



Student Handbook

Alpine Academy Student Handbook

Introduction and General Information

Alpine Academy College Preparatory High School is built on the pursuit of academic excellence. We focus on rigor, relevance, and relationships to best foster an environment of education where talented teachers facilitate learning in small class settings. Students are supported and challenged to do their very best and achieve quality work. Close, professional relationships also develop via personal attention, a caring atmosphere, and supportive culture.

Serving high school students in grades 9 through 12, Alpine Academy provides programs ranging from Character Education to Leadership courses. We also support academic goal sheets, student progress plans, peer mentors, language courses, leadership opportunities, Honors and AP courses, dual college credits, and after-school clubs. All these avenues encourage students to diligently work at becoming better students and citizens.

The pursuit of excellence for students and staff is an achievable goal at Alpine Academy, and is accomplished through motivation, accountability, and a quality education. The value of life-long learning and success for each individual also prove important pieces to our equation for success. The stated mission of the school is to ensure students receive a quality education and obtain the necessary skills and knowledge needed to progress in life.

Our school's small size stands as its chief, unique aspect. Alpine Academy currently enrolls 125 students. With 22 students or less in each class, teachers are able to provide an equitable education. Students in every class are supported and challenged to strive for their best and accomplish quality work. Character education also shines throughout the curriculum to promote positive self worth and excellence in citizenship. The school strives for improvement each year by hiring talented teachers, encouraging parent involvement, modeling professional respect, using online diagnostic assessments to benchmark student achievement in math and English, and by applying research and best practices of other successful charters.

The students at Alpine Academy are at different levels of learning, from remedial to honors and AP proficient. The faculty consists mostly of young teachers with fresh ideas, a love of learning, and a dedication to adolescent success. They are a positive, cohesive group working hard to ensure students achieve. The curriculum is aligned with the common core and students are given every opportunity to use higher thinking and problem solving skills to achieve excellence in education and life.

Mission

Alpine Academy's mission is to ensure students receive a quality education and obtain the necessary skills and knowledge needed to progress in life.

Graduation Requirements and Grades

In order to receive a Nevada high school diploma, the following credits must be obtained in

addition to passing the Nevada High School Proficiency exams.

English	4 credits
Math	3 credits
Science	2 credits
Physical Education	2 credits
World History/World Geography	1 credit
US History	1 credit
US Government	1 credit
Humanities	1 credit
Computer Science	0.5 credit
Health	0.5 credit
Electives	6.5 credits
Total	22.5 credits

Alpine Academy currently offers a Standard Nevada High School Diploma, Honors, and an Advanced Diploma.

**22.5 Credits required for a Standard Diploma

**24 Credits required for Advanced Diploma (4 Credits of Math, 3 Credits of Science AND 3.25 GPA)

**24 Credits required for Honors Diploma (8 Credits of Honors Courses, no Failures AND 3.4 GPA)

***Millennium Scholarship Requirements: 3.25 GPA (4 English, 4 Math – Algebra II, 3 Natural Science, and 3 Social Science and History Credits)

Students will be scheduled for an Advanced diploma when they enroll. If a parent does not want their student to be scheduled for this diploma a form must be filled out and turned into the office.

The following percentages are associated with the correlating letter grade:

90-100%	A- through A+
80-89%	B- through B+
70-79%	C- through C+
60-69%	D- through D+
59% and below	Failing

Computer Policy

Computers may not be used without staff approval. Programs or files of any sort may not be copied or installed without permission. Nothing is to be copied to or from school computers. The file server is off limits to students. Students must sign the Computer Use Agreement and Internet Use Agreement before being assigned a student log-in to the system.

Students who have permission to access the Internet may not access sites that do not pertain to or are part of an assignment. Screen savers are not to be changed. Nothing may be printed without staff approval. Violations of these rules may include a student being prohibited from using the computer.

Confidentiality

While the teachers respect the confidentiality that students place in them, there are certain behaviors that the school staff cannot keep confidential.

In accordance with Nevada State Law, school personnel must inform the principal when they become aware of the physical, emotional or sexual abuse of minors, or that a student may do harm to self or others. Immediate reporting is required to the appropriate law enforcement or social service agency.

Alpine Academy Guidelines for Withdrawal

Any student who withdraws from Alpine Academy will be required to have a parent or guardian present to sign the necessary withdrawal form. Telephone calls for withdrawing a student are not acceptable. The student/parent will be issued a withdrawal form at that time. A transcript will be provided to the school the student is transferring to. If a student withdraws, the transcript and all files will be sent to the school district in which the student resides.

Sexual Harassment

The sexual harassment of any employee or student of Alpine Academy is absolutely forbidden. Any employee who is made aware of an alleged incident of sexual harassment will take immediate action to bring the matter to the attention of the principal. A written description of the event will be requested from both parties.

Smoking Policy

Nicotine Policy There will be NO **nicotine type** products of any kind on campus. The parking lot is part of the campus. This prohibition includes smokeless tobacco and any product or device that may deliver nicotine. No tobacco products of any kind are allowed at Alpine Academy.

School Wide Discipline Plan

The school-wide discipline plan creates an environment for effective instruction and learning. Alpine Academy will document all infractions at school. The school will work under a progressive discipline plan. In an effort to maintain a productive learning environment for students, disciplinary actions will become more severe for students who repeatedly do not follow rules. All situations will be handled by administration; the severity of the offense will dictate the consequence. If a parent/guardian disapproves with the consequence they may bring the matter to the Administration.

Campus/Classroom Management

Continued Belligerent Behavior to Staff

Students who address teachers or staff members in a disrespectful manner are subject to disciplinary consequences.

Dismissing Students

The teacher dismisses class. In the interest of campus management and uniformity, students are not to be dismissed from class prior to the end of the period.

Excusing Students

Only the student's current teacher may excuse him/her from class. Advanced arrangements will be made between teachers if a student needs to be excused from a class.

Food/Drinks

Food is not allowed in the classroom. A teacher may allow students to have water in the class, though no other drinks will be allowed. If a teacher has not openly stated that water is allowed, it is understood to be a classroom that does not allow it.

Passes

When a student leaves the classroom, he/she is to have a pass. Student's time will be monitored when out of class on a pass. No more than one student will be allowed out on a pass at a time. Students who are outside the classroom without a pass are subject to disciplinary action. Students will use the classroom sign out sheet when leaving class.

Alcohol and Drug Policy

Students who wish to discuss drug use issues may make an appointment with their advisor or administration. Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, "look-alike" drugs, steroids, inhalants or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Violation of this policy could result in permanent expulsion from school. Alpine Academy's Governing Body mandates a zero-tolerance policy for drug use.

Cell Phones/Electronic Devices

Cell phones and or electronic devices are not to be used or in sight during class time for any reason. Cell phones and or electronic devices may be used between class and at lunch but are not permitted during class. If a teacher/staff member notices a student using a cell phone during class time, it will be confiscated and turned in to the office where the student may pick it up after school. Upon the second offense a parent/guardian must pick the cell phone or other electronic device up, and a detention will be assigned. Repeated offenses may result in loss of privilege to carry the device at school and/or other consequences.

In an emergency situation parents can contact the front office for immediate communication with their student(s).

Assemblies

Student behavior and courtesy to speakers and performers at all assemblies have traditionally been exceptional. All students are required to attend assemblies, unless otherwise excused or directed by the administration. Students who fail to attend an assembly, without a valid excuse from the office, or whose behavior at an assembly is inappropriate, are subject to disciplinary action and may lose the privilege of attending future assemblies and will be placed in a study hall during assembly times.

Dress Code

This handbook cannot address every possible violation. All dress code issues are based on the guidelines below but ultimately subject to the campus administrator's judgment.

Tops

Must wear an Alpine Academy High School approved top at all times. Approved tops include:

- Polo style Alpine Academy shirt in blue, white, or gray
- Alpine Academy sweatshirt
- Alpine pullover requires no uniform underneath (but may not be taken off during class)
- Shirt must cover the upper and middle torso with no skin showing between top and bottom
- Alpine Academy High School approved top may not be modified

Bottoms can be jeans, shorts or skirts but must follow these guidelines:

- No holes, rips, or tears
- Shorts/skirts must be no more than 4" above the center of the knee
- No sagging or exposed undergarments

Over the Uniform

- Only Alpine Academy sweatshirts can be worn over the uniforms
- Hoods must remain off heads

Under the Uniform

- Long sleeved shirts may be worn under the uniform, but they must be solid black, white, blue, or grey
- Tights/leggings may be worn under skirts/shorts with the following requirements:
Skirts and shorts must still be no more than 4" above the center of the knee
Tights/leggings must be solid black, white, blue, or grey
No lace, fishnet, or patterns on tights/leggings

Other

- No head coverings of any kind are allowed. Hats/visors cannot be carried. They must be put away out of sight
- All head coverings **must** be placed in a backpack before entering the building. It will be confiscated if it is on the head.
- **A parent/guardian will be requested to pick it up. It will not be returned to the student.**
- **No sunglasses are allowed in the school building.**
- Spirit Days are the last school day of the week. Students may wear Alpine Academy spirit shirts.

Safety

- Students must have a current school I.D. in his/her possession at all times
- Proper footwear at all times
- No house slippers
- Belt buckle monograms must be appropriate
- No hanging or extended belt lengths
- NO spiked or studded accessories
- No hanging chains

- No jewelry or chains that can cause injury
- No gloves worn inside the building; no single glove at any time

Gang Attire

All items that have been identified as gang-related by local law enforcement agencies and Alpine Academy are prohibited. These may include but are not limited to:

- No dangling belts
- No chains
- No bandanas, hairnets, do-rags, etc.
- No unfastened overalls
- No sagging pants/shorts
- No single rolled up pant leg
- No blue or red shoelaces on footwear
- No altered insignias or graffiti
- No jewelry or belt buckles symbolizing gangs
- No graffiti in or on personal belongings symbolizing any identified gang

All other Alpine Academy dress codes rules will apply. Alpine Academy Charter High School reserves the right to adjust this policy at any time.

Prohibited Conduct

The commission of or participation in or unlawful attempt of any of the following activities or acts in the school building or on school property is prohibited and may constitute cause for disciplinary action. In addition, students at school-sponsored, off campus events and those using school-sponsored transportation shall be governed by school rules and regulations and are subject to the authority of school officials. An incident that constitutes the commission of a criminal act may be reported at once to the local police department; the student's parent or guardian shall also be notified. The school will take disciplinary action, whether or not criminal charges result.

Bullying

Alpine Academy prohibits any act of bullying as defined by NRS 388.135, including cyber bullying, harassment, and intimidation. If a student is found bullying another, there will be strict sanctions imposed. This may include disqualification from extracurricular activities, parent meetings, detention, suspension, and involvement with the local law enforcement agency.

Public Display of Affection

In order to promote professionalism and decorum, there will be no public displays of affection allowed at school. Students are not allowed to embrace or kiss during school. This includes passing breaks, during assemblies and any other school event. Students who violate this rule will be subject to disciplinary action.

Destruction of School Property

Destruction of school property includes any vandalism or intentional acts of misbehavior that deliberately or unintentionally destroy school property. This includes, but is not limited to: sticking pencils in the ceiling, writing on any school property, or roughhousing that leads to any damage of school property. Any student that fails to comply with this policy will be

subject to immediate disciplinary action including suspension.

Criminal Offenses (*As defined in applicable statutes or ordinances*): Violation of local, state or federal laws is enforced on properties of Alpine Academy or at activities sponsored by the school. 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 it out.
4. **Battery:** An unwanted 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 threats, knowing them 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.
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 same.
12. **Graffiti:** Drawings or writing that is scratched, painted or sprayed on walls or other surfaces in public places.
13. **Indecent Exposure:** Exposing one's self to another.
14. **Larceny:** Stealing, taking, carrying away property of another.
15. **Libel:** A malicious defamation expressed to impeach a person's honesty, integrity, virtue or reputation.
16. **Marijuana:** The possession of, sales or furnishing marijuana. **Narcotics:** The possession of, sales or furnishing a controlled substance.
17. **Narcotics Paraphernalia:** The possession of, sales, furnishing or use of controlled substance paraphernalia.
18. **Profanity:** Use of vile or indecent language.
19. **Robbery:** The unlawful taking of personal property from the person of another or in his presence, against his will, by means of force or violence or fear of injury.
20. **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.
21. **Tampering With Motor Vehicles:** Willfully breaking, injuring, tampering, removing parts, defacing a vehicle; without consent of owner, climbing 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.
22. **Trespass:** To be upon the property of another without permission of the owner and to stay upon it after warning. To be on school property or at a school function while under suspension from school.
23. **Weapons:**
 - a) Brandishing any knife, blackjack, slingshot, billy club, sand club, sandbag, metal knuckles, explosive substance, 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 concealed weapon commonly known as a knife, blackjack, slingshot, billy club, sand club, sandbag, metal knuckles, explosive substance, dagger, pistol, revolver or other firearm, or other dangerous weapon.
- 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, dagger, pistol, revolver or other firearms, or other dangerous weapon, or to possess any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause bodily injury to a person.
- d) For the purpose of this regulation, and consistent with both NRS 202.265 and 202.253 "firearm" means: Any device from which a metallic projective, including any ball bearing or pellet, may be expelled by means of spring, gas, air, or other forces, or any device designed to be used as a weapon from which a projectile may be expelled through a barrel by the force of any explosion or other form of combustion.

Any student who commits the conduct described above (1 through 23) will be placed on emergency suspension pending investigative review and determination of final action to be taken in the matter.

Loitering

According to NRS 393.410 - Loitering is defined as any individual contributing to the damage to school property, being a nuisance, and trespassing. It is unlawful for any person to loiter on or near the school grounds. Off-campus students have ten (10) minutes to leave school. All students must be out of the building by 3:30 pm unless he/she has specific business.

Student Vehicles and Driving

Students are to register their vehicles in the office prior to parking on school grounds. Student and general parking spaces are located in front of the school. Visitor parking is located by the front entrance of the building and reserved only for visitors. All red zones are fire lanes and are reserved for emergency vehicles only. Any vehicle parked in the fire lanes will be cited. As a matter of safety and security, students are asked not to loiter in or around the parking. Please keep cars locked and valuables hidden from view. The lots are patrolled by police. Maximum speed limit in the school parking lot is 5 mph during school hours and all school events. Administration may revoke parking privileges for those who exceed the speed limit, drive carelessly or otherwise violate driving/parking regulations in addition to any school penalty.

Attendance Rules, Procedures, and Forfeiture of Credits

Alpine Academy's Governing Board has established a policy requiring 90% attendance for earning credit.

A part of education is making each student responsible for his/her own actions. In order for Alpine Academy to fulfill its mission and realize its vision, students must recognize this responsibility as well as their role in promoting a positive and productive environment at school by attending school on a regular basis. Absences that do not count against the 90%:

- Students must have no more than seven circumstantial absences per semester, if a student has more than seven circumstantial absences they may be in jeopardy of losing their credit in the

class(es). Seven circumstantial absences will be allotted per semester, per student, for the following reasons: Religious, Legal, Bereavement, Family Business, Personal Business, Pre-arranged, Emergencies.

- Medical Absences do not count against the seven absences per semester policy. There are two types of medical absences. One designates a medical absence which has documentation provided by a health care professional. The other medical absence indicates that the parent or guardian has affirmed that the absence is of a medical nature. Alpine has the right to request a parent/guardian conference if medical absences become excessive and if there is no documentation of a health concern provided by a medical professional. It is extremely important that the parent/guardian provide a note from a medical professional if available and always notify the school of an absence due to a medical reason.

Parents must notify Alpine Academy within three days after their student has returned to school about the absence in order for it to be excused. Pre-arranged absences must be requested at least two school days in advance of the absence and should be requested earlier than two days in advance if the absence is going to be for an extended period of time

Types of absences that do count against the 90% attendance rule:

- Any absent that is not verified by a parent or guardian within the three days after the student returns to school.
- Any domestic absence counts against the 90%. Ten domestic or truant absences will be allotted per semester for the following reasons listed, including, without limitation to: Staying home to care for siblings, excessive transportation issues, didn't feel like coming to school, sleeping in too late. Absences that are within the parent/guardians control also count as domestic absences. These absences are in accordance with the ninety percent rule.

Any student that has 10 or more consecutive absences, and the school is unaware of the whereabouts of the student, is subject to being withdrawn from Alpine Academy. Absences that are legitimate, and reasonable effort to make up work and correct attendance problem has been made by the student and parent, may be appealed to the attendance review committee by the student and parent or guardian. The attendance review committee will hear each case and make a determination whether the student will earn credit for the class.

Make-up work must be provided for any absence, but it is the student's responsibility to request the make-up work in advance or on the first day he/she returns to class. Because it is impossible to make up some in class assignments, course work of a similar nature may be assigned. It is the student's responsibility to turn in all make-up class work at the designated deadline. Failure to complete the makeup work within the designated deadline will result in no credit received for the make-up work.

Tardy

All students are expected to be on time and prepared for class. Excused or unexcused tardies will result in a detention. Professional notes are required to excuse a tardy detention. Students who are tardy will lose class participation points. In the event a student is tardy for class, he or she will be sent to the office for a pass and notified of an after school or lunch "tardy detention." Student is required to be at the designated detention immediately after their last class ends. If the student misses the 15

minute tardy detention, the detention time will double the next day. If the 30 minute detention is missed, a 60 minute detention will be assigned. If a 60 minute detention is missed, parents will be notified and the student will receive a one-day suspension. Students who continually miss detention will be subject to progressive consequences.

Truancies

Truancies are dealt with according to Nevada Revised Statute. Students are expected to attend regularly and unexcused absences may cause a student to be considered truant. When a student is truant, their parent/guardian is called. As a minimal consequence they are given afterschool detention. As per **NRS** 392.140 a student is considered habitually truant after three truancies. The school will report all habitual truancies to the proper authorities and the student may be ineligible to receive credit for the class(es) he/she is enrolled in.

Students who have seven or more unexcused absences will be referred for an academic assessment by the attendance review committee. The committee will assist the student by monitoring his/her attendance. If a student continues to have poor attendance a meeting with the parents will be held to identify possible solutions.

Policy on attendance affecting grades

The Attendance Review Committee will review the information provided by the parent and faculty and grant or deny credit based on the information provided by the student, parent and teacher.

Extracurricular Activity Policies

School organizations and clubs may adopt and distribute to their members rules which shall govern student conduct. Infractions of these rules shall result in disciplinary action.

Sanctions

The Governing Body authorizes the principal to impose sanctions for just cause. Each teacher has the authority to remove students temporarily from class or to discipline students for cause. When it has been determined that a law, a regulation or a school rule has been violated, appropriate disciplinary action will be taken. Disciplinary action may include, but is not limited to:

- 1) Notification of the police department when it appears that a law may have been violated.
- 2) Expulsion: The removal by the Governing Body of a student from further attendance in the school as required by the state for certain offenses.

Searches of Students

The primary function of the school is education. In order to serve this function, the school must maintain discipline and order and must provide students with physical safety and security.

School officials and teachers act in [*loco parentis*] to the students during the time students are under their supervision.

To provide an orderly and safe school environment, the school must control the behavior of students and prevent the introduction by students of harmful, damaging, unlawful or deleterious items onto the school premises. The law, therefore, permits school authorities to

search students, their personal possessions and their desks and lockers under appropriate circumstances.

A decision to search a student, his/her possessions, or any school property or area assigned to him/her, for his/her individual use shall be made in accordance with the following guidelines:

- The student has a right of privacy in his/her person, his/her personal belongings and effects and his/her personal automobile parked on school grounds; but that right is limited by the needs of all students for a safe, calm and orderly school environment.
- Students shall not carry or conceal or bring onto the school premises any material that is prohibited by law or published rules, regulations or policies or any material that will detract from the maintenance of a calm, orderly and safe school environment.
- A teacher, administrator or other school employee designated by an administrator may search the person of any student, the personal effects in the student's possession, or any student's automobile parked on school grounds, under any of the following circumstances:
 - a. The search is made in connection with a lawful arrest.
 - b. The search is made with the voluntary consent of the student.
 - c. The search is conducted with the reasonable suspicion that the student is engaged in an activity which violates a law or published school rule, regulation or policy or that the student is carrying, concealing or sequestering material the possession of which is prohibited by law or by published school rule, regulation or policy.

If the search is made with the consent of the student, there should be a witness to the obtaining of the consent and to the search. The teacher, administrator, or other designated school employee making the search shall be of the same sex as the student searched unless the need for an immediate search requires a search by a teacher, administrator or school employee of the opposite sex. When someone of a different sex makes a search, there should be a witness to the search.

Grading Policy

State occupational and academic standards for secondary schools are used in curriculum choices and lesson planning. A curriculum competency level of 60% must be achieved in order to receive credit for a course. No credit will be given if a student's grade average is below 60%. Credit is given when completion requirements are met. A minimum of 60 hours of direct instruction and 60% will result in one-half (1/2) credit earned. Absences may result in loss of credits. Grading scales are:

- 90%-100%=A
- 80%-89%=B
- 70%-79%=C
- 60%-69%=D

Progress Reports

Midway through each grading period, teachers will notify parents/guardians if the student's progress is below C-. However, at any time during the semester, the teacher may contact a parent/guardian to report on a student's progress. Parents are welcome to contact the teacher at any time to request information on the progress of their student. All parent communication will be documented.

Testing

Alpine Academy will administer standardized tests to all students to measure each student's academic growth and to evaluate the strengths and weaknesses of the school's academic programs. The state guidelines for testing will be followed.

Information is available from the teachers and the administration for students planning to attend college who wish to take the American College Test (ACT) and the Scholastic Assessment Test (SAT) for college entrance.

Grade Reports

Grade reporting will be given to parents/guardians via the mail or the enrolled student. Grades are recorded on the grade report form that will be distributed or mailed one week after the end of each grading period.

Academic Progress

A student's progress is monitored by an advisor, who is assigned upon enrollment. It is the student's responsibility to consistently complete the proper amount of assignments/tests, in a timely manner, throughout the course of their enrollment.

Closed Campus

During passing breaks, Alpine Academy is a closed campus. Passing breaks are to be used to visit the restroom and get a drink of water. Students (including all 18-year-old students) may NOT leave the campus without a note or phone call from a parent or legal guardian authorizing their release from school. Violation of this rule could result in suspension and/or removal from the school.

Alpine Academy 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. This is not an exclusive list. There may be other activities, which in the opinion of the school administration, may lead to disciplinary action.

1. Alcoholic Beverages: Being on campus, on school-sponsored transportation or at a school-sponsored activity after having consumed an alcoholic beverage.
2. Disobedience, Insolence and Insubordination: Students must obey the instructions of school personnel.
3. Disruptive Conduct: Conduct which interferes with the educational process.
 - a. NOTE: Serious situations may be handled under criminal sanctions.
4. Fighting: Alpine Academy has NO tolerance for violence.
5. Forging or using forged passes, excuses or other school documents.
6. Eating food at inappropriate times or in inappropriate places.
7. Hazing: Any act which 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 which creates a safety hazard or distracts the attention of the driver.

11. Plagiarism and Cheating: Passing off of the answers, ideas, words or work of others as one's own or using unauthorized notes during a quiz or test.

A student may be expelled from Alpine Academy for the following reason as stated according to: NRS 392.466 Suspension or expulsion of pupil for battery on employee of school, possession of firearm or dangerous weapon, sale or distribution of controlled substance or status as habitual disciplinary problem; limitations for pupils with disabilities.

Suspensions

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

- Violation of any state law or local ordinance in a school building, on school grounds, or at a school-sponsored activity.
- Violation of school rules or regulations.
- Student's actions or reactions at school or school-sponsored activity which disrupt, interfere with, or pose a threat to the educational program, to other students, to staff, to visitors or to the student personally.

Types of Suspension

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

Short-Term Suspension: The removal of a student from the school for a period less than 10 days. The student is not allowed to attend any class or school sponsored activity or be on school property for the duration of the suspension.

In-School Suspension: Removal of a student from his/her classes and all school activities for no more than ten days. During the term of the suspension, the student will remain in a separate supervised area of the school.

Special Conditions

A student may not participate in extracurricular activities during the term of his/her suspension.

Suspensions may be reflected in the student's citizenship grade. Notations of suspensions from school will be made in the student's cumulative folder. Parents or guardians shall be notified whenever a student is suspended.

School work missed as a result of suspension may be made up only at the option of each individual teacher. The loss of such school work will result in the lowering of the academic grade for the grading period.

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 Board of Directors may remove the student from further attendance in the school in accordance with state law (NRS 392.467)

State Mandated Expulsions

There is certain conduct for which the state mandates expulsion, these are examples, check

NRS 392.467 to see additional laws concerning expulsion:

1. One Year Expulsion

The school must expel any student for a period of not less than one year from school if at any time the student is found in possession of a firearm, dangerous weapon or an explosive substance or device while on the premises of any public school, at any activity sponsored by a public school or on any school bus.

Access to Educational Records

Parents' and Students' Rights Concerning Student Records

Alpine Academy Governing Board recognizes the rights of students who are 18 years of age or older to inspect their own student records. In the case of students under 18 years of age, the Governing Body recognizes the rights of their parents or legal guardians to inspect their children's student records. Further, the Governing Body also recognizes that the privacy of such records shall be protected.

What are Parents'/Guardians' Rights of Access to School Records?

Parents/Guardians have the right to see materials in their child's educational records within the school or in the school office.

Who has the Right of Access?

All parents, in the case of divorce, custodial and non-custodial parents have access to the child's record, unless there is a legally binding document to the contrary. School officials and individuals/researchers working with the school or Nevada Department of Education with a legitimate educational interest also possess the right of access. School officials in a district to which the child intends to transfer, officials with juvenile justice or with court orders.

If a parent/guardian is denied access to their child's record, he/she may contact:

Family Policy & Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

General Directory Information

Most educational record information is not available to most individuals without parental/guardian permission to access student records. However, activities such as awards, scholarships, college/technical school information, and various school publications such as yearbooks and athletic programs require the use of some general information about students. Such information is called general directory information. Examples of general directory information are:

- Name
- Address
- Telephone Number
- Date and place of birth
- Major field of study

Snow Days/Weather Days

Alpine Academy follows Washoe County School District determining snow days and late start days because of weather. If Washoe County has a snow day or late start due to weather conditions Alpine Academy will also. Late start days are not the same as professional development days. The professional development days are prearranged, and available upon parent/guardian request.

Accreditation

The accreditation process is open to schools that have completed their third year of operation. Alpine Academy is in the process of accreditation.

Transcripts

The school will forward educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll, provided release has been signed by the student if over 18 years of age, or a parent or guardian if the student is under 18 years of age. If a student withdraws, the school will send the transcripts and all other files to the district where the student resides.

University and College Entrance Requirements

Students desiring to enroll in a college or university after graduation from high school should confer with their advisor early in the year to make certain they are fulfilling the requirements for admission to the school that they wish to attend. It is strongly recommended that the student personally contact the college of his/her choice in order to learn the admission requirements.

Parent Agreement for Handbook and Progressive Discipline Plan

I have read the contents of the Alpine Academy Student hand book and Progressive Discipline Plan. I agree to support the rules and alternative means of correction therein and hold my child responsible for upholding these rules and policies.

Parent/Guardian

Date

Student

Date