



**DORAL ACADEMY**  
Of  
**NEVADA**  
**Fire Mesa Campus**

*Where Learning is an Art!*

**Student/Parent Handbook**  
**2018-2019**



# **WELCOME TO DORAL ACADEMY of NEVADA**

## **Fire Mesa Campus**

Welcome to Doral Academy of Nevada – Fire Mesa Campus. It is truly a privilege to be the principal of the third Doral Academy of Nevada school. We are so excited to extend the amazing arts integration collaborations and opportunities that the first two Doral Academies of Nevada have worked so hard to establish.

Our main goal at each of our campuses is to make your child's experience a productive and exciting one. It is our intention to provide a sound education for every child enrolled in our program. The staff considers the intellectual, emotional, and social growth of each child to be our primary concern. This objective can be fully achieved only through close communication and cooperation between the home and the school.

This handbook is a way of communicating important information about our school. It has been compiled to serve as a convenient reference and to assist you in answering questions about matters of common concern. Please review the contents of this handbook together with your child and feel free to contact the school regarding any questions about our program.

As a staff, we believe that schools are for children; that our purpose as educators is to create an environment necessary for the academic and social growth of every child; that effective education is a combined effort between home and school. Therefore, your questions, concerns, and suggestions are always welcome.

Sincerely,

Kelly Rafalski  
Principal

# **GENERAL INFORMATION**

## **Doral Academy of Nevada**

### **Fire Mesa Campus**

**2568 Fire Mesa Street**

**Las Vegas, NV 89128**

**Phone: 702-901-4950 Fax: 702-534-7990**

**Office Hours:** 7:00 a.m. - 4:00 p.m.

**School Hours:**

**Upper School 6 – 8** 7:35 a.m. - 2:26 p.m.

**Grades K - 5** 8:30 a.m. - 3:19 p.m.

## **WHO'S WHO AT DORAL ACADEMY NEVADA**

**Kelly Rafalski, Principal**

**Katrina Martinez, Assistant Principal**

**Mary Margaret Williams, Assistant Principal**

**Tammy Jensen, Office Manager**

**Amy Buckels, Registrar**

**Danielle Di Filippo, Nurse**

## **WHAT IS A CHARTER SCHOOL?**

**As defined by the national alliance of Public Charter Schools ([www.publiccharters.org](http://www.publiccharters.org)): Charter schools are independent public schools allowed freedom to be more innovative, while being held accountable for improved student achievement. They foster a partnership between parents, teachers and students to create an environment in which parents can be more involved, teachers are given the freedom to innovate and students are provided the structure they need to learn, with all three held accountable for improved student achievement.**

## **DORAL ACADEMY of NEVADA MISSION STATEMENT**

Doral Academy of Nevada is dedicated to providing an enhanced educational experience. We will develop outstanding student achievement with focus on each child being well-rounded in all parts of education. Students will be prepared in an academically challenging and personally meaningful learning environment with an emphasis on arts integration, increasing literacy, cognitive, and social development. A collaborative effort including students, teachers, parents, and staff will be devoted to establishing, achieving, and celebrating individual goals for each child at Doral Academy of Nevada.



## DAILY SCHEDULES

### Upper School Schedule

Grades 6-8

7:20 a.m.	Upper School drop-off begins
7:30 – 7:35 a.m.	Upper School doors open
7:35 – 8:25 a.m.	Period 0
8:27 – 8:42 a.m.	Advocacy
8:44 – 9:34 a.m.	Period 1
9:37 – 10:27 a.m.	Period 2
10:30 – 11:20 a.m.	Period 3
<b>11:20 – 11:50 a.m.</b>	<b>Upper School Lunch</b>
11:50 – 12:40 p.m.	Period 4
12:43 – 1:33 p.m.	Period 5
1:36 – 2:26 p.m.	Period 6
<b>2:26 p.m.</b>	<b>Dismissal for Upper School</b>

### Elementary School Schedule

Grades 1-5

8:10 – 8:30 a.m.	Elementary Drop-off
8:30 a.m.	Elementary doors open
8:44 – 9:34 a.m.	Period 1
9:37 – 10:27 a.m.	Period 2
10:30 – 11:20 a.m.	Period 3
<b>11:20 – 11:50 a.m.</b>	<b>Upper School Lunch</b>
<b>11:50 – 12:30 p.m.</b>	<b>2<sup>nd</sup> Lunch</b>
<b>12:20 – 1:00 p.m.</b>	<b>3<sup>rd</sup> Lunch</b>
<b>12:50 – 1:30 p.m.</b>	<b>4<sup>th</sup> lunch</b>
11:50 – 12:40 p.m.	Period 4
12:43 – 1:33 p.m.	Period 5
1:36 – 2:26 p.m.	Period 6
2:29 – 3:19 p.m.	Period 7

Elementary School car pick-up begins at approx. 3:15 p.m.

## Kindergarten Schedule

8:10-8:30	Kindergarten/Elementary Drop-off
8:30	Kindergarten enters/day begins
<b>11:50-12:30</b>	<b>Kindergarten Lunch</b>
<b>3:15-3:19</b>	<b>Kindergarten pick up begins</b>

## ARRIVAL/DISMISSAL PROCEDURES

### School Arrival:

Upper School Students may begin arriving on campus at 7:20 a.m.

Elementary Students may begin arriving at 8:10 a.m.

Parents can enter the drop-off lane on the south side of the building off of Fire Mesa. Please follow the traffic lanes around the building to the drop off area on the north side. For the safety of your children only one drop-off lane, adjacent to the sidewalk, is utilized. Please follow the directions given by the staff members and volunteers wearing the traffic vests.

Upper School Dismissal begins 2:26 p.m.

The Upper School will not utilize the silent dismissal system. The students will come out to the Pick-up Zone with their last period teacher and watch for their ride. When the car pulls into the Zone the student will enter the car from the sidewalk.

Elementary School Dismissal begins at 3:15

Parents can enter the Pick-up lane on the south side of the building off of Fire Mesa. Please follow the traffic lanes around the building to the drop off area on the north side. We will be using the silent dismissal system. Please have your family Pick-up number clearly visible so that your number can be entered into the system.

As you drive around to the Pick-up Zone your family number will be entered. Ten cars at time will be allowed into the Pick-up Zone at a time.

Students that will be walking unescorted will need to have a permission slip on file in the office before they will be allowed to leave campus on their own.

## ATTENDANCE POLICY

Attendance is extremely important and is a focus at Doral Academy! The state of Nevada tracks student attendance and Doral Academy is held accountable for students attending school. Aside from state reporting, students need to learn the life skill of arriving on time to school every day. Students who have missed more than ten days (total excused or unexcused) may have limited, or be restricted from, participation in field trips, sports, student performances, and/or extra-curricular activities. Students who have missed 16 or more days (total excused or unexcused) will have limited, or be restricted from, participation in field trips, sports, student performances, and/or extra-curricular activities. If your child is absent from school, written notification must be received by the school *within three school days* after their return, or the absence will be deemed **unexcused**. Any pre-arranged absence must be submitted three days in advance of the absence, using the Pre-Arranged Absence Form available in the school office. Students must attend school the day they are involved in sports practice, games, student performances, event nights, or extra-curricular activities in order to participate that day. Please remember that your child needs to be on time and in school every day in order to learn. Every minute of learning counts.

**Please be aware, ten (10) consecutive days absent without any contact with the school will be cause for automatic withdrawal from Doral Academy. Twenty (20) consecutive days absent, WITH OR without contact with the school, will be cause for automatic withdrawal from Doral Academy. In addition, if a student reaches 20 absences in a school year, that student may be retained dependent upon academic growth.**

In accordance with Nevada law, **students must be physically present in school for a minimum of 2/3's of the school day or period** (for middle/high school students) in order to be counted as present for attendance purposes. For each day a student is absent, parents/guardians must submit supporting documentation explaining the reason for the absence. Documentation submitted more than three days (72 hours) after the student's return to school will **not** be accepted, and the absence(s) will be deemed unexcused. Students with excessive absences (10% or more of the school year) will be referred to administration. Attendance Review Committee referrals will be issued after reaching the school's maximum allowance.

Doral Academy of Nevada will abide by the following Student Attendance Reporting Procedures. Attendance, defines **Excused School Absence** as:

- Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding **three** consecutive days). The written statement must include all dates the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- Medical/Dental Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the Attendance Clerk within 3 days of student's return.
- Death in immediate family.
- An approved school activity (absences recorded but not reported).
- Other absences with prior approval of the Principal after being turned in to the Attendance Clerk.
- Attendance at a center under Department of Children and Families supervision.
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.

- Military Connected Students – Doral Academy of Nevada is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on “Black Leave”, schools will allow up to a total of five days of excused absences each academic year to allow families time together.
  - The absences are to be pre-approved by the school principal after being turned into the registrars.
  - Students shall have a reasonable amount of time to complete make-up work.
- Events or educational enrichment activities that are not school-sponsored as determined and approved by the Principal. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State and national competitions. ***Pre-Arranged absences must be pre-approved in order to be excused. A Pre-Arranged Absence Form is available in the school office. The completed form must be signed by the teacher(s) and turned into the Attendance Clerk three days PRIOR to the first day of the absence so the Principal can review.***
- Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.
- Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, require documentation related to the condition and must be turned in to the Attendance Clerk by the parent.

### **COURSE MAKE-UP FOR ABSENCES**

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have up to three (3) school days to **request** make-up work for excused absences. Students will have the opportunity to **submit** assignments in a period of time equal to the number of days absent.

### **UNEXCUSED ABSENCES**

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

Unexcused absences include:

- Vacations, personal services, local non-school event, program or sporting activity
- Older students providing day care services for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt)

### **TARDIES**

Any child who is not in their classroom by the official start of the academic school day\* will be marked TARDY. Students arriving after the commencement of school must report directly to the main office to obtain a tardy slip in order to be admitted into their classroom. **Students who have more than three tardies will not be eligible for perfect attendance certificates.** Middle school students will be marked tardy for the period in which they arrive late.

*\*Start times may vary by campus. Please refer to the individual campus policies.*

### EARLY RELEASE

Parents must present a current Driver's License or Identification Card to the front office in order to check their child out from school. Students will be released only to those adults on the registration list in the office. Students who wish to be dismissed early (on a regular school day) are required to provide documentation. Documentation submitted more than 72 hours after an early dismissal **will not be accepted**, and the early dismissal will be deemed **unexcused**. Students must be called from the front office for release. Parents without proper identification will be asked to provide it before any student is contacted and released. Due to the continuous disruptions impacting the learning environment, please do not make early release a habit. **Habitual early releases will not be allowed.** Students with excessive unexcused early dismissals will be referred to the administration. **Students will not be released from school within 15 minutes of the release time.**

### EXCESSIVE ABSENCES/TARDIES/EARLY RELEASES

Every Tardy/Absence	<ul style="list-style-type: none"><li>– Teacher will enter attendance into Infinite campus AND track/log all absences for homeroom class.</li><li>– Parents will receive email notifications of absence/tardy through Infinite Campus portal.</li></ul>
Eight absences	<ul style="list-style-type: none"><li>– Student Support Advocate/Counselor will be notified.</li><li>– Registrar to send a letter to parent(s).</li><li>– School Administration may request a parent meeting.</li></ul>
Ten absences	<ul style="list-style-type: none"><li>– Student Support Advocate/Counselor will be notified.</li><li>– Registrar to send a reminder letter to parents.</li><li>– School Administration may request a parent meeting. Restricted from field trips, performances, sports, and/or extracurricular activities, and/or other school-related privileges, including but not limited to driving may occur.</li></ul>
Sixteen absences	<ul style="list-style-type: none"><li>– School Administration sends a Notification for Required Parent Conference (RPC) with parent(s).</li><li>– School Administration &amp; Student Support Advocate/Counselor will develop an intervention plan.</li><li>– Student may be restricted from field trips, performances, sports, and/or extracurricular activities, and/or other school-related privileges, including but not limited to driving.</li></ul>
20 absences	<ul style="list-style-type: none"><li>– Registrar to send attendance letter home.</li><li>– Required parent conference with Principal and Student Support Advocate/Counselor.</li><li>– Intervention plan reviewed and revised.</li><li>– Possible educational neglect filed– Referral to Attendance Committee for possible retention (if low academically).</li></ul>

\*Extenuating circumstances will be reviewed for all cases throughout this process and progressive discipline may apply.

\*\*Tardies and absences will be tracked separately.

\*\*\*Reviews may be held to determine re-eligibility for previously restricted activities.

\*\*\*\*Driving restrictions are in accordance with Senate Bill 269.

## **TARDY POLICY**

It is essential for your child's academic success that he/she arrives to school on time. It is the responsibility of the parents/guardians to ensure student timely attendance. A student is considered tardy if they are not present or have not presented themselves to the teacher at the time class starts. The following Tardy Policy will be followed:

<b>Tardy Number</b>	<b>Consequence</b>	<b>Citizenship</b>
1-3	Marked tardy in attendance	Remain as "E"
4-6	Marked as tardy in attendance and email or call parents regarding the tardies and that the student's citizenship grade has been lowered to "S"	Lowered to "S"
7-9	Marked as tardy in attendance and email or call parents regarding the tardies and that the student's citizenship grade has been lowered to "N" and notify administrator of the habitual tardies	Lowered to "N"
10-14	Marked as tardy in attendance and call parents regarding the tardies and that the student's citizenship grade remains an "N" and notify administrator of the continued habitual tardies	Remain as "N"
15	Required Parent Conference with administration	Remain as "N"

## COURSE OF STUDY

*Students at Doral Academy of Nevada will be required to take the following courses:*

### **Kindergarten – Grade 5:**

Reading, Writing,

Math, Science, Social Studies

Spanish: Students will receive thirty minutes of Spanish weekly.

Specials: Students will rotate between PE, Art, Music, Theater, Dance, Violin, and Media Production

\*Kindergarten specials will vary by classroom

Gifted And Talented Education for grades 3, 4 & 5 will meet weekly

### **Grades 6, 7 & 8:**

**English/Reading:** Two semesters/100 minute blocks - 2 credits

**Math 6, Math 6 Accelerated, Math 6CC, Math 7, Math 7CC, Math 8CC, Pre-Algebra, Algebra and Geometry:** Two semesters - 1 credit as determined by STAR testing results

**Science:** Two semesters - 1 credit

**US History - 7th Grade:** Two semesters - 1 credit

**Geography - 8th Grade:** Two semesters - 1 credit

**PE/Technology - 6th Grade:** One semester each - 1/2 credit each

**Electives - 6th Grade:** One semester each - 1/2 credit each Visual Arts, Theatre, Guitar, and Spanish

**Electives - 7th & 8th Grades:** One year each - 1 credit each: Visual Arts, Theatre, Dance and Movement, Media Production, Band, Violin, Guitar, Spanish, and Intervention.

## RETENTION POLICY

Doral Academy Nevada has implemented a strict policy regarding retention. Students must meet specific levels of performance in order to be promoted. For students who are not meeting grade level performance levels and are at risk for retention, the parent/guardian will be notified in a timely manner to provide opportunities for intervention and remediation. At the end of the year, the student's data will be reviewed in conjunction with the parent/guardian and a determination of grade level retention will be made.

Students in kindergarten through sixth grade must successfully pass the following courses for promotion to the next grade: reading, writing, mathematics, social studies, and science.

Students in seventh and eighth grade must successfully earn at least the following units of credit for promotion to high school:

- (a) One and one-half units of credit in English with a passing grade;
- (b) One and one-half units of credit in mathematics with a passing grade;
- (c) One unit of credit in science with a passing grade; and
- (d) One unit of credit in social studies with a passing grade.

\*Students who fail to meet these requirements will be required to attend summer school to retrieve credit for classes failed during the school year.

## **EMERGENCY CONTACT INFORMATION**

It is extremely important for the school to have current home and emergency telephone numbers as well as your current address so that you may be notified in case of accident, illness, or emergency. If this information changes throughout the year, please inform the office as soon as possible.

## **HOME LEARNING POLICY**

Our school's policy is that homework will be assigned daily from Monday through Thursday. Additional homework assignments may be assigned to meet student needs, focus on special projects, or complete make-up work. The purpose of homework is to practice and maintain previously learned skills from the classroom. Additionally, homework builds responsibility, develops study habits, and promotes adult involvement in the child's education. Along with regular homework, your child will be required to read at least 15 minutes per night in the primary grades and at least 20 minutes per night in the intermediate and upper school grades seven days per week.

## **HOMEWORK - DAILY AVERAGE PER GRADE LEVEL**

<b>Grade</b>	<b>Homework Time</b>
K	5 - 10 minutes
1	10 - 15 minutes
2	20 minutes
3	30 minutes
4-8	40+ minutes

## **LOST AND FOUND**

Children are inclined to lose things. Please mark all items clearly with your child's name. This simple measure will help us to return items quickly. Students can claim lost items by checking the Lost and Found. Small items such as money, purses, jewelry, glasses, keys, and cell phones can be claimed in the school office. Periodically throughout the year, accumulated items will be donated to local charities.

## **NATIONAL SCHOOL LUNCH PROGRAM**

Our school will be participating in the National School Lunch Program, which will allow free and reduced priced school meals for families that qualify. Applications are available on the school website or in the front office. We will utilize Three Square as our vendor five days a week. One student lunch will cost \$3.50. Lunches are prepaid online or through the front office. The office will only accept payment in the form of cash or check. Payment will not be accepted in the lunchroom. Students are welcome to bring their own lunches from home.

## MEAL CHARGE POLICY

Lunches are prepaid online or through the front office. The office will only accept payment in the form of cash or check. Payments will not be accepted in the lunchroom. Students will be allowed to charge a maximum of five (5) meals to their account after the balance reaches zero. Notices of deficit balances will be sent to parents/guardians during specified times. The responsibility for meal payments to the school belongs to the parent/guardian. The complete Meal Charge Policy is available on our website under lunch.

## WELLNESS POLICY

The Wellness Policy is a component of the National School Lunch Program and guides the school in establishing an environment that promotes students' health, well-being, and ability to learn by supporting healthy eating and physical activity. The Wellness Policy specifies the types and serving sizes of snacks and beverages. All snacks and beverages must meet the Smart Snack Nutrition Standards. The complete Wellness Policy is available on our website under Lunch.

## MEDICATION

If a child under a physician's care is well enough to be in school, but requires medication during the school day, parents must contact the school and sign a legal release form. Medications must be in the original prescribed container and must be kept in the health office. Please do not send over-the-counter medications with your child. **Under no circumstances is the school allowed to administer any medication to a student without a prescription.**

## NOTICE OF UNSATISFACTORY GRADES

Parents/guardians of all students will be notified at any time during the grading period when it is apparent that the student may fail the course or is doing unsatisfactory work. This notification can be written or electronic.

Progress reports will be sent home every three weeks for the first quarter for all students. Beginning the second quarter, progress reports will be sent home every three weeks to all students in grades K-4. Grades 5-8 will utilize Infinite Campus to view grades. All families are able to use the Infinite Campus log-in information sent at the beginning of the year to access grades through Infinite Campus. Please contact the registrar if you need additional Infinite Campus log-in information.

## PERSONAL BELONGINGS

Label all personal items, including lunch boxes and clothing, with the student's first and last name. Items such as electronic games, toys, cameras, and trading cards are **NOT ALLOWED** on campus and should be left at home. Non-essential items will be confiscated and returned to a parent or guardian. **The school is not responsible for lost, stolen, or damaged items that are brought to school.**

## PICKING UP CHILDREN DURING SCHOOL HOURS

Students who need to be released from school during school hours **must** be released from the office. Students will only be released to the parent, guardian, or other person(s) listed on school enrollment forms. Please be prepared to show proper identification. VOLUNTEERS must sign their children out prior to leaving campus. Students may not be taken from the classrooms by parents; a Doral staff member must bring the child to the office after the parent/guardian has signed the student out and proof of proper ID has been provided.

The end of the school day is an extremely busy time in the office and classroom. **Students may not be dismissed early from classroom instruction between 2:45 through the end of the day.** Please make prior arrangements with your child for after school destinations. Phone calls and messages toward the end of the day may not reach the student before dismissal.

## SCHOOL PARTIES AND GIFTS

Due to federal guidelines within the National School Lunch Program, school parties for students in grades K - 5 will be held to recognize special holidays/events that are related appropriately to instruction and designated within the Wellness Policy. Details of celebrations will be announced during the year. Parents may be asked to assist teachers with special preparations. In order to maximize instructional time, **no gift deliveries, including balloon bouquets, or exchanging gifts shall take place at school.** If parents wish to send a small treat with their child for the class to share, the treat must be Smart Snack approved according to our Wellness Policy and the teacher must be notified ahead of time. We highly encourage sending stickers, pencils, etc. if you choose to send a small treat to share with the entire class. Any type of celebration will be limited to the specified dates on our website. This applies to birthday celebrations as well. The complete Wellness Policy and an approved Smart Snack list is available on our website under lunch.

## SCHOOL PROPERTY

Doral Academy Nevada would like to stress the importance of taking proper care of textbooks, library books, and school property with your child. Students will be held accountable for the condition and proper usage of all textbooks and similarly related materials. All items must be paid for if lost, damaged, stolen, or defaced. Any student damaging school property will be responsible for any replacement or repairs needed. This includes school technologies that are provided for student use.

## STUDENT PHONE USE POLICY

- Students should only use the office telephone for calls that need to be made while on campus.
- Students must have a pass from their classroom teacher to use the front office phone during school hours. This should be reserved for emergencies only.
- PHONE MESSAGES TO STUDENTS – Messages **will not** be delivered to students during instruction time.

## STUDENT CELL PHONE POLICIES

- Cell phones are not to be used during instructional hours.
- Cell phones must be kept in the off position and stored in the child's backpack.
- Cell phones may be used during lunch recess only. Pictures and videos are not to be taken at any time.
- Texting is considered the same as cell phone use.  
Students using cell phones outside of these guidelines will have the cell phone confiscated and will only be returned to a parent or guardian.

### **PARENT REMINDER!**

*Doral Academy Nevada supports the belief that education is important. We want your student "Ready by Exit". With this in mind, please be aware that we are unable to deliver messages or forgotten items (lunches, money, cell phones, and supplies) during instruction. Please support us in our endeavor to limit classroom disruption by reminding students to bring all necessary materials with them to school. Your support and cooperation is greatly appreciated.*

## STANDARD STUDENT ATTIRE

Doral Academy Nevada will be following a policy of standard student attire. By wearing school uniforms, students will become part of a team. It is this team effort and sense of belonging that will help students experience a greater sense of identity and promote academic excellence. We are committed to keeping the cost of uniforms as low as possible for our families. To order Doral logo shirts and other attire, please log on to our website for uniform vendor information.

**Shirts:** Red, navy blue, purple, and teal (long or short sleeved) collared shirts with the Doral logo. Undershirts must be solid red, navy blue, purple, teal, or white. White button-down collared shirts with the Doral Logo are also permissible. Other colors will violate the school uniform code.

**Pants, Skirts, Shorts, Capris, Jumpers:** Khaki (tan) or navy blue in color. Skirts/shorts must be fingertip length. No sweat suit pants or leggings unless they are worn in a solid school color underneath a skirt or jumper. Sagging or oversized pants are not allowed. Jumpers should display the school logo.

**Shoes or Sneakers:** Shoes/sneakers must fit securely on the foot. Flip flops and heeled shoes are not allowed. Sandals may be worn provided that they don't interfere with the safety and welfare of the student. Shoes with heels should not be taller than 2 inches.

**Outerwear:** Outerwear must be solid color in red, navy blue, white, or teal with the Doral logo or with no logo. Sweatshirts and jackets with the Doral logo are available for order at the beginning of the year.

## STANDARD STUDENT ATTIRE – Continued

**Accessories:** Belts must be worn through belt loops and may not hang down or have a large buckle. Belts must be in neutral colors (white, brown, black). **Socks**, stockings, tights, leggings and hair accessories must be worn in **solid school colors, white or black**. Hair color must be a natural color. Hairstyles must be worn in a natural fashion.

*\*Administration reserves the right to deem hair color or hair style a distraction to instruction.*

Friday will be our scheduled ‘Spirit Days’. Students are allowed to wear their Doral Academy Nevada school t-shirt on Friday with blue or black solid colored jeans that are free from holes or frays. This attire is only allowed on Fridays.

## TESTING DATES

The proposed examination schedule will be aligned with any schedules of examinations of achievement and proficiency which are required by the Nevada Department of Education, applicable, federal, state and local laws and regulations. All formal testing administrations dates will be aligned with schedules provided by the Nevada Department of Education.

### Tentative Nevada Testing Calendar for the year 2018-2019

Program	Grades	Testing Windows/Dates
SBAC	3-8	Up to 10 days on either side of the 150 <sup>th</sup> day of instruction
ACT Aspire	3-8	March-April
End of Course Exams	Algebra/Geometry	March-April
CRT - Science	5 & 8	Up to 10 days on either side of the 150 <sup>th</sup> day of instruction
WiDA	K-8	August-February

## **SCHOOL EXPECTATIONS AND PROCEDURES**

School procedures and expectations maintain an environment in which instruction and learning can occur. Below is a listing which will be reviewed with all children during the first week of school.

### **GENERAL SCHOOL EXPECTATIONS**

1. Act safely and responsibly.
2. Use appropriate language.
3. Respect school property.
4. Be respectful to all people.
5. No Fighting (including play fighting).
6. Leave personal items and games at home.
7. Wear school uniform.
8. Keep school grounds clean.
9. Refrain from chewing gum.
10. Walk on blacktops, sidewalks, and in the halls.
11. Walk bikes until off campus.
12. Cell phone policy: see classroom teacher
13. Come to school on time, ready to learn, and work hard.

### **MORNING PROCEDURES**

1. Do not arrive before 8:10 a.m. unless you are participating in the before school program.
2. Follow playground procedures.
3. Stop playing and talking when the freeze bell rings.
4. Return playground equipment and line up on dot.
5. Stand quietly in line.
6. No students in the building before bell.

### **PLAYGROUND PROCEDURES**

1. Follow bell schedule
  - a. Freeze bell – students will:  
Freeze, hold equipment, exit playground equipment & freeze at designated area.
  - b. Second bell – students will:  
Walk to their line quickly.
2. Walk on blacktop.
3. Use equipment appropriately.
4. Follow game rules and procedures that are posted around the playground areas.

### **RESTROOM/DRINKING FOUNTAIN PROCEDURES**

1. Be respectful of classes in session, using quiet voices.
2. Wait patiently until your turn.
3. Use only one or two paper towels.
4. Wash your hands using one or two paper towels and one squirt of soap.
5. Quick drinks.

#### LINE/MOVEMENT PROCEDURES

1. Facing forward.
2. Walk on the right side of the hallways.
3. Walk quietly.
4. Stop and look at corners.
5. Walk with arms crossed or at your side.
6. Use eyes only, to look at wall displays and bulletin boards.

#### LUNCHROOM PROCEDURES

1. Walk in quietly.
2. Proceed to assigned area for lunch.
3. Talk in quiet voices.
4. Raise hand to be helped.
5. Respond to signal (high five)
6. Stay seated until excused.
7. Clean up your area and all trash around you.
8. Walk carefully & quietly to the playground.
9. Place lunchbox in appropriate spot before playing.

#### FIELD TRIP PROCEDURES

1. Be prepared and on time.
2. Enter/exit bus in single file and orderly fashion.
3. Remain seated.
4. Use quiet voices.
5. Stay with group/chaperone.
6. Be a positive representative of Doral Academy Nevada.

#### ASSEMBLY PROCEDURES

1. Enter and sit quietly.
2. Sit flat with legs crossed and hands in your lap when seated.
3. When sitting on benches/chairs, sit with your feet flat.
4. Listen and pay attention to the speaker/performance.
5. Use appropriate clapping & performance etiquette.
6. When exiting, quietly wait for teacher's direction.

#### DISMISSAL PROCEDURES

1. All staff and students promptly arrive outside at designated spots for dismissal.
2. Parents must meet student outside building.
3. No students allowed inside until dismissal is complete.

### **The Silent Dismissal System**

The Silent Dismissal system helps to improve the traffic congestion at the end of the school day. We ask that you please be patient with us the first weeks of school, as we continue to improve our system. You are an important piece to the success of this system at Fire Mesa.

Please assist us by informing your child's teacher of their dismissal status: **CARPOOL, WALKER, or SAFEKEY**

**Elementary CARPOOL:** students whose parents will use the drive thru lane to pick up their child. CARPOOL families will be assigned a CARPOOL NUMBER. Car Tags will be produced for each family. Siblings are assigned the same CARPOOL NUMBER. The Car Tag should be placed on the left side of the dashboard so that the car number is visible.

Elementary students who are CARPOOL will remain inside the school and follow the silent dismissal system. When the parent arrives to pick up their child, the student's name will be projected through the Mimio in the classroom. At that time, the student will be dismissed to walk to the CARPOOL Pick-up Area (to their assigned grade level gate, supervised by staff) and into the car.

Car Tags will be distributed at the Informal Open House on Friday, August 11. Carpool families who are carpooling with other rider families should provide each driver with a car tag. Car Tags must be visible and available to pick up children.

**Elementary WALKERS:** teachers (grades K-5) will escort elementary students that are Walkers out of the building. Walkers remain on the blacktop (at their classroom/grade level dot), supervised by staff and teachers, until picked up by their parent/guardian.

**Elementary SAFEKEY/DRAGON'S DEN:** students who will be attending the after-school childcare program, walk to the Multi-purpose Room once dismissed via school-wide announcement.

**Upper School WALKERS & CARPOOL:** teachers will escort all Upper School students out of the building at the end of the school day. Walkers and Carpool students will wait for parents/guardians on the blacktop, and at the Carpool pick-up area. These students will remain here, under staff supervision, until picked up by parent/guardian

**Upper School SAFEKEY/DRAGON'S DEN:** students will enter the Multi-purpose Room through the eastern outside doors.

**School Access during DROP-OFF and DISMISSAL:**

For the safety of your children, the school parking lot will be closed from 7:10-8:45 a.m. and again from 2:10—3:45 p.m. All traffic must enter the campus from Fire Mesa Street heading north. Please avoid trying to make a left hand turn from Fire Mesa Street into the parking lot, as well as, entering from Trinity Peak.

To avoid congestion on Fire Mesa Street it is recommended that parents drive west on Smoke Ranch, turn right onto Fire Mesa Street, turn right into the school, head around the back to pick-up your student, and exit by taking a right hand turn onto Fire Mesa Street. Please do not use Trinity Peak Street coming off of Buffalo.

**It is vital that Fire Mesa parents do not block any entrances nor park in any of the developments and/or businesses in the area. Your car will be towed without warning.**

**Arrival at Fire Mesa Campus: (Car Tags must be clear and visible)**

Parents who are utilizing the drop-off /pick-up system will enter using the south entrance of the school, and when directed by staff, will proceed onto campus forming two lanes traveling as far around the building as possible. At the first stop, you will be directed by a staff member to proceed once the first 10 cars have obtained their child/children. After dropping off, drivers will be directed off campus to turn right onto Fire Mesa Street.

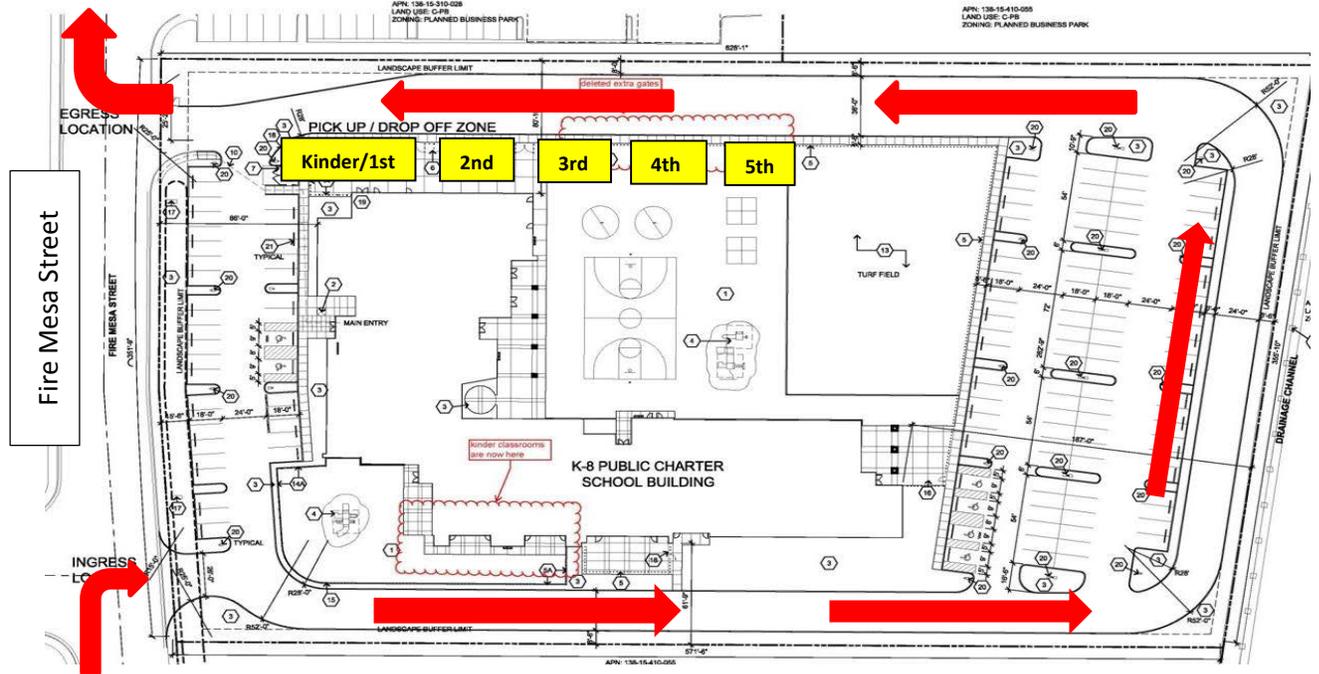
**Dismissal after School: (Car Tags must be clear and visible)**

Parents utilizing the drop-off /pick-up system will enter using the south entrance of the school, and when directed by staff, will proceed onto campus forming two lanes traveling as far around the building as possible. At the first stop, you will be directed by a staff member to proceed once the first 10 cars have obtained their child/children. After picking up, drivers will be directed off campus to turn right onto Fire Mesa Street.

Staff members will enter your car tag number into the silent dismissal system while you are waiting. Another staff member will direct cars onto campus. It is vital that your car tag number is visible. Your child(ren) will be staged at the CARPOOL PICK-UP AREA (**at their assigned grade level gate, supervised by staff**) and ready for pick-up based on the information on the car tag.

Because parking is not allowed on any of the adjacent streets, and nearby business parking lots are off limits to Fire Mesa parents, we ask you to utilize our drop-off/pick-up system. The first week will be a little rough, so please be patient in order to keep our children safe. Our staff members will get you through as soon as possible. Thank you for your patience during dismissal times.

## Doral Academy of Nevada Student/Parent Handbook



Parents may choose to use the optional Silent Dismissal parent app. The optional Silent Dismissal parent app lets parents communicate remotely from their smartphone. Parents may choose to create their own accounts via the app and associate their children using validation codes.

From your smart phone, you may download the Silent Dismissal app from either Google Play or Apple App Store.

- The School Code & Student Code are listed at the bottom of your Carpool Tag.
  - School Code: [firemesa.sdcs11.com](http://firemesa.sdcs11.com)
  - Student Code: under the QR code on the bottom left-hand side of the Carpool Tag.

See [http://silentdismissal.com/tour\\_parents.php](http://silentdismissal.com/tour_parents.php) for more information and support with the parent app.

## STUDENT RECOGNITION

Students will be recognized for outstanding behavior and academics. Recognition will include Dragon Code Life Skills breakfasts, straight “A” luncheons, and end of the year recognition. Students will also have the opportunity to earn a letter, “Doral D”, and club pin for fulfilling service requirements by participation in school clubs.

## HARRASSMENT POLICY

Doral Academy of Nevada will absolutely **NOT TOLERATE** bullying or harassment of any kind. The administration at Doral Academy of Nevada will take an extremely hard stance against students who are bullying, threatening, and discouraging other students. Bullying, cyber bullying, and text bullying have all become a national safety issue and Doral Academy of Nevada is committed to providing a safe and orderly environment where students, staff, and parents are treated with courtesy and respect. Any form of bullying/harassment by staff, students, or parents including cyber, verbal, written, or physical is strictly prohibited. If you are being bullied or harassed, please report it **IMMEDIATELY** to a teacher or the principal. Those who are bullying/harassing will be dealt with immediately.

## TEACHER CONFERENCES

You will be invited to attend a formal teacher conference during the school year to discuss your child’s progress. Please make every effort to attend conferences when they are scheduled. It is by working cooperatively that we can provide the best education for your child. You may schedule a conference with your child’s teacher or the principal at any time. We especially encourage this when you have questions about your child’s progress, class work, or school policies. **Please do not interrupt the classroom during instructional time to conference with the teacher.** Please allow the teacher the opportunity to schedule an appointment to meet with you, to offer privacy and enough time to discuss your concerns without interruption.

### Did You Know????

***For every unit of time that there is an interruption, it takes the brain three times the length of time to focus back to where it was before the interruption.***

## V.I.P (VERY IMPORTANT PERSON)

Doral Academy of Nevada suggests thirty (30) hours of service per family each school year. There are many ways that parents and guardians can volunteer their time at school. We encourage you to assist in the classroom, help out on the playground or in the lunchroom, or help from home. You may also fulfill your service hours through donations. There are many ways to support the school. We look forward to you becoming a V.I.P. at Doral Academy of Nevada! *Please be advised that non-school age children are not allowed on campus during the school day.* Please make other arrangements for younger children when volunteering at school. For more information, see the Volunteer Handbook on our Web site.

## VISITING SCHOOL

Parents are invited and welcome to visit the school at any time. Visitors are required to check in at the office for a visitor's pass. Class visits are a time for observation and fulfilling volunteer hours. It is necessary to call the school's office in advance to schedule a time that is convenient with the teacher if you wish to discuss your child's progress. **Any questions or conferences should be reserved for an appointed time when more privacy and time is available.** Also know that we cannot honor requests for relatives and friends to visit the school during the school day. Parents are not to interrupt instructional time or teacher's preparation periods without first scheduling an appointment. Please know that non-school aged siblings will not be permitted to be on campus during the instructional day unless otherwise noted.

## STUDENT DISCIPLINE CODE OF RESPECT

A Code of Respect is set in place to ensure the safety of students and staff and create an environment conducive to learning.

General guidelines and expectations are as follows:

### **A. Be safe**

Students should not throw objects at others, push others, or act in any other manner that may cause harm to another individual.

### **B. Be respectful**

Students are to behave in a manner that enhances their and others opportunities to learn.

Students are to avoid using profanity or other inappropriate language.

Students are to behave in the cafeteria in a manner that allows others a pleasant atmosphere in which to eat.

### **C. Be responsible**

Students are to follow the school's student standard attire.

Students are to attend school regularly.

Cell phones should be in the 'off' position during the entire school day.

Failure to abide by the school's Code of Respect will result in the student receiving the appropriate consequences and/or discipline referral. It is recognized that parents are the child's first and most important educators. Doral Academy of Nevada emphasizes the importance of the family in the child's development and seeks to create a partnership with parents/guardians. Such a partnership is a two-way, interactive process. When dealing with more serious offenses, teachers may find it necessary to complete an Incident Report and send that student to the principal's office for immediate action.

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

**CRIMINAL OFFENSES** (As defined in applicable statutes or ordinances)

Violations of local, state or federal laws shall be enforced on school properties or at activities sponsored by charter schools. Examples of such laws are indicated below:

1. ALCOHOL: The possession of, sales, and furnishing alcoholic beverages.
2. ARSON: The intentional setting of fire.
3. ASSAULT: Physical or verbal threats with the intent and the ability to carry through with same.
4. BATTERY: An unconsented-to touching or application of force to another person.
5. BOMB THREAT/FALSE: Willfully conveying by mail, written notes, telephone, telegraph, radio or any other means of communication, any threat knowing it to be false.
6. BURGLARY: Illegal entry with the intent to commit a crime.
7. DESTRUCTION OF PROPERTY: Willfully and maliciously destroying or injuring real or personal property of another.
8. DISTURBING THE PEACE: Maliciously and willfully disturbing the peace of any person; maliciously and willfully interfering with or disturbing persons in the school.
9. EXPLOSIVE DEVICES: The possession of explosive or incendiary devices.
10. FALSE FIRE ALARMS: False reporting of, or transmission of, signal knowing same to be false.
11. FIREWORKS: The possession of, sales, furnishing, use or discharge of fireworks.
12. INDECENT EXPOSURE: An open indecent or obscene exposure of his/her person or the person of another.
13. LARCENY: Stealing, taking, carrying away property of another.
14. LIBEL: A malicious defamation expressed to impeach a person's honesty, integrity, virtue or reputation.
15. MARIJUANA: The possession of, sales or furnishing marijuana.
16. NARCOTICS: The possession of, sales or furnishing a controlled substance.
17. NARCOTICS PARAPHERNALIA: The possession of, sales, furnishing or use of.

18. PROFANITY: Use of vile or indecent language.
19. RESISTING OFFICER: Willfully resisting, delaying or obstructing an officer in the performance of duty.
20. ROBBERY: The unlawful taking of personal property from the person of another or in his/her presence, against his/her will, by means of force or violence or fear of injury.
21. ROUT/RIOT: Two or more persons meeting to do an unlawful act/two or more persons actually doing an unlawful act with or without a common cause of quarrel.
22. STOLEN PROPERTY: Receiving or possessing property of another, knowing or under such circumstances as would cause a reasonable person to know they were so obtained.
23. TAMPERING WITH MOTOR VEHICLES: Willfully break, injure, tamper, remove parts, deface a vehicle; without consent of owner, climb into or upon a vehicle with intent to injure; to manipulate any levers while vehicle is at rest or unattended or to set vehicle in motion.
24. THROWING SUBSTANCE AT VEHICLE: To throw any stone, rock, missile or any substance at any motorbus, truck or other motor vehicle.
25. TRESPASS: To be upon the property of another without permission of the owner and to stay upon same after warning. To be on school property or at a school function while under suspension from school.
26. WEAPONS:
  - a. Brandishing any knife, blackjack, slingshot, billy club, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm, or other deadly weapon in a rude, angry or threatening manner or to use same in any fight or quarrel.
  - b. Concealed - it is unlawful for any person to carry any weapon commonly known as a knife, blackjack, slingshot, billy club, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm, or other dangerous weapon. For the purpose of this section, nunchaku are included herein.
  - c. Possession - it is unlawful for any person to possess any weapon commonly known as a knife, blackjack, slingshot, billy club, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm, or other dangerous weapon.

27. Violation of other federal or state criminal laws or local ordinances at school, at school-sponsored activities or on school-sponsored transportation is prohibited.

### **CHARTER SCHOOL OFFENSES**

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

1. **ALCOHOLIC BEVERAGES:** Being on campus, on school-sponsored transportation or at a school-sponsored activity after having consumed an alcoholic beverage.
2. **DISOBEDIENCE, INSOLENT AND INSUBORDINATION:** Students must obey the instructions of school personnel.
3. **DISRUPTIVE CONDUCT:** Conduct that interferes with the educational process. Serious situations may be handled under criminal sanctions.
4. **FIGHTING.**
5. **FORGING OR USING FORGED PASSES, EXCUSES OR OTHER SCHOOL DOCUMENTS.**
6. **GUM CHEWING AND EATING FOOD AT INAPPROPRIATE TIMES OR IN INAPPROPRIATE PLACES AS DETERMINED BY THE ADMINISTRATOR.**
7. **HAZING:** Any act that forces another student to undergo a humiliating or abusive ordeal, as in initiations.
8. **ILLEGAL SUBSTANCE:** Being on campus, on school-sponsored transportation or at a school-sponsored activity after having used an illegal substance.
9. **INAPPROPRIATE DRESS AND APPEARANCE:** Dress and appearance must not present potential health or safety problems or cause disruptions.
10. **MISCONDUCT ON SCHOOL VEHICLES:** Any action that creates a safety hazard or distracts the attention of the driver.
11. **PLAGIARISM AND CHEATING.**
12. **POSSESSION AND USE OF TOBACCO, CIGARETTES, CHEW, ETC., ON SCHOOL PROPERTY OR AT A SCHOOL-SPONSORED ACTIVITY.**
13. **CELLULAR PHONES:** Students may possess or use electronic signaling devices, including but not limited to pagers, beepers, and cellular/digital telephones, provided that the use of such devices is before and/or after school

hours or during lunch break. Inside school buildings and during the school day, electronic signaling devices shall be in the "OFF" position at all times and stored out of sight.

14. **SEXUAL HARASSMENT:** A student should not be sexually harassed, discriminated against, denied a benefit, or excluded from participation in any charter school educational program or activity as guaranteed by Title IX of the Educational Amendments of 1972. Sexual harassment is defined as the verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of the school or by a student of the school. No student shall be denied or limited to the provision of aid, benefits, services or treatment protected under Title IX.
15. **SPREADING FALSE OR UNSUBSTANTIATED INFORMATION IN WRITING OR VERBALLY ABOUT A PERSON AND HARMING HIS/HER REPUTATION.**
16. **TRAFFIC VIOLATIONS ON SCHOOL GROUNDS.**
17. **TRUANCY:** Being absent from school without a valid excuse acceptable to the administrator.

## **SUSPENSIONS**

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

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

The primary purpose of suspension is to give the student, his/her parent(s) or guardian(s), and the school the time needed to resolve a problem. The duration of suspension is related to a course of action designed to resolve the problem.

Types of Suspension:

1. **Emergency Suspension:** The administrator, or his or her designee, may suspend any student whose conduct is determined to be a clear threat to the physical safety of others or to the property interests of others or is so extremely disruptive as to make the student's temporary removal necessary to preserve the right of the other students to pursue an education.

2. Long-Term Suspension: A student may be suspended from school or from an interscholastic activity for more than ten (10) days by the school's governing body.
3. Short-Term Suspension: A student may be removed from school and/or from interscholastic activities for no more than ten (10) days by the school administration.
4. In-School Suspension: A student may be removed from his/her classes and all school activities for no more than ten (10) days and during the term of suspension the student will remain in a separate supervised area of the school. The primary intention of this action is to gain cooperation with the student's parent(s) or guardian(s) and to isolate the student from all regular academic and social activities. If this action seems warranted after an investigation and after consultation with the parent(s) or guardian(s), the administrator, or his or her designee, shall take action.

#### SPECIAL CONDITIONS OF SUSPENSION:

1. A student may not participate in extracurricular activities during the term of his/her suspension.
2. Suspensions may be reflected in the student's class citizenship or school citizenship grade.
3. Notations of suspensions from school will be made in the student's cumulative folder.
4. Schoolwork missed as a result of suspensions that last 10 days or less may be made up through the completion of make-up work. Any work that cannot be made up, or is not made up, will result in the lowering of the academic grade for the grading period, and it may result in loss of credit.

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

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

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

In all other cases involving suspension, the administrator shall:

1. Tell the student you are meeting with him/her to investigate allegations that the student has violated laws, rule(s), state charter school policies, or the school's policies.
2. Tell the student the specific laws, rule(s), or policies that are alleged to have been violated and that, if the evidence supports the allegations, there will be consequences up to and including suspension from school. Ask if he/she understands the allegation(s).
3. Explain to the student the evidence you have regarding the alleged violation(s).
4. Ask the student if he/she admits or denies the allegation(s). If the student admits to violation(s), assign appropriate consequences. If the student denies the allegation(s), give him/her the chance to explain and present his/her side of the story. The administrator will consider the student's explanation and, if the administrator deems it appropriate, may investigate the matter further. (This does not mean that the student can secure counsel, confront, and cross-examine witnesses, or call witnesses on his/her behalf to present his/her case.)
5. After hearing the student's explanation and evidence, the administrator should determine if he/she needs more information and, if so, obtain it before making a decision. If not, the administrator should determine what, if any, violations exist and assign appropriate consequences.
6. If the student has a behavior plan, the administrator should review the plan with the student. If the student does not have a behavior plan and the student is subject to the habitual discipline statute (NRS 392.4655), then a behavior plan may be written.
7. If suspension is appropriate, the administrator shall notify the student that he/she will be suspended for (number of days) commencing (starting date).
8. The administrator shall notify the parents of the suspension as soon as possible by phone or in person and follow up that notification with a letter, which will be placed in the student's file

### **EXPULSION AND LONG TERM SUSPENSION**

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

#### **STATE-MANDATED SUSPENSIONS AND EXPULSION:**

The following situations require mandatory suspension and/or expulsion.

1. Mandatory suspension and/or expulsion if on the first occurrence, the student commits a battery that results in the bodily injury of an employee of the school while

- on the premises of any public school, at any activity sponsored by a public school, or on any school bus. Expulsion should only be done under extraordinary circumstances as determined by the principal. (See, NRS 392.466);
2. Permanent expulsion for the second occurrence, the student commits a battery that results in the bodily injury of an employee of the school while on the premises of any public school, at any activity sponsored by a public school, or on any school bus (See, NRS 392.466);
  3. Mandatory suspension and/or expulsion if on the first occurrence, the student sells or distributes any controlled substance while on the premises of any public school, at any activity sponsored by a public school, or on any school bus. Expulsion should only be done under extraordinary circumstances as determined by the principal (See, NRS 392.366);
  4. Permanent expulsion for the second occurrence, the student sells or distributes any controlled substance while on the premises of any public school, at any activity sponsored by a public school, or on any school bus;
  5. Expulsion of at least one year on the first occurrence, the student is found in possession of a dangerous weapon while on the premises of any public school, at any activity sponsored by a public school, or on any school bus (See, NRS 392.466);
  6. Permanent expulsion for the second occurrence, the student is found in possession of a dangerous weapon while on the premises of any public school, at any activity sponsored by a public school, or on any school bus (See, NRS 392.466);
  7. Suspension of no more than one semester and/or expulsion if the student has been deemed a Habitual Disciplinary Problem through proper procedures as described in NRS 392.4655. Habitual Disciplinary Problem is determined if, in any one (1) school year (July through June):
    - a. The student has threatened or extorted, or attempted to threaten or extort, another student, teacher or other personnel employed by the school two (2) or more times;
    - b. The student has been suspended for initiating, without provocation, at least two (2) fights on school property; OR
    - c. The student has a record of five (5) suspensions from the school for any reason.

Any student who commits any of the conduct described in 1 through 7 above will be placed on emergency suspension pending investigation and determination of final action to be taken in the matter.

#### EXPULSION AND LONG TERM SUSPENSION HEARINGS:

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

The hearing shall be closed to the public. A tape recording of the hearing will be made by the governing body. Upon request the student may obtain a copy of the hearing recording.

The student shall have the right to be represented by an advocate of his/her

choosing.

Both the student and the administrator may call witnesses and present evidence. The hearing officer shall not be required to observe the same rules of evidence observed by the courts. Hearsay testimony of students shall be admissible. The standard of proof shall be that of a civil action: a preponderance of the evidence. The hearing officer's determination of the appropriate consequences shall be based on the seriousness of the conduct as well as the student's prior disciplinary record insofar as it affects the effectiveness, or ineffectiveness, of forms of discipline previously imposed.

### **RE-ADMITTANCE TO SCHOOL**

Students may apply for re-admittance, within 45 school days from the one year anniversary day of their expulsion by the charter school's governing body. Said request should be made to the administrator. During this period of time, the administrator will direct appropriate staff personnel to conduct a review of the request to ensure that any special conditions for re-admittance, such as a psychological evaluation, are completed as well as determining that the student has been a good citizen during the period of expulsion. When this review has been completed the governing body will decide near the end of the expulsion period whether or not the student may be re-admitted. The charter school's governing body will provide written notification of its decision to the student, parent(s) or guardian(s), and the administrator of the charter school.

## STUDENT/PARENT Handbook Acknowledgment

We have read the Doral Academy of Nevada Student/Parent Handbook. My child/children and I understand and agree to cooperate with all of the policies contained therein. As a parent, I understand the importance of the Doral Academy of Nevada Charter School Student/Parent Handbook and have explained it to my child/children in detail. ***My child/children and I agree to adhere to the policies and regulations of the Student/Parent Handbook including the Student Code of Respect and the Parent Contract. I understand that failure to follow school regulations and policies will jeopardize my child/children's eligibility to register for the following academic year, or perhaps will result in dismissal from Doral Academy of Nevada Charter School by the Governing Body of this institution.*** This Acknowledgement Form must be returned to Doral Academy of Nevada by August 31, 2018.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

**Signed electronically on registration form**