canyon is not responsible for the vehicle and/or its contents.

- Parking on school grounds during school hours is BY PERMIT ONLY. Students applying for a permit must meet all other parking requirements.
- Parking on school grounds without a permit will make the driver ineligible for a parking permit privilege for the current and next marking period and student vehicles may be subject to towing at owner's expense.
- Using another student's permit will make the driver ineligible for a parking permit privilege for the current and the next marking period. The student who gave the permit will lose his/her parking privilege for the current and next marking period. Students involved in misuse of parking regulations will also be subject to disciplinary action.
- Repeat offenders may have their vehicle towed at owner's expense.

Parking Permit Applications

Students requesting a parking permit privilege are expected to have a good attendance record (3 or fewer absences/tardies to school or class for the current/previous quarter), good discipline record with no referrals for the current/previous quarter, and a minimum 2.0 GPA for the current/previous quarter with no grades of F.

- Applications are located in the Dean's Office.
- There are a limited number of parking spaces for those who qualify.
- Pinecrest Sloan Canyon will charge a \$10.00 fee to each student who qualifies for a parking permit. If a parking permit is suspended or revoked, the fee is not refundable.
- The parking permit is non-transferable to other students.
- Loss of a permit tag for ANY REASON will result in a replacement charge of \$25.00, payable when the replacement permit tag is issued.

For Permit Holders:

- The parking permit tag must be hung from the inside rearview mirror and clearly visible. Repeated citations for failure to display permit will make the driver ineligible for a parking permit privilege for the current and next marking period.
- Student parking is RESTRICTED solely to the student's assigned space. Students will park in their assigned lot and space. Students are not permitted to park in any areas designated for staff or visitor parking.

- Once a vehicle is parked; it is to be locked until after the driver's last class. Any student entering or driving a vehicle without permission during the school day (including lunch time) may be subject to a discipline referral and may lose the parking permit. Students who are unlawfully absent from a class (cutting/skipping) or who transport other students who are unlawfully absent from school/class may lose their parking privileges for the school year or permanently and will be subject to progressive discipline for Truancy which can include notification to law enforcement.
- Reasonable care and observance of safe driving practices will be expected on campus grounds and at other Pinecrest Schools. Reckless driving, squealing tires, loud and/or inappropriate music, cell phone use and any other unsafe driving behavior will not be permitted. Violation may result in loss of parking privileges. Drivers are expected to stop at crosswalks to allow the safe passage of pedestrians.
- PARKING SIGNS AND REGULATIONS MUST BE OBSERVED. At a minimum, initial violations will result in a warning. Any further violations may result in ticketing/fines.
- Accidents, thefts and/or vandalisms involving parked vehicles on campus must be reported to the office immediately.
- Failure to obey the direction of school staff while in or operating a vehicle will result in the loss of driving privileges and the parking permit.

SPEED LIMIT ON SCHOOL PROPERTY IS 5 MILES PER HOUR AT ALL TIMES!

Committing any one of the following infractions may cause you to lose your parking permit:

- Falling below a 2.0 GPA.
- An F in one or more classes.
- Being absent more than three days per marking period (total 10 for school year) or tardy to school or class more than three days per marking period.
- Cutting a class and/or being tardy to class or school more than three times in a marking period.
- Receiving a discipline referral.
- Transferring your parking permit to a person or vehicle which belongs to another student - or making any other attempt to deceive in a parking matter.
- Allowing another student to drive your car on campus.
- Going to the parking lot during school hours without a pass from the grade level administrator or main office. Athletes may not move their cars from one lot to another after school.
- Exceeding the 5 mph campus speed limit or violating other campus driving/parking regulations.
- Leaving campus without permission before your dismissal time (this includes lunch).
- Transporting another student off campus before his/her dismissal time.
- Causing an accident or committing theft or vandalism on campus.

- Being involved - or allowing your passenger to be involved - in “horseplay” in the parking lot including, but not limited to, unnecessary noise making (horn blowing, yelling), hanging out of car, passengers on outside of car, driving on surfaces other than driveways. You are responsible for your passengers’ actions/behaviors.
- Per the Nevada Department of Motor Vehicles:
 - Passenger Restrictions
 - Young drivers may not transport any passenger under the age of 18, except for immediate family members, for the first six months after the license was issued. Penalties for violations include extending the restriction for six months or more and fines for repeated violations.
 - Statewide Driving Curfew
 - Drivers under 18 may not drive between the hours of 10 p.m. and 5 a.m. unless they are traveling to or from a scheduled event such as school events or work. Law enforcement may ask for satisfactory evidence of the event. This applies to all drivers under the age of 18 until they turn 18.

Pinecrest Sloan Canyon administration reserves the right to revoke your parking permit for infractions other than those specifically stated.

Teaching, Enriching, and Motivating Students (T.E.A.M.S.) Program

T.E.A.M.S. is used to describe any school sponsored activity that takes place before or after school hours. This includes but is not limited to T.E.A.M.S. AM/PM, sports, clubs, and school sponsored events/activities. If your child participates in any of these activities, families must fill out a T.E.A.M.S. application that can be found online. Students who are placed by the school, because they were not picked up on time, or are enrolled by parents in the T.E.A.M.S. (fee-based) program will be charged a \$50 enrollment fee.

Students arriving on campus prior to 7:35 am for Secondary and 7:50 am for Elementary will be sent to the T.E.A.M.S. (fee-based) program and parents will be responsible for the daily fee. We ask that you fill out a T.E.A.M.S. form in case of emergency. The form is a precautionary measure and does not enroll your child in the program on a daily basis, only in the event it's needed. T.E.A.M.S. is available until 6:00 pm and the applicable fees are listed in the T.E.A.M.S. handbook on the school website.

T.E.A.M.S. AM/PM

Pinecrest Academy has established before and after school care in a structured environment to be available on campus. It is the parent/guardian responsibility to register and pay for such services. Please contact the school office for detailed information on how to register for T.E.A.M.S. AM and/or T.E.A.M.S. PM at our school.

Pinecrest Academy offers a variety of extracurricular activities, clubs, music, sports, and activities. Please visit our website for more information.

All students need to be potty trained and be able to utilize the facilities by themselves. Exceptions must be documented and approved before attending before and after school care.

Administration and the director of before/after school programs reserve the ability to remove any student from the program for behavior and non-payment. No refunds will be given if removed from before/after care program. Any questions, please email:

Jaime.Madden@pinecrestnv.org - Elementary

or

Domonique.Valenti@pinecrestnv.org - Secondary

T.E.A.M.S. Outstanding Fees

Failure to pay outstanding fees will result in the loss and/or suspension of extra-curricular activity privileges, which includes field trips, sports, dances or other school functions. Fees may include, but shall not be limited to: lost books, late library fees, lunch accounts, T.E.A.M.S. fees, agenda fees, field trip fees, elective fees, and any fees which may accrue in the normal course of the school year. Once the school has made attempts to collect fees, including up to date information on Infinite Campus and email communication, a collections letter will be sent.

Athletics

Pinecrest Sloan Canyon is proud to offer a variety of extracurricular sports activities to our students and families. Not all sports are available to all grade levels. Completed physical forms are mandatory for grades 5th-12th to be eligible to participate.

Fees

- League Fee: determined based on activity and grade level
- Jersey Fee: determined based on activity and grade level
- T.E.A.M.S. Fee: \$50.00 (paid only once per school year)

Seasons

*All sports are offered to boys and girls unless listed differently

*Subject to change

SEASON	SPORT	GRADES
Year	Cheer	3 - 12
	Archery	4 - 12
Fall	T-Ball	K - 2
	Flag Football	3 - 12
	Girls Volleyball	3 - 12
	Cross Country	3 - 12
Winter	Basketball	K - 12
	Bowling	9 - 12
Spring	Soccer	K - 12
	Track & Field	6- 12
	Boys Volleyball	3 - 12
	Golf	9 - 12

Practice and game times vary by team and sport. All athletes need to be picked up at the end of their practice time.

Please note that we hold our student athletes to a high standard of academic excellence and exceptional behavior. A 2.0 GPA is required to play any sport. Students with academic concerns will be given an opportunity to improve grades through a tangible academic improvement plan provided by the athletic directors or Dean. Any athlete participating in an activity or engaging in personal conduct that results in disciplinary action may become ineligible to play and will be removed from the team roster. Administration reserves the right to remove a student from any sports for academics, behavior, attendance, or health related concerns.

Athletic fees must be paid in full prior to the first game, otherwise the student will be benched or removed from the team. Students are expected to attend all events and practices, failure to do so may result in removal from the team.

School Lunch

Lunch Payment

Lunch: \$3.50 - *Lunch prices are subject to change.*

The responsibility for meal payments belongs with the parent/guardian. Lunches are to be prepaid online or through the front office of each campus in advance of the meals being served. Funds should be maintained in your child's lunch account to minimize the possibility your child may be without lunch on any given day.

At the end of the school year, any remaining funds for a particular student will be carried over to the next school year unless the parent/guardian requests a refund in writing. Parents/guardians will be given the option to transfer the remaining funds of a graduating student to a sibling's account with a written request.

In order to minimize classroom interruptions, parents are discouraged from dropping off lunch, homework, or other items for their child during school hours.

Low and Negative Balances

Notices of low or deficit balances will be sent to parents/guardians when a student charges his/her first meal, third meal, and fifth meal. The campus will notify parents/guardians of low or negative balances via email notifications sent through the parent portal of the student information system and/or sent home in a letter with the student. Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment, and where to go for questions or assistance. After a deficit of \$35, students will receive a shelf stable lunch. Other consequences of non-payment will be determined on a case-by-case basis. If financial hardships exist, parents/guardians are encouraged to apply for free or reduced price lunches for their child at any time over the course of the school year.

Free & Reduced Lunch Program

All families are encouraged to apply for the Free and Reduced Lunch Program (FRLP). The FRLP application will be provided in August, prior to the start of the school year. You can find these applications at any of our school's front offices or on your child's infinite campus accounts. If your financial situation has changed, or you think you would qualify, you may obtain a new application at the school office. This designation helps our school apply for grants and extra resources; therefore, we ask every parent to fill out the form regardless of whether or not you believe you would qualify.

School Wellness Policy

Smart Snacks Nutrition Standards for all Foods Sold in Schools

The Healthy Hunger-Free Kids Act of 2010 directed the USDA to establish science-based nutrition standards for all foods and beverages sold to students in school during the school day. The Smart Snacks Nutrition Standards support efforts by school food service staff, school administrators, teachers, parents, and the school community, who all work together to instill healthy habits in students. The Smart Snacks Nutrition Standards cover all foods sold in schools. This means foods sold during the school day in the following locations, (but not limited to) school stores, vending machines, bake sales, the snack bar, must meet the minimum federal regulations as laid out in the Smart Snacks Nutrition Standards. The intent of these standards is not to limit popular snack items, but instead to make healthier snacks available to students. These snacks must meet common-sense standards for fat, saturated fat, sugar, and sodium, while promoting products that have whole grains, low- fat dairy, fruits, vegetables or protein foods as their main ingredients.

Advisory Group

- Pinecrest Academy of Nevada will have a Wellness Advisory Group made up of diverse stakeholders to assess the schools needs and develop a policy that meets the operational realities of the school and work toward improved health and wellness outcomes for school children.
- The Wellness Advisory Panel will include
 - One parent representative from each campus.
 - One middle-school student from each campus.
 - One staff member from each campus.
 - The Wellness Advisory Panel will meet twice a year to review the School's Goals, Menu, and discuss other issues.

Wellness Policy Coordinators

- Pinecrest System- Lora Flitton- Lora.Fitton@pinecrestnv.org
- Pinecrest Sloan Canyon- Alia Rothstein- Alia.Rothstein@pinecrestnv.org

School Wellness Policy Goals

- Promote nutrition education with the objective of improving students' health and reducing childhood obesity.
 - Nutrition education is integrated into the school curriculum through science and physical education.
 - Nutrition education involves sharing information with families and the broader community.
 - Action Steps: Menu review with parents and teachers through meetings regarding calorie intake and healthy eating. Nutrition education information is distributed at parent nights.
 - Promote physical activity with the objective of improving students' health, academic achievement, and reducing childhood obesity.

- Action Steps: Daily physical activity is provided through recess (30 min), physical education (twice a week), brain breaks.
- Wellness Promotion Policy goals are considered in planning of all school and department-based activities (such as school events, field trips, dances, assemblies, and workshops).

Incentives & Rewards

- Pinecrest will not use food as an incentive or reward. For special circumstances, with School Administrator approval, food awards or incentives may be used as long as they are in alignment with the Smart Snacks Nutrition Standards.

Fundraising

- All items sold to students on the school campus during the school day will meet the Smart Snacks Nutrition Standards, there are no exemptions.

Special Occasions Policy

- For the following special occasions and/or holidays foods may exceed the established nutrition standards:
 - State or National Holidays
 - Valentine's Day
 - Nevada Day/Halloween Day
 - Day Prior to Spring Break
 - Day Prior to Winter Break
- School Community Observations
 - Birthday Parties and Other Celebrations- Once per month or as otherwise determined by the School Administration on a limited basis.
 - Fundraising for various school related activities, sporting events and field trips, using outside vendors (all nutritional facts are available for review). ALL fundraisers on school campus during the school day will meet the Smart Snacks Nutrition Standards. If fundraisers sell items that do not meet Smart Snacks, it will occur at least 30 minutes after the end of the school day or on a weekend. Fundraisers that are intended to be consumed at home (cookie dough, popcorn, etc.) will not be affected since they are not consumed at school.
- In order to minimize risks of foodborne-illness and to avoid known food allergens, food must be commercially prepared.

Smart Snacks Nutrition Standards

- All foods and beverages available for sale or given away to students on the school campus during the school day must meet the minimum nutrition standards. These food standards apply to all grade levels (unless otherwise specified).
 - To be allowable, a food item must meet ALL of the competitive food standards for **CALORIES, SODIUM, SUGAR, and FAT** as follows:
 - Calories:
 - Snack/Side Item- ≤200 calories per item as served (includes any accompaniments)
 - Entrée- ≤350 calories per item as served (includes any accompaniments)
 - Sodium:
 - Snack/Side Item- ≤230 mg per item as served until
 - June 30, 2016 (≤200 mg after July 1, 2016)
 - Entrée- ≤480 mg per item as served
 - Sugar:
 - Total Sugar- <35% by weight
 - Fat:
 - Total Fat- ≤35% of calories
 - Saturated Fat- <10% of calories
 - Trans Fat- 0 g per serving

Specific Nutrient Standards for Food

- In addition to the Smart Snacks Nutrition Standards, food items must meet ONE of the following criteria;
 - Be a grain product that contains >50% whole grains by weight or have whole grains listed as the first ingredient on the food label; OR
 - Have listed as the first ingredient on the food label, one of the non-grain main food groups: fruit, vegetable, dairy or protein foods; OR
 - Be a combination food that contains at least 1/4 cup fruit and/or vegetable; OR
 - Contain 10% Daily Value (DV) of Calcium, Potassium, Vitamin D, or Dietary Fiber (Effective through June 30, 2016).
 - *If water is the first ingredient, the second ingredient must meet one of the above criteria.

Beverages

- Allowable beverages vary by grade level and address container size. All beverages sold on the school Campus during the school day must be non-carbonated. There are no restrictions on the sale of any allowable beverage at any grade level, during the school day anywhere on the school campus.
- Beverages for all:

- **Water**– Plain, no size limit
 - **Milk**– Unflavored non-fat, unflavored low-fat, or flavored non-fat milk, ≤8 fl. oz. per serving for elementary school, ≤12 fl. oz. per serving for middle school and high school.
 - **Juice**– 100% fruit and/or vegetable juice, 100% juice diluted with plain water (no added sweeteners), ≤8 fl. oz. per serving for elementary school, ≤12 fl. oz. per serving for middle school and high school allowable.
 - It is recommended that juice be sold in smaller serving sizes: 4-6 fl. oz. servings for elementary school and 8 fl. oz. servings for middle and high school.*Includes nutritionally equivalent milk alternatives, as permitted by NSLP/SBP
- Other Allowable Beverages in **High School Only**
 - **Non-Carbonated Calorie-free beverages (≤20 fl. oz./serving);**
 - *Examples: Vitamin Water Zero, Propel Fit Water, Powerade Zero*
 - **Other Non-Carbonated “Calorie-free” Beverages (≤20 fl. oz./serving):** <5 calories per 8 fl. oz. or ≤10 calories per 20 fl. oz.;
 - *Examples: Diet Fuze, Pure Leaf Iced Tea*
 - **Non-Carbonated Lower-Calorie Beverages (≤12 fl. oz./serving):** ≤60 calories per 12 fl. oz.,
 - ≤40 calories per 8 fl. oz.
 - *Examples: G2, Fuze Slenderize, Diet Snapple, Light Hawaiian Punch*

Caffeine

- All foods and beverages in elementary school and middle school must be non-carbonated and caffeine-free, with the exception of trace amounts of naturally-occurring caffeine substances (e.g. chocolate milk).
- It is recommended that no caffeine be allowed, however, caffeine is permitted at the high school level at the discretion of the school district.

Chewing Gum

- Chewing gum is not allowed on any Pinecrest Campus for sale or use.

Full Wellness Handbook

- *See full Wellness Handbook, which is available on the Pinecrest Academy website, for additional details and definitions.*

Academics

School Curriculum

Pinecrest Academy follows the standards and objectives stated in the Nevada Academic Content Standards. It encompasses the core subject areas of Reading, Language Arts, Mathematics, Science, and Social Studies. In addition, we offer classes in Technology, Spanish, Art, Music, Physical Education, as well as many other elective options (see the Pinecrest Academy Course Catalogue for full information).

Classroom Placement

Our administrative staff reviews each student's scores and performance evaluations in order to provide students with the best possible learning environment. We also consider a student's individual personality, development, and character in our final decisions. We are not obligated to honor any special requests for classroom placements. In addition, we reserve the right to change student classroom assignments, as needed, for the needs of the individual or classroom environment.

Secondary students in year long courses are committed to staying in those courses. This also applies to electives and accelerated coursework including but not limited to AP, Honors, and CTE courses. Course changes cannot be made after the first week of school. High school students need 60 hours or more of seat time to get credit for a course. Secondary students may only request placement changes for the following reasons:

- placed in wrong level course
- already took the course
- need a different course for desired diploma requirements

Textbooks/Agendas/Technology

A \$25 technology fee (for grades K-10) and a \$10 agenda fee (for grades 1-5) will be assessed at the beginning of each year. Students in Grades 1-5 will be issued an agenda at that time. Students must immediately inform teachers about any lost or damaged books so that they can be replaced. Parents will be responsible for the cost of the replacement book(s). The same policy applies for all lost library books, agendas, and other property of Pinecrest Academy.

Field Trips

All trips planned by the school are for specific educational purposes. Participation in field trips requires the student to present a field trip form signed by the parent/guardian to his or her teacher in advance. Students going on a field trip must assume the responsibility for all associated costs. Please keep in mind that once the field trip has been paid, the school will not issue a refund. The school cannot offer free or reduced field trips for any reason.

Parents/Guardians may pre-arrange, through the field trip packet, the option to sign out their student from a field trip. Photo ID must be presented at the time of release. Release from a field trip must be agreed upon with the lead teacher prior to the event. Students who are not picked up promptly will remain with Pinecrest staff and return to campus with their peers. Administration has

the right to remove students from field trips based on attendance and behavior. No refunds will be given for students unable to attend field trips because of a family decision or illness. All school fee accounts, including lunch account, must be at a zero balance 1 week prior to the date of the field trip in order to participate. *Nonrefundable portions of field trips will **not be refunded for any reason.***

Students are subject to all Pinecrest Academy Student Code of Conduct policies while attending a field trip. Administration will be consulted with by the lead chaperone should the need for progressive discipline arise. In such cases, where a student must be immediately removed from a trip due to behavior, possession of illegal substances, or detained by law enforcement the parents/guardians will be responsible for the travel arrangements back from the trip.

Should a student injury happen while attending a field trip, the school will contact the family, utilize the health information and insurance information provided, and make every effort to work with the family to find the best solution for student care and transportation back home. It is expected that the parents will aid in the solutions with the school, if the transportation home from the trip is jeopardized based on the injury.

Field Trip Chaperones

Field trip chaperones will be selected by the lead teacher. Parent chaperones may not bring other children on field trips. All parents attending field trips are subject to fingerprinting and a background check at the chaperone's expense. Chaperones are expected to remain with students for the entire field trip, including the return trip to school. Chaperones are expected to actively engage with and monitor students on the trip. Chaperones are expected to follow all directives of the lead staff member on the trip.

Grading and Reporting Student Progress

Academic Grades

Students are evaluated through formative and summative assessments to report individual achievement in relation to school goals, acceptance norms, and student potential. The primary means of communicating student progress and achievement of the standards for promotion include: student grades on Infinite Campus, unsatisfactory notices, parent reports on state assessments, and/or standardized testing, parent conferences, and adult/student conferences.

A student's academic grade reflects the most objective assessment of the student's academic achievement. Specific guidelines for grading student performance and for reporting student progress are provided below.

Academic grades transparently reflect the student's academic progress. The grade must provide, for both students and parents, a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject. The determination of the specific grade a student receives will be based on the objective grading of academic assignments during a grading period. The academic grades of "A," "B," "C," "D," or "F," are based on the student's degree of mastery of the instructional objectives and competencies for the subject.

Overall Grades	
GRADES	NUMERIC VALUE
A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	59% and below

Content Strands (K-4) & Habits of Success (K-11)	
GRADES	VERBAL INTERPRETATION
4	Exceeding
3	Meeting
2	Approaching
1	Emerging/Developing

Grading Categories and Weights for Infinite Campus

Grade	Homework	Classwork	Assessment
K-3	Completion	30%	70%
4-5	5%	25%	70%

Elementary Specials

Twice quarterly, elementary specials students will be evaluated on the following criteria:

- Effort
- Behavior
- Participation
- Quality of work

Grade	Homework
O	Outstanding
S	Satisfactory
N	Needs Improvement

Middle School Categories and Weights:

****Subject to change based on system-wide collaboration and agreement.***

ELA

Writing Assessments - 30%
Cold Reads - 10%
Other Summative Assessments - 20%
Homework/Classwork - 20%
Blended Learning - 10%
Semester Exam - 10%

Math

Summative Assessments – 60%
Homework/Classwork - 23%
Blended Learning - 7%
Semester Exam - 10%

Science - Semester 1

Summative Assessments - 53%
Homework/Classwork - 20%
Science Fair - 17%
Semester Exam - 10%

Social Studies

Summative Assessments - 60%
Homework/Classwork - 30%
Semester Exam - 10%

Electives

Summative Assessments - 60%
Homework/Classwork - 40%
or
One Category - 100%
(e.g. Study Skills, Student Aide, etc.)

Science - Semester 2

Summative Assessments - 60%
Homework/Classwork - 30%
Semester Exam - 10%

Spanish I/II (for HS credit)

Summative Assessments - 40%
Homework/Classwork - 40%
Semester Exam - 20%

Algebra I/Geometry H (for HS credit)

Summative Assessments - 50%
Homework/Classwork - 30%
Semester Exam - 20%

High School Categories and Weights:

****Subject to change based on system-wide collaboration and agreement.***

Math/Social Studies

Summative Assessments - 50%
Homework/Classwork - 30%
Semester Exam - 20%

ELA

Writing Assessments - 30%
Cold Reads - 10%
Other Summative Assessments - 10%
Homework/Classwork - 30%
Semester Exam - 20%

Science - Semester 1

Summative Assessments - 45%
Homework/Classwork - 20%
Science Fair - 15%
Semester Exam - 20%

Electives with Exams

Summative Assessments - 40%
Homework/Classwork - 40%
Semester Exam - 20%

Electives without Exams

Summative Assessments - 60%
Homework/Classwork - 40%
or
One Category - 100%
(e.g. Study Skills, Student Aide, etc.)

Science - Semester 2

Summative Assessments - 50%
Homework/Classwork - 30%
Semester Exam - 20%

Semester Exams

Students in middle school and high school are expected to complete semester exams during the designated timeframe set forth each semester. Students who do not complete a semester exam in a course will earn a zero for that particular assessment. A zero will result in a negative impact on the student's semester grade. State End of Course Exams will be used as prescribed for the second semester final exams in Algebra I, Geometry, and ELA 10.

Semester Exam Make-Up Policy

Semester exam make-ups for middle school and high school students will only be permitted for the reasons listed below.

- A pre-arranged absence form has been completed and signed by the parent, student, and teacher(s) and submitted to the Attendance Clerk. The pre-arranged absence form is **due 3**

days PRIOR to the first day of the absence. Please note that the pre-arranged absence will only qualify if it falls within the parameters of the **school-approved excused** absences. Please see examples down below.

- Medical documentation has been provided for the specific days that an exam was missed.

Please note that it is the **responsibility of the parent and student** to make arrangements with a teacher to make up semester exams if the student is permitted to do so.

Grade Reporting

Report cards are issued quarterly according to the dates identified on the official Pinecrest Academy Calendar. Unsatisfactory reports will be distributed once per quarter. Student progress may be accessed at any time through Infinite Campus. Please feel free to consult your child's teacher regarding his/her progress.

Grades K-5 Reporting

The grades for students in K-5 will accumulate for the entire year to give maximum time to show growth in the standards. Report cards will still be issued each quarter; however, they will reflect an "In Progress" grade until the final report card is issued. Reporting in this manner allows parents/guardians to see the final grade as it is developing and will provide the maximum awareness of the students progress toward culmination. The cumulative grade will be a primary factor when administration determines promotion or retention to the next grade level. Schoolwide benchmark testing will also weigh heavily in these decisions.

Grades 6-12 Reporting

Grades for students in 6-12 will accumulate by semester. Credit is issued in half credit (semester) units for secondary students. Report cards will still be issued each quarter; however, they will reflect an "In Progress" grade until the semester report card is issued. Reporting in this manner allows parents to see the semester grade as it is developing and have the maximum awareness of the students progress toward culmination of each half credit unit. The cumulative grades will be a primary factor when administration determines credit acquisition and/or promotion or retention to the next grade level/course. Schoolwide benchmark testing will also weigh heavily in these decisions.

Late Work

Students will receive penalties for late work:

- 1 day late = 10% reduction in score
- 2 days late = 20% reduction in score
- 3 days late = 30% reduction in score
- 4 or more days late = Maximum score of 60%

Teachers may opt not to accept any late work corresponding to a unit that is complete and has been summatively assessed.

Academic Support

Any child who is below grade level in reading, writing, math, or science will be provided mandatory intervention(s) throughout the school day. This could be, but is not limited to: individual pull-out, tutoring, guided groups, and direct intervention groups, in place of specialist classes or electives. In secondary, mandatory intervention classes will take the place of elective choices, as determined by administration. If the school identifies your student as requiring additional instruction and/or remediation, attendance at and successful completion of these intervention options are mandatory. Any student, who is below grade level at the end of the year, may be retained in the current grade level or be required to repeat the course. Students are not socially promoted at Pinecrest Academy. Together, we will work to ensure students are confident, capable, and proficient before promotion to the next grade level. Therefore, students may be retained in the current grade level if they are below grade level in reading, writing, math, or science.

Assessments

Accountability for student achievement is the primary mission at Pinecrest Academy of Nevada. Assessments assist Pinecrest in determining student mastery of Nevada Academic Content Standards and assist in determining whether students are equipped with the necessary knowledge and skills they need to be college and career ready. Therefore, every child enrolled at Pinecrest Academy of Nevada will participate in academic assessments.

Pinecrest Academy does not recognize parent opt out or parent/student refusal to test. If a parent keeps their child home during mandatory testing, the school will utilize the progressive attendance policy and the test will be made up upon the student's return to school. If a student is at school and refuses to take the assessment, the school will respond with progressive discipline measures.

Retention Policy

Pinecrest Academy has implemented a strict policy regarding retention. Students must meet specific levels of performance in order to be promoted. For students who are not meeting grade level performance standards and are at risk for retention, the parent/guardian will be notified to provide opportunities for intervention and remediation. At the end of the year, the student's data will be reviewed, in conjunction with the parent/guardian, and a final determination of grade level promotion or retention will be made by administration. If a student reaches twenty (20) absences in a school year, that student may be retained dependent on academic growth. The final determination will be made by the administration.

Credit Requirements

Middle School Credit Requirements

Students in 6th grade must successfully pass one semester of the following courses for promotion to the next grade: ELA, mathematics, and science.

Students in 7th grade must successfully pass one semester of the following courses for promotion to the next grade: ELA, mathematics, science, and social studies.

According to Nevada Administrative Code (NAC) 389.445

Students in 7th and 8th grade must successfully pass the following courses during the 7th and 8th grades for promotion to high school:

- One and one-half units of credit in ELA with a passing grade. (3 of 4 semesters)
- One and one-half units of credit in mathematics with a passing grade; (3 of 4 semesters)
- One unit of credit in science with a passing grade; and (2 of 4 semesters)
- One unit of credit in social studies with a passing grade. (2 of 4 semesters)

An 8th grade student not meeting criteria for promotion to 9th grade and not meeting the criteria for academic probation may be retained in the eighth grade for the following school year without limitation. A retained eighth grade student may not be promoted mid-year.

Middle School Course of Action for Credit Deficient Students

Students who are credit deficient will be placed on a credit retrieval plan. This will be handled on an individual basis. Possible interventions include, but are not limited to:

- Placement testing and credit acquisition in a summer program or school approved online program. The family will fund this option.
- Placement testing, retention and placement in previously attempted grade for a second academic school year.

High School Course of Action for Credit Deficient Students

Students who are credit deficient will be placed on a credit retrieval plan. This will be handled on an individual basis. Possible interventions include, but are not limited to:

- Credit acquisition in a summer program or school approved online program. The family will fund this option.
- Mandatory recovery courses in conjunction with the general requirements during their following academic year. There is no charge for this option if the needed courses are available during the school day. If the course is full or unavailable, the family will need to fund an

online credit retrieval option. Additionally, after one re-attempt during the school day, students will be required to take the third attempt online and the family will fund this option.

- Students who are not on track to graduate by the end of the first semester of their fourth year of high school are encouraged to enroll in Adult Education to pursue graduation. To receive an Adult Standard Diploma signifying graduation, the student must fulfill requirements designated by the Nevada State Board of Education as outlined in the Nevada Administrative Code (NAC) 389.688.

Secondary Course Catalog

Please see our Secondary Course Catalog for information on all of the following:

- Pre-Registration Information
- Attendance Requirements
- External Credit Options
- High School Core Enrollment Expectations
- High School Matriculation
- High School Four-Year Academic Plans
- High School Graduation Requirements
- High School State Seal of STEM and STEAM Programs
- High School Duplicate Course Work
- High School Distinguished and Weighted Courses
- High School Testing Requirements
- High School Graduation Recognition

Attendance Policy

General Policy

Attendance is extremely important and is a focus at Pinecrest Academy. The state of Nevada tracks student attendance and Pinecrest is held accountable for students attending school. Aside from state reporting, students need to learn the life skill of arriving on time. This also aligns with our vision of students being successful in college and career. Students may earn attendance incentives for coming to school on time, every day. The incentives may be individual or whole class incentives.

Accountability and consequences may occur for those who do not follow attendance protocol. For each day a student is absent, parents/guardians must submit supporting documentation explaining the reason for the absence. Documentation submitted more than 3 days (72 hours) after the student's return to school will not be accepted, and the absence(s) will be deemed **unexcused**. Students with excessive absences will be referred to administration. Attendance Review Committee referrals will be issued after reaching the school's maximum allowance (15 days), and may result in the student's report card reflecting insufficient attendance for receiving a grade and/or being promoted to the next grade level.

Students who have missed more than 5 days (excused or unexcused) per semester may be limited, or restricted from participation in field trips, sports, student performances, and/or extra-curricular activities. If your child is absent from school, please remember to send a note or email to the school at sloanattendance@pinecrestnv.org within 3 school days after their return, or the absence will be deemed **unexcused**.

Any pre-arranged absence must be submitted **3 days in advance** using the Pre-Arranged Absence Form available in the office **or on our website under the Attendance tab**. Students must be present during the day in order to participate in sports practice, games, student performances, event nights, or extra-curricular activities. Please remember your child needs to be on time and in school everyday in order to learn! There are only 180 days in a school year; therefore, every minute of learning counts!

Elementary Attendance Policy

In accordance with School Daily Attendance policies, students must be physically present in school for a minimum of 50% of the school day period (AM & PM) in order to be counted as present for attendance purposes.

Elementary Excessive Absences / Tardies / Early Releases

Every tardy/absence	<ul style="list-style-type: none">● Parents will receive automated notification of absence/tardy through Infinite Campus Messenger.
3 tardies/absences	<ul style="list-style-type: none">● Classroom teacher adds student to watch list
5 tardies/absences	<ul style="list-style-type: none">● Student Support Advocate emails/sends a reminder letter to parents● May be restricted from field trips, performances, sports, and/or extracurricular activities
10 tardies/absences (Excused or Unexcused)	<ul style="list-style-type: none">● Truancy citation #1 issued● Required parent conference with Dean● Intervention plan developed
15 tardies/absences* (Excused or Unexcused)	<ul style="list-style-type: none">● Intervention plan reviewed and revised● Possible educational neglect filed● Possible retention (if low academically)*● Intervention plan reviewed and revised● Possible educational neglect filed● Possible retention (if low academically)*
20+ absences	<ul style="list-style-type: none">● Students reaching twenty (20) absences in a school year may be retained dependent on academic growth.

Secondary Attendance Policy

● Individual student absences should be limited to a maximum of ten (10) total absences per semester.

● Drivers under the age of 18 are required to show proof of school attendance per NRS.483.2521. All Nevada students will be required to submit a DMV-301, the Department of Motor Vehicles Certificate of Attendance form, to the local DMV office when applying for either an instructional permit or a driver's license. Students who fail to meet the attendance standards outlined above will be unable to secure the school official's signature required on the DMV-301 to apply for an instruction permit or driver's license. The Registration office will be the one to verify this information.

● All pre-arranged absences in excess of ten (10) days during a school year shall be considered unapproved. All pre-arranged absences for which the make-up work was not completed and submitted as specified by the teacher shall be considered unapproved.

● The limitations of absences may be adjusted for block scheduling or other unique schedules, which should be equal to the total number of absences allowed for schedules not on unique or block times.

● A student's medical illness or conditions may prevent a student from meeting the above goal, and absences which are due to the student's physical or mental inability to attend school, if properly documented and submitted to the school within the timelines defined by this policy, will not be included in the determination of a student's denial of credit or retention if the student has completed coursework requirements.

Please send an email request to our Registrar by emailing SloanInfo@pinecrestnv.org. Make sure to include your students first & last name, date of birth, and parent first & last name requesting the DMV-301 form. Please allow 2-3 full school days for this request to be processed. You will be contacted by email when the DMV-301 document is ready for pick up at our front office.

Excessive Absenteeism, Denial of Credit, Retention

- Policies for proper submission of absences can be found below.
- Students exceeding five (5) absences within a semester may be denied credit for the course for any course for which the absences occurred.
- The principal will make the final determination on credit acquisition due to excessive absences.
 - A required parent conference is to be scheduled when the following occurs due to excessive absenteeism:
 - A student may be denied credit for a course
 - A student is being deemed a habitual truant
 - There is a referral for educational neglect
- The school may investigate, in cooperation with the parent and student, the cause of absences and the principal or designee may determine a course of action to address excessive absenteeism.
- If a student is a habitual truant pursuant to NRS 392.140 , or if a pupil who is a habitual truant pursuant to NRS 392.140 is again declared truant pursuant to NRS 392.130 in the same school year after being declared a habitual truant, the principal shall:
 - Report the student to an attendance officer, a school police officer or the local law enforcement agency for investigation and issuance of a citation, if warranted, in accordance with NRS 392.149 ;
 - If the parent or legal guardian of a student has signed a written consent pursuant to subsection 4, submit a written referral of the pupil to the advisory board to review school attendance in the county in accordance with NRS 392.146 ; or
 - Refer the student for the imposition of administrative sanctions in accordance with NRS 392.148.
- If a student is referred for administrative sanctions, the school shall designate a person pursuant to NRS 392.148(6) to conduct an investigation and a hearing. The designated person shall set a date for a hearing and provide written notice of the hearing to the parent or legal guardian of the student.
- If it appears after the investigation and a hearing that a student is habitual truant, the school designatee may issue administrative sanctions pursuant to NRS 392.148 which may include:

Administrative sanctions include the ordering of the suspension of the driver's license of the truant student for thirty (30) days for the first offense. If the student does not possess a driver's license, the order must provide that the student is prohibited from applying for a driver's license for thirty (30) days. The second offense and any subsequent offense will result in the suspension of the driver's license of the habitual truant student for sixty (60) days. If the student does not possess a driver's license the order must provide that the student is prohibited from applying for a driver's license for sixty (60) days.

In accordance with School Daily Attendance policies, students must be physically present in school for a minimum of 50% of **each class period** in order to be counted as present for attendance purposes

Every tardy/absence	<ul style="list-style-type: none"> ● Parents will receive automated notification of absence/tardy through Infinite Campus Messenger.
5 absences	<ul style="list-style-type: none"> ● May be restricted from field trips, performances, sports, and/or extracurricular activities
10+ absences* (Excused or Unexcused)	<ul style="list-style-type: none"> ● Potential loss of semester credit in each class absences occurred ● Required parent conference with Dean ● Intervention plan developed ● Possible educational neglect filed

***Administration reserves the right to review all extenuating circumstances throughout this process.**

New Secondary Students

Students may not earn credit for courses if they enter Pinecrest Academy **more than 18 days after** the semester has begun, without a transfer grade in the same credit category.

Truancy

If a student is a habitual truant pursuant to NRS 392.140 , or if a pupil who is a habitual truant pursuant to NRS 392.140 is again declared truant pursuant to NRS 392.130 in the same school year after being declared a habitual truant, the principal shall:

- Report the student to an attendance officer, a school police officer or the local law enforcement agency for investigation and issuance of a citation, if warranted, in accordance with NRS 392.149 ;
- If the parent or legal guardian of a student has signed a written consent pursuant to subsection 4, submit a written referral of the pupil to the advisory board to review school attendance in the county in accordance with NRS 392.146 ; or
- Refer the student for the imposition of administrative sanctions in accordance with NRS 392.148 . If a student is referred for administrative sanctions, the school shall designate a

person pursuant to NRS 392.148(6) to conduct an investigation and a hearing. The designated person shall set a date for a hearing and provide written notice of the hearing to the parent or legal guardian of the student.

If it appears after the investigation and a hearing that a student is habitual truant, the school designee may issue administrative sanctions pursuant to NRS 392.148 which may include:

- Administrative sanctions include the ordering of the suspension of the driver's license of the truant student for thirty (30) days for the first offense. If the student does not possess a driver's license, the order must provide that the student is prohibited from applying for a driver's license for thirty (30) days. The second offense and any subsequent offense will result in the suspension of the driver's license of the habitual truant student for sixty (60) days. If the student does not possess a driver's license the order must provide that the student is prohibited from applying for a driver's license for sixty (60) days.

Course Make-up for Absences

Research shows that attendance matters and that chronic absenteeism places students at risk of negative academic consequences. Chronic absenteeism is defined as missing 10 percent, or more, of the days for any reason, **including excused, unexcused or disciplinary absences**. Students who are absent due to school-sponsored activities are **not considered absent** for the purposes of this calculation.

Chronic Absenteeism

Research shows that attendance matters and that chronic absenteeism places students at risk of negative academic consequences. Chronic absenteeism is defined as missing 10 percent, or more, of the days for any reason, including excused, unexcused or disciplinary absences. Students who are absent due to school sponsored activities are not considered absent for the purposes of this calculation.

Pre-Arranged Absences

Pre-Arranged Absences are not related to medical or dental appointments, but are for absences that will last for one or more consecutive days where a teacher will give the student classwork to complete during their time away.

Absences must be pre-approved in order to be considered for an excused absence status. A Pre-Arranged Absence Form is available in the front office and on the school website. Per the official Charter of Pinecrest Academy NV, the maximum number of pre-arranged absences is 10 per school year whether approved excused or approved unexcused. The **original completed** Pre-Arranged Absence form must be signed by the parent, student, and teacher(s) **before** being turned into the Attendance Clerk, and is **due 3 school days PRIOR to the first day of the absence**. Failure of the student to make up missed work will result in a missing assignment grade. Not all pre-arranged

absences will be approved as an excused absence; however, knowing the reason for a students' absence for multiple consecutive days is important for student enrollment. (See 10-day and 20-day consecutive absence information under Withdrawals.)

Unexcused Absences

Any absence that does not fall into one of the excused absence categories will be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received by the Attendance Clerk. Failure to provide the required documentation **within three school days** upon the return to school, will result in an unexcused absence.

**** Principal/designee has final determination on what constitutes an unexcused absence.***

Unexcused absences include, but are not limited to:

- Unverified absence due to illness
- Vacations
- Truancy Court
- Attending non-school events, programs or sporting activities without being pre-arranged.
- Absences resulting from providing day care for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt)

Excused Absences

Documentation must be submitted no more than 3 school days after the student's return to school or it will not be accepted, and the absence(s) will be deemed **unexcused**.

****Principal/designee has final determination on what constitutes an excused absence.***

Excused absences include, but are not limited to:

- Personal illness of the student. Medical evidence is required by the administration or designee for absences exceeding three consecutive days. The written statement must include all days the student was absent from school to be excused. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- Medical/Dental appointment. If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the Attendance Clerk within 3 days to be excused.
- Death in immediate family
- Approved school activity
- Attendance at a center under Department of Children and Families supervision.
- Observance of a religious holiday or service.

- Military Waiver – Pinecrest Academy is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. Students who have parents that may be deployed or on “Black Leave”, will be allowed up to five days of excused absences each academic year. The absences are pre-approved by the school administration or designee after Pre-Arranged Absence Form or military letter is turned into the Attendance Clerk. Students shall have a reasonable amount of time to complete make-up work.
- School-sponsored event, or educational enrichment activity that is not a school-sponsored event, as determined and approved by administration. The student must receive advance written permission from administration. Examples of special events include public functions, conferences, and regional, state and national competitions.
- Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.
- Absences beyond the control of the parent or student, as determined and approved by the administration.

Student Attendance Reporting

Pinecrest Academy will follow the required Student Attendance Reporting Procedures. Official documentation must be provided by an organization on official letterhead as evidence of the excused absence (i.e. medical note, police ticket, tow receipt, etc.).

All attendance should be brought in to the front office during school hours or emailed to SloanAttendance@pinecrestnv.org, and should be received **within 3 school days** of returning to school or the absence may not be deemed excused per NRS regulations.

Tardies

Instruction begins at:

- 7:55 am – Secondary
- 8:30 am – Elementary
- ***All tardies are unexcused***

Any child who is not in their classroom on time will be marked TARDY. **Carloop will close 5 minutes prior to the start of school** and students will be sent through the offices. If students arrive after the commencement of school, they must report directly to the main office to obtain a tardy slip. Students who are tardy are **not eligible** for perfect attendance certificates. Secondary students will be marked tardy for the period in which they arrive late. If a student is tardy between classes, this will be viewed as a disciplinary issue and will fall under progressive disciplinary policies and procedures.

Early Release

Parents must present a current Driver's License or Identification Card to the front office in order to release a child from school. Students will be released only to those adults listed on the registration form in the office. Documentation submitted **more than 3 days after** an early release will **not** be accepted, and the absence will be deemed unexcused. **Students will not be released from the classroom directly to parents. Students must be called from the front office for release.** Students will **NOT** be released from school **within 30 minutes of the release time.**

High school students who drive, and wish to be released early from school on their own, are required to provide documentation from their parent/guardian two full school days PRIOR to their early dismissal. Parents/guardians must email sloanattendance@pinecrestnv.org with this information two full school days prior. To be released the same day, a parent must phone the office and e-mail sloanattendance@pinecrestnv.org to confirm the early release. For the absence to be excused, students must bring in a medical/dental note or other type of note as written in the Excused Absences section above to the front office.

Withdrawals

Please notify the school office of your child's withdrawal or transfer at least **one full school day in advance of the student's last day** by completing a Withdrawal Request form which can be found in our school front office. In order to process a withdrawal from the school, the parent/guardian must come into the school office and complete the official Withdrawal paperwork **with the Registrar** to complete the process of withdrawal/transfer. A withdrawal/transfer involves notification of a change in school and the return of textbooks, library books, Chromebooks (if applicable), and payment of any/all monies owed to the school. It is the responsibility of the receiving institute to request student records for transfer from Pinecrest Academy.

Ten (10) consecutive days absent, with no communication from parent/guardian, will be cause for automatic withdrawal from Pinecrest Academy. Twenty (20) consecutive days absent, with or without communication from parent/guardian, will be cause for automatic withdrawal from Pinecrest Academy. (NAC 387.200(3)(c) and NAC 387.215(3)(e)(2))

Parent to School Communication

Student Information

The school must have current phone numbers, home address, and at least one emergency phone number in case of an emergency. Please keep your child's information updated in case of an emergency. Please update our registrar by emailing the new and updated information, from an email address on file, to SloanInfo@pinecrestnv.org. Make sure to include your student's first and last name, grade level, the change being requested, and sign the email with the parent's first and last name.

Parent to School Communication

Conferences with individual teachers can be arranged by contacting the teacher via email or leaving a phone message. A response should be expected within 2 days. Conferences can be scheduled before school, after school, or during a teacher's planning time when applicable. Conferences with teachers during arrival, dismissal, or classroom instruction may impede the teacher's ability to effectively supervise his/her students and are not allowed.

Communicating Parent Concerns/Conflicts

When a concern/conflict arises, please adhere to these progressive levels of resolution:

1. Direct communication/conference with the teacher or staff member; then
2. Communication/conference with the Student Support Advocate - if behavior related; or
3. Communication/conference with the Counselor - if schedule related; then
4. Communication/conference with the Supervising Assistant Principal - for all other concerns; then
5. Communication/conference with the Principal - if there still has not been resolution.

Immediate Parent Notification

Please notify us immediately if:

- Your address or contact information has changed. You will need to provide a current utility bill showing the new service address to update your address.
- You wish to update your child's emergency contact information.
- Your child has developed a communicable disease.
- You will be out of town.
- There is a change in transportation. We will not allow a child to deviate from their regular departure routine without written verification.

Code of Honor

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

What is cheating?

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, 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 student or other source
- Giving answers on an examination or any other assignment to another student
- 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
- Falsifying data or lab results, including changing grades electronically
- Utilizing Apple Watches or other personal devices without teacher approval for the purpose of attaining an advantage of some sort.

What is plagiarism?

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works 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 studently works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- Helping others plagiarize by giving them your work
- Making a copy of someone else's document, changing names, and submitting it as your own.

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child's school administration.

Technology

School Media Use

The school may photograph and videotape school events, which may include student images. These images may be projected on the school website and/or other media. If any parent wishes to exclude use of their child's image or likeness, please check the "I Do Not" box on the Media Release form. If a media release is not signed, your child may not attend certain events or activities, which may have a heavy media presence OR your child will be asked to sit in a designated zone, off limits to the media when applicable.

No recording, either photographic or audio/visual in nature may be made on school property without the express permission of the administration. No document or media that exists or is produced in reference to the school, its staff or students - including photographs, letters, yearbooks and other material - may be published where it is accessible to the public without the express permission of the administration. Furthermore, the unauthorized use of the Pinecrest Academy Charter School name or any of its logos is expressly prohibited. For purposes of this section, the term "public forum or media" includes but shall not be limited to publicly accessible websites and web forums, newspapers, print and other media sources.

Administration will not restrict the use of recording or photographs during public performances, performing arts, morning ceremonies, sporting events, and award ceremonies. Please be aware that in these settings, we will not be limiting other parents from posting group photos to their social media platforms. To avoid such exposure, special arrangements will need to be made in advance with school administration.

Internet and Media Use Policy

The Pinecrest Academy Blended Learning Model incorporates technology into the daily learning life of students. Pinecrest students must use student technology with integrity. Pinecrest Academy strives to provide one-to-one technology for all students; therefore, it is expected students will utilize school-issued computers. If permission is given by a member of the Pinecrest Academy Administrative Team, your child may bring their own device. If your child brings their own device, your child may only use this device for approved agenda, calendar, and curricular uses.

Secondary students are permitted to use their cellular devices before school and after school. Only high school students will be permitted to use their cellular devices during lunch while in the multipurpose room. If your child does not use the device appropriately, they will be subject to progressive discipline and may lose the use of their device at school until the end of the year. The students who bring their own devices are ultimately responsible for their devices and the school is not liable for loss, theft, vandalism or breakage. However, if another student breaks or steals the device, police may be called. The other student's parents may be liable, and the other student may be expelled for a major infraction.

Personal Electronic Device Policies

- Devices and accessories for devices must be turned off and put in backpacks at 7:45am and may not be turned back on (with the exception of lunch-in the MP Room for high school students) until students have left the building to be picked up.
- The device policy does not include smart watches (e.g. Apple Watches), personal gaming devices (e.g. Nintendo Switch), tablets, Chromebooks and/or laptops unless given explicit written permission from administration.
- No one touches your device & you do not touch anyone else's device.
- When not in use, keep your device zipped up in your backpack.
- Never leave your device out when unattended.
- Zip up the device in a backpack and leave in a locked classroom during lunch and PE.
- Only go on approved sites designated by your teachers.
- Do not take pictures or video of staff or students without permission from the teacher or administration.
- Do not transmit or deliberately access obscene, abusive or otherwise offensive or objectionable language in any form (YouTube, Facebook, Instagram, etc.)
- No texting, phone calls, or accessing social media allowed during school hours for any reason. Secondary may use devices before school and after school. Only high school students are permitted to use their cellular device during lunch inside the multipurpose room and are allowed to text during this designated time. Phone calls may be made through the office telephones as necessary.

Possible Consequences for Violating Electronic Device Policies

- Device taken away & possible parent conference held with administration.
- Device taken away and required parent pick up assigned.
- Device taken away for a period of time to be determined by administration and a required parent conference held with the administration.
- Possible detention, suspension, or other punitive consequences.

Internet and Appropriate Use of Computers

Computers have become common household devices and popular in our schools and media centers. Students are encouraged to use computers, networks, and online tele-communication such as the Internet and electronic mail (e-mail). While using available technology, students must be aware of their responsibility as users. Advancement of technology has enabled many students with the access and opportunity to commit offenses that violate the Code of Student Conduct.

The following are examples of improper uses of technology and are violations of the Code of Student Conduct:

- Inappropriate non-academic searches.
- Using the network to send or receive obscene or lewd material;
- Using the network to make threats against anyone or the school;
- Sending electronic mail that threatens to do bodily harm to another student that might be considered assault or cyber-bullying;

- Downloading pirated software (is comparable to stealing);
- Willfully and knowingly obtaining an unauthorized access to or “hacking” into the school’s computer system (constitutes vandalism);
- Using, without authorization, school property, or a school computer or other electronic device, and damaging a school’s computer system or causing the computer to “crash” (constitutes a “computer-related” crime leading to criminal charges).

These are only a few examples of violations committed through electronic means. The school administration will evaluate and determine the appropriate level of infraction/consequence under the Code of Student Conduct.

Recording Remote Live Learning Policy

While it is not our intent to record every session of remote live learning instruction, we may allow teachers to record non-confidential remote-live-learning sessions and post them for students to review concepts of learning. There may also be some specific instructional group activities sessions a faculty member may want to record for the benefit of student review. Therefore, the following are our guidelines for recording live sessions:

1. The recordings will not be publicly available, only shared with members of the class, a similar section of the same class, or within the school’s domain that requires a network account.
2. The recordings will be deleted by the school one week after they are posted.
3. Faculty will announce their intention to record the session.
4. Students/parents/guardians should not take photos, screenshots, record any video, or audio from any live or recorded remote-live-learning sessions. You do not have permission to do so. Without permission to do so, the act of recording any video or audio, or taking photos or screenshots could violate Nevada Revised Statute section 200.620.

Uniform Policy

Dress Code Guidelines

Article	Color	Guidelines
Shirts	Navy (accepted at all Pinecrests), Cyan, Black, or Gray	<ul style="list-style-type: none"> Must be purchased at the uniform store and monogrammed. May wear a solid navy, gray, white, or black long-sleeved shirt under a monogrammed polo shirt.
Pants Shorts Skirts Jumpers	Navy (accepted at all Pinecrests), Khaki (accepted at all Pinecrests), Black	<ul style="list-style-type: none"> Form-fitting, cargo, denim material, pocket/decorative zippers, tight/gathered ankles, denim style pockets (where the u-shaped stitching around the pocket is visible), and all other variations are not acceptable for wear. Slacks only will be acceptable for pants. Shorts and skirts must be no more than 3 inches above the knee in front and back of the leg and may not be cut-offs. Jumpers must be monogrammed and purchased from the vendor. All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. <i>It is highly recommended that uniform pants be purchased through the uniform vendor, as these are the acceptable styles.</i>
Socks	Solid, Black, White, Gray, Navy	<ul style="list-style-type: none"> Matching socks are required if visible.
Leggings Tights	Solid Navy (accepted at all Pinecrests) Solid White, or Black	<ul style="list-style-type: none"> May <i>not</i> be worn as pants. May be worn under skirts, shorts, or jumpers. <i>Available for purchase at the vendor.</i>
Shoes	No preference in color	<ul style="list-style-type: none"> Closed toe shoes with soles that are appropriate for playground use are required. High heels, house slippers, and Heelys are not permitted. Matching shoes are required.
Jackets Cardigans Sweaters	Navy (accepted at all Pinecrests), White, and Black	<ul style="list-style-type: none"> Must be purchased at the uniform store and monogrammed. May wear a solid navy, black, gray, or white long-sleeved shirt under a monogrammed polo shirt. Students are required to remove their hood from their head prior to entering the building. A uniform shirt must be worn under jackets at all times on campus.
Outerwear	No preference if worn outside the buildings	<ul style="list-style-type: none"> Coats, sweatshirts, sweaters, hoodies, etc. that do not adhere to the policy may <i>ONLY</i> be worn outdoors and must be removed prior to entering the building. No preference of color or style. Only school appropriate graphics are permissible on campus.
PE Shirt	Navy or Black	<ul style="list-style-type: none"> PE (numbered athletic team jerseys are not permissible for PE) Pinecrest Athletics T-shirt
PE Shorts PE Pants	Solid Navy (accepted at all Pinecrests) Solid Black	<ul style="list-style-type: none"> Loose-fitting, no zippers Limited branding if not purchased from vendor Shorts must be fingertip length Stripes and other solid color trim are acceptable in black, white, and navy. <i>It is highly recommended that athletic shorts/pants be purchased through the uniform vendor, as these are the acceptable styles.</i>
Spirit Day on Monthly Data Days	Nice Blue Jeans Pinecrest Shirt or Pinecrest Team Wear	<ul style="list-style-type: none"> Students are permitted to wear nice blue jeans (no rips, tears, holes, or frayed bottoms) and a Pinecrest Sloan Canyon or other Pinecrest Sloan Canyon activities shirt. <i>Please note:</i> Campus organizations or PTO may offer a free dress and/or additional spirit day each month, upon administrative approval, for a donation to the organization. Participation is optional.
Hair	Natural	<ul style="list-style-type: none"> Students' hair must be of natural color and style that will not create distraction. Colored hair extensions, wraps, string, or yarn is prohibited. Hairstyles and hair accessories should not exceed 3 inches from the head. Bandanas, headbands with animal ears/pom poms, or other distracting head accessories are prohibited. Excessive hair accessories are prohibited.
Piercings	See Guidelines	<ul style="list-style-type: none"> Only piercing of the ears is allowed. Excessive earring length (greater than 2") is prohibited. Spiked earrings and gauges are prohibited. All facial piercings must be removed prior to entering campus each morning.
Accessories	See Guidelines	<ul style="list-style-type: none"> Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) are not permitted on campus. Spiked or studded clothing, jewelry, and/or accessories are prohibited. Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited. Gloves and mittens are not permitted to be worn inside the building. Blankets, pillows, and stuffed animals are not permitted in school.

* If there is a question as to whether or not any student's apparel or appearance is appropriate for school, school administration will decide.

Consequences for violating the dress code policy

- 1st offense: Student will be assigned to the intervention room for the remainder of the day or until a parent/guardian brings a change of clothes.
- 2nd offense: Student will be assigned to the intervention room for the remainder of the day and placed on RPC (Required Parent Conference).
- All future offenses: Student will be assigned to the intervention room for the remainder of the day and placed on out of school suspension for a minimum of one day.

Pinecrest Academy follows a policy of standard student attire. By wearing school uniforms, students become part of a team. It is this team effort and sense of belonging that will help students experience a greater sense of identity and promote academic excellence. We are committed to keeping the cost of uniforms as low as possible for our families. Please visit our uniform vendor to shop at www.alluniformwear.com.

Considerations regarding dress code

Pant/Skirt Styles

Only khaki, black, or navy pants, shorts, skirts, or slacks are permitted. This means no corduroy pants, cargo pants, skinny jeans, leggings, joggers, or any other style that is not a "slacks" type style. They are intended to look like professional dress and help promote an environment of higher education, preparing them to enter a professional world.

Outside Vendors

Many stores sell uniform clothing that is not within the Pinecrest dress code. We are happy to permit parents to buy uniform shorts, skirts and slacks at businesses other than our vendor; however, we ask that you are careful to purchase items that are the same style as the items offered through our vendor.

If you choose to purchase clothing from other retailers, please consider:

- Flat Front Pants – generally acceptable
- Classic Fit – generally acceptable
- Form fitting- generally unacceptable

A few vendors which have been found to carry acceptable styles include Old Navy, Target, Walmart, JCPenney, and Kohl's. If pants are purchased from these stores, it does not guarantee that the style is appropriate. Again, please check the vendor for the appropriate cuts of pants and help the school maintain a uniformed environment.

Shirts

Shirts must be cyan, black, gray, or navy blue. Families are welcome to use long sleeved shirts under uniform shirts for warmth if needed. If you choose to use long sleeved shirts under a short sleeved uniform shirt, they are required to be solid Pinecrest colors – black, gray, or navy blue.

Jumpers

Monogrammed jumpers need to be worn with a collared shirt underneath. These do not need to be monogrammed since they will be covered by the jumper and the jumper will have the logo. Shirts under jumpers should be a Pinecrest color.

Leggings

Leggings must be solid black, gray, or navy blue.

Jackets

If worn in the building, must be cyan, black, gray, or navy blue. Monogramming is required on outerwear when worn inside the building- see the uniform options on our website for styles. Since students are only allowed to wear monogrammed jackets or sweaters in the classroom, we suggest you only send these with your child.

PE/Spirit Shirts

PE/Spirit Shirts and solid black or navy blue athletic shorts/pants with limited branding and thin, school-colored stripe/s are permitted. Please be aware of stripes down the side of shorts or other markings that would not adhere to the dress code. For elementary students, if your child has PE, athletic shorts or pants are allowed during the entire school day. PE/Spirit shirts are optional. If your student prefers a regular uniform shirt they are welcome to wear those to PE. For secondary students, PE uniforms are only allowed during their PE or PE type class. They must change in and out of them for that course.

Free Dress Policy

To be followed on designated free dress days and by Dual Enrollment students. The school shares in the responsibilities of student dress code and appearance with the parent/legal guardians and the individual student in the area of health, safety, and cleanliness of person and apparel. If there is a question as to whether or not any student's apparel or appearance is appropriate for school, school administration will decide.

Article	Guidelines
All Clothing & Accessories	<ul style="list-style-type: none"> · All clothing must be sufficient to conceal any and all undergarments. · Slogans or advertising on clothing or accessories which by their controversial, suggestive, inappropriate, discriminatory, illegal, violent, profane, and/or obscene nature disrupt the educational setting are prohibited. · Spiked or studded clothing, jewelry, and/or accessories are prohibited. · Pajamas may not be worn to school. · Students shall be required to show proper attention to personal cleanliness.
Shirts/Tops	<ul style="list-style-type: none"> · Prohibited shirts include, but are not limited to; crop tops, tank tops, muscle shirts, halter tops, strapless tops, see-through tops, low-cut tops, tops with slits, or tops that provide minimum coverage. · Sleeveless blouses or dresses must be 4-fingers wide on the shoulder. · Shirts/tops may not fall more than 1" below the underarm. · No skin will show between bottom of shirt/blouse and top of pants or skirts/shorts at any time.
Pants Shorts Skirts	<ul style="list-style-type: none"> · All bottoms must be secured at waist level; sagging is strictly prohibited. · Shorts, skirts, and dresses must be no more than 3 inches above the knee in front and back of the leg and may not be cut-offs. · All bottoms must be free from rips, tears, holes, or frayed bottoms/edges and may not be cut-offs. · Leggings (including jeggings) may not be worn as pants. · Tights, leggings, or other types of hosiery must be accompanied by fingertip length or longer skirts, shorts, or dresses.
Shoes	<ul style="list-style-type: none"> · Closed toe shoes with soles are required. · High heels, house slippers, and Heelys are prohibited. · Matching shoes and socks are required.
Hair	<ul style="list-style-type: none"> · Students' hair must be of natural color and style that will not create distraction. · Colored hair extensions, wraps, string, or yarn is prohibited. · Hairstyles and hair accessories should not exceed 3 inches from the head. · Bandanas, headbands with animal ears, or other distracting head accessories are prohibited. · Excessive hair accessories are prohibited.
Piercings	<ul style="list-style-type: none"> · Only piercing of the ears is allowed. · Excessive earring length (greater than 2") is prohibited. Spiked earrings and gauges are prohibited. · All facial piercings must be removed prior to entering campus each morning.
Accessories	<ul style="list-style-type: none"> · Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) is prohibited on campus. · Spiked or studded clothing, jewelry, and/or accessories are prohibited. · Excessive jewelry, in size or quantity, is prohibited. · Gloves and mittens are not permitted to be worn inside the building. · Blankets are not permitted in school.
PE Attire	<ul style="list-style-type: none"> · Students who have Physical Education classes on free dress days are expected to wear appropriate clothing for participation in class.
Dual Enrollment	<ul style="list-style-type: none"> · Dual Enrollment students must have their Pinecrest/CSN badges, on the required lanyard, worn around their neck and visible at all times while on the Pinecrest Cadence campus. · Dual Enrollment students are required to have one cyan Pinecrest polo and one black uniform bottom for times the school administration requests students be in school uniform (eg. yearbook photos or school wide events on campus).

Consequences for violating the dress code policy

- 1st offense: Student will be assigned to the intervention room for the remainder of the day or until a parent/guardian brings a change of clothes.
- 2nd offense: Student will be assigned to the intervention room for the remainder of the day and placed on RPC (Required Parent Conference).
- All future offenses: Student will be assigned to the intervention room for the remainder of the day and placed on out of school suspension for a minimum of one day.

Student Code of Conduct

Pinecrest Academy students are expected to show respect for themselves and others. Each classroom has a climate in which optimal learning can take place. Students are expected to behave in ways that are acceptable to classmates and conducive to learning. Misbehavior on the part of students can be generally corrected when parents and teachers work together. Students must foster a mutual respect for one another.

Expectations of Behavior Apply to Any Student

- Who is on the school property including the parking lot;
- Who is in attendance at school or any school-sponsored activity; or
- Whose conduct at any time, or in any place, has a direct impact on the school's ability to maintain order and discipline.

Committing, participating in, or unlawfully attempting any of the following activities or acts in school buildings or on school property is prohibited and will constitute cause for disciplinary action. In addition, students at school-sponsored, off campus events and those using charter school sponsored transportation shall be governed by the policies, rules, regulations, and procedures established in this manual. Any criminal act shall be reported at once to the local police or sheriff's office. The student's parent/guardian shall also be notified, if possible. The school will take disciplinary action, whether or not criminal charges result.

Progressive Discipline

Pinecrest Academy teachers and staff have developed school-wide behavioral expectations for our students based on our Pinecrest Values. In addition, a system of incentives and consequences has been implemented to ensure student success in maintaining our expectations. Our progressive discipline plan is as follows for minor/major infractions:

1 st – 4 th Offense	A classroom consequence, parent contact, or a citation could be issued by the teacher or staff member. A parent signature is not required on citation.
5 th Offense Or Major Disruption	Written referral and administrative action. ** Any infractions may require immediate step 5 disciplinary action.

Minor Classroom Disruption

Sample minor infractions may include but are not limited to:

<ul style="list-style-type: none">● Annoying fellow students● Being rude● Chewing gum● Disrespectful behavior● Eating or drinking in class● Making derogatory comments● Not prepared for class● Off task● Computer Misconduct	<ul style="list-style-type: none">● Out of seat● Public display of affection● Talking loudly● Talking out of turn● Running/Horseplay* (could be deemed a major disruption)● Talking back (could be deemed a major disruption)● Not following directions (could be deemed a major disruption)● Insubordination (could be deemed a major disruption)
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Major Classroom Disruption

Sample major infractions may include but are not limited to:

<ul style="list-style-type: none">● Alcohol use or possession● Arson● Assault or battery● Computer misconduct● Controlled substance● Defiance of school personnel● Disorderly conduct● Explosive devices● Fighting● Gambling	<ul style="list-style-type: none">● Gang activity● Harassment● Immoral conduct● Incitement● Robbery or extortion● Threats to Pinecrest personnel or students● Theft● Tobacco● Vandalism/Destruction of property● Verbal abuse● Weapons
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The expectations and due process procedures are designated to protect all members of the educational community in the exercise of their rights and responsibilities. Administration will make the final decision on disciplinary actions.

Types of Interventions/Disciplinary Actions

- Verbal redirection
- Time out in another room
- Conference with teacher
- Restriction from privileges
- Detention
- Administrator and student conference
- Contact with parent
- Work Duty on Campus (as a result of natural consequences) – a student is assigned to a designated staff member to engage in active work duty such as cleaning, picking up, or organizing.
- In-House Detention (absence from class but in school)
- Saturday Detention
- Suspension – absence from school – a student is not allowed on school grounds or at any school- related function.
- Expulsion – student removed from school for the remainder of the school year.

Offenses Warranting Law Enforcement Notification

- ALCOHOL: The possession, sales, and furnishing of alcoholic beverages.
- ARSON: The intentional setting of fire.
- ASSAULT: Physical or verbal threats with the intent and the ability to carry through
- 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 threat 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 of another.
- 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 fireworks.
- INDECENT EXPOSURE: An open indecent or obscene exposure of his 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, sales, or furnishing of marijuana.
- NARCOTICS: The possession, sales, or furnishing of a controlled substance.
- NARCOTICS PARAPHERNALIA: The possession, sales, furnishing, or use of.
- 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/her presence, against his/her 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 motorbus, truck or other motor vehicle.
- **TRESPASS:** To be upon the property of another without permission of the owner and to stay on same after warning. To be on school property or at a school function while under suspension from school.
- **WEAPONS:** “Dangerous weapon” includes, without limitation, a blackjack, slingshot, billy, sand- club, sandbag, metal knuckles, dirk or dagger, a nunchuck, switchblade knife or trefoil, as defined in NRS 202.350, a butterfly knife or any other knife described in NRS 202.350, or any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause, bodily injury to a person. “Firearm” includes, without limitation, any pistol, revolver, shotgun, explosive substance or device, and any other item included within the definition of a “firearm” in 18 U.S.C. § 921, as that section existed on July 1, 1995.
 - Brandishing any dangerous weapon or firearm in a rude, angry or threatening manner or to use the same in any fight or quarrel.
 - Concealed - it is unlawful for any person to carry any dangerous weapon or firearm.
 - Possession - it is unlawful for any person to possess any dangerous weapon or firearm.
- Violation of other federal or state criminal laws or local ordinances at school, at school-sponsored activities or on school-sponsored transportation is prohibited.

Suspensions

Suspension is the temporary, or permanent, removal of a student from school or from school-sponsored activities. Students may be suspended for the following reasons:

- Violation of any state law or local ordinance in a school building, on school grounds, at a school-sponsored activity, or in proximity of the school.
- Violation of rules, policies, and procedures established for charter schools as outlined in this manual.
- Student actions or inactions at school or a school-sponsored activity that disrupt, interfere with, or pose a threat to the educational program, other students, staff, visitors, or the community.

The primary purpose of a suspension is to give the student, his/her parent/guardian and the school the time needed to resolve a problem. The duration of the suspension is directly related to the degree of the infraction.

Types of Suspensions

- Emergency Suspension: The administrator, or designee, may suspend any student whose conduct is determined to be a clear threat to the physical safety of others, or to the property interests of others, or is so extremely disruptive as to make the student's temporary removal necessary to preserve the right of other students to pursue an education.
- Long-Term Suspension: A student may be suspended from school, or from an interscholastic activity, for more than ten (10) days by the school's governing body.
- Short-Term Suspension: A student may be removed from school and/or from interscholastic activities for no more than ten (10) days by the administration.
- In-School Suspension/Detention: A student may be removed from his/her classes and all school activities for no more than ten (10) days and during the term of in-school suspension the student will remain in a separate supervised area of the school.

The primary intention of this action is to gain cooperation with the student's parent/guardian and to isolate the student from all regular academic and social activities. If this action seems warranted after an investigation, and after consultation with the parent/guardian, the administrator or designee, shall take action.

General Progression of Administrative Response for Offences Warranting Suspension

- First Offense: Up to 3-day out-of-school suspension
- Second Offense: Up to 5-day out-of-school suspension
- Third Offense: Up to 10-day out-of-school suspension
- Fourth Offense: More than 10-day out-of-school suspension
- Fifth Offense: Habitual Disciplinary Problem / Possible Expulsion

*All responses to offenses that warrant a suspension are subject to the discretion of the administrator.

*Administration reserves the right to progress to a higher step based upon the severity of the action or behavior, per board-voted policies and procedures.

Offenses Warranting Suspension

The following non-criminal activities will lead to disciplinary action. Generally, these are acts that disrupt and interfere with the educational process or with the rights of other members of the educational community.

- DISOBEDIENCE, INSOLENT AND INSUBORDINATION: Students must obey the reasonable instructions of school personnel.
- DISRUPTIVE CONDUCT: Conduct that interferes with the educational process. Serious situations may be handled under criminal sanctions.
- FIGHTING: Other than that which would be considered Battery or Assault.
- FORGING OR USING FORGED PASSES, EXCUSES OR OTHER SCHOOL DOCUMENTS.

- **HAZING:** Any act that forces another student to undergo a humiliating or abusive ordeal, as in initiations.
- **INAPPROPRIATE DRESS AND APPEARANCE:** Dress and appearance must not present potential health or safety problems or cause disruptions.
- **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 ACTIVITY.**
- **WIRELESS COMMUNICATION DEVICES:** Wireless communication devices include two- way communication devices, including cellular phones, mobile phones, beepers, pagers, portable computers, personal organizers, and similar wireless devices. Possessing a wireless communication device is not a violation of the Code of Student Conduct. However, a student should not disrupt the educational process or interfere with the safety-to-life issues of students by using a wireless communication device. The following rules must be followed regarding the possession, use, and display of wireless communication devices.
 - Students may possess, display, and use wireless communication devices before or after the instructional day.
 - Students shall avoid classroom disruptions, by not displaying, using, or activating wireless communication devices during the instructional day, unless such use is deemed educational and authorized by the teacher. This includes during class, in the library, during lunch breaks, during class changes, and during any other structured activity.
 - Students must ensure that devices are turned off during the instructional day.
 - Students shall not use wireless communication devices while being transported on a school bus.
 - Students must conceal wireless communication devices in a backpack, pocket, purse, or other container during the instructional day.
 - The school is not responsible if a student's wireless communication device is lost or stolen.
- **SEXUAL HARASSMENT:** A student should not be sexually harassed, discriminated against, denied a benefit, or excluded from participation in any charter school educational program or activity as guaranteed by Title IX of the Educational Amendments of 1972. Sexual harassment is defined as the verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of the school or by a student of the school. No student shall be denied or limited to the provision of aid, benefits, services or treatment protected under Title IX.
- **SPREADING FALSE OR UNSUBSTANTIATED INFORMATION IN WRITING OR VERBALLY ABOUT A PERSON AND HARMING HIS/HER REPUTATION.**
- **TRAFFIC VIOLATIONS ON SCHOOL GROUNDS.**
- **TRUANCY:** Being absent from school without a valid excuse acceptable to the administrator.
- **PUBLIC DISPLAY OF AFFECTION:** Physical contact that displays affection between students is not allowed and will be subject to the progressive discipline plan.
- **GANG ACTIVITY:** As set forth in the section below:
 - No student on or about school property or at any school activity:
 - Shall wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, tattoo, sign, or other things that are indicators of membership in or affiliation with any gang.

- Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang.
- Shall place graffiti on or otherwise deface property on school grounds. For purposes of this regulation, the term “graffiti” means any unauthorized inscription, word, figure, or design that is marked, etched, scratched, drawn, painted on or affixed to the public or private property, real or personal, of another that defaces the property; or
- Shall use any speech or commit any act or omission in furtherance of the interests of any gangs or gang activity, including, but not limited to:
 - Soliciting others for membership in any gangs;
 - Requesting any person to pay protection or otherwise intimidating or threatening any person; or,
 - Committing any other illegal act or other violation of charter school rules, regulations, or policies; or,
 - Inciting other students to act with physical violence upon any other person.

Special Conditions of Suspension

- A student **may not** be on school grounds or attend school-related activities during the length of a suspension.
- A student may not participate in extracurricular activities during the term of the suspension.
- Suspensions may be reflected in the student’s class citizenship or school citizenship grade.
- Suspensions from school will be noted in the student’s cumulative folder.
- Missed work, as a result of suspensions, may be made up per the guidelines in the Student Handbook.

Immediate Removal from School

A student may be removed from school immediately for any of the following:

- Posing a continuing danger to persons or property,
- Posing an ongoing threat of disrupting the academic process,
- Selling or distributing any controlled substance, or
- Being found in possession of a dangerous weapon as provided in NRS 392.466.

When a student is removed for any reason the student shall be given an explanation of the reasons for removal. The student shall also be given an explanation of pending proceedings, to be conducted as soon as practicable after removal, for the suspension or expulsion.

The administrator shall:

- Tell the student they are investigating allegations that the student has violated laws, rule(s), state charter school policies, or the school’s policies.
- Tell the student the specific laws, rule(s), or policies that are alleged to have been violated and that, if the evidence supports the allegations, there will be consequences up to and

including suspension/expulsion from school. Students will be asked if they understand the allegation(s).

- Explain to the student the evidence administration has regarding the alleged violation(s).
- Ask the student if they admit or deny the allegation(s). If the student admits to violation(s), administration will assign appropriate consequences. If the student denies the allegation(s), administration will give the student the chance to explain and present their side of the story. The administrator will consider the student's explanation and, if the administrator deems it appropriate, may investigate the matter further.
- After hearing the student's explanation and evidence, the administrator will determine if there is a need more information and, if so, obtain it before making a decision. If not, the administrator will determine what, if any, violations exist and assign appropriate consequences.
- If the student has a behavior plan, the administrator will review the plan with the student. If the student does not have a behavior plan, and the student is subject to the habitual discipline statute (NRS 392.4655), then a behavior plan may be written.
- If suspension is appropriate, the administrator shall notify the student that he/she will be suspended for (number of days) and when it will be commencing (starting date).
- The administrator shall notify the parents of the suspension as soon as possible by phone or in person, and follow up with a notification letter, which will be placed in the student's file.

Habitual Suspensions

Under NRS 392.4655, a student may be deemed a habitual disciplinary problem if the school has written evidence which documents that in one school year the student: 1) has threatened or extorted, or attempted to threaten or extort, another pupil or a teacher or other personnel employed by the school; 2) has been suspended for initiating at least two fights on school property, at an activity sponsored by the school, on a school bus or, if the fight occurs within 1 hour of the beginning or end of a school day, on the pupil's way to or from school; or, 3) has a record of five suspensions from the school for any reason.

Expulsion and Long-term Suspension

When it is determined that a student's behavior seriously interferes with the educational program or the safety or welfare of school personnel or other students, the charter school's governing body may remove the student from further attendance in the charter school in accordance with NRS 386.585.

State-Mandated Suspensions

A student shall be suspended for at least a period equal to one (1) semester from the school he/she attends if:

1. On the first occurrence, the student commits a battery that results in the bodily injury of an employee of the school while on the premises of any public school, at any activity sponsored by a public school, or on any school bus.
2. On the first occurrence, the student sells or distributes any controlled substance while on the premises of any public school, at any activity sponsored by a public school, or on any school bus.

3. On the first occurrence, the student is found in possession of a dangerous weapon while on the premises of any public school, at any activity sponsored by a public school, or on any school bus.
4. The student has been deemed a Habitual Disciplinary Problem through proper procedures as described in NRS 392.4655. Habitual Disciplinary Problem is determined if, in any one (1) school year (August through June):

Any student who commits any of the conduct described in 1 through 4 above will be placed on emergency suspension pending investigation and determination of final action to be taken in the matter.

State-Mandated Expulsion - Permanent

The school must permanently expel a student from the school he or she attends if:

- On the second occurrence, the student commits a battery that results in the bodily injury of an employee of the school while on the premises of any public school, at any activity sponsored by a public school, or on any school bus;
- On the second occurrence, the student sells or distributes any controlled substance while on the premises of any public school, at any activity sponsored by a public school, or on any school bus;
- On the second occurrence, the student is found in possession of a dangerous weapon while on the premises of any public school, at any activity sponsored by a public school, or on any school bus.

Any student who commits the conduct described above, will be placed on emergency suspension pending investigation and determination of final action to be taken in the matter.

Expulsion and Long-term Suspension Hearings

If, after an investigation, it is determined by the administrator that a long term suspension or expulsion is appropriate, the student will be provided a hearing before the school's governing body or board-appointed committee. The governing body or board-appointed committee will decide in accordance with procedures in NRS 392.467 whether or not the student shall be suspended or expelled as recommended by the school administrator.

The hearing shall be closed to the public. The governing body or board-appointed committee will make a tape recording of the hearing. Upon request the student may obtain a copy of the hearing recording. The student shall have the right to be represented by an advocate of his/her choosing. Both the student and the administrator may call witnesses and present evidence. The hearing officer shall not be required to observe the same rules of evidence observed by the courts. Hearsay testimony of students shall be admissible.

The standard of proof shall be that of a civil action: a preponderance of the evidence. The hearing officer's determination of the appropriate consequences shall be based on the seriousness of the conduct as well as the student's prior disciplinary record insofar as it affects the effectiveness, or ineffectiveness, of forms of discipline previously imposed.

Re-Admittance Into School

Students may apply for re-admittance, within 45 school days from the one-year anniversary day of their expulsion by the charter school's governing body. Such request should be made to the principal. During this period of time, the principal will direct appropriate staff personnel to conduct a review of the request to ensure that any special conditions for re-admittance, such as a psychological evaluation, are completed as well as determining the student has been a good citizen during the period of expulsion. When this review has been completed the governing body, or board-appointed committee, will decide whether or not the student may be readmitted.

The charter school's governing body or board-appointed committee will provide written notification of its decision to the student, parent/guardian, and the administrator of the charter school.

NRS Statutes Relating to Discipline & Definitions

The administration and designees of Pinecrest Academy will adhere to all state statutes and board voted progressive discipline procedures. Below are a few of the statutes related to various components of the discipline procedures. Please refer to the NRS for more information.

NRS 388.122 "Bullying" defined

Bullying means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:

- Have the effect of:
 - Physically harming a person or damaging the property of a person; or
 - Placing a person in reasonable fear of physical harm to person or damage to the property of the person; or
- Interfere with the rights of a person by:
 - Creating an intimidating or hostile educational environment for the person; or
 - Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
- Are acts or conduct based upon the:
 - Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or
 - Association of a person with another person having one or more of those actual or perceived characteristics.

The term includes, without limitation:

- Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;
- Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;
- Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;
- Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;
- Blackmail, extortion or demands for protection money or involuntary loans or donations;
- Blocking access to any property or facility of a school;
- Stalking; and
- Physically harmful contact with or injury to another person or his or her property.

As children develop, they look to us for guidance on conflict resolution. The state makes a distinction between bullying and harassment, as will we. We will always take the most positive approach when dealing with conflicts; however, we are bound by state law to follow NRS guidelines regarding bullying.

NRS 388.125 “Harassment” defined

Harassment means a willful act which is written, verbal or physical, or a course of conduct that is not otherwise authorized by law, is highly offensive to a reasonable person and:

- Is intended to cause or actually causes another person to suffer serious emotional distress;
- Places a person in reasonable fear of harm or serious emotional distress; or
- Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

Our school is committed to a bullying, discrimination and harassment free, working, and learning environment. Bullying, discrimination and harassment adversely affect morale and productivity and interfere with students’ ability to learn. Bullying, discrimination and harassment of any person on the basis of that person’s actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference is prohibited. Harassing behavior, including sexually harassing behavior between members of the same or opposite sex, is prohibited. Harassment of individuals who are believed to have a relationship with persons who are protected on the basis of actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference is prohibited. Such behavior is just cause for disciplinary action.

Our school will act promptly on reports, including informal reports, complaints, and grievances of bullying, discrimination, harassment/sexual harassment, or retaliation, that come to our attention. Charter school staff who witness behavior that appears to violate this policy will take prompt measures to stop the behavior and, if necessary, separate the persons involved to protect the target of harassment. Staff will also report such apparent violations to school administration.

Our school will prohibit retaliation against any person who has made a report of alleged bullying, discrimination, harassment, or sexual harassment; or against any employee or student who has testified, or assisted, or participated in the investigation of a report. Such retaliation is itself a violation of law and will lead to disciplinary or other appropriate action against the offender.

Our school will provide education about bullying, harassment, sexual harassment, and intimidation to all students in manners appropriate to the students' ages and grade levels. Our school will also provide regular training to staff regarding the prevention of and proper response to harassment, sexual harassment, and intimidation of students.

Such staff training shall be regularly scheduled at least every other year in the school in a manner calculated to reach all staff, with periodic updates as needed.

This policy applies to bullying, discrimination, harassment, and sexual harassment by an individual and/or any employee, or student on school property, while on school business, or at any school-sponsored event regardless of location.

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, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference.

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:

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

An "intimidating, hostile, or offensive educational environment" means an environment in which any unwelcome behavior with sexual connotations makes a student feel uncomfortable, humiliated, or embarrassed, or 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.

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 student's actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability, and/or religious preference.

Parent Commitment

Volunteer Hours

To ensure your child's success at school, it is imperative that you demonstrate commitment to your child's education. You do this by showing a daily interest in your child's schoolwork. Talk about school. Let your child know the importance of school. Make sure your child reads each night and completes homework. Check your child's homework to make sure it is done to the best of his/her ability. Praise your child when he/she does well. Together, we are making a difference for your child at Pinecrest Academy.

Pinecrest Academy prides itself on the success of our students and therefore, requests that parents/guardians become active stakeholders in their child's future. Volunteer hours can be achieved through many different means. They can be achieved by academically helping students at the school and by getting involved with school activities and events. Any parent/guardian who would like to volunteer at the school must inform the receptionist prior to volunteering.

Parents/visitors must sign-in at the main office and obtain a visitor's pass. In order to ensure the safety of all of our students, ***NO PARENTS/VISITORS WILL BE ALLOWED BEYOND THE MAIN OFFICE WITHOUT A VISITOR'S PASS.***

Procedures for Volunteering on Campus

- Read and sign the acceptance of the Parent Volunteer Handbook.
- Contact the receptionist to determine the date, location and approximate time of volunteer service.
- The classroom teacher must provide the receptionist with the volunteer information at least 24 hours prior to the visit.
- Present valid identification to the office staff in order to obtain a visitor's pass.

Regular Volunteering

A volunteer that has regular contact with students or has unsupervised contact with students must be fingerprinted and have a background check done, according to NRS 388A.320. A volunteer having regular contact with students is now defined as:

- Volunteering 4 times in 1 month; or
- Volunteering each week for 4 or more consecutive weeks.

Background checks and fingerprints are not required if the volunteer submits sufficient evidence to the governing body or it is determined that:

- Within 6 months prior to volunteering, a federal, state, or local government entity or nonprofit entity conducted an investigation in the criminal background of the volunteer that included the submission of fingerprints to the FBI **for the purpose of interacting with students at school as a volunteer**; and
- The volunteer was determined to be eligible to interact with students as a volunteer after the investigation.

Additionally, if a volunteer submits sufficient evidence or the governing body determines that:

- The volunteer is employed by a federal, state, or local governmental entity which conducted an investigation into the criminal background of the volunteer that included the submission of fingerprints to the FBI; and
- The employer subsequently determined that the person is **eligible to have unrestricted interaction with students as part of his or her official duties**, which may include an unsupervised meeting with a student at a school.

Parent Acknowledgement of Handbook

****Electronic signature during registration will fulfill this requirement.****

Each student at Pinecrest Academy must have a signed form on file. As a parent, I understand the importance of the Pinecrest Academy Parent/Student Handbook and have explained it to my child/children in detail. My child/children and I agree to adhere to the policies and regulations of the Student/Parent Handbook.

_____(initial) I understand that failure to follow school regulations and policies, will jeopardize my child/children's eligibility to register for the following academic year, or perhaps will result in dismissal from Pinecrest Academy Charter School by the Governing Body of this institution.

_____(initial) I have read and understand the General Information of the school.

_____(initial) I have read and understand the Academic Policies including grading, late work, and retention.

_____(initial) I have read and understand the Student Internet Access Form.

_____(initial) I have read and understand the School Wellness Policy.

_____(initial) I have read and understand the School Code of Conduct.

_____(initial) I have read and understand the Attendance Policy.

_____(initial) I have read and understand the Parent Information including communication and volunteer policies.

Student Name: _____

Grade: _____

Student Signature: _____

Parent/Guardian Name: _____

Date: _____

Parent/Guardian Signature: _____

Handbook subject to change. All changes will be communicated to families.