2026-2027

Student/Parent Handbook

What NSHS students and parents need to know

Nevada State High School at Downtown Henderson
303 S Water Street, Suite 120
Henderson, NV 89015

Nevada State High School at Henderson
233 N Stephanie.
Henderson, NV 89074

Nevada State High School at North Las Vegas
4280 W Craig, Suite 102/103
North Las Vegas, NV 89031

Nevada State High School at Sunrise
2425 N Lamb, Suite 130
Las Vegas, NV 89115

Nevada State High School at Downtown Las Vegas
Latin Chamber of Commerce
300 N 13th Street
Las Vegas, NV 89101

Nevada State High School at Summerlin
6250 W Charleston, Suite 150
Las Vegas, NV 89146

Nevada State High School at Northwest
7240 W. Azure, Suite 110
Las Vegas, NV 89130

Nevada State High School Central Administrative Offices
8475 S Eastern, Suite 204
Las Vegas, NV 89123

Nevada State High School at Southwest
7885 W Sunset, Suite 170
Las Vegas, NV 89113

Nevada State High School at Meadowwood
7530 Longley, Suite 103
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Nevada State High School
Student Handbook

NSHS Strategic Framework

School Mission

To support our students in a college environment with personal, academic, and social skills.

School Vision

Every Student College Ready

Core Values

Own It: We take responsibility for our actions

Uphold Our Proven Process: We maintain the integrity and expectations of the NSHS program

Continually Improve: We are motivated to improve ourselves and others

Desired Result

90% of students performing successfully in a college environment

School Goals

To improve the opportunity for students to learn in a college environment

Core Purpose

To provide opportunities for students' success in a real college environment

Niche

Transitioning high school students to college with a personalized college experience

Students and Parents,

Welcome to Nevada State High School! We're excited you've chosen to be part of a community that offers something truly different. At NSHS, 11th and 12th grade students get a head start on college by earning real college credits while completing high school. Our entire program is designed to help students succeed in college and prepare for their future careers.

NSHS is not a traditional high school. It's built for students ready to step into a college environment, with the structure and support to help them thrive. This experience calls for motivation, integrity, and a strong commitment to personal growth.

As a school of choice, NSHS works best when families understand and support our mission. We do our best to provide clear information before enrollment, but sometimes students join without a true interest in college, or families push for changes that don't align with our values. While we tailor course plans to each student, the core of our program remains the same. It's what makes NSHS work. If a family realizes this isn't the right fit, we respect that and are happy to help them explore other options.

For those ready to take full advantage of this opportunity, NSHS can be a powerful step toward college and beyond. Success here takes purpose, commitment, and teamwork between students, families, and staff. We're here to support you and can't wait to make this a great year.

Melissa McCormick, M.Ed
Chief Executive Officer
Nevada State High School

Nevada State High School (NSHS) EXPECTATIONS

These three simple reminders will help students meet NSHS expectations and be successful:

1. Always do your best.
2. Attend all classes and arrive on time.
3. Turn in all required material and completed documents on time and with quality.

Please Note: NSHS uses the term "parent" throughout this document to identify the parent, guardian, or primary caregiver.

The Commitment

NSHS is a mission-centered school network that focuses on the successful transition of students into college. NSHS families must be committed to and believe in the school's mission to be successful. If families are looking for an alternative to their current educational options, but are not committed to NSHS's mission, NSHS staff can help provide alternative education options.

Nevada State High School Network of Schools

NSHS has multiple locations (a network of schools) that are treated separately by the Nevada Department of Education (NDE). All schools in the network follow the same charter and strategic framework. Each independently designated school maintains its own student data and transcripts. Many school events, such as Introduction to College, Transitions, COMPASS, prom, homecoming, yearbook, etc., may be held as a network. Once students physically enroll for the school year under a designated "Home" location, they will maintain enrollment at that NSHS location for the entire school year. Students with extenuating circumstances may have the opportunity to change Study Skills locations on a limited basis. See "*Transfers within the Nevada State High School Network*" below for details.

School Core Values

NSHS provides more freedom to students who progress, show success, and embrace the core values of: own it, uphold our proven process, and continually improve. Students who choose to neglect the core values or are not progressing successfully are limited in their course options. NSHS reserves the right to remove students from any extracurricular activities, including, but not limited to, receiving awards, participating in student government, walking in the graduation ceremony, school activities, prom or prom nominations, etc. Additionally, students' immediate and/or future Study Skills exemption status may be denied or revoked at the discretion of NSHS administration at any time.

STUDENT CODE OF CONDUCT

Student Conduct

As a college student, students are responsible for following rules of conduct at NSHS and the respective colleges, which include, but are not limited to, the following:

1. Honoring academic integrity (not cheating or forging) as outlined in college and high school handbooks;
2. Attending and arriving on time for all classes (including logging in to online courses);
3. Completing coursework as directed and on time with quality;
4. Respecting yourself and others by not interrupting the educational setting;
5. Dressing in appropriate attire that does not distract from the educational setting;
6. Exhibiting conduct that respects the rights of others and their personal opinions;
7. Refraining from cigarette/e-cigarette/vape/Juul, drug, or alcohol possession, use, or influence in any location or at school functions;
8. Banning weapons of any sort on any location or at school functions;
9. Not engaging in bullying, cyberbullying, harassment, or intimidation at any time on/off school locations;

10. Abiding by Nevada System of Higher Education (NSHE) expectations as outlined here: https://nshe.nevada.edu/leadership-policy/administration/policies-procedures/

Expellable Offenses

1. Arson – the willful burning of any part of the school building or property therein; or
2. Battery (bodily injury) – to an employee or student of the colleges or Nevada State High School; or
3. Controlled Substance – sale or distribution of a controlled substance or substances represented to be controlled substances; or
4. Robbery/Extortion – taking anything of value from another by use of force or otherwise; or
5. Weapons – possession, use, transmittal, or concealment of any weapon. Weapons are defined as firearms, knives, explosives, fireworks, flammable materials, or any items that may cause injury or death.
6. Habitual Discipline Problem – students may be deemed as a habitual discipline problem under State Law (NRS 392.4655) by violating one of the following infractions within a school year:
    a. Threatening another student, teacher, or other personnel employed by the colleges or NSHS; or
    b. Extorting, or attempting to extort, another student, teacher, or other college or NSHS personnel; or
    c. Being suspended for initiating fights on school property, or
    d. Recording five suspensions from school for any reason

NOTE: Expellable offenses are streamlined through progressive discipline for expulsion.

Restorative Discipline

"Restorative justice" means non-punitive intervention and support provided by the school to a pupil to improve the behavior of the pupil and remedy any harm caused by the pupil (NRS 392.472(6)(b)). Restorative justice requires more focus on repairing relationships, mediation techniques, alternative accountability, and community collaboration in working with the holistic development and improvement of each student. When students make poor decisions or demonstrate unacceptable behaviors, the administration will implement a restorative action plan for the student in addition to progressive disciplinary consequences as needed. This plan focuses on interventions, which provide the student with community support, socioemotional learning support, building accountability, and repairing harm done to the victim(s). This opportunity allows the offending student to reflect on the poor decision made and make the choice to improve.

NSHS clearly explains rules and behavior expectations to the student. The student will have the opportunity to reflect on their actions and see the impact their choices have had on the educational environment. The student will develop a plan to be better prepared for similar situations in the future, which may include discussing alternative ways of handling the situation. In addition, by providing the student with access to multiple NSHS staff members and opportunities to seek assistance, NSHS will help the students recognize that they have support and multiple staff members who care about them and their success. NSHS wants to ensure that the student knows that they feel comfortable and understands that any NSHS staff member can help with any struggles. The use of restorative justice can be used in conjunction with progressive discipline as needed at the administrator's discretion. For a pupil with a disability who has been suspended or expelled pursuant to this subsection, NSHS shall make available to the pupil a free appropriate public education in compliance with the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq., for each school day the pupil is suspended or expelled after the pupil has been removed for 10 cumulative days.

NSHS practices vertical equity, meaning that a fair system is one that treats people who display responsible behavior with more freedom and flexibility than those who consistently display a lack of

responsibility. Restorative discipline will be enacted for all students. A student with grades and years of excellent personal responsibility who forgets one deadline will not have the same consequence as a student who misses the same deadline but has repeatedly missed other deadlines academically.

1. NSHS has an intervention system where students and parents suggest consequences and develop plans for resolution with the guidance and approval of NSHS staff.
2. If the student's plan does not remedy the issue, or more issues persist, the situation is escalated to the next level of intervention with more consequences and an NSHS-directed plan for resolution that will include a negative change in the student's standing with the school (see *School Standing*).
3. Students earn privileges and freedoms at NSHS by meeting outlined expectations.

Due Process Procedures for Discipline at NSHS

Students accused of violating school rules or state law may present their case to the NSHS administrative site designee (Campus Executive Director). If the student or parent/guardian disagrees with the decision, they may submit a written appeal to the Chief Executive Officer (CEO). If the matter remains unresolved, a final written appeal can be submitted to the NSHS Governing Body within five (5) school days of the CEO's decision. Upon receiving the appeal, the Governing Body must schedule a hearing no later than five (5) school days after notification.

- On the same day a student is suspended or expelled, NSHS will provide written notice of the policy for appealing the decision. This notice will:
    - Clearly explain the appeal process and deadlines.
    - Be written in plain language that is understandable to both students and parents/guardians.
    - Be made available in as many languages as practicable.

Students who are suspended or expelled will continue to receive educational services to ensure they do not lose academic credit during the disciplinary period. Temporary alternative placement may be considered, if, in the judgment of the CEO or designee—after reviewing the seriousness of the behavior—the student:

- Does not pose a serious threat to school safety; and
- Can be placed in the least restrictive environment possible, in accordance with NRS 392.4673.

College Behavior

If a student is removed from or disciplined by a college for any reason, the student is subject to the college's discipline process, including permanent removal from current or future college attendance. If a student is withdrawn from a college class for any reason, including being late or absent, they risk falling under the required number of classes mandated by state law. They may be withdrawn from NSHS (see Course Approval for Payment (CAP) for details). NSHS has no authority over the college and will follow the college's recommendation for disciplinary action, including expulsion, as listed in each college handbook. The student is also subject to NSHS consequences.

Temporary Removal from Class

NRS 392.4645 allows teachers to remove students from high school classes if they are interfering with the educational setting. The reason for removal will be clearly explained to the parents within 24 hours of the removal by the NSHS administrative designee. A meeting with the parent, student, NSHS designee, and the teacher must be held within 3 days. If the school does not take steps to hold a meeting within 3 days, the student returns to class. If the parent refuses to attend, the school will take action through following a progressive discipline model. Temporary placement will be provided under appropriate personnel, and the student is prohibited from school activities and/or other actions. The student has the opportunity to respond to the temporary removal. Expellable offenses are not eligible for temporary removals.

Adult College Subject Material

NSHS students are concurrently enrolled in the Nevada System of Higher Education (NSHE). In college, many adult topics, ideas, discussions, material, and points of view are covered. Professors will not change course content because of the presence of dual-enrolled students, as it would change the real college experience expected by NSHS. Students and parents are informed of the adult subject matter upon enrollment and in this handbook section, as well as through college course descriptions/syllabi. Parents/students agree with and will encourage the college staff to have academic freedoms and will work with NSHS or college administration if a situation appears to cross boundaries.

Computer Usage

The computer labs at the colleges and NSHS are available for student use. Students are responsible for understanding and following all NSHS and college computer acceptable usage policies. Internet access at NSHS is limited. Computers are for academic use only, and students must always use appropriate behavior and websites. Students who use school computers inappropriately will be subject to disciplinary action. Students must keep their information secure and log off any public computers. Students receive information on computer use and sign the Acceptable Use Policy annually, which is also available on the school's website.

Bullying & Cyberbullying is Prohibited in Public Schools – Safe and Respectful Learning Environment

In accordance with NRS 388.122-135, bullying, cyberbullying, harassment, sexual harassment, and intimidation of a student or employee will not be tolerated. All students and staff should be able to attend school in a safe and respectful learning environment without having to endure insulting, degrading, harassing, or exploitative treatment. Students, staff, and parents/guardians may report specific issues of harassment in writing to NSHS administration to be investigated. Violations of this policy will be dealt with by school administration and are subject to disciplinary action, including but not limited to suspension, schedule changes, mandated change of NSHS locations, removal from the school, and reporting to local police in accordance with State law. Students at NSHS receive training on issues of bullying. Parents/guardians who threaten, intimidate, or use profane language with staff or students will be dealt with under this policy and may be trespassed from the school and/or school-related activities.

NSHS core values are based on personal responsibility. The enforcement of consequences, disciplinary actions, holding students accountable, or reminders are not a violation of this statute. Harassment complaints as a result of discipline or consequences must consist of specific information as to how the situation applies to this statute.

Note: Regarding the school's communication to parents and students on the school's position on bullying:

1. Student and parent read and sign the student/parent handbook annually.
2. Students receive a lesson on the student/parent handbook.
3. Students receive training and sign a computer Acceptable Use Policy (AUP) annually.
4. Students receive lessons on appropriate interactions with others, especially in a college environment.
5. Parents are given access to review the handbook and ask questions at an annual parent meeting.
6. The NSHS Governing Body approves the handbook annually.
7. The handbook is posted on the school's website and online learning portal (Canvas).

SafeVoice

Students, parents, and faculty at NSHS have access to SafeVoice, a state-wide tip system used to report threats to the safety or well-being of students. SafeVoice was established by the Nevada Department of Education in 2018 to protect student well-being, prevent violence, and save lives. Students can use SafeVoice to report concerns about their friends or themselves and can remain anonymous. In partnership

with the Department of Public Safety, all tips are received live by communications specialists 24/7/365. Tips are sent on to a team at the school and to law enforcement when necessary. SafeVoice can be accessed by calling 1-833-216-7233, the SafeVoice mobile app, or safevoicenv.org.

Cheating/Academic Dishonesty

Cheating or violation of test security or procedures may result in an invalidated test, failing grades, disciplinary action, including suspension, reporting to the colleges, denial of admission into future colleges, not graduating, and/or computer use revocation, etc. Students review cheating and plagiarism annually as a part of the curriculum and are warned that online systems have a tracking method that identifies cheating.

Reporting violations: Students and staff need to report test security violations to the Campus Executive Director, Chief Executive Officer, NSHS Governing Body, Charter School Authority, or Nevada Department of Education. The school has a test plan to investigate and report incidents.
NSHS staff proctor many tests for multiple institutions and will abide by testing procedures as directed. Testing guidelines are strictly enforced and include, but are not limited to, the following:

1. No cell phones (collected with ID)
2. Subject to test rules and professor allowance (calculators, notes, textbooks, etc.)
3. Follow test directions
4. Certain tests cannot be administered after the start time or dates
5. No talking to other students
6. No replicating test materials
7. No leaving the room without permission
8. No taking test items out of the testing room (including scratch work)
9. Bring identification to testing
10. No disclosing test material, questions, answers, or items during or after a test
11. No personal items–NSHS will collect and is not responsible for lost, stolen, or damaged items
12. General clause: Do not participate in anything that rises to a level of improper, unreasonable, or mischievous behavior that could be questionable in a testing environment
13. College Test Proctoring:
    a. NSHS can proctor college tests upon a 72-hour request, as preapproved by the college.
    b. Students are responsible for scheduling appointments for college tests within the college's timelines and posted NSHS testing hours.
    c. Students must communicate the proctoring location to their professors.
    d. Students are required to follow the specific professor proctoring information, such as uploading documents, use of outside material, etc.
    e. Students are responsible for ensuring instructors send proctor information to NSHS administration.
    f. NSHS only serves as a proctor for college exam administration.
    g. NSHS must adhere to the colleges' testing policies and procedures.
    h. NSHS is also subject to any of the policy changes at the colleges and must adjust accordingly.

Plagiarism

Plagiarism or cheating may result in expulsion from college, impacting students' permanent college record, current NSHS, and future college enrollment. NSHS provides lessons on identifying and avoiding plagiarism. Disciplinary action may range from an F on the assignment or for the class, and/or expulsion from college for plagiarism. Evidence of such dishonesty is kept on file at NSHS and on college records.

Examples of plagiarism and cheating include, but are not limited to:

1. Failing to properly acknowledge authorities quoted, cited, or consulted in the preparation of written work;

2. Copying and/or presenting the words of others as one's own writing, including internet sources;
3. Copying words, even if you cite the sources, without appropriate quotation marks;
4. Expressing, in your own words, someone else's ideas as your own;
5. Submitting another's work as one's own; allowing another to submit one's work as though it were theirs;
6. Completing group work that was not explicitly assigned as such and turning it in as individual work;
7. Giving or receiving unauthorized help on assignments or tests;
8. Obtaining, without authorization, a problem/solution from an instructor;
9. Tampering with or destroying the work of others;
10. Submitting substantial portions of the same academic work more than once without the instructor's permission;
11. Falsifying clinical, supervised field experience, service hour/social point logs, college transcripts, high school transcripts, or student teaching hours;
12. Accessing the use of computer systems, apps, or files without authorization;
13. Attempting to bribe an instructor or administrator;
14. Submitting your own work to a professor that you completed for another class;
15. Forging documents or signatures, including grades.
16. Using a textbook, notes, or other unapproved items during an exam without the permission of the instructor.

Artificial Intelligence (AI)

Nevada State High School recognizes that Artificial Intelligence (AI) is an evolving technology that can support innovation, creativity, critical thinking, and personalized learning. In alignment with our commitment to preparing students for success in college, career, and life, we encourage students to use AI tools responsibly to enhance learning, support academic growth, and develop literacy skills. Students may use AI for brainstorming, studying, research support, and skill development when guided by ethical practices and academic integrity. Because AI-generated content may contain inaccuracies, bias, or misleading information, students are responsible for evaluating and verifying the reliability of any information produced by AI. Students are also expected to carefully review, edit, and understand AI-assisted content before using it to ensure it reflects their own learning and understanding. The misuse of AI in ways that violate school expectations, academic integrity, or student safety is prohibited. This includes using AI to complete assignments, quizzes, tests, or other coursework without approval; creating or sharing harmful, harassing, discriminatory, or inappropriate content; or using AI to impersonate other students, staff members, or individuals. Any misuse of AI that disrupts the learning environment or violates NSHS or college policies may result in disciplinary action.

General expectations for students:

1. Follow each professor's guidance: Expectations for AI use may vary by college, course, professor, and assignment. Students must receive clear approval from their professor before using AI tools on graded coursework or assessments.
2. Uphold academic integrity: AI should be used to support learning, critical thinking, or skill development. AI should never replace a student's original work. Submitting AI-generated content as one's own is a violation of NSHS's academic integrity expectations.
3. Protect student privacy: Students should never share personally identifiable information, including full names, addresses, phone numbers, student IDs/NSHE numbers, or academic records, with AI platforms or online tools.

Attendance Policy/Truancy

Students are marked tardy if they miss less than the first 30 minutes of any Intro to College, Study Skills, Transitions, or COMPASS session. Three tardies equate to one (1) absence. Students are required to attend all their classes, and NSHS takes attendance for all high school classes. Students with excessive absences, as outlined in the course syllabi, whether excused or unexcused, will fail the NSHS course and be required

to complete a make-up course after the end of the semester. Course dates are provided before enrollment, and students and parents sign assurances committing to attend all courses. Absences should be for extreme emergencies only. Passing these courses is required to graduate from NSHS.

- Approved Absences: NRS 392.130 Students must submit a dated note via help ticket, digitally signed by the parent, to the NSHS office within three (3) days after an absence stating the date(s) of the absence(s) and that the student was physically or mentally unable to attend school or had an emergency.
- Truancy: Students are truant if an approved absence note is not received within three (3) days of an absence. In accordance with Nevada Revised Statutes, truant students can have their driver's license or permit withheld or revoked, can receive a $100 fine and/or community service, and/or parents can be reported for educational neglect. Students must continue to attend class even if they have already received an "F" in the course. Any student who has been declared to be a truant by the school three or more times within one school year must be declared by the school to be a habitual truant and will be reported by NSHS administration to the local law enforcement agency.
- An absence may be declared as truancy when the student:
    - fails or refuses to attend school when directed by the parent or legal guardian or school official;
    - is absent for any part of the day without approval from a parent/guardian or administration (NRS 392.130(2));
    - is absent as a result of a parent's failure or refusal to require a student's attendance;
    - is without official permission from the Campus Executive Director (NRS 392.130(2)); or
    - has once been declared a habitual truant, and who, in an immediately succeeding year, is absent from school without a valid excuse, may again be declared a habitual truant
- Administrative withdrawals: students will be withdrawn from NSHS if they miss 10 consecutive school days (whereabouts unknown), or if they reach 20 consecutive absences, regardless of the reason. Students withdrawn administratively are responsible for their college course tuition.

NOTE: Notes do not excuse students from college courses and, more often than not, make-up work is denied. College professors may drop students for tardiness or absences, putting students under course count (see CAP form section).

REGISTRATION, ENROLLMENT, & WITHDRAWALS

Registration and Enrollment

NSHS enrollment timelines are in accordance with the colleges' deadlines. Registration for the fall opens on February 1 and on November 1 for the spring semester. To register, students must have the following items:

- birth certificate
- identification for parent/legal guardian
- Nevada residency documentation
- updated immunizations & health form (to be verified by a licensed nurse before enrollment)
- unofficial transcripts indicating 11th or 12th grade standing and cohort year
- Additional forms will be collected throughout the registration process

Both the parent and student must be present initially to register. Students officially enroll once the school has the required registration paperwork, a complete college schedule following the NSHS Academic Plan validated through a CAP form, and the student physically attends on the first day to sign their enrollment form. Once officially enrolled, NSHS notifies the previous school that the students are attending NSHS. Students enrolling at NSHS during the spring semester need to provide withdrawal documentation as part of the registration process. NSHS staff guides students through the registration process, including college enrollment, placement tests or ACT/SAT scores, and course scheduling.

College Schedule and Placement Testing: The college schedule is developed with the student based on

the student's college placement test levels, following the NSHS Academic Plan. College placement tests are taken to determine the best college course placement option and are not used as a screening for enrollment. Retests are available according to the colleges' policies. Students' placement levels are determined by the colleges, not NSHS. Students with an IEP or 504 plan documents need to provide these during initial registration in order to receive information for establishing accommodations at the college, including the college placement exams.

Transfers within the Nevada State High School Network

Students' records are located at the NSHS location where they officially enroll. To ensure data integrity and that every student is accounted for at NSHS by the Nevada Department of Education, student records remain at their home location throughout the year. Students wishing to transfer to a different NSHS location (from Henderson to Summerlin, for example) must do so during the re-enrollment period before the new school year by submitting a ***Campus Transfer Form***. Once an enrollment form has been signed, further campus transfers will not be permitted.

Study Skills Class Change

If a student needs to change a Study Skills time to a different location to accommodate extenuating circumstances, the student must obtain approval from both site administrators on a *Study Skills Location Change Request* submitted with the CAP form. State testing and NSHS document submission must be conducted through the home location, not the Study Skills location.

Withdrawals & Transfers from Nevada State High School

An *NSHS Pupil Release and Transfer* form signed by the parent is required to withdraw during the school year, along with proof of current grades from the college professors or a college transcript to be reported for transfer. If no grades are received, the grades are recorded as Fs. Colleges post final dates to withdraw with a "W" or the college grades are recorded as Fs. Parents will take the signed release form to the new school to have the new school request records from NSHS. NSHS does not grant high school credit for withdrawn students. Students who withdraw from NSHS at any time are responsible for dropping their own college courses and will incur any costs for these courses. Students who withdraw will not receive stipends. NSHS is not responsible for billing or failures due to students not dropping college courses, including summer courses. It is recommended that students complete the semester whenever possible to avoid Fs and additional costs. Withdrawing students may submit a written request to NSHS to finish their college courses after they have paid for them.

Summer is considered "open enrollment", so in most cases, completing a release form is not mandatory. Students electing not to attend over the summer must inform staff. If a student is scheduled to attend and does not show at the start of the semester, NSHS will drop payment to the colleges. Once dropped by NSHS, the payment and collection for non-payment will go directly through the colleges. Students need to keep all receipts. NSHS high school credits must be accepted by other public, in-state high schools. Parents should contact NSHS or the Nevada Department of Education if they face issues transferring NSHS credits to another high school.

Dual- Credit Approved Courses

The NSHS charter is based on dual credit. NSHS does not offer high school core content classes, Advanced Placement (AP), or International Baccalaureate (IB) courses. At NSHS, students obtain high school credit by passing approved college courses. Dual credit courses are approved by the NSHS Governing Body and the Nevada State Board of Education:

- 100 or 200 level courses that are three to five credits are equal to one high school credit, have an honors GPA weight, and have a larger impact on the GPA.
- 100 or 200 level courses that are six to eight credits are counted as two classes, are equal to two high school credits, have an honors GPA weight, and have a more significant impact on the GPA.
- College courses (under 100 level) that are three to five credits are equal to 0.5 high school credit.

- One to two credit college courses (not labs) are equal to 0.5 HS credit.
- College courses taken during the summer will be added to the student's transcript if students are enrolled with NSHS for the fall.
- College math courses taken with an extension course (support course/E course) count as one course for class count. Students will receive 1.0 HS math credit for the content course and either 0.5 math credit for the two-credit extension course or 1.0 math credit for the three-credit extension course.
- 300-400 level college courses that are three to five credits are approved for 1.0 HS credit. All high school courses for graduation and college core must be completed prior to requesting upper division college courses from the site administrator.
- Any college courses listed as or similar to seminars, internships, special/selected topics, practicums, and college orientation/transition courses, or classes that require students to be 21, are not approved for high school credit.

Summer College Course Payment

Each summer, returning students will be offered the opportunity to take one (1) summer college course paid for by NSHS. Completing a college course over the summer can earn second-year students an exemption from the Intro to College course. To be eligible for reimbursement, students must adhere to the following:

1. Register for the course for NSHS payment through CSN/GBC/TMCC/WNC.
2. Submit the *Summer Course Payment Form* along with a copy of the complete My Class Schedule for the college at which the summer class is being taken.
3. Pass summer courses and submit a direct download of their PDF college transcript by the required date.
4. Students must maintain enrollment and have a signed enrollment form for the following fall semester.

Please refer to the Summer Course Payment information on Canvas for additional details and deadlines.

CAP Forms

Each semester, students submit a Course Approval for Payment (CAP) signed by both the student and a parent/guardian for NSHS approval, listing all classes and institutions in which they are enrolled, with the proof of a matching college schedule. The CAP prompts NSHS to pay the colleges for the students' college courses. Students who submit CAPs after the deadline or fail to submit a CAP form may have payment removed, be dropped from courses, have their Study Skills exemption revoked, be unenrolled from NSHS, etc. Students are responsible for covering the college costs for adding and dropping classes after the college's posted deadlines. It is the student's responsibility to make sure the CAP is accurate and that all exemption forms are included. CAPs may be reviewed for accuracy and updated at any time before the end of the semester. CAP forms are available on Canvas with a video for directions on how to accurately complete the form. Each semester, college transcripts must match the CAP, or students will be responsible for college tuition costs for extra, unapproved (not on an approved CAP), withdrawn, failed, or incomplete BYU courses as per NRS 389.310.

NSHS Academic Plan

Per NRS 388.205, all students should have developed an academic plan in 9th grade. Upon registering at NSHS, a new academic plan is created based on the dual credit model that is individualized for each student using their college placement levels. At NSHS, these academic plans are linked to state mandates, college and career readiness assessments, college choice, and college degree plans. Students track how the dual credit courses align toward a bachelor's degree, associate degree, and/or college certificate programs to achieve their post-secondary goals per NRS 390.610. Students are required to take Study Skills and math each semester, unless they have a signed exemption on file. Students must fulfill the high school graduation required courses before taking college electives. Plans are reviewed annually with staff, students, and parents.

NSHS Academic Plan Course Limits and Options

Students must adhere to the NSHS Academic Plan course limits. Under certain circumstances, extra courses may be approved through an NSHS-approved *Extra Course Appeal* form. All 11th-grade students and non-college/career-ready 12th-grade students must be enrolled in six courses each semester to maintain enrollment. 12th-grade students who have met college/career readiness requirements must be enrolled in a minimum of four classes to maintain enrollment. It is the student's responsibility to manage their courses, as NSHS has no control over the student's college schedule. Students who take unapproved classes or drop below the legal number of courses will be subject to disciplinary action, including withdrawal, not obtaining a diploma, incurring costs, revoking Study Skills exemptions, withholding payment to the college for future semesters, or limiting courses in future semesters. NSHS can also refuse to grant high school credit for courses that were not approved, which can impact college eligibility, including athletics or scholarships. First-year students may create a credit retrieval plan with NSHS for any remaining high school core credit requirements. Seniors missing core requirements in the spring are limited to 3 college courses. Core requirements are defined as courses from 9th and 10th grade that should have been earned before enrolling in NSHS that are not included as part of the NSHS Academic Plan. Do not drop courses.

Counting courses for legal enrollment:

- Summer is not considered a part of any semester for minimum course count purposes.
- Winter courses are counted as part of the spring semester.
- Science labs are recorded with the lecture on the CAP and are not counted as separate classes.
- COMPASS is not a credit-bearing class and is not included for course count; however, passing COMPASS is required for graduation.
- All 4-, 6-, or 8-week courses must be listed on the CAP and on the proof of schedule at the start of the semester, or the student will pay for adding the class late, even if it is allowed within the NSHS Academic Plan course limits.
- Students who circumvent NSHS processes and pay the colleges directly for fall, winter, or spring courses accept full payment responsibility for those courses and will not be reimbursed by NSHS.

Fall semester first year students can register for:		
5 College Classes Not Eligible	4 College Classes Math 126 or higher; maximum 1 extra course; ACT/SAT/College placement retest to place higher for more options	3 College Classes All students <Math 126 are limited to 3 college courses their first semester

First year spring semester and second year fall and spring semesters:		
5 College Classes Pass all classes previous semester; Math 126 or higher (no E) Yellow/Green Scorecard & >2.0 semester GPA	4 College Classes Pass all classes previous semester, but earned a D; Yellow/Green Scorecard & >2.0 semester GPA	3 College Classes Classes F in any class; RED Scorecard. <=2.0 semester GPA; or 12th grader missing 9th/10th grade classes

- Eleventh-grade students and non-college and career-ready seniors must be enrolled in a minimum of six classes per semester.
- College and career-ready seniors must be enrolled in a minimum of four classes per semester.

BYU Courses

Students may supplement their schedules with a BYU course if they are limited in college course count but

need to meet the overall required course count. Students with BYU courses as part of their semester schedule must complete their course during the semester term by the NSHS established deadline, regardless of the BYU standard annual deadline. Students who do not finish the course by the NSHS established deadline will receive an F and be billed for the incomplete course. Students may finish the course within BYU's or NSHS external requirement deadlines to have the grade changed, but the cost for the semester course may not be refunded. Students may take courses at BYU as an external credit option if they obtain written permission from a NSHS counselor. BYU courses taken as external credits are paid for by the student. External credit deadlines are established by the counselor and may not match the institution's internal deadlines. External course deadlines apply. Students must order and schedule the final exam to be proctored by the counselor or BYU.

Missing Core High School Classes and External Credit

Students who are missing high school credits for graduation (PE, Health, Computers, World History/Geography, etc.) have multiple options for credit retrieval at NSHS. Some of these can be obtained through dual credit but may not transfer toward a college degree. Also, after completing college degree plans, students may find ways to maximize earning high school credit through cheaper external options to be able to take more college classes toward a college degree. Students may still enroll at NSHS and complete missing courses during the traditional academic year at no cost.

External credits are an optional way to pay to earn high school credit and may be earned through a variety of methods to transfer from other institutions, including, but not limited to, the following: CCSD/WCSD/Delta Academy summer school, The Nevada Learning Academy at CCSD, District Adult Education Programs, Credit-by-Exam, and BYU Independent Studies. Prices range from $50-$189 (refer to the institution for details), and the student is responsible for the cost of these courses. Payment must be made directly to the institution chosen (including NSHS). Let your counselor know your plan for completing your credit(s) by submitting a documented SSR via nevadastatehighschool.mojohelpdesk.com for approval.

All external credit courses MUST be approved by NSHS to count for credit. NSHS is not required to accept unapproved or late external credits. Credits earned through Credit-by-Exam are P/F and are excluded from GPA calculations.

12th graders who are missing high school classes by the end of the fall semester are limited to three college courses for the spring and are not in good standing with the school (see School Standing). External credits needed for graduation that are taken in place of classes on the NSHS Academic Plan must be completed by March 1 of the student's senior year for the student to be printed in the graduation announcement. Students who do not complete external credits by the end of the spring term will not graduate with NSHS.

Extra Course Appeals

Students MUST have NSHS written approval on an *Extra Course Appeal* form to take extra courses outside of the NSHS Academic Plan, and the approved course needs to be on the CAP form. If unapproved courses are taken outside of the NSHS Academic Plan, even if it is on the CAP, students will be responsible for any applicable college tuition costs, face disciplinary action, have their Study Skills exemption revoked, be limited on college courses for future semesters, and pay the course tuition costs. Students with approved extra courses pay NSHS each semester, and NSHS pays the colleges (students pay the colleges for summer courses, and if eligible, are reimbursed for one course). NSHS pays for courses taken over the winter as part of spring CAPs. See the "Academic Plan Course Limits" section for limitations. Appeal options:

- Type I – Extra Course Appeal: The student is limited to 3 college courses per the NSHS Academic Plan, is enrolled in Math 126 or higher (no "E" courses), and wants to take another course; or the student already has 5 college classes and wants to take more. This appeal includes the following scenarios:

    - The student is eligible for 5 courses, but only signed up for 4 at the start of the semester, and then wants a 5th class after the semester starts.
    - The student is limited to 3-4 spring courses, takes a winter course, and wants an extra course.
- Type II Institution Appeal: The student is attending NSC/UNLV/UNR, which has a higher course cost for dual credit. The student must pay for NSC/UNLV/UNR upfront (see "Courses at NSC/UNLV/UNR" below).
- Students will pay NSHS directly for any extra courses (except NSC/UNLV/UNR). Do not pay the colleges for extra courses taken during the semester, or there will be no reimbursement.
- Type III Lab w/o Lecture: the student is taking a college lab course without a corresponding lecture. The lab does not count for high school credit or class count.
- Type IV Special Topic: the student is taking a college course listed as/similar to seminars, internships, special/selected topics, practicums, college orientation/transition courses, or classes that require the student to be 21. *These are NOT APPROVED for high school credit, do not count for class count, and students must pay for them.

Courses at UNLV, UNR, NSC

College courses at UNLV, UNR, and NSC are available on a limited basis for an extra cost to the student. Enrollment in these colleges is based on GPA, semesters at NSHS, previous success, and CSN/GBC/TMCC/WNC course availability and acceptance. Students must obtain written approval from NSHS prior to initiating contact with the college or university. Depending on the institution, NSHS may not have a payment or enrollment process set up, so the students need to pay up front for the courses and follow the college instructions for early studies. Students are responsible for the course enrollment and tuition cost up front and will need to request NSHS to reimburse them the difference in the cost of an equivalent course at CSN/GBC/TMCC/WNC after they show proof of passing the class with a C or better at the end of the semester.

Students agree to pay the application fee and any added costs. The approved course must be on the CAP form with an approved extra class appeal form. If the student earns below a C-, the student will incur all costs for the course.

Table A: Tiered System for College Choice per high school. Unweighted GPA, no Fs

>=3.0	WNC, TMCC, CSN, GBC, or NSC
>3.5 and 2nd year students at NSHS	WNC, TMCC, CSN, GBC, NSC, UNLV, or UNR

Enrollment Verification

NSHS students will verify enrollment in courses multiple times each semester. The first is through the CAP form with proof of current course enrollment. Secondly, during each semester, students sign Course Validations in person, confirming their schedule is accurate and that they are enrolled in the courses listed on the CAP form. The third check is when students submit proof of current courses with their grades for Parent Performance Review (PPR). Finally, students must submit an unofficial college transcript to NSHS with end-of-semester grades within three days after grades are posted by the colleges. These forms are audited by the state, so all forms must be submitted accurately and on time. The consequences for not maintaining course count are outlined in the NSHS Academic Plan section.

Free Tutoring Through the Colleges and NSHS

As college students, NSHS students have access to their colleges' free tutoring centers. NSHS tutoring schedules and how to set up appointments are posted on Canvas, and college tutoring options are available on respective college websites. For NSHS tutoring, please review the times posted on Canvas. For NSHS tutoring outside of hours posted on Canvas, please submit a help ticket and plan for a response

within 24 hours during the work week. Tutors for specific subjects are available at limited NSHS locations.

GRADUATION REQUIREMENTS AND DIPLOMA TYPES

Diploma Types

NSHS issues three diploma types. NDE recognizes the Standard and Advanced. *Requirements may be updated per NDE requirements after this handbook is published. Any changes will be communicated to families as information is made available. Qualifications for each diploma are noted below:

Standard Diploma Class of 2023 and beyond- 23 total credits

- English - 4 credits
- Math - 3 credits (including Algebra I or higher)
- Science - 2 credits
- Social Studies - 3 credits (including 0.5 credit of American Government,0.5 credit of Economics, 1 credit of U.S. History, and 1 credit of World History/Geography**)
- PE - 2 credits
- College & Career Ready Flex Credit-2 credits
- Health Ed. - 0.5 credit
- Computers - 0.5 credit *
- Electives - 6 credits
- Take the ACT with writing during the State test
- Take the Civics Exam
- Pass Study Skills – 0.5 credits for each semester enrolled, or meet exemption requirements
- Pass Transitions – 0.5 credits for each semester enrolled in the first year
- Pass COMPASS – not for high school credit, a "P" for Pass is required for NSHS graduation. First-year seniors are exempt from taking COMPASS.

**If a student shows proof of 0.5 credit of successful completion of computers in 6th, 7th, or 8th grade, they may use this for computer credit in high school.*

***World History/Geography counts as 1 of the required Flex Credits*

Advanced Diploma – 24 total credits

- English – 4 credits
- Math – 4 credits, including Algebra I or higher
- Science – 3 credits, including two laboratory classes
- Social Studies – 3 credits (including 0.5 credit of American government, 0.5 credit of Economics, 1 credit of U.S. History, and 1 credit of World History**)
- Physical Education – 2 credits
- Health Education – 0.5 credits
- Computers* – 0.5 credits
- Electives – 6 credits, plus 1 credit of Arts/Humanities or Career and Technical Education
- Additional Requirements
- Maintain a 3.25 grade point average on a 4.0 scale (weighted or unweighted)
- Take the ACT with writing during the State test
- Take the Civics Exam
- Pass Study Skills – 0.5 credits for each semester enrolled, or meet exemption requirements
- Pass Transitions – 0.5 credits for each semester enrolled in the first year
- Pass COMPASS – not for high school credit, a "P" for Pass is required for NSHS graduation. First-year seniors are exempt from taking COMPASS.

**If a student shows proof of 0.5 credit of successful completion of computers in 6th, 7th, or 8th grade, they may use this for computer credit in high school.*
***World History/Geography counts as 1 of the required Flex Credits*

Regents Distinction

- Must meet all Advanced Diploma Criteria (first-year seniors are exempt from taking COMPASS)
- Gold Level WorkKeys
- Earning college credits for an average of **4 college classes each semester,** which are 3 or more credits
- Score of 80% or higher on Regents Portfolio submission
- Must have a Green or Yellow scorecard

CCR (College and Career Readiness) Diploma – NRS 390.605

At NSHS, students need to:

- Meet Advanced Diploma requirements listed above, along with Algebra II or higher
- Have earned not less than two (2) units of credit used to complete the requirements in the following:
  - Dual credit/dual enrollment (DC) courses
  - Career and technical education (CTE) courses (through dual credit)
- Must obtain one *or* both of the following endorsements:
  - *College-Ready* Endorsement
    - Successfully complete a college readiness assessment prescribed by the NSHE Board of Regents; and
    - Receive not less than the minimum scores for initial (non-remedial) placement into college-level English and mathematics courses
  - *Career-Ready* Endorsement
    - Complete the ACT National Career Readiness Certificate (NCRC), with a *level Silver or above*

NSHS Extra Graduation Requirements

NSHS has graduation requirements above and beyond state requirements. All students and parents/guardians are informed of these extra graduation requirements when they enroll each year. It is up to the students to meet these requirements, and for parents to monitor their students' graduation progress.

NSHS collects incoming student data, such as incoming GPA and math, which are included on student scorecards. This does not impact a student's ability to fulfill their graduation requirements or to receive a diploma.

NSHS is a mission-specific charter school. The school's extra graduation requirements reinforce students' commitment to achieving the school's charter and mission.

- Passing Study Skills or meeting the Study Skills exemption requirement in all semesters while enrolled at NSHS.
- Students with four or more unexcused absences will receive an F in this course. Three tardies are equal to one absence. Students more than 30 minutes late are counted as absent.
- Passing Transitions (first-year students) for two semesters, or each semester enrolled as a first-year student. Do not miss Transitions. Students with two or more unexcused absences will receive an F in this course. If a session is missed and/or an absence occurs, the student has one week to schedule and conduct a meeting with the parent and staff where the student and parent develop a make-up plan for staff approval that will satisfy the missed work, the missed time, and ensure class is never missed again in the future. The completed make-up proof must be submitted within one week after the meeting. Students who miss their appointment or fail to complete the work outlined in the makeup plan will fail the class.
- Passing COMPASS for two semesters is a graduation requirement for second-year students. COMPASS is not a credit-bearing class.

NSHS Required Courses: Study Skills, Transitions, and COMPASS – Students have to try to fail these courses by refusing to do them. Students failing NSHS-required courses need to consider why they are at NSHS. Students failing these courses will have one opportunity to complete a makeup session offered after the failure occurred. Students who do not attend or pass their assigned makeup session cannot graduate with NSHS. Students may not attend other semester sessions after the assigned semester session is rejected or failed by the student. Seniors who do not pass the NSHS required courses may not participate in the graduation ceremony, but may still complete the summer makeup session to earn their diploma from NSHS.

State Academic Content Standards
The Nevada Academic Content Standards may be found at:
https://doe.nv.gov/Nevada_Academic_Content_Standards/

Millennium Scholarship and NV College Admittance

- Governor Guinn Millennium Scholarship
  - 3.25 GPA
  - If GPA < 3.25, may use ACT composite of 21 or higher or 1070 or higher on SAT
  - Core Curriculum (4 English, 4 Math (Algebra II or higher), 3 Science, 3 Social Science or History for a total of =14)
- Nevada System of Higher Education (NSHE) University Admissions
  - 3.00 GPA (weighted or unweighted) in the Core Curriculum
  - Core Curriculum (4 English, 3 Math (including Algebra II), 3 Science (including two years of lab or simulation, including Biology, Chemistry, Physics), 3 Social Science or History for a total of 13)
    - Passing a semester of Math 120 or higher may satisfy the Algebra II requirement – per NSHE

NOTE: Nevada colleges take core class GPA into consideration for admission. Students should plan for alternative funding to Millennium, as requirements and funding are subject to change.

- NSHS assigns scholarship research; however, students must research and apply for scholarships.

In June, NSHS sends qualifying student information to the Nevada Treasurer's Office. It is the students' responsibility to ensure they meet these requirements.

NSHS Regents Portfolio

NSHS students will compile all their NSHS work into a Regents Portfolio. Each year, student work is created and updated to reflect the college and professional career development based on students' individual plans related to college choice, college degree plan, financial planning, test scores, academic progress, NSHS curriculum, etc. Even if students have some of these skills already developed before attending NSHS, they will learn how to enhance and improve them. Completing the portfolio to a standard level (80%) is required to participate in the graduation ceremony and to be considered for valedictorian or salutatorian.

NSHS Testing

State Testing Standards may be found at: http://doe.nv.gov/Assessments.
NSHS administers or proctors the following tests:

- ACT with writing- All 11th graders and untested 12th graders are required to participate in the designated state administration date to meet state graduation requirements
- ACT WorkKeys - National Career Readiness Career assessment administered by NSHS in both Fall and Spring
- WIDA/WIDA Screener - State-mandated for identified students to assess English proficiency
- Civics Exam – State-mandated for all high school students
- Credit by exam options are available and scheduled upon counselor approval

ACT with Writing

The ACT with writing is required to graduate in Nevada. All 11th-grade and untested 12th-grade students must take the ACT at NSHS on the State's designated day in the spring for free. Attendance is mandatory, as this assessment fulfills the state participation requirement. ACT is also used for college placement, admission, funding, and scholarships. Students need to list their NSHS location code on their application to have scores reported to NSHS. It is the responsibility of the student to submit scores to NSHS no later than April 30 to include them on the final NSHS transcript.

College Grade Reporting

Within three days after the end of the semester, students must submit their college transcripts to NSHS through the help ticket system, even if the grades are still pending. Students must follow up with a complete transcript as soon as available if college grades were incomplete by the posted due date. If grades are not reported, NSHS reports the high school grade as an F, and students can be charged for the courses. Grades will be reported as an F until transcripts from the college are provided. Submitting grades late will negatively impact grade distribution for all students.

Making Up Credit or Repeating Courses

Students may repeat courses in high school by taking the same exact class. No repeats are applied to the high school transcript for classes taken after graduation. An "RP" will replace the lower grade, and the student will receive credit only once. Colleges have their own policies for repeating courses, GPA recalculation, and transferability. Students are responsible for researching these policies independently. An exception to this is Study Skills. Students earn credit each time they are enrolled in Study Skills; no RP tags are applied.

Transferring to Other Colleges after High School Graduation

Students will need to verify college policies regarding the acceptance of credits from other institutions and what classes will transfer towards their college degree requirements. Students need to be prepared to clarify the type of dual credit program they have attended, as not all dual credit programs are equal. NSHS students attend real college classes with real college professors in a real college environment. NSHS students plan for a college degree and research classes that will align and transfer toward a degree to save time and money after high school. Students who fail college classes will have serious negative consequences regarding their acceptance into college after high school. All college grades earned at NSHS must be reported to transferring colleges to avoid academic integrity issues.

Participating in the Graduation Ceremony

Meeting State and NSHS graduation requirements is required to participate in the NSHS graduation ceremony. NSHS has no "fail-safe". If grades for graduation-required classes are not available at the time of graduation, students will need to show proof that they are not posted to be allowed to participate. Participation does NOT guarantee a high school diploma until grades are validated. If students know they are at risk of not graduating, they need to contact NSHS immediately. Students may be removed from participating at the discretion of NSHS for misconduct, missing or late external credits, a failed or incomplete Regents Portfolio, refusal to comply with the school charter, or receiving notice of a failing grade up to the day of graduation. It is the student's responsibility to attend graduation practice and purchase a graduation packet to participate in the ceremony. Graduation packets will be available on March 1, with a price increase beginning April 1. Students are not reimbursed for packets if they are excluded from participation due to disciplinary action, remediation, or if they choose not to participate after the packet is purchased. Students participating in the graduation ceremony are required to adhere to communicated guidelines regarding acceptable regalia and attire. Students may not wear cords, awards, medals, or other attire that was not earned at or approved by Nevada State High School. Students are permitted to decorate their graduation caps, as long as such decorations do not contain offensive content, including any text or images. Please see the school website and Canvas for more information on the graduation ceremony and process to purchase tickets in April/May.

Early Graduation

Many NSHS students can meet state graduation requirements by the end of 11th grade. NSHS is an early college program that promotes students getting ahead in college, not graduating early from high school. NSHS will not support or grant diplomas for early graduates, including during the summer between 11th and 12th grade or after the fall semester of 12th grade. In extreme and unique circumstances, the student and parents may meet with the school counselor to initiate the process to obtain an NSHS-approved *Request for Early Graduation* form. Students must also meet NSHS grad requirements, including the Regents portfolio, to be considered, and it is not guaranteed. The NSHS Governing Body is the only authority for the issuance of NSHS diplomas. No other agency can force NSHS to issue a diploma.

Valedictorians and Salutatorians

Valedictorian and salutatorian candidates at NSHS locations are determined by grades over 7 semesters for graduation. Valedictorians are determined by the highest grade point average up to a 4.950 GPA, and the salutatorian is determined by the second-highest GPA. The maximum weighted grade point possible is 0.95 over 8 projected semesters of honors classes (previous AP and IB are weighted equivalent to honors at NSHS). The student(s) with straight As, with the maximum added 0.95 for honors weight, will have the highest GPA. The student(s) with the least number of Bs or lower and the highest unweighted GPA with the added 0.95 weight are considered. Candidates are required to maintain high academic and behavioral standards to be awarded the title, must receive the Regents Distinction, and must be exempt from Study Skills 12th-grade spring semester.

Academic Probation

Students are subject to academic probation both at the college and NSHS. If a student is suspended by the college, they cannot attend NSHS, as they will have no classes per the dual credit model. NSHS also places students with a 2.0 unweighted semester GPA on academic probation.

NSHS CURRICULUM

College Courses

NSHS's charter is based on a dual credit curriculum where the majority of the students' classes are college courses that fulfill high school requirements. These courses are developed around students' high school graduation requirements, college placement levels, and college degree plans. Please refer to Dual Credit Approved courses for available dual credit college courses and GPA information. NSHS offers free college

tuition for the fall and spring semesters based on approved courses, and students must follow the NSHS Academic Plan.

NSHS Mandatory High School Courses

The NSHS charter includes three high school courses and one monitoring course to support students in a college environment. Passing these courses is required to earn a diploma from NSHS. These courses include topics to be successful at NSHS, as a college student, and for careers beyond school. The Introduction to College and Transitions Courses (1x per month) are conducted off-site at various locations that may include college space, at a conference center, at hotel/resort properties, or virtually. Transportation is the responsibility of the student. Parents with questions or concerns may direct questions to site staff in writing by August 1st, but not later than two weeks after signing the handbook.

- Introduction to College: This two to three-week course covers NSHS expectations and what students need to know to get started in college courses. Students returning to NSHS for a second year must either attend the course again or earn an exemption. Exemptions for second-year students may be earned by showing proof by the due date of taking a college or 0.5 credit high school course, or submitting 60 hours of service hours volunteering at a non-profit organization, driver's education coursework and hours with a registered provider, participation in sports, participation in a school or community club or activity, or work experience.
- Study Skills: This two-day-a-week, two-hour per session course focuses on supporting students in the college environment. Students with four or more unexcused absences will fail the course, and three tardies are equal to an absence. Study Skills is a required class for all students every semester. Students must bring a laptop or similar device to Study Skills daily to access the digital curriculum. Students are not eligible for an exemption in their first semester at NSHS, though students may request an exemption out of Study Skills starting their second semester. Students who meet exemption requirements earn the privilege of taking up to five college classes. NSHS reserves the right to revoke an exemption at any time, and passing the class or meeting exemption requirements is necessary to graduate with NSHS. Study Skills Exemption requirements include:
    - Receive a yellow or green Student Scorecard;
    - Taking college-level coursework (e.g., no "E" courses);
    - Passing all classes with a 2.0 or greater semester GPA;
    - Exhibiting exemplary personal responsibility by meeting deadlines and responding to all NSHS contacts;
    - Fulfilling coursework from 9th and 10th grades.
- Transitions: This once-per-month class prepares students for college and careers with in-class activities, online assignments, test prep assessments, attendance, a portfolio, and a minimum number of hours of service/social activities. All first-year students must take and pass this course each semester of their first year at NSHS. Passing Transitions is required to fulfill graduation requirements. Students who have extenuating circumstances for missing sessions during the once-a-month course must contact NSHS for a required student and parent meeting within one week after the absence to develop an extensive and rigorous makeup plan. Extenuating circumstances do not include skipping class, family vacations, sports practice, or transportation issues, etc. First-year students may not enroll in college classes that meet on Fridays to avoid scheduling conflicts with Transitions.
    - Service Hour/Social Point Requirements: As part of the class, students must complete the minimum requirements and submit their proof, on time, of the following:
        - 20 service hours: Pre-approved activity consisting of volunteering at a non-profit organization, driver's education coursework and hours with a registered provider, participation in sports, participation in a school or community club or activity, or work experience.
        - 10 social points: Students will have a variety of NSHS social activities to choose from. Each event will have a point value. First-year students must earn 10 points per semester.

- COMPASS (Creating Our Map: Planning Ahead for School & Success): Students returning to NSHS must attend and fulfill all COMPASS requirements. Fulfilling this is required to graduate from NSHS. COMPASS is not for high school credit but ensures students are progressing in high school and post-secondary plans. See the syllabus for details and due dates for the course, including, but not limited to, the items below:
    - Social points: Students will have a variety of NSHS social activities to choose from that have point values. COMPASS students must earn five social points each semester.
    - Submit all required documents on time.
    - Complete all COMPASS check-ins (virtually or in-person).
    - Complete all online components (WorkKeys Curriculum/ACT programs) unless exempt.
    - NSHS Portfolio: Complete all assignments and earn a passing grade.

Any grade appeals are due within one week of a grade or assignment posting. Online quizzes, surveys, and exams cannot be made up. Absent students have one week from the absence to schedule and meet with an NSHS designee and parent to develop their make-up plan. Students have one week after the meeting to submit work per the plan to be graded, or the failing grade will remain unchanged, and the student will not graduate with NSHS.

Events for Social Points

Before the start of each semester, NSHS will post the schedule of activities for social points for the upcoming semester. Additional events may be added at any time at the discretion of the Engagement Manager. In order to ensure the availability of necessary facilities, materials, tickets, etc., students must sign up in advance for social activities using the school's established online calendar system. Details regarding events are posted on Canvas News & Announcements no later than one week prior to the date of each event. Out-of-state social events require a signed permission slip. Signing up for an event commits the student to attendance. If a student cannot attend, they must cancel their reservation ahead of time, or, if the cancellation is within 24 hours of the event, submit a help ticket indicating the nature of the emergency that occurred that prevented them from attending.

Students who are deemed a "no-show" for two events without prior cancellation may lose privileges to attend network events such as out-of-state college tours, sporting events, etc., and may be restricted to only attending events offered at their home campus to earn their required social points. Students will receive a formal warning after their first no-show. If a student is a no-show at a second event, the student will receive a notification limiting them to attending events offered at their home campus, and they will not be allowed to sign up for or attend network events until the start of the next semester.

STUDENT/PARENT RIGHTS AND RESPONSIBILITIES

Parent Supports

Parents play a unique role at NSHS by supporting their children in the college environment and reinforcing the school's core values:

- Own It: We take responsibility for our actions.
- Uphold our Proven Process: We maintain the integrity and expectations of the NSHS program.
- Continually Improve: We are motivated to improve ourselves and others.

Providing too much freedom without support and monitoring is unhelpful, and, conversely, doing everything for students prohibits them from developing the independence necessary to be successful in college. Please keep your contact information up to date with the school.

Academic Success Meetings: All parents agree that they are committed to attending an "Academic Success Meeting" once a year in alignment with requirements in Nevada Revised Statutes 388.205 – 388.208. Parents/guardians will gain essential state-required information and progress updates directly from the school. Academic plans, expectations, and support will be reviewed.

Help Ticket System: Parents can streamline questions by submitting a ticket through the NSHS ticket system at nevadastatehs.mojohelpdesk.com to get written answers in 24 hours or less, excluding weekends and holidays.
Canvas: nevadastatehs.instructure.com is the online communication portal and learning management system where updates are posted regarding due dates, college transition topics, and helpful hints on college enrollment after high school. A login is not required to access Canvas News & Announcements.
Texts, Phone Calls, Parent Square App, Emails: Various methods of updating parents on due dates.
Date Card: Updated before the start of each semester to keep families up to date.
Student Aides: Peer mentors help parents navigate computer systems and monitoring.
Individual Meetings: Staff are available for meetings by contacting the office at least 24 hours in advance.
NSHS Website: Obtain hours, contact information, reports, news, and general information.
Facebook/Twitter/Instagram/TikTok: Updates and event photos.
Video Lessons: NSHS provides access to the NSHS curriculum so parents can review and discuss.

Parent Role

Parents can support their child in becoming an independent, resourceful, college and career-ready learner and achieve the school's mission. Productive NSHS parents are committed to the NSHS mission and program expectations, choose to be actively engaged in the communication process, listen to all sides and facts of a story before making a judgment, and see discipline as a consequence for behavior concerns. At NSHS, parents are provided with certain tasks throughout the year to help monitor the students. To support the students and know what is coming up, talk to them about the lessons in their high school classes, make sure they meet the school's submission deadlines, and follow up if they do not.

- Attend the Academic Success Meeting
- Complete Parent/Student Performance Review with the student each semester
- Pick up the student's grades at the end of each semester during Parent Grade Pickup
- Utilize the school's supports for parents to follow up on and support academic progress
- Actively participate in the school's communication methods, starting with Canvas, Parent Square, help ticket system website, date card, newsletter, email, and phone calls, etc.
- Volunteering is not a requirement for parents or guardians. Individuals who volunteer and will have unsupervised contact with students must abide by Senate Bill 185, which requires the submission of fingerprints to the FBI in order to conduct an investigation into an individual's background. To learn more about this process, please submit a help ticket at nevadastatehighschool.mojohelpdesk.com.

Parent Contact with College Professors

College staff and professors interact with college students only – not parents. NSHS students are considered college students by the colleges, and per college policy, parents are NOT to directly contact the colleges to discuss any aspect of the student. Professors are not likely to be aware that the students are in high school, and parents contacting them may have an adverse effect. If students have concerns regarding a college professor, they are encouraged to advocate for themselves by working with the professor first and documenting the contacts. NSHS has no authority over the college professors and will not attempt to override a professor's decision. Should serious issues arise with a professor, the student should bring documentation to the NSHS office to develop strategies. Parents are not permitted to directly contact college professors.

Parent/Student Performance Review Reports (PPR)

Midway through each semester, students collect grades from their classes and review these grades with their parents. Students report back to NSHS on time using the school's *Parent Performance Review* form. With the PPR form, students will provide a copy of their college schedule to confirm enrollment in the correct number of classes and the reviewed grades for each class. Not all professors post grades online; however, it is the student's responsibility to obtain their grades through the NSHS progress report form, which may be submitted to the professor in person. Monitoring progress takes effort on the parents' part,

as college professors communicate with their students only, not parents. NSHS can guide parents regarding how to track progress.

Progress Reports

On Canvas, students have access to progress report forms they can print to request grades for high school sports, activity eligibility, and the PPR outlined above. The best place to obtain updated grades is online, even for most in-person classes. Parents will be provided resources on how to create an observer account on the NSHS Canvas portal.

Appointments with NSHS Staff

NSHS staff believe in being accessible; therefore, everyone is asked to schedule or cancel meetings at least 24 hours in advance by calling their direct site or submitting a help ticket. To ensure personalized attention, parents are asked to NOT drop by the office without an appointment. Additionally, Google Meet conferences are frequently held. Students should always attend meetings.

College Permanent Records

NSHS students attend college and obtain college credits; therefore, they are considered college students. Many colleges will look at the college transcripts to decide whether or not they will admit students after high school. High school and college educational records are permanent and must be reported to higher education institutions. Students who fail to disclose previous college history may be denied admission or be disciplined for violating academic integrity.

Release of Student Directory Information

NSHS releases directory information to qualified agencies upon request. Qualified agencies include, but are not limited to, public colleges and universities, the Nevada State Treasurer's Office, and the branches of the military. Release of student information to the branches of the military is mandated by federal legislation unless parents have advised the school in writing that they do not want their student's information disclosed. Directory information is information not generally considered harmful or an invasion of privacy if disclosed. Parents have the right to have directory information restricted upon request. If you decide to restrict the release of your child's directory information, please notify the school in writing and in detail outlining the specifics of your request. The term "Directory Information" includes, but is not limited to, the following:

- Student name
- Date and place of birth
- Address
- School attended
- Grade level
- Photographs/yearbook/ graduation program
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, awards received, and graduation status

Release of Student Photos/Media

NSHS uses photographs and videos for the yearbook, website, graduation ceremony, promotional events, and other special events and occasions. Students may appear on the main website, the school's social media sites, newsletters, or other platforms. If you want to restrict your child's directory information or prevent them from being in any school-related photos, please notify NSHS in writing (see Release of Student Directory Information).

Rights to Educational Records

Parents have the right to access their child's educational records with respect to their K-12 education.

Students with bills may have their official transcripts and/or diplomas held until they are paid. As college students, parents do not have access to their child's college records or the ability to communicate with the colleges about their child's records. Under this premise, no college faculty or staff can share information with parents. Parents can submit a request in writing for high school records to NSHS by indicating which specific items they are requesting. NSHS has the right to charge for these copies. If the request is broad, NSHS will prepare materials that the student/parents do not already possess as copies. Upon enrollment in NSHS, students and parents signed the NSHS application, allowing NSHS to communicate with the colleges about the students to share information for dual credit purposes.

Notification of Rights: Elementary and Secondary Schools FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written access request. Parents or eligible students should submit to the Campus Executive Director a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading exists. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the NSHS Administration, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board (governing body); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
    - *FERPA requires schools to make reasonable attempts to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request. This is the annual notice.*
4. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Notification of Rights: Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to consent before students are required to submit to a survey that concerns one or more of the following protected areas "protected information survey" if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
4. Photos, recording, videotaping, etc. (see Release of Student Photos/ Media section).

Inspect, upon request and before administration or use:

1. Protected information surveys of students; and
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

This handbook serves as the annual notification to parents. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. NSHS has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. NSHS will also notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in activities not outlined above, including the specific activities or surveys noted, and will provide an opportunity for the parent to opt their child out of participation in the specific activity or survey. NSHS will provide reasonable notification of the planned activities and surveys listed below, and will provide an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution
2. Administration of any protected information survey not funded in whole or in part by ED
3. Any non-emergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, S.W., Washington, D.C. 20202-5901

<u>Students with Disabilities</u>

All parents and students are provided with information during the registration process regarding setting up appropriate accommodations with the colleges for those who may be served by a 504 or an IEP plan. It is the student's responsibility to register with each college's Disability Resource Center (DRC) every semester to make sure appropriate accommodations are received while enrolled in college classes. NSHS provides direction and support to facilitate the process; however, NSHS has no authority over the colleges to do this for the students. NSHS provides services for disability support for students served by a 504 or an IEP. If a disability is suspected for NSHS students or other school-aged children per Child Find processes, parents must contact the NSHS administration in writing and consent to a review process in accordance

with State and Federal law. If a student has health issues affecting life or educational functions, please contact the NSHS administration in writing. The DRC at each college outlines the student accommodation process. If accommodations are not provided by the professors, students must contact the DRC office and NSHS immediately for help. The DRC is dedicated to providing support services for students qualifying as disabled under the Americans with Disabilities Act (ADA) and Section 504 guidelines. DRC assists students to improve access, participate in, contribute to, and benefit from academic and social life, and maximize independence. DRC services are free and confidential. For information about each college's directions for disability resources, check the respective college websites.

Section 504 of the Rehabilitation Act and Americans with Disabilities Act Notice of Nondiscrimination

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with NSHS are hereby notified that NSHS does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Students, parents, and/or guardians having inquiries concerning NSHS compliance with Section 504 or the ADA as it applies to students, or who wish to file a complaint regarding such compliance, should contact:

- Section 504 & ADA NSHS Designated Coordinator to comply with Section 504 and ADA: Support Services Director 702-953-2600 or via help ticket at nevadastatehighschool.mojohelpdesk.com

For inquiries or to file a complaint regarding NSHS compliance with ADA, Section 504, as it relates to employees or third parties, and compliance with Title VI, Title IX, and the Age Act as it relates to students, employees, and third parties, contact the Section 504, ADA, Title VI, Title IX, and Age Act contact:

- Students, Employees & third parties: The Support Services Director at 702-953-2600 or via help ticket at nevadastatehighschool.mojohelpdesk.com

The complainant may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at (202) 453-6020 (ph.) (202) 453-6021 (fax).

Service Animals

Service animals are working animals. A service animal has been trained to perform a specific job or task directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA (USDJ, 2011). Students who may require a service animal in school are supported by the ADA regulation, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Individuals with Disabilities in Education Act (20 U.S.C. 1400 et seq.), as well as state and local laws.

Procedures for Addressing Concerns

NSHS's primary goal is to successfully transition students into college by helping them to develop into independent, resourceful learners. An important component of this transition is to teach and reinforce personal responsibility in our students. Students are taught ways to communicate with professors and seek assistance at NSHS. They are always encouraged to seek help by going directly to the college professor/staff or asking for guidance from NSHS staff. If the situation continues, students are encouraged to follow up with NSHS administration to help develop steps to resolve the concern. College processes are outlined in the college handbook.

Complaint Process

Any NSHS student or parent who believes they have a valid complaint may file a written complaint outlining the specific issues and a clear request for a resolution with the Campus Executive Director. These

may include, but are not limited to, the following: academic issues, student records, access to programs, ethical standards, freedom of expression, harassment, sexual harassment, or intimidation. If the complainant is not satisfied with the site administrator's decision, they must, within ten (10) working days of receiving the decision, file an appeal with the NSHS Chief Executive Officer. If the complainant is not satisfied with the Chief Executive Officer's decision, they may, within ten (10) working days of receiving the decision, file an appeal with the chair of the NSHS Governing Body for a review by the Governing Body of the written complaint, arguments, and evidence. This is done by addressing a letter to the Governing Body Chair at 8475 S. Eastern Ave, Las Vegas, NV, 89123, or by email to governingbody@nevadastatehs.com detailing the concerns, comments, and what is being requested. The chair may ask for school staff or the school's legal counsel to attempt resolution. If no resolution is made, then the Governing Body shall review the information on or before their next regularly scheduled meeting. The Governing Body may decide at the same meeting or may make a decision at their next regularly scheduled meeting. The Governing Body's decision shall be in writing and delivered to the complainant by registered mail. The Governing Body's decision shall be final.

COLLEGE COSTS, PAYMENTS, AND STIPENDS

NSHS is a public charter school; therefore, classes are free. NSHS pays for college tuition and college fees for fall and spring semester courses per the NSHS academic plan for courses at CSN/GBC/ WNC/TMCC. It is important to follow the correct processes, meet form submission due dates, and provide supporting documents as outlined on the *Income Verification Form*. Students receive lessons and information on reducing textbook costs and directions regarding receiving a stipend each semester during the Intro to College and Study Skills courses.

Income Verification Form (Free and Reduced Lunch [FRL] Form)

NSHS allows families who need financial assistance for college textbooks, ACT/SAT, or bus passes to complete the *Income Verification Form*. Students with financial need who qualify for FRL may complete an ACT/SAT fee waiver if completed before ACT/SAT deadlines. New *Income Verification Forms* are required each year. Any family who completes the form will receive financial assistance through a stipend, and families who meet the federal qualification for FRL receive an increased amount. Stipends are scheduled to be dispersed no later than November and March for the fall and spring semesters, respectively. Students who submit forms after the due date or who have an outstanding balance for unapproved/extra college courses will not be eligible for stipends. Per federal requirements, NSHS is required to randomly audit a percentage of all qualified FRL recipients. If selected, families are required to validate information listed on the *Income Verification Form*. If validation is not submitted, eligibility for a stipend may be revoked.

1. Complete and return the Income Verification (FRL) to receive any stipend (all students are eligible for reimbursement regardless of income. Federally eligible FRL students may receive a higher stipend amount.)
2. NSHS will only grant financial assistance through a stipend for students who submit completed *Income Verification Forms* on time and comply with federal and state requirements per the form's process

NOTE: Reimbursement stipends are only made payable to the primary parent on record with the school. Students who are 18 or older with documentation of independent status on file can receive checks in their name. Forms must be complete and submitted by the deadline to be eligible to receive a stipend.

College Tuition Costs

NSHS pays for approved courses per the academic plan and CAP form for college courses. Any extra college tuition costs will be addressed in accordance with the established procedures of the respective colleges. Students must not make changes to or drop/add their college classes unless they get written approval from NSHS, and even in the case that changes are approved, students still incur the costs for the college courses pending the college drop amounts (see *CAP Forms*). Students may also get written

approval to take extra college courses as outlined in the extra course appeal and academic plan. Students pay NSHS directly for classes included on *Extra Course Appeals*. Students who pay the colleges will not be refunded.

Students who are insubordinate or willfully defiant by adding/dropping college courses without approval through their CAP forms will receive an "F" on the high school transcript for all unapproved courses. NSHS is not required to award credit for unapproved courses. The student's Study Skills exemption will be revoked immediately for not meeting NSHS Expectations as reflected on the Student Scorecard. Students who fail to pay NSHS for their extra classes or incurred costs, as outlined in the CAP and handbook, may have the following actions taken until these costs are resolved:

1. Holding diplomas and/or official transcripts
2. Holding reimbursement checks
3. Holding future college payments, which will impact adding college courses and future enrollment
4. Bring marked as not meeting NSHS expectations on the Student Scorecard and having their Study Skills exemptions revoked

Students/parents are responsible for keeping their own copies and written exemptions - NSHS is NOT responsible for lost copies or verbal approvals.

Students will incur costs for the following:

- CAP form discrepancies: Students' college transcripts must match their CAP (Course Approval for Payment) form exactly each semester. Students will be responsible for the cost of unapproved course(s) taken outside of the Academic Plan. Any courses on the college transcript at the end of the semester that do not match the CAP form exactly will be posted as an F on the high school transcript and may incur college tuition costs. Courses listed on the CAP that do not appear on the college transcript will be posted as an F on the high school transcript and may incur college tuition costs.
- Withdrawn/Dropped college courses: Students must be enrolled in the legally required number of courses to maintain course count. (Six for juniors and non-college/career-ready seniors and four for college/career-ready seniors). Students under the course count risk being withdrawn from NSHS and will be billed their full tuition. COMPASS is not a credit-bearing class and is not included in the course count.
- Withdrawn, No Mark, or Audited courses: Students are billed for any W, NR, or AU reported on a student's college transcript. The grade will be reported as an F on the high school transcript until the balance is paid. If a student completed a course but was assigned a W by the college professor, the student can appeal to the college to have the grade changed to an F to avoid the bill. If the course the student received a W, NR, or AU in was part of their required class count, the F will not be removed from the high school transcript.
- Late Add/Drop: Students incur all costs for adding or dropping courses after the college's deadline.
- Incomplete BYU: Students taking a BYU course as part of their semester schedule will be billed the full course cost should they fail to complete it by the NSHS deadline.
- Course Failures: Student and parent/guardian must meet with the site administrator to discuss options for resolution, including, but not limited to: developing an individualized plan for remediation, course limitations as outlined in the high school academic plan, and/or the cost of the course from the college.
- Late Grade Submissions: Students must submit unofficial transcripts by the due date, even if grades haven't been posted yet, and are responsible for submitted grades the day they are posted. Otherwise, they will be billed for the course. The grade will also be posted as an F until a complete unofficial transcript is provided by the student.

Students must not change their grades to Satisfactory or Unsatisfactory. Selecting these options impacts progress towards an associate degree, college prerequisites, and successful completion of core requirements.

Students who qualify for free or reduced price lunch may have fees waived for course costs outlined above in alignment with NAC 388A.538.

Student Residency Questionnaire/Affidavit Forms (Residency Form)
NSHS is required to survey families to help determine if any students do not have adequate nighttime housing. Families complete this form upon enrollment in NSHS. If a student is identified as homeless, the school can take certain actions to support and provide resources to the family. Since courses at NSHS are dual credit, students must start at the beginning of the semester, as partial credit is not available with partnering colleges/universities. NSHS will work with families to keep students enrolled at NSHS until the end of the semester, so that they can avoid the challenges associated with school change. NSHS will assist with the transfer to the receiving school at the appropriate time to make sure maximum credits are earned at both locations. Should a family find that during the year their residency status changes, please contact NSHS administration. All cases are handled with sensitivity as families work through this transitional time.

College Textbooks
Books for college classes are listed on the course syllabi. Students are responsible for obtaining their own college textbooks. To receive a stipend to help offset these costs, families, regardless of need, may complete the *Income Verification Form*. Families with financial need, per federal qualifications, may be eligible to receive a higher stipend. NSHS provides lessons and support for alternative ways to secure textbooks and save money.

BYU Books
If students have a BYU course that requires a textbook, the directions to obtain it are on the course syllabus.

College and High School Summer Classes
NSHS encourages students to take college summer school courses that are eligible for dual credit, as listed in this handbook. Students may take high school courses through a state-approved, accredited institution.

- If eligible, NSHS will prepay for one summer college course (see Summer Course Payment).
- Completing a college or high school summer class may meet the Intro to College course exemption requirement for second-year students.
- Summer courses are reported on the high school transcript for NSHS-enrolled students regardless of grade.

**Students are responsible for submitting a copy of the transcript with summer grades through the help ticket to be recorded on the high school transcript.*

NSHS GENERAL INFORMATION

What is a charter school?
Charter schools are public schools that are free to be more innovative than traditional schools and are held to a higher level of accountability. Charter schools have more flexibility in providing services to students, as they are not directly bound by traditional school district practices, policies, and regulations. The school must comply with state and federal laws. Specific regulations, laws, policies, practices, and procedures are included in the NSHS handbook. NSHS is sponsored by the State Public Charter School Authority (SPCSA) and has its own Governing Body that has established consistent regulations, policies, procedures, and practices for the school.

School Standing
Students who are in good standing with NSHS keep up with their academics, submit their documents, attend class regularly and on time, follow the school rules and processes, make progress toward a diploma, do not incur college tuition costs, and accept personal responsibility for their actions. Students

who are not in good standing and are red on the Student Scorecard will have privileges revoked. Students with red Student Scorecards may appeal to staff in writing to get permission to participate in denied activities. Revoked privileges may include, but are not limited to, the following:

- Withholding the student's diploma, official transcripts, and future college course payment by NSHS
- Withholding participation in the graduation ceremony or awards ceremony
- Withholding participation in NSHS student government, activities, events, clubs, and social events
- Limiting the number of college classes each semester
- Revoking Study Skills exemptions
- Withholding participation in school trips

Health Office

Students who are ill during high school class time need to report to their Study Skills or Transitions course instructor to let them know they are ill. They should never leave a high school class without notifying staff. An ill student will have the opportunity to rest in the school's designated health location and return to class, and/or parents will be notified of the illness to determine if further action needs to be taken. Students needing medication while at the school need to see the site administrator to complete a school medication form. Per NRS 392.425, the parent or legal guardian of a pupil who has asthma, anaphylaxis, or diabetes may submit a written request to the school to allow their child to self-administer medication for treatment while on school grounds or participating in a school-sponsored activity.

School Forms

School forms can be found on Canvas, and the school protocols are on the school's website. If any calendar events, forms, or necessary information are not posted, please contact the office at (702) 953-2600 or submit a help ticket at nevadastatehighschool.mojohelpdesk.com. School calendars can be found on http://nevadastatehs.com/nshs-academic/nshs-courses/.

Accreditation

NSHS is accredited through Cognia, which is the national accreditation agency for high schools. See the Cognia website at cognia.org. The Nevada System of Higher Education colleges in which NSHS students attend are also accredited.

Emergency Procedures

In the case of severe illness or health emergency at the high school, the NSHS staff will attempt to contact the parent, and emergency response may be notified depending on the severity. Emergency drills such as fire, earthquake, and shelter-in-place drills are conducted at various, random times during the year. In the case of an evacuation from the facility, students and staff will be evacuated in accordance with the school's safety plan. Communication will occur with law enforcement, emergency agencies, and families, as needed. Parents and students are asked to always keep contact information updated with NSHS and the colleges for emergencies.

Insecticides

NSHS conducts monthly spraying for insects at its locations, generally on Fridays.

Asbestos

Per the Asbestos Hazard Emergency Response Act, each NSHS site has an Asbestos Management Plan for the appropriate identification, removal, and clean-up of any such hazardous material. The plan is public information and can be inspected through an in-person request to the school's front office staff.

Student Activities

NSHS students have the opportunity to participate in extracurricular activities at NSHS and at the colleges they attend. NSHS holds events and activities for students throughout the year, and the school offers the

following extracurricular options for students in good standing:

- SUNSHS (Student Union of Nevada State High School)
    - Officers (President, Vice President, Historian, and Representatives) in good standing will be awarded social points and service hour credit for their services
- Prom Committee
- Yearbook Committee
- National Honors Society

Eligibility for Interscholastic Activities and Grade Checks

Under NRS 388A.471, a student may participate in interscholastic sports per NIAA or activities at their zoned school if it is not offered by NSHS. It is the students' responsibility to keep their schools regularly informed of grades and progress per the zoned schools' and NIAA's required deadlines to maintain eligibility. NSHS cannot confirm college grades until transcripts are released at the end of the semester; however, students have access to Progress/Grade Check forms on Canvas and online grades for their college and high school classes to provide their sports school for eligibility.

Student-Athletes

NCAA Eligibility: Students will need to work with the counselor regarding registration with the NCAA for collegiate sports participation.

GOVERNANCE

NSHS is sponsored by the State Public Charter School Authority (SPCSA) and has its own Governing Body that has established consistent regulations, policies, procedures, and practices for the school. Time for public comment during board meetings is provided at the beginning of the meetings for items listed on the agenda and at the end of the meeting for items not listed on the agenda. Public comment must be made in person at the meeting. Individuals wishing to provide public comment may sign up to speak once the agenda has been posted by calling 702-953-2600 during regular business hours and at least 8 business hours before the scheduled start of the meeting. Alternatively, speakers may sign up in person immediately prior to the beginning of the meeting. To minimize distractions, no additional speakers may sign up once the Board Chair has begun the meeting.

A time limit of three (3) minutes, subject to the discretion of the Governing Body Chair, will be imposed on the public's comments to afford all members of the public who wish to comment an opportunity to do so within the timeframe available to the Governing Body. Public comments cannot be restricted based on viewpoint. Pursuant to AG File No. 00-047 (April 27, 2001), the Governing Body may prohibit content if the content of the comments is a topic that is not relevant to, or within the authority of, the public body, or if the content of the comments is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers.

NSHS Assurances

- Students will submit proof of enrollment through CAP forms, transcripts, course verification, and performance reviews;
- NSHS required forms must be submitted on time, or students will face consequences as outlined in the handbook.
- Students must meet State and NSHS graduation requirements to earn an NSHS diploma and participate in graduation.
- Seniors must fulfill credits from 9th and 10th grade by the end of the fall semester or be in Study Skills and 3 college classes.
- Seniors have until March 1st to finish external credits to be listed in the graduation announcement.
- Required students will attend ALL State-mandated testing on the day and time specified by NSHS;

- Students will submit CAP forms on time, listing classes with a copy of the course validation each semester.
- Students will ensure CAP form classes match semester grades by updating the CAP form, or they will receive Fs and be charged for the cost of the course(s) if there are discrepancies.
- Students will obtain written permission from NSHS to add/drop classes after the college's add/drop dates and pay the costs.
- Students will earn an "F" and be charged for courses when a "W/AU/NR" is posted by the college or if grades are not submitted.
- Students will earn an "F" and be charged for incomplete BYU courses that are a part of the semester schedule;
- Students earning an "F" in a college course must meet with the site administrator and parent/guardian to discuss options for resolution, including, but not limited to: developing an individualized remediation plan, course limitations as outlined in the high school academic plan, and/or the cost of the course from the college.
- Students will maintain the minimum number of classes - 6 classes for 11th and non-college/career-ready 12th, and 4 classes for 12th, or face costs and withdrawal from NSHS for being under the State required number of courses for enrollment.
- Students will follow the NSHS Academic Plan for mandatory classes and college course limits, or be charged.
- Students and parents understand that math is required EACH SEMESTER until an exemption is approved by NSHS staff.
- While there is no English exemption, students must take a 200-level English course or CH 201/202 to satisfy multiple college degree requirements, regardless of the need for High School English credit.
- Students understand expellable offences as outlined in the college and high school handbooks.
- Students will be subject to discipline from the college as well as NSHS, and if a college expels a student, they will not be allowed in the college classes and, as a result, NSHS.
- Students must abide by the *Acceptable Use Policy*, tech lab, and test security procedures.
- Students involved in disciplinary incidents, including plagiarism, as outlined in the college and high school student handbooks, will be documented on the students' permanent college records and may affect future and current college enrollment, and as a result, removal from NSHS.
- Students understand that NSHS facilitates enrollment into college and that NSHS is not a part of any college.
- Students shall respond to NSHS contact within 24 hours.
- NSHS students have higher standards for graduation above the State, including passing Study Skills, Transitions, and COMPASS for all semesters.
- Students will attend all scheduled college and high school courses, including the Intro to College course, Study Skills, Transitions, and COMPASS (per academic plan), or earn an "F" and be at-risk of not graduating from NSHS.
- 1st year students are responsible for service hours and social points for the Transitions Course each semester, per the Transitions syllabus, to pass and graduate.
- 2nd year students need to complete social points and course assignments per the COMPASS syllabus to pass and graduate.
- Students with repeated occurrences of signing up for but not attending social point events may have their Study Skills exemption revoked.
- Volunteering at Nevada State High School is not required of parents or families.
- Students and parents are aware that they must submit FRL forms for financial assistance by the NSHS due date.
- Students and parents/guardians are aware of the opt-out for directory information, surveys, photos, recordings, etc.
- Students and parents/guardians are aware that the parents/guardians do NOT directly contact the colleges.
- Students and parents/guardians are encouraged to contact NSHS to ask questions and receive

clarification.

- Students and parents/guardians understand they must submit NSHS forms, including but not limited to: Enrollment verification, CAP Form, Financial Assistance Form, Residency Form, Acceptable Use Policy, Handbook acknowledgement, NSHS Academic Plans, Performance Reviews, Portfolios, etc., or they are limited on course options.
- Parents and students attend the 1x per year Academic Success meeting.
- Parents must pick up the student's transcripts/Diploma each semester during posted times.
- Students must provide NSHS with their college transcripts within 3 days or sooner after the college posts the grades, even if still pending. Follow up with complete grades as soon as available to prevent a bill.
- Students and parents agree to always support and model the school's mission and core values.

OPERATIONS

Fall (August-December)	**Spring (January-May)**	**Summer (June-July)**
Mon-Thurs	Mon-Thurs	Mon-Thurs
7:00AM-4:00PM	8:00AM-5:00PM	8:00AM-1:00PM
Fridays are open by appointment only, in alignment with the hours listed above.		

Nevada State High School
Student Handbook: Acknowledgement Page

I have read the entire NSHS Student Handbook, and I understand and agree to follow the school policies, procedures, and school mission as outlined in the handbook and identified in the assurances. I understand that violating the rules, policies, procedures, and expectations of NSHS may result in possible disciplinary action, graduation status, payment for unapproved courses, and/or removal from the school.

I acknowledge that I also have the opportunity to contact the Campus Executive Director at my designated home location to ask questions about the handbook at (702) 953-2600 or by submitting a help ticket at nevadastatehighschool.mojohelpdesk.com.

SIGNATURES REQUIRED:

NSHS CAMPUS: _____

_____ _____

Parent Signature Date

_____ _____

Parent Printed Name

_____ _____

Student Signature Date

_____

Student Printed Name

Students are required to return this form by August 16th for 1st Year Students and July 31st for 2nd Year Students.