



SIGNATURE

PREPARATORY



K-8 Parent & Student Handbook

2022-2023

This 2022-23 Signature Preparatory Parent & Student Handbook (the “Handbook”) was approved by the Signature Preparatory (“Signature Preparatory”) Board of Directors at a meeting properly noticed and held open to the public and published on Signature Preparatory’s website at <https://www.signatureprep.org> on or about July 27, 2022. This Handbook replaces all prior versions.

Signature Preparatory reserves the right to update this Handbook at any time in accordance with its policies and procedures. The most recent version of the Handbook is available on Signature Preparatory’s website (<https://www.signatureprep.org/>).

The following policies and procedures are not intended to be all-inclusive. Signature Preparatory reserves the right to interpret, apply, or terminate the following policies and procedures, in whole or in part, in its sole discretion.

Signature Preparatory has made every reasonable effort to ensure the policies in this Handbook comply with all applicable state and federal laws and regulations. If this Handbook contains a policy that does not comply with applicable law, that law takes precedence over the Handbook policy. If any part of the Handbook is, for any reason, held to be unenforceable, such provision is severable and the rest of the Handbook remains fully enforceable.

By enrolling in Signature Preparatory, Parent/Legal Guardian and Student agree that they have read and understand the information contained in this Handbook, and that both Parent/Legal Guardian and Student will abide by all Signature Preparatory policies and procedures contained in this Handbook, or elsewhere, while Student is enrolled at Signature Preparatory.

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MISSION

The mission of Signature Preparatory is **to provide the best educational experience to as many students as possible in a moral and wholesome environment.**



PHILOSOPHY

Signature Preparatory was founded to provide parents a choice in their child's education. We are committed to partnering with families to help every student reach their highest individual potential academically, socially, and emotionally. When it comes to education, we believe environment matters. That's why we have created an environment that reinforces traditional values (RAISE) that are taught in the home, combined with a rigorous curriculum. The moral and wholesome environment found at Signature Preparatory creates a safe culture where distractions are minimized, and learning is accelerated.



VISION

The vision of Signature Preparatory is: **Learn. Lead. Change the World!**



VALUES

Signature Preparatory espouses five universal values which permeate daily life and culture on and off campus: **Respect, Accountability, Integrity, Service, Excellence (RAISE).**



STUDENT LEADERSHIP PLEDGE

As a student of Signature Preparatory, I **RESPECT** others and myself. I am **ACCOUNTABLE** for my choices, and I demonstrate **INTEGRITY** by honoring my word. I **SERVE** others and seek **EXCELLENCE** in all I do. By living the **RAISE** values, we will fulfill our vision to **Learn. Lead. Change the World!**

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ENROLLMENT & ADMISSIONS

Pursuant to NRS 388A.450-459 Signature Preparatory does not discriminate in its admissions or enrollment practices on the basis of race, gender, religion, ethnicity, disability, sexual orientation, or gender identity or expression of a pupil. Signature Preparatory is a tuition free charter school and no fee or donation is required in order to attend the school.

APPLICATION PROCESS

Students interested in attending Signature Preparatory shall complete and submit an application to the school. Applications forms can be accessed at the school's website, or at the front desk of the campus. All applications must be complete to be considered received. Applications will be time stamped upon receipt.

Applications may be submitted during the open enrollment period, prior to the start of each school year. Open enrollment dates for the upcoming school year will be posted on the school's website and the front office of each campus.

At the end of the open enrollment period, a determination will be made if a lottery is necessary based on the number of applications received. If the number of applications is less than the student capacity of the school, students shall be admitted on a first-come, first-serve basis pursuant to NAC 388A.535. If more students who are eligible for enrollment apply for enrollment than the number of spaces available, Signature Preparatory shall use a lottery to determine who will be enrolled, pursuant to Signature Preparatory Lottery Policy.

The lottery is an electronic system that randomly identifies students for enrollment. If a lottery is necessary, it will be held at some point after the open enrollment period has closed, but never sooner than 45 days after the date on which Signature Preparatory begins accepting applications for the relevant school year. Once determined, the date of the lottery will be posted on the school's website and at the front office of the school. Results of the lottery will be disseminated to school stakeholders within five (5) business days after conducting the lottery. Enrollment priority will be established through the lottery process and seats backfilled throughout the year based on the established priority. Applications received after the lottery will be placed at the end of the wait list based upon date and time received. Signature Preparatory will not close, cap, delay, postpone, or otherwise limit student enrollment except as allowed under NAC 388A.535.

Following notification of acceptance, students have ten business days to confirm acceptance and complete all necessary documentation provided to student by Signature Preparatory. Failure to complete the necessary documentation within this timeframe may result in loss of priority.

The enrollment process will be considered complete when parents/legal guardians have submitted an electronic enrollment form, proof of residency form, student immunization records, student birth certificate, or other required documents, including but not limited to those articulated in NRS 392.165 and NRS 392.435.

Signature Preparatory may require parents/legal guardians to submit additional documentation including, but not limited to, custody agreements, affidavit of homeschool instruction, ESEA form, Special Education IEP, MET, etc.

Any false statement or omission of information on enrollment documents (interest forms or enrollment forms), including falsely indicating priority eligibility, may result in revocation of enrollment offers.

ENROLLMENT PRIORITIES

Enrollment preference is given to the following students:

1. Is a sibling of a pupil who is currently enrolled in the charter school.
2. Is a child of a person:
 - Who is employed by the charter school;
 - Who is a member of the committee to form the charter school; or
 - Who is a member of the governing body of the charter school.
3. Is in a particular category of at-risk pupils and the child meets the eligibility for enrollment prescribed by the charter school for that particular category.
4. At the time his or her application is submitted, is enrolled in a public school of a school district with an enrollment that is more than 25 percent over the public school's intended capacity, as reported on the list maintained by the school district pursuant to subsection 4. If a charter school enrolls pupils who are enrolled in such a public school before enrolling other pupils who are eligible for enrollment, the charter school must enroll such pupils who reside within 2 miles of the charter school before enrolling other such pupils.
5. At the time his or her application is submitted, is enrolled in a public school that received an annual rating established as one of the two lowest ratings possible indicating underperformance of a public school, as determined by the Department pursuant to the statewide system of accountability for public schools for the immediately preceding school year. If a charter school enrolls pupils who are enrolled in such a public school before enrolling other pupils who are eligible for enrollment, the charter school must enroll such pupils who reside within 2 miles of the charter school before enrolling other such pupils.
6. Resides within the school district and within 2 miles of the charter school if the charter school is located in an area that the sponsor of the charter school determines includes a high percentage of children who are at risk. If space is available after the charter school enrolls pupils pursuant to this paragraph, the charter school may enroll children who reside outside the school district but within 2 miles of the charter school if the charter school is located within an area that the sponsor determines includes a high percentage of children who are at risk.

All applications shall be drawn during the lottery process and assigned an enrollment priority. Once all spaces for a specific grade level are full, a waitlist shall be created using the enrollment priority established during the lottery. Signature Preparatory shall create and maintain a list which specifies the maximum enrollment capacity for each school, the actual number of pupils enrolled at each school, and the percentage by which enrollment at each school exceeds the intended enrollment capacity, if applicable. Wait lists shall be operated on a grade-level basis to ensure the maximum number of students may be admitted to the school. Signature Preparatory shall post the list on its website as soon as practicable after the count of pupils is completed pursuant to NRS 387.1223 but not later than November 1 of each year.

Applications received following the completion of the lottery will be granted priority on a first-come, first-serve basis for the school year for which the lottery was operated. For grade levels where wait lists were

established during the lottery process, late application will be appended to the end of the wait list on a first-come, first-serve basis. Priority students that submit their applications after the completion of the lottery shall be given priority placement in the waitlist of the grade for which they are applying but shall not supplant students that were extended acceptance in the lottery process.

ACCEPTANCE AND CONFIRMATION OF ENROLLMENT

Students accepted into Signature Preparatory shall be notified via electronic mail or phone call. Following notification of admittance, students will be required to provide additional documentation including:

- Student's original birth certificate or passport (no copies).
- Health Information form
- Immunization records (See NRS 392.435)
- Copy of any existing Individualized Education Plan or 504 Plan, if applicable
- Proof of Residency (utility bill, rent receipt, or lease/sales contract)
- Completed enrollment form including handbook acceptance

Following notification of acceptance, students have ten business days to confirm acceptance and complete all necessary documentation. Failure to complete the necessary documentation within this time frame may result in loss of priority.

Signature Preparatory may refuse to admit any student expelled or awaiting expulsion from their previous school in accordance with NRS 388A.453.

Signature Preparatory's Enrollment and Lottery Policy is available upon written request and supersedes any other previously established enrollment policy. Please refer to Signature Preparatory's Enrollment and Lottery Policy for additional information.

KINDERGARTEN ENROLLMENT POLICY

A child who is 5 years of age on or before September 30 of a school year may be admitted to kindergarten at the beginning of that school year. If a child is not 5 years of age on or before September 30 of a school year, the child will not be admitted to Signature Preparatory, pursuant to NRS 392.040. Students enrolling in Kindergarten for the 2022-2023 school year must be 5 years of age before the first day of school.

RETENTION POLICY

A student may be retained at the sole discretion of School Administration, based on the recommendations of staff and parents/legal guardians. Retained students will remain in the current grade for the subsequent school year.

STUDENT RECORDS

In accordance with Signature Preparatory's Enrollment and Lottery Policy, all documentation generated by the school via the school's Student Information System (SIS) will contain the full legal name and gender of the student as listed on the student's official birth certificate. Such documentation may include, but is not limited to, official transcripts, report cards, school correspondence, attendance reports, etc. Notwithstanding the above, school staff will, upon request, refer to the student by a nickname sanctioned by the student and his/her parents/legal guardians.

CUSTODY ISSUES INVOLVING ENROLLMENT & STUDENT RECORDS

Signature Preparatory will not involve itself in custody disputes or negotiations.

If a student's parents have shared or joint legal custody of the student and they disagree about the student's withdrawal from Signature Preparatory, the school will not withdraw the student until both parents come to a written agreement regarding school attendance and present the written agreement to the school.

Unless otherwise provided by a court order or law, on reasonable request, both parents are entitled to equal access to information concerning their child's education including school records. It shall be the responsibility of the parents to provide school officials with a current copy of any custody orders and/or parenting plans. The school will follow the most current valid documents on file.

In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation.

REQUESTS FOR TEACHERS AND/OR CLASS

For students in grades K-5, Signature Preparatory does not allow parents/legal guardians to request a teacher and/or class. Student placement decisions will be made at the sole discretion of School Administration.

Signature Preparatory reserves the right to make final decisions regarding student placement based on availability, class size, capacity, and other relevant factors. Requests for a teacher or core course change may be considered during the first two weeks of the school year if the following conditions are met:

- Parent/legal guardian and teacher communication has occurred.
- Demonstrated evidence through student data that the student is struggling academically in the course.
- School Administrator approval has been obtained.

School Administration may need to change a student's schedule due to extenuating circumstances (e.g. addition of teaching staff).

ATTENDANCE

All students are required to attend school each day school is in session. For grades K-5, attendance is taken promptly at 7:30AM. For grades 6-8, attendance is taken at 7:30AM and each period throughout the day.

ABSENCES

When a student is absent, it is the responsibility of the parent/legal guardian to notify the school's attendance line at 702-224-2809 option 1 or email SPAttendance@signatureprep.org. Parents/legal guardians must notify the school within 2 days of the absence in order for an absence to be considered "excused." The attendance voicemail is available 24 hours per day. Sending an email directly to a student's teacher will not be considered proper notice. Failure to provide timely notice to the school will result in the absence being coded as "unexcused."

The school will make a reasonable effort to contact the parent/legal guardians of students who are absent.

An absence will be considered excused when due to an illness, doctor/dental/mental health appointments with note provided by parent/guardian. Documentation is required prior to absences for religious observances; see the front office for details. Family vacations and extended holidays outside of scheduled school breaks must be prearranged with administration and will be considered unexcused.

Excessive absences, excused or unexcused, may result in a parent meeting with an Administrator, signing an Attendance Contract, loss of eligibility for extracurricular activities, or further administrative action.

*Exceptions: Absences or tardiness for purposes of chronic or long-term illness that are accompanied by a physician's note will be exempt from this policy. Please contact the school Front Office for more information. *(Note: Chronic illness documentation needs to be provided as soon as possible to the Health Office. Absences occurring prior to the date of the chronic illness paperwork (determined by the student's medical provider) will not be excused.)*

Students who are absent from school more than 50% of the day may not attend activities planned on that day, such as, but not limited to; after school events/parties or extracurricular activities.

These policies are to be read in conformity with the rules and requirements of NRS 392,040-220 and NRS 388A.495.

Violations to any of these policies may result in a meeting with the administration and/or the governing board to determine the appropriate consequence.

TARDINESS

Students should be in their classroom and in their seats when class begins at 7:30am. Students who fail to arrive to school or class on time are considered tardy. The Dean of Students is responsible for enforcing disciplinary action against a student any time he/she is tardy. In some cases, tardy students may be marked absent.

A tardy may be considered excused when due to an illness, doctor/dental appointments, and religious observances. A note from a doctor for medical appointments guardian will be required.

EXCESSIVE ABSENCES/TARDIES

| | |
|---|---|
| 3 tardies/absences | <ul style="list-style-type: none">• Classroom teacher contacts home and notifies office |
| 5 tardies/absences | <ul style="list-style-type: none">• Attendance personnel contacts parents/guardians• 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 of Students• Attendance Contract developed• May be restricted from field trips, performances, sports, and/or extracurricular activities |
| 15 tardies/absences* (Excused or Unexcused) | <ul style="list-style-type: none">• Truancy citation #2 issued• Required parent conference with an Administrator• Attendance Contract reviewed and revised• Possible educational neglect filed• Possible retention for absences (Administration Discretion)• May be restricted from field trips, performances, sports, and/or extracurricular activities |
| 20+ absences (Excused or Unexcused) | <ul style="list-style-type: none">• Students with twenty + (20+) absences in a school year may be retained or unenrolled (Administration Discretion)• May be restricted from field trips, performances, sports, and/or extracurricular activities |

CHECKING STUDENTS IN/OUT OF SCHOOL

Any student arriving late to school must be checked in by a parent/legal guardian or authorized representative. This also applies when checking a student out of school. School Administration exercise caution in releasing students during the school day. If a student must be checked out of school prior to the end of the school day, parent/legal guardian is required to personally sign their child out before leaving the campus. Parent/legal guardian must present a valid government-issued ID at the front office to verify their identity. Only authorized persons listed in Infinite Campus may check students in or out of school.

Please be aware that students who are checked out before a certain time may be marked absent for half or all of the school day in accordance with state instructional minutes guidelines. As a matter of policy, students are prohibited from leaving campus within 45 minutes of the end of the school day or after 2pm. Early releases after 2pm must be prearranged with administration at least 24 hours in advance.

In the event of illness, parents or emergency contacts will be responsible to pick up their children immediately upon being contacted by the school health office. Please keep the school office updated with current phone numbers and emergency contact information.

STUDENTS ON CAMPUS

Under no circumstances may students remain on campus unsupervised. Per Signature Preparatory policy, students are permitted on campus no earlier than 7:15 AM. If students arrive before 7:15 AM, they will not be allowed inside the building or within the gates of the campus. Students are to vacate campus after the final bell unless involved in an authorized activity such as tutoring or other after school program. Parents/legal guardians should pick up their child/children within 30 minutes after the end of the school

CLOSED CAMPUS POLICY

Student safety is one of Signature Preparatory's top priorities and therefore Signature Preparatory maintains a closed campus. Students are prohibited from leaving campus for any reason during school hours or during after-school activities, unless excused or accompanied by the adult supervisor of that activity.

Parents/legal guardians are prohibited from arranging for food deliveries to campus for their children through any third party such as Uber Eats, GRUBHUB, Postmates, etc. and students may not order food to be delivered to campus.

Persons who come onto campus without official business are considered to be trespassing. All visitors to the school must come directly to the campus front office where they must sign in and obtain an official school visitor's pass to wear visibly on their outer clothing. See the Visitor Policy for more information.

DROP-OFF/PICK-UP

Parents/legal guardians are responsible for safely transporting students to and from school. Carpools are strongly encouraged. Signature Preparatory is not responsible for carpools and assumes no liability for matters related to the organization, management, or execution of carpools.

All students are required to be dropped off and picked up utilizing our car loop unless parent/guardian does not have a vehicle. Car loop numbers are required to be shown to notify staff to dismiss the students when walking or leaving in a vehicle.

Substitute Rides Home: Signature Preparatory accepts no responsibility for students getting substitute rides home in their carpool. Parents/legal guardians should ensure their child(ren) knows whom they are riding with before the school day begins.

All students must be picked up before the office closes at 3:30pm. Any students still on campus by 3:15 will result in a call to the Henderson Police Department for neglect. Mandatory enrollment in our after school program will need to be completed to avoid reoccurrences.

STUDENT DISCIPLINE

STUDENT CODE OF CONDUCT, RULES, DISCIPLINE POLICY

Students are expected to abide by all Signature Preparatory policies and procedures. The discipline plan at Signature Preparatory reflects the RAISE Leadership Values. Students are expected to be self-governed and to respect the rights and property of others. Signature Preparatory students should conduct themselves with courtesy, refinement, and professionalism throughout the school day and any time they represent Signature Preparatory in extra-curricular activities, field trips, or any other school sanctioned event. Students who break this trust will be restricted from extra-curricular activities and may receive additional discipline as necessary.

GENERAL SCHOOL RULES

Students will:

- Work together with teachers to create a classroom that is safe, conducive to learning, clean, and free from distractions.
- Use good manners and polite speech.
- Treat others with respect.
- Be honest and demonstrate integrity at all times.
- Accept corrections respectfully.
- Display a positive attitude.
- Treat school property with respect.
- Refrain from bringing toys, pets, gum, inappropriate literature or media, electronic devices or other items that are unsafe or that could disrupt the learning environment.
- Abide by all Signature Preparatory policies and procedures.

CLASSROOM RULES

- Be Responsible; follow all directions when given.
- Be Respectful: be on time, raise your hand if you need teacher's attention, and stay in your seat until you have permission.
- Be Ready: bring all needed materials to class.
- Be Considerate: keep all objects, hands, and feet to yourself.
- Be Kind: to yourself and others.

CAFETERIA RULES

- Follow all staff directions.
- Pick up all items before going to your assigned tables.
- Raise your hand if you need anything.
- Use inside voices.
- Lunches may not be consumed outside of the designated area.

PLAYGROUND RULES

- Follow all playground rules.
- Return all playground equipment to its designated place.
- Use playground equipment in a safe manner.
- Demonstrate good sportsmanship. (Good job, Nice try.)
- Only play in designated areas (SPORTY games).
- Refrain from throwing rocks.
- Play safe and nonviolent games (no tripping, pushing, tackle football, etc.).

PROGRESSIVE DISCIPLINE POLICY, CONDUCT & CONSEQUENCES MATRIX

School rules are designed to protect all students and foster an environment of order and discipline. It is important that parents/legal guardians and students understand the consequences of misbehavior. School Administration enforces adherence to school rules, policies, and procedures using a progressive discipline system. School Administration has discretion with respect to its enforcement authority. When considering disciplinary action, School Administration will seek to balance the severity of the conduct and the resulting discipline using the CCM which can be found at www.SignaturePrep.org.

The CCM includes a list of common and/or serious student conduct violations along with a range of recommended consequences. The violations and range of consequences are meant as guidelines, unless the law or circumstances warrant imposing an alternative consequence, as determined in the sole discretion of School Administration.

Serious violations such as possession of a firearm or dangerous weapon, sexual abuse or any other abuse, possession of alcohol/illegal drugs will automatically be reported to law enforcement and/or the Nevada Department of Education, as required.

POLICY PROHIBITING STUDENT HARASSMENT, INTIMIDATION, BULLYING, AND HAZING

Students are prohibited from harassing, intimidating, bullying, or hazing other students on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums or mailing lists. All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

DEFINITIONS

HARASSMENT: Intentional disruptive or threatening behavior by a student to another student; includes, but is not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, unwelcome verbal or written comments, photographs and graphics; harassment, direct or indirect, may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance.

INTIMIDATION: Intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

BULLYING: Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying behavior is meant to hurt another person and is carried out by someone who is seeking power or control over another person. There are multiple forms of bullying – physical, emotional and social. These can be carried out in person or through cyberbullying. Any bullying, on or off campus, which disrupts the learning environment will receive an immediate consequence – up to and including expulsion.

CYBERBULLYING: Any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

HAZING: Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, in which both of the following apply: (1) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution, and (2) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

A person is considered a “student” who has enrolled, who has been accepted for enrollment, or intends to enroll within the next 12 calendar months. This policy applies to all students until graduation, transfer, promotion, or withdrawal from the school.

"Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Signature Preparatory and whose membership consists primarily of students enrolled at Signature Preparatory.

PROCEDURES

Pupils and parents/legal guardians may make confidential reports to the Campus Dean of Students, or any other professional staff member, of any incidents of harassment, intimidation bullying, or hazing. Signature Preparatory Staff are required to submit written reports of harassment, intimidation, bullying, or hazing to their Campus Dean of Students. Staff members shall preserve the confidentiality of those involved, and may only disclose the incident to the Campus Dean of Students, or other supervisor, or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of state law known to the staff member shall be treated according to relevant state law and reported to a law enforcement agency. Signature Preparatory staff members will be subject to disciplinary action for failure to timely report allegations or observations of harassment, intimidation, bullying, or hazing to the Campus Dean of Students. Written complaint forms are available at the campus.

The Campus Dean of Students, in consultation with the Campus Director or Assistant Director, will determine whether an alleged act constitutes a violation of this policy. The Campus Dean of Students shall conduct a prompt and thorough investigation of the alleged incident, including but not limited to meeting with the person who reported the incident. The Campus Dean of Students may conclude that the alleged violation occurred or did not occur, or that the evidence is inconclusive. Once the investigation has been closed, the Campus Dean of Students will meet with the person who reported the alleged incident to discuss the investigation and conclusions. Confidentiality of records and student information related to disciplinary actions, if any taken, shall be observed in the process of meeting with the person who reported the incident. The Campus Dean of Students shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent. If the Campus Dean of Students concludes that the alleged violation did not occur or that the evidence is inconclusive, no written report of the matter will be maintained in a student's file.

Persons that disagree with the Campus Dean of Students' determination may appeal his/her decision by submitting a written appeal to the Principal. The Principal shall review the written appeal and issue a final determination in a timely manner.

CONSEQUENCES

Hazing is prohibited and will not be tolerated.

Any solicitation to engage in hazing is prohibited and will not be tolerated.

Aiding and abetting another person who is engaged in hazing is prohibited and will not be tolerated.

It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.

Students who commit acts of harassment, intimidation, bullying, or hazing will face consequences up to suspension or expulsion. When considering disciplinary action, the Campus Dean of Students will seek to

balance the severity of the conduct and the resulting discipline using the *Conduct & Consequences Matrix* ("CCM") which can be found at www.SignaturePrep.org. All suspected violations of law will be reported to local law enforcement.

Disciplinary action may result for acts of intimidation, harassment, bullying, or hazing which occurs outside of the school and the school day when such acts result in substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of Signature Preparatory to maintain order.

Signature Preparatory prohibits retaliation against any person who reports an act of harassment, intimidation, bullying, or hazing. Students that engage in retaliation for reported violations of this policy will be subject to appropriate disciplinary action per the CCM.

An Organization that knowingly permitted, authorized or condoned harassment, intimidation, bullying, or hazing activities will face revocation or suspension of the Organization's permission to conduct operations at Signature Preparatory.

Any teacher or staff member who knowingly permitted, authorized or condoned the harassment, intimidation, bullying, or hazing activity is subject to disciplinary action up to termination.

BULLYING AND CYBERBULLYING IS PROHIBITED IN PUBLIC SCHOOLS

(Possible Police Involvement)

NRS 388.135 Bullying and cyber-bullying prohibited.

A member of a governing body, any employee of a governing body, including, without limitation, an administrator, teacher or other staff member, a member of a club or organization which uses the facilities of any school, regardless of whether the club or organization has any connection to the school, or any pupil shall not engage in bullying or cyber-bullying on the premises of any school, at an activity sponsored by a school or on any school bus.

NRS 388.121 Definitions.

As used in NRS 388.121 to 388.1395, inclusive, unless the context otherwise requires, the words and terms defined in NRS 388.1215 to 388.127, inclusive, have the meanings ascribed to them in those sections.

NRS 388.1215 “Administrator” defined. “Administrator” means the principal, administrator or other person in charge of a school.

NRS 388.122 “Bullying” defined.

1. “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:

(a) Have the effect of:

(1) Physically harming a person or damaging the property of a person; or

(2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person;

(b) Interfere with the rights of a person by:

(1) Creating an intimidating or hostile educational environment for the person; or

(2) 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

(c) Are acts or conduct described in paragraph (a) or (b) and are based upon the:

(1) 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

(2) Association of a person with another person having one or more of those actual or perceived characteristics.

2. The term includes, without limitation:

(a) 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;

(b) 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;

(c) Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;

(d) 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;

(e) Blackmail, extortion or demands for protection money or involuntary loans or donations;

(f) Blocking access to any property or facility of a school;

(g) Stalking; and

- (h) Physically harmful contact with or injury to another person or his or her property.

NRS 388.123 “Cyber-bullying” defined.

“Cyber-bullying” means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, “sexual image” has the meaning ascribed to it in NRS 200.737.

NRS 388.124 “Electronic communication” defined. “Electronic communication” means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

NRS 388.126 “Governing body” defined.

“Governing body” means the board of trustees of a school district or the governing body of a charter school.

NRS 388.127 “School” defined.

“School” means a public school, including, without limitation, a charter school.

NRS 388.132 Legislative declaration concerning safe and respectful learning environment.

The Legislature declares that:

1. Pupils are the most vital resource to the future of this State;
2. A learning environment that is safe and respectful is essential for the pupils enrolled in the schools in this State and is necessary for those pupils to achieve academic success and meet this State’s high academic standards;
3. Every classroom, hallway, locker room, cafeteria, restroom, gymnasium, playground, athletic field, school bus, parking lot and other areas on the premises of a school in this State must be maintained as a safe and respectful learning environment, and no form of bullying or cyber-bullying will be tolerated within the system of public education in this State;
4. Any form of bullying or cyber-bullying seriously interferes with the ability of teachers to teach in the classroom and the ability of pupils to learn;
5. The use of the Internet by pupils in a manner that is ethical, safe and secure is essential to a safe and respectful learning environment and is essential for the successful use of technology;
6. It will ensure that:
 - (a) The schools in this State provide a safe and respectful learning environment in which persons of differing beliefs, races, colors, national origins, ancestries, religions, gender identities or expressions, sexual orientations, physical or mental disabilities, sexes or any other distinguishing characteristics or backgrounds can realize their full academic and personal potential;
 - (b) All administrators, teachers and other personnel of the school districts and schools in this State demonstrate appropriate and professional behavior on the premises of any school by treating other persons, including, without limitation, pupils, with civility and respect, by refusing to tolerate bullying and cyber-bullying, and by taking immediate action to protect a victim or target of bullying or cyber-bullying when witnessing, overhearing or being notified that bullying or cyber-bullying is occurring or has occurred;
 - (c) The quality of instruction is not negatively impacted by poor attitudes or interactions among administrators, teachers, coaches or other personnel of a school district or school;
 - (d) All persons in a school are entitled to maintain their own beliefs and to respectfully disagree without resorting to bullying, cyber-bullying or violence; and
 - (e) Any teacher, administrator, coach or other staff member or pupil who tolerates or engages in an act of bullying or cyber-bullying or violates a provision of NRS 388.121 to 388.1395, inclusive, regarding a response to bullying or cyber-bullying against a pupil will be held accountable; and
7. By declaring this mandate that the schools in this State provide a safe and respectful learning environment, the Legislature is not advocating or requiring the acceptance of differing beliefs in a manner

that would inhibit the freedom of expression, but is requiring that pupils be free from physical, emotional or mental abuse while at school and that pupils be provided with an environment that allows them to learn.

NRS 388.1321 Legislative declaration concerning duty of governing body, administrators and teachers to create and provide safe and respectful learning environment; authority of parent or guardian of pupil to petition court to compel performance of duty; remedy not exclusive.

1. The Legislature hereby declares that the members of a governing body and all administrators and teachers have a duty to create and provide a safe and respectful learning environment for all pupils that is free of bullying and cyber-bullying.

2. A parent or guardian of a pupil may petition a court of competent jurisdiction for a writ of mandamus to compel the performance of any duty imposed by the provisions of NRS 388.121 to 388.1395, inclusive.

3. Nothing in this section shall be deemed to preclude a parent or guardian of a pupil from seeking any remedy available at law or in equity.

NRS 388.1322 Compliance with provisions relating to safe and respectful learning environment by private school authorized.

A private school, as defined in NRS 394.103, and the governing body and administrator of the private school are authorized to comply with NRS 388.121 to 388.1395, inclusive, wholly or in part. Any such compliance is wholly voluntary, and no liability attaches to any failure to comply on the part of the private school, governing body or administrator.

NRS 388.1323 Office for a Safe and Respectful Learning Environment: Creation; appointment and duties of Director.

1. The Office for a Safe and Respectful Learning Environment is hereby created within the Department.

2. The Superintendent of Public Instruction shall appoint a Director of the Office, who shall serve at the pleasure of the Superintendent.

3. The Director of the Office shall ensure that the Office:

(a) Maintains a 24-hour, toll-free statewide hotline and Internet website by which any person can report a violation of the provisions of NRS 388.121 to 388.1395, inclusive, and obtain information about anti-bullying efforts and organizations; and

(b) Provides outreach and anti-bullying education and training for pupils, parents and guardians, teachers, administrators, coaches and other staff members and the members of a governing body. The outreach and training must include, without limitation:

(1) Training regarding methods, procedures and practice for recognizing bullying and cyber-bullying behaviors;

(2) Training regarding effective intervention and remediation strategies regarding bullying and cyber-bullying;

(3) Training regarding methods for reporting violations of NRS 388.135; and

(4) Information on and referral to available resources regarding suicide prevention and the relationship between bullying or cyber-bullying and suicide.

4. The Director of the Office shall establish procedures by which the Office may receive reports of bullying and cyber-bullying and complaints regarding violations of the provisions of NRS 388.121 to 388.1395, inclusive.

5. The Director of the Office or his or her designee shall investigate any complaint that a teacher, administrator, coach or other staff member or member of a governing body has violated a provision of NRS 388.121 to 388.1395, inclusive. If a complaint alleges criminal conduct or an investigation leads the Director of the Office or his or her designee to suspect criminal conduct, the Director of the Office may request assistance from the Investigation Division of the Department of Public Safety.

NRS 388.1325 Bullying Prevention Account: Creation; acceptance of gifts and grants; credit of interest and income; authorized uses by school district that receives grant.

1. The Bullying Prevention Account is hereby created in the State General Fund, to be administered by the Director of the Office for a Safe and Respectful Learning Environment appointed pursuant to NRS 388.1323. The Director of the Office may accept gifts and grants from any source for deposit into the Account. The interest and income earned on the money in the Account must be credited to the Account.

2. In accordance with the regulations adopted by the State Board pursuant to NRS 388.1327, a school district that applies for and receives a grant of money from the Bullying Prevention Account shall use the money for one or more of the following purposes:

(a) The establishment of programs to create a school environment that is free from bullying and cyber-bullying;

(b) The provision of training on the policies adopted by the school district pursuant to NRS 388.134 and the provisions of NRS 388.121 to 388.1395, inclusive; or

(c) The development and implementation of procedures by which the public schools of the school district and the pupils enrolled in those schools can discuss the policies adopted pursuant to NRS 388.134 and the provisions of NRS 388.121 to 388.1395, inclusive.

NRS 388.1327 Regulations.

The State Board shall adopt regulations:

1. Establishing the process whereby school districts may apply to the Department for a grant of money from the Bullying Prevention Account pursuant to NRS 388.1325.

2. As are necessary to carry out the provisions of NRS 388.121 to 388.1395, inclusive.

Policies; Informational Pamphlet; Program of Training

NRS 388.133 Policy by Department concerning safe and respectful learning environment.

1. The Department shall, in consultation with the governing bodies, educational personnel, local associations and organizations of parents whose children are enrolled in schools throughout this State, and individual parents and legal guardians whose children are enrolled in schools throughout this State, prescribe by regulation a policy for all school districts and schools to provide a safe and respectful learning environment that is free of bullying and cyber-bullying.

2. The policy must include, without limitation:

(a) Requirements and methods for reporting violations of NRS 388.135, including, without limitation, violations among teachers and violations between teachers and administrators, coaches and other personnel of a school district or school;

(b) Requirements and methods for addressing the rights and needs of persons with diverse gender identities or expressions; and

(c) A policy for use by school districts and schools to train members of the governing body and all administrators, teachers and all other personnel employed by the governing body. The policy must include, without limitation:

(1) Training in the appropriate methods to facilitate positive human relations among pupils by eliminating the use of bullying and cyber-bullying so that pupils may realize their full academic and personal potential;

(2) Training in methods to prevent, identify and report incidents of bullying and cyber-bullying;

(3) Training concerning the needs of persons with diverse gender identities or expressions;

(4) Training concerning the needs of pupils with disabilities and pupils with autism spectrum disorder;

(5) Methods to promote a positive learning environment;

(6) Methods to improve the school environment in a manner that will facilitate positive human relations among pupils; and

(7) Methods to teach skills to pupils so that the pupils are able to replace inappropriate behavior with positive behavior.

NRS 388.134 Policy by governing bodies for provision of safe and respectful learning environment and policy for ethical, safe and secure use of computers; provision of training to governing bodies and school personnel; posting of policies on Internet website; annual review and update of policies. Each governing body shall:

1. Adopt the policy prescribed pursuant to NRS 388.133 and the policy prescribed pursuant to subsection 2 of NRS 389.520. The governing body may adopt an expanded policy for one or both of the policies if each expanded policy complies with the policy prescribed pursuant to NRS 388.133 or pursuant to subsection 2 of NRS 389.520, as applicable.

2. Provide for the appropriate training of members of the governing body and all administrators, teachers and all other personnel employed by the governing body in accordance with the policies prescribed pursuant to NRS 388.133 and pursuant to subsection 2 of NRS 389.520. For members of the governing body who have not previously served on the governing body or for employees of the school district or school who have not previously been employed by the district or school, the training required by this subsection must be provided within 180 days after the member begins his or her service or after the employee begins his or her employment, as applicable.

3. Post the policies adopted pursuant to subsection 1 on the Internet website maintained by the school district or school.

4. Ensure that the parents and legal guardians of pupils enrolled in the school district or school have sufficient information concerning the availability of the policies, including, without limitation, information that describes how to access the policies on the Internet website maintained by the school district or school. Upon the request of a parent or legal guardian, the school district or school shall provide the parent or legal guardian with a written copy of the policies.

5. Review the policies adopted pursuant to subsection 1 on an annual basis and update the policies if necessary. If the governing body updates the policies, the governing body must submit a copy of the updated policies to the Department within 30 days after the update.

NRS 388.1341 Development of informational pamphlet by Department; annual review and update; posting on Internet website; development of tutorial.

1. The Department, in consultation with persons who possess knowledge and expertise in bullying and cyber-bullying, shall, to the extent money is available, develop an informational pamphlet to assist pupils and the parents or legal guardians of pupils enrolled in schools in this State in resolving incidents of bullying or cyber-bullying. If developed, the pamphlet must include, without limitation:

- (a) A summary of the policy prescribed by the Department pursuant to NRS 388.133 and the provisions of NRS 388.121 to 388.1395, inclusive;

- (b) A description of practices which have proven effective in preventing and resolving violations of NRS 388.135 in schools, which must include, without limitation, methods to identify and assist pupils who are at risk for bullying and cyber-bullying; and

- (c) An explanation that the parent or legal guardian of a pupil who is involved in a reported violation of NRS 388.135 may request an appeal of a disciplinary decision made against the pupil as a result of the violation, in accordance with the policy governing disciplinary action adopted by a governing body.

2. If the Department develops a pamphlet pursuant to subsection 1, the Department shall review the pamphlet on an annual basis and make such revisions to the pamphlet as the Department determines are necessary to ensure the pamphlet contains current information.

3. If the Department develops a pamphlet pursuant to subsection 1, the Department shall post a copy of the pamphlet on the Internet website maintained by the Department.

4. To the extent the money is available, the Department shall develop a tutorial which must be made available on the Internet website maintained by the Department that includes, without limitation, the information contained in the pamphlet developed pursuant to subsection 1, if such a pamphlet is developed by the Department.

NRS 388.1342 Establishment of programs of training by Department; completion of program by members of State Board of Education and governing bodies; completion of certain programs by administrators; annual review and update of programs of training.

1. The Department, in consultation with persons who possess knowledge and expertise in bullying and cyber-bullying, shall establish a program of training:

(a) On methods to prevent, identify and report incidents of bullying and cyber-bullying for members of the State Board.

(b) On methods to prevent, identify and report incidents of bullying and cyber-bullying for the members of a governing body.

(c) For school district and school personnel to assist those persons with carrying out their powers and duties pursuant to NRS 388.121 to 388.1395, inclusive.

(d) For administrators in the prevention of violence and suicide associated with bullying and cyber-bullying and appropriate methods to respond to incidents of violence or suicide.

(e) For school district and school personnel concerning the needs of persons with diverse gender identities or expressions.

(f) For school district and school personnel concerning the needs of pupils with disabilities and pupils with autism spectrum disorder.

2. Each member of the State Board shall, within 1 year after the member is elected or appointed to the State Board, complete the program of training on bullying and cyber-bullying established pursuant to paragraph (a) of subsection 1 and undergo the training at least one additional time while the person is a member of the State Board.

3. Except as otherwise provided in NRS 388.134, each member of a governing body shall, within 1 year after the member begins his or her service on the governing body, complete the program of training on bullying and cyber-bullying established pursuant to paragraph (b) of subsection 1 and undergo the training at least one additional time while the person is a member of the governing body.

4. Each administrator of a school shall complete the program of training established pursuant to paragraphs (d), (e) and (f) of subsection 1:

(a) Within 90 days after becoming an administrator;

(b) Except as otherwise provided in paragraph (c), at least once every 3 years thereafter; and

(c) At least once during any school year within which the program of training is revised or updated.

5. Each program of training established pursuant to subsection 1 must, to the extent money is available, be made available on the Internet website maintained by the Department or through another provider on the Internet.

6. The governing body may allow school personnel to attend the program established pursuant to paragraph (c), (d), (e) or (f) of subsection 1 during regular school hours.

7. The Department shall review each program of training established pursuant to subsection 1 on an annual basis to ensure that the program contains current information.

School Safety Team

NRS 388.1343 Establishment by administrator of each school; duties of administrator. The administrator of each school or his or her designee shall:

1. Establish a school safety team to develop, foster and maintain a school environment which is free from bullying and cyber-bullying;

2. Conduct investigations of violations of NRS 388.135 occurring at the school; and

3. Collaborate with the governing body and the school safety team to prevent, identify and address reported violations of NRS 388.135 at the school.

NRS 388.1344 Membership; chair; duties.

1. Each school safety team established pursuant to NRS 388.1343 must consist of the administrator of the school or his or her designee and the following persons appointed by the administrator:

(a) A school counselor;

- (b) At least one teacher who teaches at the school;
 - (c) At least one parent or legal guardian of a pupil enrolled in the school; and
 - (d) Any other persons appointed by the administrator.
2. The administrator of the school or his or her designee shall serve as the chair of the school safety team.
3. The school safety team shall:
- (a) Meet at least two times each year;
 - (b) Identify and address patterns of bullying or cyber-bullying;
 - (c) Review and strengthen school policies to prevent and address bullying or cyber-bullying;
 - (d) Provide information to school personnel, pupils enrolled in the school and parents and legal guardians of pupils enrolled in the school on methods to address bullying and cyber-bullying; and
 - (e) To the extent money is available, participate in any training conducted by the school district or school regarding bullying and cyber-bullying.

Prohibition of Bullying and Cyber-Bullying; Reporting and Investigation of Violations

NRS 388.135 Bullying and cyber-bullying prohibited.

A member of a governing body, any employee of a governing body, including, without limitation, an administrator, teacher or other staff member, a member of a club or organization which uses the facilities of any school, regardless of whether the club or organization has any connection to the school, or any pupil shall not engage in bullying or cyber-bullying on the premises of any school, at an activity sponsored by a school or on any school bus.

NRS 388.1351 Staff member required to report violation to administrator; required actions and investigation; notification to parent or guardian; written report of findings and conclusions of investigation; follow-up with victim; list of resources to be provided to parent or guardian; appeal of disciplinary action; reassignment of pupil who is victim of bullying or cyber-bullying; reports.

1. Except as otherwise provided in NRS 388.13535, a teacher, administrator, coach or other staff member who witnesses a violation of NRS 388.135 or receives information that a violation of NRS 388.135 has occurred shall report the violation to the administrator or his or her designee as soon as practicable, but not later than a time during the same day on which the teacher, administrator, coach or other staff member witnessed the violation or received information regarding the occurrence of a violation.

2. Except as otherwise provided in this subsection, upon receiving a report required by subsection 1, the administrator or designee shall immediately take any necessary action to stop the bullying or cyber-bullying and ensure the safety and well-being of the reported victim or victims of the bullying or cyber-bullying and shall begin an investigation into the report. If the administrator or designee does not have access to the reported victim of the alleged violation of NRS 388.135, the administrator or designee may wait until the next school day when he or she has such access to take the action required by this subsection.

3. The investigation conducted pursuant to subsection 2 must include, without limitation:

(a) Except as otherwise provided in subsection 4, notification provided by telephone, electronic mail or other electronic means or provided in person, of the parents or guardians of all pupils directly involved in the reported bullying or cyber-bullying, as applicable, either as a reported aggressor or a reported victim of the bullying or cyber-bullying. The notification must be provided:

(1) If the bullying or cyber-bullying is reported before the end of school hours on a school day, before the school's administrative office closes on the day on which the bullying or cyber-bullying is reported; or

(2) If the bullying or cyber-bullying was reported on a day that is not a school day, or after school hours on a school day, before the school's administrative office closes on the school day following the day on which the bullying or cyber-bullying is reported.

(b) Interviews with all pupils whose parents or guardians must be notified pursuant to paragraph (a) and with all such parents and guardians.

4. If the contact information for the parent or guardian of a pupil in the records of the school is not correct, a good faith effort to notify the parent or guardian shall be deemed sufficient to meet the requirement for notification pursuant to paragraph (a) of subsection 3.

5. Except as otherwise provided in this subsection, an investigation required by this section must be completed not later than 2 school days after the administrator or designee receives a report required by subsection 1. If extenuating circumstances prevent the administrator or designee from completing the investigation required by this section within 2 school days after making a good faith effort, 1 additional school day may be used to complete the investigation.

6. An administrator or designee who conducts an investigation required by this section shall complete a written report of the findings and conclusions of the investigation. If a violation is found to have occurred, the report must include recommendations concerning the imposition of disciplinary action or other measures to be imposed as a result of the violation, in accordance with the policy governing disciplinary action adopted by the governing body. Subject to the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, and any regulations adopted pursuant thereto, the report must be made available, not later than 24 hours after the completion of the written report, to all parents or guardians who must be notified pursuant to paragraph (a) of subsection 3 as part of the investigation.

7. If a violation is found not to have occurred, information concerning the incident must not be included in the record of the reported aggressor.

8. Not later than 10 school days after receiving a report required by subsection 1, the administrator or designee shall meet with each reported victim of the bullying or cyber-bullying to inquire about the well-being of the reported victim and to ensure that the reported bullying or cyber-bullying, as applicable, is not continuing.

9. To the extent that information is available, the administrator or his or her designee shall provide a list of any resources that may be available in the community to assist a pupil to each parent or guardian of a pupil to whom notice was provided pursuant to this section as soon as practicable. Such a list may include, without limitation, resources available at no charge or at a reduced cost and may be provided in person or by electronic or regular mail. If such a list is provided, the administrator, his or her designee, or any employee of the school or the school district is not responsible for providing such resources to the pupil or ensuring the pupil receives such resources.

10. The parent or guardian of a pupil involved in the reported violation of NRS 388.135 may appeal a disciplinary decision of the administrator or his or her designee, made against the pupil as a result of the violation, in accordance with the policy governing disciplinary action adopted by the governing body. Not later than 30 days after receiving a response provided in accordance with such a policy, the parent or guardian may submit a complaint to the Department. The Department shall consider and respond to the complaint pursuant to procedures and standards prescribed in regulations adopted by the Department.

11. If a violation of NRS 388.135 is found to have occurred, the parent or guardian of a pupil who is a victim of bullying or cyber-bullying may request that the board of trustees of the school district in which the pupil is enrolled to assign the pupil to a different school in the school district. Upon receiving such a request, the board of trustees shall, in consultation with the parent or guardian of the pupil, assign the pupil to a different school.

12. A principal or his or her designee shall submit a monthly report to the direct supervisor of the principal that includes for the school the number of:

- (a) Reports received pursuant to subsection 1;
- (b) Times in which a violation of NRS 388.135 is found to have occurred; and
- (c) Times in which no violation of NRS 388.135 is found to have occurred.

13. A direct supervisor who receives a monthly report pursuant to subsection 12 shall, each calendar quarter, submit a report to the Office for a Safe and Respectful Learning Environment that includes, for the schools for which the direct supervisor has received a monthly report in the calendar quarter, the:

- (a) Total number of reports received pursuant to subsection 1;
- (b) Number of times in which a violation of NRS 388.135 is found to have occurred; and
- (c) Number of times in which no violation of NRS 388.135 is found to have occurred.

14. School hours and school days are determined for the purposes of this section by the schedule established by the governing body for the school.

NRS 388.1352 Establishment of policy by governing body for employees to report violations to law enforcement.

A governing body, in conjunction with the school police officers of the school district, if any, and the local law enforcement agencies that have jurisdiction over the school district or school, shall establish a policy for the procedures which must be followed by an employee of the school district or school when reporting a violation of NRS 388.135 to a school police officer or local law enforcement agency.

NRS 388.13535 Deferral of required investigation of bullying or cyber-bullying; actions by administrator or designee if investigation is deferred; exemption from certain requirements if violation committed by certain pupils.

1. If a law enforcement agency is investigating a potential crime involving an alleged violation of NRS 388.135, the administrator or his or her designee may, after providing the notification required by paragraph (a) of subsection 3 of NRS 388.1351, defer the investigation required by that section until the completion of the criminal investigation by the law enforcement agency. If the administrator or his or her designee defers an investigation pursuant to this subsection, the administrator or designee shall:

(a) Immediately develop a plan to protect the safety of each pupil directly involved in the alleged violation of NRS 388.135; and

(b) To the extent that the law enforcement agency has provided the administrator or designee with information about the projected date for completion of its investigation, provide the parents or guardians of each pupil directly involved in the alleged violation of NRS 388.135 with that information.

2. Except as otherwise provided in this section, the deferral authorized by subsection 1 does not affect the obligations of the administrator or designee pursuant to NRS 388.121 to 388.1395, inclusive.

3. If the administrator or designee determines that a violation of NRS 388.135 was caused by the disability of the pupil who committed the violation:

(a) The provisions of NRS 388.1351 do not apply to the same or similar behavior if the behavior is addressed in the pupil's individualized education program; and

(b) The administrator or designee shall take any measures necessary to protect the safety of the victim of the violation.

4. The provisions of NRS 388.1351 do not apply to a violation of NRS 388.135 committed by:

(a) A pupil who is enrolled in prekindergarten if the behavior is addressed through measures intended to modify the behavior of the pupil.

(b) An employee of a school or school district against another employee of a school or school district.

(c) An adult who is not a pupil or employee of a school or school district against another such adult.

NRS 388.1354 Disciplinary action against administrator or designee who fails to comply with certain provisions. If an administrator or his or her designee knowingly and willfully fails to comply with the provisions of NRS 388.1351, the superintendent of the school district or governing body, as applicable, or the designee of either:

1. Shall take disciplinary action against the employee by written admonishment, demotion, suspension, dismissal or refusal to reemploy; and

2. If the employee is the holder of a license issued pursuant to chapter 391 of NRS, may recommend to the governing body that the governing body submit a recommendation to the State Board for the suspension or revocation of the license.

NRS 388.136 School officials prohibited from interfering with disclosure of violations.

1. A school official shall not directly or indirectly interfere with or prevent the disclosure of information concerning a violation of NRS 388.135.

2. As used in this section, "school official" means:

- (a) A member of a governing body; or
- (b) A licensed or unlicensed employee of a school district or school.

NRS 388.137 Immunity for reporting of violations; exceptions; recommendation for disciplinary action if person who made report acted with malice, intentional misconduct, gross negligence or violation of law.

1. No cause of action may be brought against a pupil or an employee or volunteer of a school who reports a violation of NRS 388.135 unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.

2. If an administrator determines that a report of a violation of NRS 388.135 is false and that the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law, the administrator may recommend the imposition of disciplinary action or other measures against the person in accordance with the policy governing disciplinary action adopted by the governing body.

Rules of Behavior; Week of Respect

NRS 388.139 Text of certain provisions required to be included in rules of behavior. Each school district shall include the text of the provisions of NRS 388.121 to 388.1395, inclusive, and the policies adopted by the board of trustees of the school district pursuant to NRS 388.134 under the heading “Bullying and Cyber-Bullying Is Prohibited in Public Schools,” within each copy of the rules of behavior for pupils that the school district provides to pupils pursuant to NRS 392.463.

NRS 388.1395 Requirements for delivery of information during annual “Week of Respect.”

The governing body of each school shall determine the most effective manner for the delivery of information to the pupils of the school during the “Week of Respect” proclaimed by the Governor each year pursuant to NRS 236.073. The information delivered during the “Week of Respect” must focus on:

- 1. Methods to prevent, identify and report incidents of bullying and cyber-bullying;
- 2. Methods to improve the school environment in a manner that will facilitate positive human relations among pupils; and
- 3. Methods to facilitate positive human relations among pupils by eliminating the use of bullying and cyber-bullying.

SEARCH & SEIZURE

School Administrators have the authority to conduct searches when they have a reason to suspect that the search will uncover evidence that a violation of school policy has occurred or that a law has been violated. Administrators may search student desks, cell phones, computers/laptops, tablets, smart watches, other electronic items, bags, backpacks, vehicles, purses, or other personal belongings when reasonable suspicion exists and in order to determine if a school violation has occurred or a law has been broken. Items provided by Signature Preparatory for storage (e.g. desks) of personal items are provided as a courtesy to the student but remain the property of the school and are subject to its control and supervision. Therefore, students have no reasonable expectation of privacy in relation to those items.

UNIFORM DRESS CODE POLICY

Signature Preparatory's school governing board requires students to wear uniforms to school to support the school's mission. Compliance with the uniform dress code is mandatory. To attend class, all students must be in compliance with all aspects of the Uniform Dress Code Policy. Furthermore, the Uniform Dress Code Policy applies when students are attending extra-curricular events.

In general, students must present a clean, modest and neat appearance. Clothing must be worn right side out, of appropriate size and worn correctly. Clothing shall not have holes or be intentionally torn. Clothing items must be one solid color.

Throughout the school day and at extra-curricular events, Signature Preparatory Staff will conduct a dress code check to ensure the students are in compliance. Signature Preparatory Staff have authority to determine whether clothing is inappropriate or a distraction. When students are deemed to be out of compliance, the following discipline policy will apply, at the discretion of Signature Preparatory Staff:

- The school may notify parents/legal guardians and require parents/legal guardians to bring compliant clothing to school for their child; and/or
- Students may receive a discipline referral and/or
- Repeat violations will result in further school discipline; and/or
- Consequences described in the Conduct & Consequences Matrix ("CCM").

Exceptions to the Uniform Dress Code Policy may be granted for medical necessity provided that justification is submitted to and approved by campus administration.

| UNIFORM DRESS CODE POLICY | |
|---------------------------|---|
| DAILY UNIFORM - BOYS | |
| POLO SHIRTS | <ul style="list-style-type: none"> • Polo shirts must be purchased through school approved vendor. • Polo shirts must have the Signature Prep logo. • Shirts must be tucked in at all times. |
| PANTS / SHORTS | <ul style="list-style-type: none"> • Pants/Shorts are to be of twill or similar material. (No denim, spandex, leggings, joggers or athletic material permitted.) • Shorts must be black, no logos, to the knee, clean, no holes or frays, and not faded. • Pants must be black, no logos, clean, no holes or frays, and not faded. • Pants and shorts must be worn at the natural waist. • Daily wear uniform bottoms do not need to be purchased from the school approved vendor. |
| DRESS FOR SUCCESS - BOYS | |
| SHIRTS & TIES | <ul style="list-style-type: none"> • "Dress for Success" Buttondown collar shirts and ties must be purchased from the school approved vendor. • Shirts must have the Signature Prep logo. • Shirts must be tucked in and fully buttoned at all times. • Ties must be of appropriate length, properly tied, and in place around the neck. |

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| PANTS | <ul style="list-style-type: none"> • “Dress for Success” pants must be purchased from the school approved vendor. • Boys must wear solid black belts without metal trim or studs. (with the exception of kindergarten). • Pants must be worn at the natural waist. • Pants must not be faded, have holes or frays. |
| DAILY UNIFORM - GIRLS | |
| POLO SHIRTS | <ul style="list-style-type: none"> • Polo shirts must be purchased through school approved vendor. • Polo shirts must have the Signature Prep logo. • Shirts must be tucked in at all times. |
| SHORTS / PANTS SKIRTS / SKORTS | <ul style="list-style-type: none"> • Bottoms are to be of twill, polyester, or similar material. (No denim, spandex, leggings, joggers or athletic material permitted.) • Shorts / Skirts / Skorts must be black, no logos, to the knee, clean, no holes or frays, and not faded. • Solid black shorts, not longer than skirt length, should be worn under skirts for modesty. • Pants must be black, no logos, clean, no holes or frays, and not faded. • All bottoms must be worn at the natural waist. • Daily wear uniform bottoms do not need to be purchased from the school approved vendor. |
| DRESS FOR SUCCESS - GIRLS | |
| JUMPERS SKORTS SKIRTS / KILTS | <ul style="list-style-type: none"> • “Dress for Success” jumpers, skirts, skorts, and kilts must be purchased from school vendor. • Jumpers must be worn with the approved Peter Pan collar shirt underneath. This shirt may not be worn without the jumper as it does not have a logo. • “Dress for Success” skirts, skorts, and kilts should be to the knee, clean, without frays. • Black or navy shorts are recommended to be worn under skirts for modesty and should not show past the length of the skirt. |
| SHIRTS / BLOUSES TIES | <ul style="list-style-type: none"> • “Dress for Success” shirts, blouses, and ties must be purchased from the approved school vendor. • Peter Pan collar shirts are to be purchased from the approved vendor and worn underneath the jumpers. This shirt may not be worn without the jumper as it does not have a logo. • Blue short sleeve button blouses must have the Signature Prep logo, and be fully buttoned. • Ties must be buttoned and worn appropriately. |
| DRESS CODE POLICY - UNIVERSAL | |
| COSMETICS | <ul style="list-style-type: none"> • Boys are prohibited from wearing makeup, having painted, and/or long fingernails. • Makeup is allowed for girls in grades 6th and above. Makeup should be natural looking and not disruptive to the educational environment. • Visible tattoos (permanent or temporary) must be covered. • Students are prohibited from writing or drawing on their skin. |

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| SHOES | <ul style="list-style-type: none"> • Students must wear clean, closed-toe and heel, dark in color. Black preferred. • Shoes with wheels are strictly prohibited. • No Keens or Crocs are allowed. • Open toed sandals are NOT allowed. • Heels or soles may be no higher than 2 inches. • Slippers, house slippers (e.g. Dearfoams) and dance footwear are prohibited (unless otherwise specified by the school for an appropriate activity). • Athletic shoes are required for P.E. |
| OUTERWEAR | <ul style="list-style-type: none"> • Outerwear refers to all coats, jackets, sweatshirts, sweaters, etc. • Only Signature Prep outerwear, with the logo, purchased through our school uniform vendor, may be worn in the classroom. • Outerwear with non-Signature Prep logos such as a Nike swoosh are permissible to wear outside of school but must be removed in the classroom. • Students must wear the Signature Prep approved uniform underneath outerwear. • Denim outerwear is prohibited. |
| JEWELRY | <ul style="list-style-type: none"> • Jewelry must be conservative, modest, and not a distraction. • Girls may wear one pair of earrings, in the earlobe, no larger than a quarter. • Boys are prohibited from wearing earrings at school. • No gauge earrings, spikes, nose rings, lip piercings, etc. are allowed. • Earrings may need to be removed during PE for safety. • Visible body piercing jewelry (plugs, etc.) are not permitted. • Wallet chains or similar items are prohibited. • Chokers or chains around the neck are prohibited. • Sunglasses may not be worn inside school buildings. |
| HEAD COVERINGS HATS | <ul style="list-style-type: none"> • No hats or bandanas may be worn inside the school buildings. • Head coverings of a religious or cultural nature (e.g. yamaka, hijab, etc.) or for medical necessity are permitted provided that justification is submitted to and approved by the campus administration. |
| HAIR HAIR ACCESSORIES | <ul style="list-style-type: none"> • Hair must be kept neat, clean, and have a combed appearance. • Extreme hair designs and hair colors that are of an unnatural color or interfere with or become a distraction to the learning environment are not permitted. • Hair accessories may be purchased through the school approved vendor. Girls may wear hair accessories such as scrunchies, bows, and headbands provided they are school uniform colors (light blue, navy blue, black or grey). Accessories that contain characters, or become a distraction to the learning environment are not permitted. • Boys' hair cannot be longer than the top of the collar and must be off the ears. Hair length in front should not fall below the eyebrows or otherwise interfere with or obstruct student vision. • Boys must be clean shaven. Sideburns can be no longer than the middle of the ear. • Signature Prep does not discriminate on the basis of gender, race, color or national origin in its administration of this hair grooming policy. Exceptions to this hair grooming policy may be granted for medical necessity, religious or cultural beliefs, provided that justification is submitted to and approved by campus administration. |

DRESS DOWN DAY(S)

From time to time, students may be allowed to have a dress down day. In general, students must present a clean, modest and neat appearance. Clothing must be worn right side out, of appropriate size and worn correctly. Guidelines for dress down days will be distributed by campus administration.

SPECIAL EVENTS/DANCES

Throughout the year, events may occur that warrant special dress up days. Departures from standard school dress code may be approved by administration in these instances. Below, find examples of appropriate dress for these occasions (Please note that these items constitute guidelines and not a comprehensive code. Further instructions and/or restrictions may be given by administration relevant to the particular event.)

- Dress-up attire for girls consists of a conservative and modest blouse/skirt/pants or dress. All skirts and dresses must be knee length or longer and may not be tight or revealing in any way. Midriffs must be covered and blouses may not be low-cut.
- Dress-up attire for boys consists of long-sleeve, button-up, collared dress-shirt with a conservative tie, and dress slacks with a belt.

Note: Dress-up days are not required. As such, if a student does not have proper attire to “dress-up” no undue burden is placed on them to purchase dress-up compliant attire. Standard Signature Preparatory dress-code is acceptable. Likewise, dress-up days are a privilege, not a right. If student(s) are not appropriately dressed they will be denied admittance to the event.

ACADEMICS

The curriculum at Signature Preparatory is fully aligned to the Nevada K-12 State Standards. To view the Nevada academic standards, please visit the Nevada Department of Education website at [http://www.doe.nv.gov/Nevada Academic Content Standards/](http://www.doe.nv.gov/Nevada_Academic_Content_Standards/). The curriculum for Signature Preparatory is updated frequently based on changes to state standards as well as input from teachers and student assessment outcomes. If you have any questions regarding your child’s curriculum, please contact your child’s teacher or your campus administrator.

ACADEMIC PARENT-TEACHER TEAM CONFERENCES (APTT)

APTT conferences are held once per semester. During this time, parents/legal guardians are provided with the opportunity for a meeting with their child’s teacher to discuss progress, celebrations, and concerns. Parents/legal guardians that are concerned about their child’s progress may schedule a meeting with their child’s teacher and campus administration prior to or in-between these conference dates.

ASSESSMENTS

GENERAL ASSESSMENTS

Student progress towards grade level objectives is assessed throughout the school year. The following assessment schedule is followed to ensure that relevant and timely information can be shared with families regarding their child's academic performance:

| GRADE | ASSESSMENT | FREQUENCY |
|---|------------------------------------|---|
| Kindergarten – 8th Grade | HMH FastBridge – Reading & Math | Three Times Per Year (Beginning, Middle and End of Year) |
| 3rd-8th Grade | SBAC – ELA and Math | Once a Year |
| 5 th & 8 th Grade | State of Nevada Science Assessment | Once a Year |
| Kindergarten – 8 th Grade | WIDA | Once a Year |
| 6 th – 8 th Grade | Final Exams/Mid Term Exams | Two Times per Year |

STATE MANDATED ASSESSMENTS

Grades K-3: NWEA Measures of Academic Progress (MAP)

Grades 3-8: Smarter Balanced Assessment (SBAC)

Grades 5 & 8: Science

Grades 3-8: Nevada Alternate Assessment (NAA) – Qualifying Students

Grades K-8: (ELL Students): English Language Proficiency Assessment (WIDA) – Qualifying Students

For more information related to these specific assessments, please go to the State of Nevada Department of Education website: <http://www.doe.nv.gov/Assessments/>

OTHER ASSESSMENTS

Final Exams/Midterms: Students who are absent during semester final exams will receive an F for the final exam. Arrangements must be made with Administration if a student will be absent.

INSTRUCTIONAL TIME

Signature Preparatory teachers maximize the effective use of every minute of instructional time. Please help minimize distractions during instructional time by leaving messages, money, materials, etc. with the front office. The front office will deliver all messages and materials to the student. Only in instances of extreme emergency will front office staff interrupt core instructional time to deliver a message or materials. Please schedule your child's personal appointments outside of the instructional day.

GRADING WEIGHTS & SCALE

K-5 Grading Weights:

- 50% Assessments/Quizzes
- 40% Classwork
- 10% Homework

Middle School Grading Weights:

- 50% Assessments/Quizzes
- 20% Quarter Final
- 20% Classwork
- 10% Homework

| GRADE | PERFORMANCE | GRADE POINTS (4.0) |
|-------|--------------------|--------------------|
| A | Outstanding | 4 |
| B | Very Good | 3 |
| C | Satisfactory | 2 |
| D | Having Difficulty | 1 |
| F | Serious Difficulty | 0 |

GRADE REPORTS

Parents/legal guardians are able to view student progress in their courses through the Infinite Campus Parent Portal. Parents/legal guardians have the ability to print all grade reports through their Parent Portal. If you require assistance with the parent portal, please contact the school receptionist 702-224-2809. Printed Report Cards will not be provided nor distributed.

HOMEWORK

Signature Preparatory believes that meaningful homework is integral to the learning process and should be provided at all grade levels for the following purposes:

- To provide additional practice on previously learned skills
(For example: completing math drills & problem sets, reading, researching and/ or writing).
- To enrich the learning experience
(For example: sharing ideas with parents/legal guardians or using creative thought to complete a project or assignment).
- To provide students the opportunity to complete unfinished class assignments or make-up work due to absences.

Your child's teacher will provide clear expectations on all homework assignments. Concerns related to homework should be directed to your child's teacher and campus administration.

MAKE-UP WORK

Homework that is due the day that a student is absent is due upon return. Assignments missed due to an absence will be given an equal number of school days to complete assignments. Missed assignments may be picked up at the end of the school day. Students or parents/legal guardians must request make-up work 24 hours in advance of pick-up.

TEST RETAKES

All students will be given multiple opportunities to demonstrate proficiency with all Priority Standards for each class, recognizing that students learn at different rates and times.

For a student to retake a specific assessment, either in whole or in part, the student needs to:

- Demonstrate readiness to retake, through a study plan, additional practice, and/or parent communication (A study plan may vary teacher to teacher, but needs to include the priority standard(s) being reassessed, and identify what practice or additional study the student needs to do before retaking the assessment)
- Work with the teacher to schedule a time to retake the assessment at a time that will best meet the needs of both the teacher and student (Such as during class, before or after school, or during lunch)
- Retake the assessment within the grading period it was first given (exceptions will be made for extended absences or other exceptional circumstances)
- Retakes of specific assessments must allow students to demonstrate mastery of the standard, not memorization of a previous assessment (In other words, students will not just be given the same test again)
- Teachers will provide reteaching for both retakes and additional assessments

PROMOTION/RETENTION

Students at the K-8 level will be promoted if they are able to succeed at the next grade level. School Administration and the classroom teacher(s) will work closely together when formulating recommendations for students. Recommendations will be formulated using the following information:

- Age
- Social and emotional maturity
- Attendance
- Mastery of grade level standards
- Course grades

If it is in the best interest of the student to be retained, the parent/legal guardian, teacher and School Administration will work in close cooperation to set up the student for success in the next school year. Ultimately, the teacher will have final say on whether the student will be retained.

Such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the student's individualized education plan and relevant federal and state law.

READ BY GRADE 3

Pursuant to SB 391 Nevada’s Read by Grade 3 Act, a student may not be promoted to the fourth grade if the student scores Level 1 – Emerging/Developing Standards on the third grade Smarter Balanced ELA examination. There are six good cause exemptions to retention for 3rd grade students who fail to meet the cut score. These apply if a student:

- Obtains a score at or above the 31st percentile (or a RIT score of 191 or higher) on the NWEA MAP Growth Reading Assessment; or
- Demonstrates proficiency in reading at grade level beyond retention level through a portfolio of work; or
- Is limited English proficient and has received less than two years of instruction in an English Language program; or
- Has received two or more years of remediation and was previously retained for two years in kindergarten, first or second grades; or
- Is a student with a disability with an IEP who does not participate in the third grade Smarter Balanced ELA examination; or
- Is a pupil with a disability who has participated in the third grade Smarter Balanced ELA exam and has been previously retained.

HOMEBOUND INSTRUCTION

Signature Preparatory provides access to a certified teacher as well as core content for students who are eligible for homebound instruction. To be eligible, a physician must certify that a student will be absent for three months or more due to a medical condition. If you believe that your student is eligible for homebound instruction, please contact your campus administrator.

ENGLISH LANGUAGE LEARNER (“ELL”) PROGRAM

Signature Preparatory’s ELL program serves students who are second language learners and need assistance learning English. Additional supports are provided to ELL students in the areas of listening, reading, writing, and speaking. Eligibility for ELL services is determined using information provided by the parent/legal guardian or teacher as well as results from the WIDA Speaking, Listening, Reading and Writing English Language Proficiency Assessments. For additional information about Signature Preparatory’s ELL program, please call the school at (702) 224-2809 or visit the school website at SignaturePrep.org

STUDENTS WITH DISABILITIES

Special Education is available to students who are identified with a disability as indicated under the Individuals with Disabilities Education Act (“IDEA”) and require specially designed instruction. The Individualized Education Program (“IEP”) is a written program that outlines the special education services the student will receive. A continuum of services is available based on the needs of the student.

CHILD FIND

Child Find is a component of the IDEA. Child Find is the ongoing obligation of Signature Preparatory to locate, identify, and evaluate all children with disabilities who are in need of special education and related services within the enrolled population of the school.

The Nevada Early Intervention Services (NEIS) System provides services to children birth until three with developmental delay or disabilities, and their families. If you are concerned about your child's development, the first step is to have your child referred for evaluation, which looks at his or her basic skills. This evaluation is free of charge. You can refer your child directly or you can have your child's physician or another professional make the referral for you. Once the request is made, the Special Education Administrator will respond to the request. If you have a child aged 3-5, who is not enrolled in kindergarten, contact your local public school to learn about preschool evaluation procedures or call Child Find at 702-799-7463. View http://dhhs.nv.gov/Programs/IDEA/Early_Intervention_Programs/ for more information.

STUDENTS WITH DISABILITIES PROTECTED BY SECTION 504

Section 504 of the Rehabilitation Act is a civil rights statute designed to help prevent discrimination against individuals with disabilities and to assure that students with disabilities have educational opportunities and benefits equal to those provided to non-disabled students.

In any program offered by Signature Preparatory:

- A student is protected by Section 504 if he/she has or has had a physical or mental impairment that substantially limits a major life activity, has a record of such impairment or is regarded as disabled by others.
- Signature Preparatory will identify, evaluate, and provide a free appropriate public education to all qualifying students with disabilities under Section 504.
- Signature Preparatory will ensure that no otherwise qualified individual with disabilities, shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any Signature Preparatory program or activity.

If you believe that your child has a disability that would qualify him or her for Section 504 protections, contact the Section 504 coordinator on your child's campus.

HEARING AND VISION SCREENINGS

The purpose of various screening programs conducted in schools is to identify students who may have a potential problem which could negatively affect their learning or overall health and to then refer these students for necessary follow-up care.

HEARING

Hearing loss may interfere with a child's ability to learn and function in society. Signature Preparatory conducts a hearing screening program to identify students in need of further hearing evaluation and appropriate intervention.

Enrolled student and Special Ed students will be screened during the following grades: K, 4, 7.

Signature Preparatory will have trained personnel or will contract with a certified company to perform all hearing screens and re-screens.

A Hearing & Vision Opt-Out Form (Appendix A-5) is available on the school under Enrollment Forms and is included in the enrollment process. Parents/legal guardians have a right to refuse the hearing screen.

Parents/legal guardians will be notified of the results and will receive a Hearing Follow-up Letter for Referral (Appendix H-2) which encourages them to see their health care provider for further evaluation.

VISION

The purpose of the school vision screening program is to identify students with potential vision problems and provide appropriate intervention, and notification to parents and guardians. Vision screening is not intended to take the place of a complete eye examination, which only an eye care professional can provide.

According to NRS 392.420, Nevada requires a vision screening (except for students enrolled in Special Education programs.) Vision screening is extremely valuable and an integral component of Signature Preparatory's school health program.

As with hearing screening, the vision screening process involves screening, re-screening as necessary, referral as necessary, follow-up, and implementation of any necessary student accommodations. Parents/Legal Guardians will be notified of the results and will receive a Vision Follow-up Letter for Referral (Appendix H-3) which encourages them to see their health care provider for further evaluation.

a. (Hearing/Vision; Scoliosis; Height/Weight):

Any person other than a school nurse, including, without limitation, a person employed at a school to provide basic first aid and health services to pupils, who performs an observation or examination must be trained by a school nurse to conduct the observation or examination.

The school nurse shall carry out or supervise qualified health personnel in carrying out individual observation and examination of every child regularly enrolled to determine whether the child has scoliosis, any visual, or auditory problem, or any gross physical defect.

The grades in which these observations and examinations must be carried out are as follows:

1. Scoliosis: 7th grade (Permission Letter will be sent out to all 7th Graders in their PE class)
2. Hearing and Vision: K, 3, 7, 9
3. Height and Weight: 4, 7, 10

If any student attending school in a grade above one of the specified grades has not yet received the required observations and examinations, that child shall be included in the current schedule of observations and examinations.

Any student who is new to the school must be given the observations and examinations.

A special examination for a possible visual or auditory problem must be provided for each child who

1. Is enrolled in a special program
2. Is repeating a grade
3. Has failed one of these examinations observations in the previous school year
4. Shows in any way that he/she may have a visual or auditory problem.

Cursory screens of visual sharpness and cursory auditory examinations do not catch some visual and auditory problems. Some examples of behaviors that may suggest a visual or auditory problem, include the following:

- a. The student sometimes hears that something is being said, but does not appear to understand.
- b. The student confuses similar sounding words more than other students.
- c. The student clearly does not hear as well as other students.
- d. The student's eyes appear to point in different directions from each other.
- e. The student reads and writes with his or her eyes very close to the paper.
- f. The student appears to have difficulties reading things written on the board.
- g. The student has more difficulties than most keeping his or her place when he or she is reading aloud, e.g., sometimes rereads a line or skips a line.
- h. The student closes or covers one eye while reading.

The school shall notify the parent(s) or guardian(s) of any student who is found to have, or believed to have a visual or auditory problem, scoliosis, or any gross physical defect. Further, the school shall recommend that the parents get the child appropriate medical attention to address the problem.

Any child must be exempted from the examinations in this policy if the child's parent(s) or guardian(s) provide the school with a written statement objecting to the examinations. Any such written objection shall be given to the school nurse so that it will be honored. See Appendix F-5 for Screenings Opt Out Form and Appendix F-6 for Scoliosis Permission Letter.

Each school nurse or a designee of a school nurse, including, without limitation, a person employed at a school to provide basic first aid and health services to pupils, shall report the results of the examinations conducted pursuant to this section in each school at which he or she is responsible for providing services to the Chief Medical Officer in the format prescribed by the Chief Medical Officer. Each such report must exclude any identifying information relating to a particular child. The Chief Medical Officer shall compile all such information the Officer receives to monitor the health status of children and shall retain the information. All findings during these screenings will be documented into Infinite Campus as well.

Referral Criteria:

- For all ages, refer if there is a two-line difference in distance acuity between left and right.
- For ages five years and under, refer if distance acuity is no better than 20/50 with both eyes or either eye alone.
- For ages greater than five years, refer if distance acuity is no better than 20/40 with both eyes or either eye alone.

ILLNESS ADVISORY

Parents/Legal Guardian Responsibilities

- Parents are required to complete Enrollment Emergency Contact and Health Information or submit the Emergency Contact/Health Information/ Physician & Parent Medication Consent form upon enrollment for their child at the beginning of each school year and promptly notify the school of any changes that occur during the school year.
- According to the Nevada State Law (NRS 392.435 to 392.448) parents must present written documentation from a physician or health clinic indicating the dates of each immunization and boosters received prior to and no later than the first day of school. All immunizations must be up to date. Students whose parents show appropriate written evidence that their child should not be immunized because of religious beliefs or medical conditions will be excused from this requirement. If documentation is not received, their student may be withheld from school until proper documentation is turned in. See Appendices G1- through G-8 for forms and requirements.
- A child may enter school conditionally, if the parent or guardian submits a certificate from a physician or local health officer that the child is receiving the required immunizations. The student must be fully immunized within 90 days of enrollment. A child who transfers to a school in this State from a school outside this State because of the military transfer of the parent or legal guardian of the child must be enrolled in school in this State regardless of whether the child has been immunized. A certificate from the physician or local health officer showing that the child has been fully immunized must be submitted to the appropriate school officers within 120 school days of enrollment.
- A physical exam, performed by the student's medical provider, dated on or after March 1st of the entry year, is required for all students participating in after-school sports.
- Parents of children with chronic health problems are required to report this information to Signature Preparatory in order to develop a plan. The parents are to supply the school with a designated Chronic Health Plan or applicable Action/Emergency Care Plans signed by the student's medical provider. The plans must provide special care instructions. The parents will provide properly labeled medications, supplies and equipment that will be needed to care for their child to the health office. Chronic Health Care Plans and Action Plans are found in Appendices E-1 through E-3 and C-1a through C-8.
- Parents are expected to seek the advice of their child's health care provider when health problems are discovered. The Signature Preparatory health office is not a doctor's office and is unable to treat injuries that occurred at home or diagnose an illness.

- Parents or designee must come for a student who is ill or injured when called by the Health Aides/school nurses or front office. No student may be sent home unattended. Parents must make arrangements for the transportation of their child if they cannot come and must notify the school office of the person who will be picking up the child. School personnel will not transport sick or injured students.
- Parents must notify the school if the child is to be absent from school. If the child is ill, indicate the type of illness when making the call.
- Parents please keep your child home if they have any of the following symptoms. An Illness Policy Letter will be sent home as a reminder at the beginning of the school year.
- To minimize the spread of contagious disease we ask that each morning prior to bringing your student to school you do the following: Take your child's temperature, look for signs of being ill such as being more tired than usual, sluggish, fever, headache, complaints of sore throat, new onset of cough, shortness of breath, chest pain, aching joints and muscles, loss or change in smell and taste, and any new rashes. Please do not send your student to school if they have any of these symptoms.

Signature Preparatory appreciates your cooperation in maintaining a healthy school environment. Please keep your child home from school if they have any of the following symptoms:

Fever/Temperature: Students that have a temperature of 100 degrees or higher should be kept home from school. Students may return to school **AFTER** being fever-free for at least 24 hours **without** the use of fever reducing medication such as Tylenol or Motrin.

Vomiting and/or Diarrhea: Please keep your child home until they are symptom free for at least 24 hours. Your child must be able to consume his/her regular diet without any problems.

Pink eye: Your child may return to school **AFTER** a full 24 hours after treatment has begun and medical clearance from a licensed health care provider.

Strep-throat: Your child may return to school **AFTER** a full 24 hours of antibiotic treatment and fever-free.

Chickenpox: Please keep your child home until all blisters have formed scabs. Typically, children miss 5-6 days of school for the disease to run its course. Please notify the front office if your child has been diagnosed with Chickenpox.

Lice: Students with lice should **NOT** attend school until they have been treated. Before returning to class, the student along with the parent/legal guardian must complete a lice check with the Health Office Personnel.

COVID Like Illness and COVID-19: The following guidelines have been put in place in response to the Governor and Public Health Officials requirements and recommendations to reduce the spread of COVID- 19.

Students with new onset of symptoms or who have been sent home from school for symptoms consistent with COVID-19 or Influenza, should follow up with their health care provider and must remain home for 24 hours after symptoms have resolved.

Students and staff being treated for COVID-19 may not return to school until:

- a minimum of 10 days from the onset of the illness has passed **and**
- they have been symptom free without use medications for 24 hours **and**
- they have been cleared by their licensed medical provider and/or public county health representative.

If anyone in the household is positive for COVID-19, household members should not come onto the campuses during the positive members isolation period. This includes but is not limited to attending school and any activities such as homework pick up, sports, before and after school programs, and church services held at some of our campuses.

Parents should contact the attendance line promptly if their child is being treated for COVID-19. Candid and rapid reporting of illness is being requested to minimize the spread of illness in our community. Student's personal health information is confidential. Signature Preparatory will act in accordance with the Health Insurance Portability and Accountability Act (HIPAA) privacy rules. Per mandatory state reporting guidelines, Signature Preparatory will notify the Public Health Department in which the student/staff members' campus is located.

COVID-19 vaccinations are now available for individuals ages 12 years and up. Vaccination side effects, local and systemic, are expected and evidence that the vaccine is working. Local side effects include injection site soreness, redness and swelling. Systemic side effects include fever, muscle aches, and headache. Other known side effects of the vaccination are fatigue, joint pain, and vomiting. Side effects may occur after both doses of the vaccine and are usually stronger after the 2nd dose.

Consistent with guidance issued by the CDC, individuals experiencing post-vaccine side effects consistent with COVID-19 vaccination can return to school without viral testing, if: (1) they feel well enough to learn, (2) they are afebrile (i.e., do not have a fever), (3) their side effects are limited to those associated with COVID-19 vaccination (muscle aches, headache, joint pain, vomiting, fatigue.) If an individual's COVID-19 vaccination side effects persist and exceed past 72 hours from vaccination, they should be excluded from school and viral testing should be considered.

Post vaccinated individuals experiencing cough, shortness of breath, sore throat, change in taste or smell, and/or a fever of 100.4 or higher should NOT return to school. These symptoms indicate possible COVID-19 infection and are not considered side effects of the vaccination. The recommendation is to obtain viral testing if these symptoms occur.

Food Allergy Policy

Every food allergy reaction has the possibility of developing into a life threatening and potentially fatal anaphylactic reaction. This reaction can occur within minutes or even hours after exposure to the allergen.

Reactions to foods can range from mild to severe life-threatening anaphylactic reactions. Some students who are sensitive may react from a single touch or inhalation of the allergen. With other students, ingestion can cause a reaction. The severity of the reaction is unpredictable. However, as we partner with parents, students and their health care providers, we can minimize these risks and provide a safe environment for students with food allergies.

a. Parents Responsibility:

- Inform the school of the student's allergies and provide emergency contact information.
- A Food Allergy and Anaphylaxis Emergency Care Plan Packet (Appendix C-3a) should be filled out. This will detail specifically what steps staff must take in the event of an emergency.
- Provide medication orders from the health care provider.
- Provide an up-to-date Epinephrine auto-injector and other necessary medication(s).
- Provide annual updates on your student's allergy status including a description of past allergic reactions, triggers and warning signs.
- If applicable, sign a Student Agreement for Self-Carried Medication and periodically check for expiration dates and replace as needed.
- Notify supervisors of before and after school activities regarding your student's allergy and provide necessary medication.
- Introduce your student to the Director of Food Services and explain your child's allergy. Workout a schedule for you to call and review the menu for the week to make the right choice for your student.
- Be willing to go on your child's field trip if requested.
- Provide safe classroom snacks for your own child.

Head Lice

Head lice most commonly occurs among school-aged children. They are not necessarily a sign of poor hygiene and anyone can get them. Lice do not transmit infections and do not pose a risk to a person's health. Control of head lice depends on timely diagnosis and effective treatment.

Lice can be transmitted from one person to another via direct contact or by sharing clothing with lice on them. Lice do not jump or fly. Common symptoms include:

- Itching- head lice cause itching, generally at the back of the head or behind the ears. There may be redness or sores that are present due to the scratching.
- Sleeplessness and irritability.

We suggest the following procedures for inspecting your child for head lice:

- Under bright light begin looking at the back of the head just above the neck area.
- Part the hair section by section and look closely for head lice or nits (eggs). Lice are tiny and difficult to see, but they can be up to 1/8 inch in size. Eggs, also known as nits, are tiny, white-colored, round or oval shapes, and will usually be located near the scalp or behind the ears. They cannot be removed by a normal hair brush. Be sure not to confuse nits with hair debris such as bright irregularly shaped clumps of dandruff stuck to the hair shaft or elongated segments of

dandruff encircling the hair shaft and easily dislodged. Lice treatment is inappropriate for hair debris.

- Depending on the length and thickness of the hair, it should take between 5 and 15 minutes to properly inspect a child's head.

If you suspect your child is infested with head lice, the American Academy of Pediatricians (AAP) recommends consulting with your pediatrician or primary care provider for treatment options and guidance. Available treatment options include newly licensed prescription products that are proven safe and effective.

The Centers for Disease Control and Prevention (CDC) recommends the following supplemental measures to avoid re-infestation.

- Consult your pharmacist or physician before applying or using lice treatment pesticides when the person involved is pregnant, nursing, has allergies, asthma, epilepsy, has pre-existing medical conditions, or has lice or nits in the eyebrows or eyelashes. Never use a pesticide on or near the eyes.
- Remember, all lice killing products are pesticides. If you choose to purchase an over-the-counter treatment, follow the directions carefully and use caution. If the product fails, do not switch to other over-the-counter treatments or use any prescription products as a “last resort.” This can be potentially harmful. Manual removal is the safe alternative and a necessary component to any head lice treatment regimen.
- Remove all attached nits with a fine-tooth lice comb, baby safety scissors or your fingernails.
- Machine wash and dry clothing, bed linens, and other items that the infested person wore or used during the 2 days before treatment using the hot water (130°F) laundry cycle and the high heat drying cycle. Clothing and items that are not washable can be dry-cleaned.
- Soak combs and brushes in hot water, not boiling, (at least 130°F) for 5-10 minutes.
- Avoid lice sprays! Vacuuming is the safest and best way to remove lice or fallen hairs with attached nits from upholstered furniture, rugs, stuffed animals and car seats.

Routine screening for head lice is not required in schools. Screening should be initiated upon report or discovery of a case of head lice in the school.

IMMUNIZATIONS

Per NRS 392.435, before a child may attend any Nevada school (public, private, parochial, or charter), Nevada law requires that an immunization record be presented to the school or childcare staff by the parent/legal guardian, unless excused because of religious belief or medical condition. The immunization record is typically given to parents/legal guardians by their doctor or clinic and must show the date each required vaccine dose was received as well as the signature or stamp of the health care provider.

SIGNATURE PREPARATORY IMMUNIZATION REQUIREMENTS

Authorized school personnel must review each child's immunization record(s) prior to or at the time of enrollment. Children must obtain required immunization(s) or sign a medical or religious belief exemption form prior to attending school or they may be excluded until (s)he is compliant with the requirements. If a child requires more than one dose of a specific type of vaccine, the child may continue to attend school during the minimum interval between doses. In the event of an outbreak of a vaccine-preventable disease, children who are exempt may be excluded from school until the risk period of exposure ends.

All children enrolling into kindergarten, 7th grade, or those who are new to a Nevada school district for any grade must be fully vaccinated per the regulations set by the Nevada Division of Public and Behavioral Health. MCV4 vaccination is required. A table of required immunizations is available at the front office. Children must be fully vaccinated prior to being enrolled into school.

Varicella (Chickenpox): A student enrolling in public, charter, or private school in Nevada after June 30, 2018, must have age-appropriate vaccination or other proof of immunity to Varicella. This requirement does not apply to children enrolled and/or admitted to school or childcare before June 30, 2018. A written statement from a physician attesting to a person's positive history of Varicella or laboratory proof of Varicella immunity is acceptable in lieu of Varicella vaccination documentation. If a parent or guardian cannot provide confirmed history of disease, or if laboratory proof of immunity is not available, the Varicella vaccine requirement must be met.

Meningitis: A child enrolling in seventh (7th) grade in a Nevada public or private school after June 30th, 2017 must receive an immunization against *Neisseria meningitidis* (meningitis) in the form of a quadrivalent meningococcal conjugate vaccine (MCV4). The child must receive at least one dose of MCV4 on or after age 10 years. This new requirement does not apply to students enrolled in a Nevada public or private school before July 1st, 2009.

Mandated School Requirements:

NRS 392.435 Immunization of pupils: Certificate prerequisite to enrollment; conditional enrollment; effect of military transfer of parent of child; consequences for failure to immunize; report to Division of Public and Behavioral Health; inclusion of certificate in pupil's record.

1. Unless excused because of religious belief or medical condition and except as otherwise provided in subsection 5, a child may not be enrolled in a public school within this State unless the child's parents or guardian submit to the board of trustees of the school district in which the child resides or the governing body of the charter school in which the child has been accepted for enrollment a certificate stating that the child has been immunized and has received proper boosters for that immunization or is complying with the schedules established by regulation pursuant to NRS 439.550 for the following diseases:
 - (a) Diphtheria;
 - (b) Tetanus;
 - (c) Pertussis if the child is under 6 years of age;
 - (d) Poliomyelitis;
 - (e) Rubella;
 - (f) Rubeola; and
 - (g) Such other diseases as the local board of health or the State Board of Health may determine.

- a. **5 DTaP/DPT** (Minimum age: 6 weeks) if series was started before age 7
- 1st and 2nd dose & 2nd and 3rd dose must be separated by 4 weeks
 - 5th dose not needed if 4th dose given on or after 4th birthday and at least 6 months after previous dose (dose 3)
 - A total of 4 doses DTaP/DTP/Td/Tdap combination is needed if the first dose is given less than 12 months of age. Dose 3 and 4 must be 6 months apart. 4th dose does not need to be repeated if it was administered at least 4 months after the 3rd dose
 - A total of 3 doses DTaP/DTP/Td/Tdap combination is needed if the first dose is given at 12 months and older. Dose 2 and 3 must be 6 months apart
- **See Tdap for catch up schedule if series started age 7 or older*
- b. **1 Tdap** (Minimum age: 11 years of routine vaccination, 7 years for catch-up vaccination)
- Required for 7th grade enrollment
*See DTaP/DTP for catch up schedule. Dose is valid if administered at age 10 and will not be required to take routine Tdap at age 11-12
 - **Catch up schedule – Students age 7 or older, who are not immunized with the childhood DTaP/DPT vaccine series, should receive Tdap vaccine as the initial dose in the catch-up series. If additional doses are needed, use Td/Tdap vaccine
- c. **2 Hepatitis A** (Minimum age: 12 months)
- 2nd dose must be given at least 6 months after the 1st dose
(Required for students new to Nevada or District after July 1, 2002)
- d. **3 Hepatitis B** (Minimum age: birth)
- 1st and 2nd dose must be separated by 4 weeks
 - 2nd and 3rd dose must be separated by at least 8 weeks
 - 3rd dose at least 16 weeks after the 1st dose (Minimum age for 3rd dose: 24 weeks)
(Required for students new to Nevada or District after July 1, 2002)
- e. **2 MMR** (Minimum age: 12 months)
- 1st and 2nd dose must be separated by at least 4 weeks
 - 2nd not required until on or after the 4th birthday, but may be given sooner if separated by at least 4 weeks
- f. **1 MCV4 or MenACWY (MENINGOCOCCAL)** (Minimum age: 10 years)
- Required for 7th grade enrollment after June 30, 2017
 - Must receive at least 1 dose of MCV4 on or after age 10 years (does not apply to student enrolled before July 1, 2009)
- g. **3-4 Polio/IPV/OPV** (Minimum age: 6 weeks)
- 1st and 2nd dose & 2nd and 3rd dose must be separated by 4 weeks
 - Final dose at least 6 months after the previous dose and on or after 4th birthday
 - 4th dose not needed if 3rd dose is on or after 4th birthday

- If both OPV and IPV were administered as part of a series, a total of 4 doses are needed regardless of child's age

h. **2 Varicella/Chicken Pox** (Minimum age: 12 months)

- 1st and 2nd dose should be separated by at least 3 months for age < 123 years, however dose is valid if separated by 4 weeks
- 13 years and older 1st and 2nd dose must be separated by 4 weeks
- Physician verification of past disease required for exemption
(Required for students new to Nevada or District after July 1, 2011)
- The certificate must show that the required vaccines and boosters were given and must bear the signature of a licensed physician or the physician's designee or a registered nurse or the nurse's designee, attesting that the certificate accurately reflects the child's record of immunization.
- If the requirements of subsection 1 can be met with one visit to a physician or clinic, procedures for conditional enrollment do not apply.
- A child may enter school conditionally if the parent or guardian submits a certificate from a physician or local health officer that the child is receiving the required immunizations. If a certificate from the physician or local health officer showing that the child has been fully immunized is not submitted to the appropriate school officers within 90 school days, or its equivalent in a school district operating under an alternative schedule authorized pursuant to NRS 388.090, after the child was conditionally admitted, the child must be excluded from school and may not be readmitted until the requirements for immunization have been met. A child who is excluded from school pursuant to this section is a neglected child for the purposes of NRS 432.0999 to 432.130, inclusive, and chapter 432B of NRS.
- A child who transfers to a school in this State from a school outside this State because of the military transfer of the parent or legal guardian of the child must be enrolled in school in this State regardless of whether the child has been immunized. Unless a different time frame is prescribed pursuant to NRS 388F.010, the parent or legal guardian shall submit a certificate from a physician or local health officer showing that the child:
 - If the requirements of subsection 1 can be met with one visit to a physician or clinic, has been fully immunized within 30 school days, or its equivalent in a school district operating under an alternative schedule authorized pursuant to NRS 388.090, after the child was enrolled; or
 - If the requirements of subsection 1 cannot be met with one visit to a physician or clinic, is receiving the required immunizations within 30 school days, or its equivalent in a school district operating under an alternative schedule authorized pursuant to NRS 388.090, after the child was enrolled. A certificate from the physician or local health officer showing that the child has been fully immunized must be submitted to the appropriate school officers within 120 school days, or its equivalent in a school district operating under an alternative schedule authorized pursuant to NRS 388.090, after the child was enrolled. If the parent or legal guardian fails to submit the documentation required pursuant to this subsection, the child must be excluded from school and may not be readmitted until the requirements for immunization have been met. A child who is excluded from school pursuant to this section is a neglected child for the purposes of NRS 432.0999 to 432.130, inclusive, and chapter 432B of NRS.

- Before December 31 of each year, each school district and the governing body of each charter school shall report to the Division of Public and Behavioral Health of the Department of Health and Human Services, on a form furnished by the Division, the exact number of pupils who have completed the immunizations required by this section.
- The certificate of immunization must be included in the pupil's academic or cumulative record and transferred as part of that record upon request.

2. Signature Preparatory Immunization Requirements:

Authorized school personnel must review each child's immunization record(s) at the time of enrollment. A review of immunizations will ideally be completed once per month, but at a minimum one additional time during the school year. If a child lacks any required immunization doses, the school must give the parent/guardian the Request for Immunizations Packet (Appendix G-5) stating which immunizations are needed. Children must obtain required immunization(s) prior to attending school. If a child requires more than one dose of a specific type of vaccine, the child may continue to attend school during the minimum interval between doses. See the Appendix G-2 for requirements: Immunization Requirements for School Enrollment.

3. Types of Exemptions

- **Religious Beliefs Exemption (Appendix G-6):**

NRS 392.437 Immunization of pupils: Exemption if prohibited by religious belief. A public school shall not refuse to enroll a child as a pupil because the child has not been immunized pursuant to NRS 392.435 if the parents or guardian of the child has submitted to the board of trustees of the school district or the governing body of a charter school in which the child has been accepted for enrollment a written statement indicating that their religious belief prohibits immunization of such child or ward.

- **Medical Exemption (Appendix G-7):**

NRS 392.439 Immunization of pupils: Exemption if prevented by medical condition. If the medical condition of a child will not permit the child to be immunized to the extent required by NRS 392.435 and a written statement of this fact is signed by a licensed physician and by the parents or guardian of the child, the board of trustees of the school district or governing body of the charter school in which the child has been accepted for enrollment shall exempt the child from all or part of the provisions of NRS 392.435, as the case may be, for enrollment purposes.

- **Personal Exemption forms are not acceptable.**

4. Additional Requirements after enrollment:

- **NRS 392.443 Immunization of pupils: Additional requirements imposed after enrollment; additional certificate required.** If, after a child has been enrolled in a public school and before registration for any subsequent school year additional immunization requirements are provided by law, the child's parents or guardian shall submit an additional certificate or certificates to the board of trustees or the governing body of the charter school in which the child is enrolled stating that the child has met the new immunization requirements.

5. Exempt Students if Dangerous Disease Exists in School:

- **NRS 392.446 Immunization of pupils: Protection of child exempt from immunization if dangerous disease exists in school.** Whenever the State Board of Health or a local board of health determines that there is a dangerous contagious disease in a public school attended by a child for whom exemption from immunization is claimed pursuant to the provisions of NRS 392.437 or 392.439, the board of trustees of the school district or the governing body of the charter school in which the child is enrolled shall require either:
 1. That the child be immunized; or
 2. That the child remains outside the school environment and the local health officer be notified.

6. Penalty for refusal to remove child from school when required by law:

- **NRS 392.448 Immunization of pupils: Penalty for refusal to remove a child from school when required by law.** Any parent or guardian who refuses to remove his or her child from the public school in which the child is enrolled when retention in school is prohibited under the provisions of NRS 392.435, 392.443 or 392.446 is guilty of a misdemeanor

Please provide proof of completion of these immunizations to your campus health office as soon as possible.

STUDENT MEDICATIONS

SIGNATURE PREPARATORY HEALTH SUPPORT SERVICES

1. Medication Administration Policy

a. Overview:

For occasions when it is necessary for a student to receive medication during the school day, the following procedure has been established to ensure the protection of the school and the student to assure compliance with existing rules and regulations.

- The Health Aides/school nurses are responsible for monitoring medications at school and making sure the medication policy is adhered to. The Registered Nurse or designated employee will include annual training to the faculty and staff on the requirements of the medication policy.
- Medications will be administered by the Health Aides/school nurses or other person(s) trained in medication administration designated by the Director. Signature Preparatory, employees of Signature Preparatory, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to Signature Preparatory policy and this regulation.
- All medication forms are to be completed ANNUALLY for each school year.

- Each medication, including **prescription** and **non-prescription/over-the-counter** to be given to a student at school must have a completed Medication at School Packet (Appendices B-1). The packet contains the following information: student's name, name of the medication, route of administration, dosage and time of day to be administered and physician signature. A prescription label will not be accepted as an order from a physician to allow school personnel to administer medication.
- It is important to have a ready supply of Medication at School Packets available before parents bring in medication. Include a copy of the medication policy with registration materials given to parents and publish it in the parent/student handbook.
- Each **prescription** medication must be provided by the parent in the original pharmacy container, labeled with the child's name, date, medication, dosage, time and directions for administration at school, the prescription number, and the prescriber's name. If medication samples are given by the medical provider, they must be accompanied by that provider's written order, containing complete administration information. The parent may ask the pharmacist to label two containers: one for the school and one to keep at home.
- A new physician's order must be presented for any changes of any medication.
- Each **non-prescription/over-the-counter** medication must be in the original, unopened container, labeled with the student's name and instructions for use. These medications will be dispensed to students who have written permission from a parent and provider. Medications will not be dispensed during the first and last hours of the school day unless approved on a case by case basis.
- ALL medication must be brought to the health office by the parent/guardian or other responsible adult designated by the parent/guardian in a properly labeled container from the pharmacy or in its original, unopened packaging. No loose pills in baggies, envelopes, or other containers will be administered.
- When a student's medication is running low, the Health Aides/school nurses will call the parent, send an email or send a Medication Refill Notification Letter (Appendix B-2) home with the student. When medications are brought in, the medication amount will be counted and noted on the medication form along with the lot number and expiration date. Both the parent and designated staff will sign off on the medication sheet.
- For the protection of all students, medication must be taken in the health office under supervision. Students may not possess over-the-counter medications in their school bag/backpack, and may not distribute or dispense medication to others. Failure to comply will constitute a major infraction within the progressive discipline policy and will be subject to the consequences thereof.
- Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Director, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.
- All medications must be kept in a locked drawer, cabinet, or refrigerator (as needed). Follow storage instructions on the label of the medication.

- When giving a medication, the time and giver's initials are entered on the Individual Medication Record (MAR) on the proper date. It will also be documented in Infinite Campus Medical Record as well. A list of persons who will be giving medications at the school showing their printed name and written initials will be kept on file if a question may arise about the medication.
- It is the student's responsibility to come to the health office or to the designated person to take their medication. If a student takes a daily medication, a plan should be worked out with the teacher(s) and student to see that s/he gets the medication on time each day.
- Two weeks before school ends, parents should be reminded of medications that remain in the health office for their child. They should be informed of the following points:
 - A parent or other designated adult is expected to pick up the medications on the last day of school.
 - Medications will not be sent home with students.
 - Any medications that are not picked up will be discarded after three days from the end of the school year.

b. EpiPen/Inhalers/Diabetic Medication:

- **NRS 392.425** Students are not permitted to have medications in their possession-with the exception of Asthma inhalers, EpiPens, and Diabetic Medication for which written permission has been given by the child's physician and parent(s)/guardian(s). Written permission must include:
 - (a) A signed statement of a physician, physician assistant or advanced practice registered nurse indicating that the pupil has asthma, anaphylaxis or diabetes and is capable of self-administration of the medication while the pupil is on the grounds of a public school, participating in an activity sponsored by a public school or on a school bus;
 - (b) A written treatment plan prepared by the physician, physician assistant or advanced practice registered nurse pursuant to which the pupil will manage his or her asthma, anaphylaxis or diabetes if the pupil experiences an asthmatic attack, anaphylactic shock or diabetic episode while on the grounds of a public school, participating in an activity sponsored by a public school or on a school bus; and
 - (c) A signed statement of the parent or legal guardian indicating that the parent or legal guardian grants permission for the pupil to self-administer the medication while the pupil is on the grounds of a public school, participating in an activity sponsored by a public school or on a school bus
- The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation may subject the student to disciplinary action.
- Parents assume full responsibility for the self-administration of inhalers, EpiPens and Diabetic medication at school. The student and the parent are jointly responsible to assure that all necessary permission forms are kept with either inhalers, EpiPens, and Diabetic medication at all times and that they are properly administered. The student is responsible to assure that the medication is not

used by another student. It is against school policy for any student to share, distribute, or sell any medication. Failure to comply will constitute a major infraction within the progressive discipline policy and will be subject to the consequences thereof. Signature Preparatory assumes no responsibility for monitoring self-administered inhalers or any side effects thereof. The school health service will assist only with those inhalers kept in the school health office.

- Permission to carry and self-administer an inhaler should be given primarily to student athletes who might need this medication to participate in after-school sports when the health office is closed. It remains school policy that all medication taken during the hours when the health office is open is to be taken in the health office under supervision.
- The original self-administration form is to be uploaded into Infinite Campus, the current year's form should be maintained in the school health office and filed in the student's health record at the end of the school year. A copy is to be given to the teacher/coach and a copy is to be kept with the medication at all times.
- Signature Preparatory chooses to stock each campus with 2 adult Emergency EpiPens and 2 EpiPen Jr. Annual training is provided on the signs and symptoms of anaphylaxis, administration of the EpiPen auto-injector and proper reporting/documentation if used. Pursuant to NRS 392.425: If a pupil is granted authorization pursuant to this section to self-administer medication such as an inhaler, EpiPen or diabetic medication, the board of trustees of the school district, the school district and the public school in which the pupil is enrolled, and any employee or agent thereof, are immune from liability for the injury to or death of:
 - (a) The pupil as a result of self-administration of a medication pursuant to this section or the failure of the pupil to self-administer such a medication; and
 - (b) Any other person as a result of exposure to or injury caused by needles, medical devices or other medical waste from the self-administration of medication by a pupil pursuant to this section.
- If Epinephrine is administered, the Health Aides/school nurses will fill out the Report of Epinephrine Administration form. This report will be reviewed with the District RN and scanned to the Director of Health Services to order a replacement.

Parents or guardians should make every effort to avoid the necessity of medicating students during school hours. When possible, medications should be taken before or after school hours. Should the use or administration of medication be deemed medically necessary on school premises during school hours the school administrator will consult with school health personnel in determining the appropriate location for the administration of the medication. As a general practice, students are not allowed to self-medicate outside of the school health office. If self-medication is necessary outside of the school health office, please refer to 12.3.1.1 for appropriate self-medicating procedures.

PRESCRIPTION DRUGS

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

- The parent/legal guardian must provide written permission to administer the medicine to the student. Appropriate forms are available at the campus' health office.
- The parent/legal guardian must sign-in the medication at the campus health office. Students are prohibited from dropping off medication.
- ALL medication, including naturopathic remedies, must come to the campus health office in the prescription container as provided by the pharmacist. Written directions from the physician or pharmacist must be provided and must include the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- According to Nevada Administrative Code, 632.220 and 632.222, a Registered Nurse shall perform, supervise, or delegate nursing care to diabetic students. Only a Registered Nurse can take an order from a licensed physician. This eliminates the possibility for a parent to provide a written or verbal order to school personnel regarding a student's medication.
- Signature Preparatory, employees of Signature Preparatory, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to Nevada State Board of Nursing and Nurse Practice Act.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Medications must be kept in their original containers in a locked medicine cabinet.

SELF-ADMINISTRATION OF PRESCRIPTION DRUGS

Per NRS 392.245, parents or legal guardians of a student who has asthma, anaphylaxis, or diabetes may submit a written request to the school principal to allow the student to self-administer medication for the treatment while the student is on school grounds, participating in an activity sponsored by Signature Preparatory, or on a school bus. The written request must include:

- a signed statement from the physician indicating the student has asthma, anaphylaxis, or diabetes and is capable of self-administration of the medication;
- a written treatment plan prepared by the physician pursuant to which the student will manage their asthma, anaphylaxis, or diabetes if the student has an attack or episode;
- and a signed statement by the parent or legal guardian:
 - indicating permission for the student to self-administer the medication;
 - acknowledging that the parent or legal guardian is aware that this provision does not create a study for the Board of Trustees or any employee or agent thereof that is in addition to their regular duties and that any employee or agent thereof is immune from liability for the injury to or death of the student as a result of self-administration or any other person as a result of exposure to or injury caused by the materials used for self-administration;
 - acknowledgement of the protocols provided and that they have been explained to the student who has agreed to comply with them; and
 - acknowledging that authorization to self-administer may be revoked if the student fails to comply with the protocols.

When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent/legal guardian permission form except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases, the student's name on the prescription label is sufficient for the physician's recommendation.

The student's diabetes medical management plan provided by the parent or legal guardian shall be signed by the appropriately licensed health professional or nurse practitioner and shall state that the student is capable of self-monitoring blood glucose and shall list the medications, monitoring equipment, and nutritional needs that are medically appropriate for the pupil to self-administer and that have been prescribed or authorized for that student. The student must be able to practice proper safety precautions for the handling and disposal of the equipment and medications that the student is authorized to use under these provisions. The pupil's diabetes medical management plan shall specify a method to dispose of equipment and medications in a manner agreed on by the parent or legal guardian and the school.

The parent or legal guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office. The medication must come in the prescription container as put up by the pharmacist.

ADMINISTRATION OF OVER-THE-COUNTER MEDICATION BY SCHOOL PERSONNEL

Written order from a licensed health care provider and written permission from the parent or legal guardian must be provided for the administration of specific over-the-counter medications.

Any over-the-counter drug or medicine sent by the parent/legal guardian to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.

Only a Registered Nurse may designate a school employee (if trained by the school nurse) to administer a specific over-the-counter drug.

Each instance of administration of an over-the-counter drug must be documented in Infinite Campus.

Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

SELF-ADMINISTRATION OF OVER-THE-COUNTER MEDICATION

Self-administration of specific over-the-counter drugs by the student is not allowed.

ADDITIONAL HEALTH AND SAFETY EDUCATION

5th Grade Maturation

- 5th graders will be studying an important lesson on the early stages of puberty, which many of the students are beginning to experience. Signature Preparatory will use the P & G Always Changing program to facilitate this lesson. The Always Changing Program helps both boys and girls in following ways:

- Understand the physical and emotional changes they experience during puberty, and acknowledge these changes as a normal part of growth and development.
- Learn the physiology of their bodies and correct terminology for parts of the reproductive system.
- Understand that personal hygiene is each individual's responsibility.
- The class will be divided into boys and girls.
- It will be taught in mid-late May by an adult female for the girls' class and an adult male for the boys' class.
- In the Fall, P&G Supplies must be preordered for the class. These supplies are free to the school.
- A 5th Grade Maturation Parent Permission form (Appendix A-11) will be sent home prior to the class. The parent/guardian may choose to opt their child out of the class by marking "No, I do not give my permission" and the student will go to another classroom for study hall during this time period.
- Parents may view the video online on YouTube prior to the student attending the class.
- Questions from students will be written down on index cards and the instructor will only answer appropriate questions. No advice will be given.
- If asked, abstinence will be taught.
- This program coincides with the Core Knowledge Science program.

Students possessing authorized over-the-counter medications may not distribute or dispense medication to others. Failure to comply will be subject to the appropriate consequences under the CCM.

CHROMEBOOK/TEXTBOOK POLICY

Chromebooks and Textbooks are assigned to students for the current school year only. Students are responsible for proper care of all computers and books. These items will be collected at the end of the year and are expected to be in good condition. Students will be charged for damages beyond normal wear. Chromebooks and Textbooks must be returned to Signature Preparatory if a student withdraws from the school.

SCHOOL FEES

All fees (busing, extra-curricular activities, student fees, lunches, and athletic fees) will be collected prior to participation in the event or activity. Failure to pay fees will result in removal from program. Fees may be paid by cash, check or online via Infinite Campus. Failure to pay may suspend access to the Student Information System and may also result in the withholding of grades/report cards. Administration may waive fees, as appropriate, if enforcing the fees presents an economic hardship.

EXTRA-CURRICULAR ACTIVITIES

Students at Signature Preparatory have an opportunity to participate in a variety of extracurricular activities including, after-school sports, intramurals, supplemental education programs (after-care), or other activities where there are a sufficient number of interested students and coaches/faculty to supervise. A list of extracurricular activities available at the campus may be found online at www.signatureprep.org or at the front office of the campus.

It is expected that Signature Preparatory students will maintain acceptable behavior and abide by the Code of Conduct any time they participate in extracurricular activities. Failure to do so may result in discipline and may also suspension from extra-curricular activities and possible further consequences per the CCM.

Additionally, certain activities require students to maintain a specific grade point average and to adhere to the policies and procedures of the relevant governing league/ruling body. Additional information can be found online at www.SignaturePrep.org

All extracurricular activities require participants to pay the requisite fee. A list of fees and fees waivers are available at the front office of the campus.

DANCES GRADES 6-8

In the event that dances are held at the school outside of the school day, the following procedures will be in place. Student I.D.s must be presented at the door. Students who do not have their Student ID, will not be admitted to the dance. Students who leave a dance will not be readmitted. Students may not loiter near the door or on the grounds during school dances. Students should dance in an appropriate manner. Students who dance inappropriately will be asked to leave and their entrance fee will not be refunded.

Guests are not allowed at school dances.

Middle School (MS) students should arrive within the first hour of the dance, and once having been admitted, the students may not leave early unless they are accompanied by a parent/legal guardian. Activities/dances are approximately two (2) hours in duration. Parents/legal guardians are responsible to pick up students within 15 minutes after the dance. If parents/legal guardians do not assume this responsibility, the student will not be permitted to attend the next dance. MS dances are open only to students attending at their home school and admission must include the presentation of the student ID card.

FIELD TRIPS

Field trips are selected and approved when they support the learning outcomes within the classroom. Each child will be required to submit a signed parental permission slip and pay any necessary fee prior to the date of the field trip. Fee waivers are available at the front office. If a student is marked absent for that day, they will not be allowed to go on the field trip. Field trip refunds are not available. Students must ride the bus back to the campus at the end of the field trip before being allowed to sign out of school. Chaperones may be charged an entrance fee to the activity if applicable. Siblings will not be allowed to attend the field trip with the chaperones. Any exceptions are at the discretion of administration.

FOOD SERVICES

Signature Preparatory is committed to providing students access to healthy meals that meet the nutrition standards set forth by the Nevada Department of Education. It is the responsibility of parents/legal guardians to provide their children with a lunch. Lunches may be purchased from the school or brought from home. Menus can be found online at the school website or at the front office. Signature Preparatory has a closed campus policy which means students are prohibited from leaving campus for lunch.

~~Students who choose to purchase school meals may set up an account and pay online via IC at: https://nspcsa.infinitecampus.org/campus/portal/signature_prep.jsp. Debit and credit card transactions can only be accepted online via IC/Parent Portal. Deposits online to cafeteria accounts may take up to 24 hours to be recorded. The student I.D. card serves as the student's cafeteria meal card. Signature Preparatory prohibits students from using another student's account to buy food. Students may also submit cash payment to campus front office staff. Students are encouraged to give their lunch money to the front office staff in the morning, so the money can be put into their account before lunch time. Cash and personal checks will be accepted at the register at the high school campuses only.~~

School lunches are free for all students this school year.

SPECIAL MEAL PROGRAMS

~~Signature Preparatory participates in a federally subsidized program which offers free and reduced prices for breakfast and lunch to students who qualify based on family income. The reduced price is \$0.25 for breakfast and \$0.40 for lunch.~~

School lunches are free for all students this school year. Applications must be submitted by all families annually to comply with federal and state reporting requirements. To apply online, please visit your Infinite Campus - Parent Portal.

FOOD ALLERGIES

Signature Preparatory is not an allergy-free school or a nut-free school. Food allergies must be reported to the front office. We attempt to make reasonable accommodations for our students with allergies. Students with severe allergies should complete an allergy action plan, which is available at the Health Office. Any questions or concerns regarding school lunches should be directed to the food service manager for that specific campus.

TECHNOLOGY, INTERNET, & DEVICES ACCEPTABLE USE POLICY

CELL PHONES & ELECTRONICS

Students may use the office phone only for emergencies. Cell Phones and Smart Watches are allowed on campus; however, they must be **turned off and out of sight** from the time they come on campus until the end of the school day. Violations of this policy may result in consequences as outlined in the CCM. Signature Preparatory assumes no responsibility for lost or stolen items. Earbuds/headphones are NOT allowed to be used during school hours unless used for educational purposes. Failure to comply may result in disciplinary action.

TECHNOLOGY & INTERNET SERVICES ACCEPTABLE USE POLICY

Computers, technology, and internet resources are provided for educational purposes only. Students are prohibited from sending or requesting offensive or illegal material. Violation of this policy may result in revocation of access privileges, school disciplinary action may be taken per the CCM, and/or appropriate legal action may be taken.

Signature Preparatory may provide Internet Services and devices to students. To assure that internet and/or device is used in an appropriate manner and for the educational purposes intended, Signature Preparatory will require anyone who uses the Signature Preparatory internet network to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow Signature Preparatory internet network guidelines and procedures will be denied access to Signature Preparatory's internet network and may be subject to disciplinary action.

Each student will be required to sign a Network User Agreement. Signature Preparatory may log the use of all systems and monitor all system utilization. Accounts may be closed, and files may be deleted at any time.

Each student using the Signature Preparatory Internet Network shall:

- Use internet to support personal educational objectives consistent with the educational goals and objectives of Signature Preparatory.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Students are not to post pictures to social media of Signature Preparatory students without signed parental release forms.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Follow Signature Preparatory's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

SOCIAL MEDIA POLICY

Signature Preparatory maintains several social media sites to allow parents/legal guardians, staff, and community members to interact in a positive and friendly manner. Signature Preparatory reserves the right to remove anything deemed inappropriate or offensive. Persons who post offensive or inappropriate comments or material on Signature Preparatory social media sites may be blocked from future participation. The following items are an example of prohibited posts on Signature Preparatory social media:

- Abusive or personal attacks;
- Material that is unlawful, defamatory, hateful, threatening, harassing, or embarrassing;
- Diminishes the good name of Signature Preparatory at the sole discretion of school administration;
- Personally identifiable information;
- Confidential information;
- Third-party advertising;
- Chain letters; and
- Creating unauthorized accounts using Signature Preparatory Name, Logos, Likeness – Parents, Staff, or Students.

INFINITE CAMPUS PORTAL ACCEPTABLE USE GUIDELINES

Infinite Campus (IC) Portal or “Parent Portal” provides a direct communication between the school and parents/legal guardians. Once you log on to the portal you will be able to access information on your child including grades, attendance, schedule, school fees, immunizations, and an access log.

Signature Preparatory reserves the right to determine student and parent/legal guardian access to Infinite Campus. The School reserves the right to deny or discontinue access to Infinite Campus with or without warning, for any reason, including abuse of the portal, court orders, or other legal proceedings that limit the availability of private educational data. Students and parents/legal guardians will follow the rules provided by both these guidelines and the law.

Use of Infinite Campus Portal Access to Infinite Campus is a privilege, not a right. Users of Infinite Campus are expected to adhere to the following guidelines:

- Users shall act in a responsible, legal, and ethical manner.
- Users are responsible for keeping their Infinite Campus passwords confidential and should take all reasonable precautions to prevent others from being able to use their account.
- Users shall not share their password with anyone, including their own family members.

- Users shall not set their computer to automatically log into Infinite Campus.
- Users who identify a security problem with Infinite Campus must notify the campus front office immediately, without demonstrating the problem to anyone else.
- Users shall not attempt to gain unauthorized access to Infinite Campus or to go beyond access authorized by Signature Preparatory. This includes attempts to log in through another person's account or to access another person's files.
- Users shall not make deliberate attempts to disrupt the Infinite Campus system or to destroy any data on Infinite Campus.
- Users shall not deliberately cause damage to computer equipment or the School's network or assist others in doing the same.
- Users shall not attempt to harm or destroy data of another user, the school or the school network by spreading viruses or other means.
- Users shall not use Infinite Campus for any illegal activity, including violation of Data Privacy Laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.

Limitation of Liability: Students and parents/legal guardians are responsible for their use of Infinite Campus. Signature Preparatory and its staff make no guarantees that Infinite Campus will be error-free or without defect. Signature Preparatory will not be responsible or liable for any damage a student or parent/legal guardian may suffer as a consequence of using Infinite Campus or information through Infinite Campus. Signature Preparatory reserves the right to revise this policy at any time, with or without notice and for any reason Signature Preparatory deems appropriate.

VISITORS & VOLUNTEERS

VISITORS

Signature Preparatory is committed to creating and maintaining a learning atmosphere where children feel safe and are free from outside distractions. While on campus, visitors should dress conservatively, avoid profanity, and conduct themselves in a professional and collaborative manner with Signature Preparatory staff and students. Disruptive behavior will not be permitted. All other business interactions (email, letters, personal conversations, social media, etc.) will be conducted in a professional manner. Parents/visitors that fail to meet these standards may be asked to leave the campus. Those who consistently interfere with the learning environment may be banned from visiting the campus. Parents/legal guardians desiring to observe their child's class must schedule such observation in advance with administration. Classroom observations will not exceed 30 minutes.

All visitors are required to:

- Sign in at the front office;
- Present a photo ID and be listed as an Emergency Contact, or be accompanied by an Emergency Contact, as listed in the school's Student Information System (SIS), prior to being admitted on campus.
- Upon check-in all visitors are required to submit to a background check.
- Be accompanied by a school employee during visits.
- Sign out when leaving the campus.

Parents/legal guardians desiring to observe their child's class must schedule such observation in advance with the administration in the office.

VOLUNTEERS

In support of the Signature Preparatory philosophy of partnering with parents/legal guardians in their child's education, Signature Preparatory strongly encourages parents/legal guardians to be actively involved in the many activities/events at the campus throughout the year. However, there is no requirement for parents/legal guardians to volunteer. If you are interested in volunteering, contact your child's teacher.

Volunteers MUST:

- Check in at the front desk each time on campus
- Provide photo ID
- Undergo a criminal background check
- Sign the Volunteer Code of Conduct Form
- Complete the Signature Preparatory Volunteer Confidentiality Agreement

Volunteers are expected to be dressed in attire that conforms to the school dress code and is modest and conservative in nature.

Volunteers **are not allowed to be alone with any student** other than their own child. If it is anticipated that a volunteer will be alone with children at any point, they must obtain an Identity Verified Fingerprint Clearance Card through the Nevada Department of Safety. This process can be completed through the Signature Preparatory front office. Parents/legal guardians are responsible for paying the applicable fee to the Department of Safety.

EMERGENCY PREPAREDNESS & DRILLS

To ensure the safety of all students and staff, it is imperative that both understand and practice the basic procedures of fire and lockdown drills. The campus will conduct one fire drill per month and one additional emergency drill each month. We are also advised to hold fire drills and lockdowns at different times throughout the day.

LEGAL NOTICES

MCKINNEY- VENTO HOMELESS ASSISTANCE NOTICE

All students are required to fill out a McKinney-Vento form upon enrollment. If your living arrangement is both temporary and the result of economic hardship, you may qualify for services under the McKinney-Vento Act. The purpose of this law is to provide academic stability for students of families in transition. If your family lives in any of the following situations, your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or other economic hardship

Eligible children have the right to:

- Receive a free and appropriate public education (FAPE).
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
- If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe that your child is eligible for McKinney-Vento services, please contact the district office at (720) 224-2809.

NOTICE OF NON-DISCRIMINATION

Signature Preparatory does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in admission to its programs, services, or activities, in access to them, in treatment to individuals, or in any aspect of their operations. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the district office at (720) 224-2809.

TITLE IX OF THE ELEMENTARY AMENDMENTS OF 1972

Title IX is a federal law that prohibits discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution.

Signature Preparatory has implemented a grievance procedure to ensure compliance with Title IX and to promote the resolution of complaints of sex discrimination or harassment in a prompt and equitable manner. Signature Preparatory is committed to maintaining a safe environment free of sex discrimination and encourages any individual who believes he or she has been subjected to discrimination on the basis of sex to notify Signature Preparatory's Title IX Coordinator, either informally or through a formal written grievance. The Title IX Coordinator will attempt to informally resolve the complaint or assess and investigate the formal grievance as appropriate, and then make a determination on the merits of the complaint, which may be appealed pursuant to the policy. A full copy of the Title IX Grievance Procedure and Grievance Report Form may be obtained by contacting Signature Preparatory's Title IX Coordinator or at the school's front office.

Gabe Shirey
Executive Director
gabe@signatureprep.org
(702) 224-2809

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (“FERPA”) NOTIFICATION

FERPA affords Parent and students over 18 years of age the following rights with respect to a student’s education records:

- The right to inspect and review the student’s education records.
- The right to request amendment of the student’s education records.
- The right to consent to the disclosure of personally identifiable information contained in the student’s education records.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Signature Preparatory to comply with requirements of FERPA. Notification of Rights under FERPA, with a summarized explanation of these rights, is posted at the district office; Parents may request a copy from the office staff.

PUBLIC NOTICE REGARDING DIRECTORY INFORMATION

In accordance with FERPA, Signature Preparatory may not release to the public, or provide access to, educational records or personally identifiable information contained therein, other than “directory” information. The directory information includes, but is not limited to, the student’s name, email address, grade level, participation in officially recognized activities and sports, awards or placement in school-organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for academic recognition). Directory information is only released upon request to post-secondary schools or military recruiters. In the annual enrollment/registration forms, parents/legal guardians must state whether or not they would like directory information released to post-secondary schools or military recruiters upon request. Parents/legal guardians have the option to opt-out at any time by providing written request to remove their student’s information from the directory. For additional information please contact the district office at (720) 224-2809.

CONFIDENTIALITY OF STUDENT RECORDS

Signature Preparatory maintains student records for all students, including students with disabilities. In order to release records or personally identifiable information, parental consent or consent of an eligible student who has reached the age of majority under state law must be obtained before any information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). Confidentiality of personally identifiable information is protected by Signature Preparatory at the collection, storage, disclosure, and destruction stages. Destruction of any education records of a child with a disability is done in accordance with IDEA regulatory requirements. For more information or to file a complaint, contact the Executive Director:

Gabe Shirey
Executive Director
gabe@signatureprep.org
(702) 224-2809

PARENT COMPLAINTS

If a parent has a problem or complaint, he or she may schedule a meeting with the Executive Director by contacting him by email (gabe@signatureprep.org) or phone ((702) 224-2809). Signature Preparatory will make every effort to resolve concerns in a collaborative manner.

PUBLIC RECORDS REQUEST (FREEDOM OF INFORMATION LAW OR “FOIL”)

Signature Preparatory complies with Nevada Public Records Law and shall provide for inspection and/or copies of all public books and public records of the school, the contents of which are not otherwise declared by law to be confidential, upon request.

Per NRS 239.0107, upon receipt of a written or verbal request to inspect or copy a public record, Signature Preparatory shall within five business days after the date on which the office has received the request:

- Copy or allow the inspection of the record;
- Notify the requestor in writing that Signature Preparatory does not have legal custody or control of the record and where, if known, the public record is located;
- Notify the requestor in writing of the date and time when the record will be available if Signature Preparatory cannot make the record available within five business days, or
- Notify the requestor that the record is confidential, in writing, including a citation to the legal authority that makes the records confidential. Records which contain confidential information shall be provided if the confidential information can be redacted, deleted, or concealed from the portions of the records which are not confidential.

Only records that already exist are considered public records. Signature Preparatory is not obligated to create a record in response to a request for a copy of a public record. Signature Preparatory shall charge a fee for providing a copy of a public record for any cost over \$10. The fee shall not exceed the actual cost of providing the copy, unless:

- A law or regulation sets forth a specific fee that must be charged;
- The copying requires an extraordinary use of personnel or technological resources; or
- An agreement provides for a specific fee.

No fee shall be charged for providing a copy of a public record if a specific law or regulation requires the copy to be provided without charge. Notice to the public shall be posted at the front office, which shall state that a list of fees that Signature Preparatory charges for copies of public records shall be available at the front office upon request. Fees may be waived for good cause and at the sole discretion of School Administration. Public records requests may be submitted verbally or in writing (includes electronic mail) and directed to:

By Mail:

Signature Preparatory, Inc.
498 S. Boulder Hwy
Henderson, NV 89015

By Electronic Mail:

Submit request by electronic mail to: gabe@signatureprep.org

By Phone:

(702) 224-2809

NEVADA OPEN MEETING LAW

Signature Preparatory Governing Board complies with Nevada Open Meeting Law and therefore all governing board meetings shall be open to the public, unless an exemption or exception applies.

Notice of the time, date, and location of each meeting, along with the Board Agenda, shall be posted no later than 9am of the third working day before the meeting. The Notice and Agenda shall be posted on Signature Preparatory's website, the state's website, the front office of Signature Preparatory, and not less than three other separate prominent places within Clark County.

Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend or participate at the meeting. Any persons requiring assistance may email Gabe Shirey at gabe@signatureprep.org at least two business days in advance so that arrangements may be made.

Public comment may be limited to three minutes per person at the discretion of the Chairperson. No action may be taken on a matter unless the matter itself has been specifically included on the agenda as an item upon which action will be taken.