



**Dear Parents and Students,**

Welcome to the 2024-2025 school year at Las Vegas Academy!

At Las Vegas Academy of the Arts, we are dedicated to fostering excellence in both the arts and academics, offering a wealth of opportunities for our students to thrive. Our staff is committed to upholding high academic standards and ensuring a positive, safe, and respectful environment where students feel comfortable and enthusiastic about coming to school. We celebrate and recognize the outstanding achievements of our students.

To support our students' success and organization, it is important for both students and parents to become familiar with our student handbook. This handbook provides essential information about school procedures, policies, and services. While the administration and teachers will review this information with students, it is essential that all students read through independently to familiarize themselves with our student expectations.

We look forward to meeting each of you and encourage you to visit with us at any time. Our parents and students are integral to making our school the best it can be. If you have any questions after reading this information, please do not hesitate to call us at 702-799-7800. We are always here for you and your child.

**Sincerely,**

**Lezlie Koepp**  
**Principal**

### **THE LVA WAY**

- Invest in **FAMILY** and **COMMUNITY**. A **SENSE OF BELONGING** impacts physical and mental health.
- Build **CHARACTER**. Uphold **INTEGRITY, RESPECT, and HONESTY**.
- Embrace a **POSITIVE ATTITUDE**. Embellish with **HUMOR** and **FUN**.
- **ACHIEVEMENT**: Exceed mastery. **CREATIVITY, PASSION, and DETERMINATION** are catalysts.
- Defend **TRUTH, JUSTICE, and the LVA WAY**.

## **LAS VEGAS ACADEMY MISSION STATEMENT**

Las Vegas Academy of the Arts promotes an interdisciplinary foundation for lifelong learning by motivation, empowering, and challenging our diverse student body to be academic, artistic, and compassionate.

## **LAS VEGAS ACADEMY BELL SCHEDULE\***

Period 1/2	7:00 am – 8:25 am
Period 3/4	8:32 am – 9:58 am (Announcements)
Lunch and Learn	9:58 am – 10:58 am
Period 5/6	11:03 am – 12:28 pm
Period 7/8	12:35 pm – 2:00 pm

\*A special bell schedule will be published before any event that affects the standard school bell schedule.. This bell schedule is posted to lasvegasacademy.net under the “Students and Parents” section.

## **WEBSITE and SOCIAL MEDIA**

- [lasvegasacademy.net](http://lasvegasacademy.net)
- <https://X.com/LVAhappenings> (formerly Twitter)
- <https://www.facebook.com/OfficialLVA>
- [Instagram @lasvegasacademy](https://www.instagram.com/lasvegasacademy)

## **STUDENT SERVICES, POLICIES, and PROCEDURES**

**ABSENCES/EXTENDED** – When a student misses class for any reason, it is their responsibility to check Canvas for missed work and instruction. Students are expected to reach out directly to their teachers for questions and clarification.

**ATTENDANCE** – Attendance is the student's and parent's responsibility, and enforcement is shared between the Clark County School District and the student's parent or legal guardian. Attendance at LVA by each student is expected for the entire day.

**EXCESSIVE ABSENTEEISM** – Students who exceed eight unapproved absences in any course during the semester will be denied credit for that course, resulting in a grade of “F” appearing on the student's transcript.. All prearranged absences over ten (10) days for the year shall be considered unapproved. Students who lose credit may be referred to an alternative program.

**APPROVED ABSENCES** – A written explanation by the parent, guardian, or physician stating why a student was absent must be submitted to the Student Success Center **within three days** of the student's initial return to school. For the status of an absence to be approved, notes must be submitted to the attendance office or front desk within three days of the student's return to school. The absence is unapproved if the absence does not meet one of the following criteria or is not verified in writing.

- The student is physically or mentally unable to attend school, or the absence is related to the student's disability.
- The student is absent due to a required court appearance or religious holiday.
- The absence was prearranged upon the written request of a parent or legal guardian. A prearranged absence form should be completed and submitted to the Student Success Center at least three days before an absence.

To ensure proper documentation of the note, all absence notes from the parent/guardian should include the following information:

1. The date of the absence
2. Student name (first and last)
3. Student ID number
4. Reason for the absence
5. Parent/guardian signature
6. Parent/guardian daytime phone number

### **Email submission of absence notes:**

In addition to the procedures above, absence notes may be sent through email under the following **additional** requirements:

1. The email address must match a parent/guardian email address in Infinite Campus.
2. A copy of the parent's legal photo ID (driver's license, military ID, etc.) must be attached and submitted with the first absence note submitted by email.
3. The note must be emailed to Emily Salmon in the Student Success Center at [salmoe1@nv.ccsd.net](mailto:salmoe1@nv.ccsd.net).

### **Website submission of absence notes:**

Parents and guardians may also submit excused notes via a link on the Las Vegas Academy website. The link is located under the Parent/Student tab, you can also access the [submission form](#) at the link.

**PREARRANGED ABSENCES** – When students and parents know in advance a time that they will be absent, parents may request a prearranged absence request three days before the days that will be missed. The parent must submit a written explanation for the absence to the Student Success Office. The student will be given a prearranged absence form to take to their teachers requesting work in advance. The maximum number of prearranged absences is limited to ten (10) per school year. It is the student's responsibility to contact their teachers for work missed.

**UNAPPROVED ABSENCES (TRUANCIES)** – An unapproved absence is considered truancy from school. Within the meaning of the Nevada Revised Statutes, an absence is unapproved when:

- The prearranged absence was not requested in writing before the absence.
- The number of prearranged absences is in excess of ten (10) days during a school year.
- The make-up work for a prearranged absence was not completed and submitted.
- The absence was not due to the physical or mental ability of the student to attend school, an emergency, a court appearance, or a religious holiday.
- The parent/guardian of the student failed to notify the school in writing of the reason for the absence within three days after the student returned to school. If a note is not turned in, the absence will remain unverified following the third day after the student returns to school.
- The student failed or refused to attend school when directed by the parent/guardian or school officials.
- The student left school during the school day without checking out through the Student Success Center or the health office.
- Skipping any part of a class or not checking out through the Student Success Center upon leaving campus will be considered a truancy.

A student absence without a valid and verified excuse from a parent or guardian is considered unverified. Forged notes and fraudulent telephone calls will result in an absence being labeled a truancy and parental contact. When a student has three or more unexcused absences, the student is declared a habitual truant. Habitual truants may be reported to the local law enforcement agency for legal action under the Nevada Revised Statute 392.142. When a student has six unexcused absences, they will be declared ineligible. Please see how this also affects their citizenship (LVA's Citizenship Rubric is also available on page 5).

Students who choose to leave campus without checking out in the appropriate office are classified as truant. If offered, students interested in attending seminary during Lunch and Learn time must pick up, complete, and return an application through the Student Success Center. While attending, these students must display their approved pass upon request to any CCSD employee.

**TARDIES** – On-time arrival is an excellent personal trait and a school-wide expectation. Please respect yourself, your instructors, and your classmates by being on time for each class. Student tardiness is a serious disruption to the educational process. **Any student who is more than thirty (30) minutes late will be counted absent from that class**, and these absences are included in the student's total number of absences. To avoid being late to class, students are expected to exit the cafeteria and quad 5 minutes before the warning bell in the morning/breakfast and Lunch & Learn time. Students who are habitually tardy will be subject to the following progressive discipline through the Student Success Center. Please note that tardies are assessed on an *overall* basis, not per individual class period.

- Tardies 1-2: Teacher warning
- Tardy 3: Parent contact and Success Center conference with student, warning of Insubordination
- Tardy 4: Parent contact and detention assigned for Insubordination
- Tardy 5: Parent contact and two detentions assigned for continued Insubordination
- Tardies 6-8: Ineligibility and in-house assignment
- Tardies 9+: Continued in-house assignments, behavior probation

**When the CCSD bus arrives late**, students who eat breakfast at school may go to the cafeteria after picking up a late bus pass ticket. They must go directly to the cafeteria, eat breakfast, and go straight to class. Teachers are notified of the time(s) of late bus arrival(s). Students loitering or hanging out in the cafeteria will be referred to the Student Success Center.

For any absence, the student is required to check Canvas and/or initiate contact with their teachers to obtain appropriate make-up work. Once contact is made with teachers, the individual teacher determines the time interval allowed for work completion. Students shall be allowed a minimum of three (3) school days to complete make-up work. School-sanctioned absences such as field trips, RPCs, and suspensions will not be counted as absences for attendance enforcement, but students are still expected to complete **all** missed work and assignments.

**ABSENCE NOTIFICATION** – Written notices shall be generated and mailed by the Clark County School District Central Information Systems Department after the fifth, tenth, and fifteenth absence to the parents of secondary students (CCSD Regulation 5113). Parents will also receive a call from the district's automated system regarding absences.

**ATTENDANCE CONFERENCES** – The administrator over attendance meets with students and parents to discuss attendance. The Nevada Administration Code 389.040 defines the Carnegie Unit, which states that a student who has missed excessive hours of seat time in a class may be denied credit for that particular class, at which time a Denial of Credit notice will be mailed to students and parents. Parents may schedule an appeal meeting with the attendance administrator in the Student Success Center. Alternative education options will be discussed should the student reach nine unverified absences in any class.

**ACADEMIC DISHONESTY** – Students are required to demonstrate mastery and skills without relying on others. Unless informed by a teacher that an assignment is collaborative, students must complete their own work. The Academic Honesty Policy and resulting expectations for students are guided by the core values of the LVA Way. Academic dishonesty includes, but is not limited to, cheating on summative assessments, plagiarism, and collusion. Cheat includes (but is not limited to) the following actions:

- Cheating on a summative assessment includes copying from another student's test paper, or allowing another student to copy answers from said assessment.
- Using material during a test or summative assessment that is not authorized by the individual proctoring the exam.
- Collaborating with another student without specific authorization.
- Knowing, using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an exam or summative assessment before it is officially administered.
- Substituting for another student or permitting another student to claim work as their own.

In terms of Artificial Intelligence (AI) and plagiarism, LVA defines plagiarism as the act of representing the work of another, human or AI, as one's work without giving appropriate credit. There is no distinction as to which AI program is used.

Students referred to the Student Success Center for academic dishonesty will be placed on behavioral probation for the remainder of the school year. Students will also receive a "U" in citizenship for the class in which the dishonesty occurred.

**Students referred to the Student Success Center for academic dishonesty will be placed on behavioral probation for the remainder of the school year. Students will also receive a "U" in citizenship in the class in which the dishonesty occurred. Please see the citizenship rubric to understand the consequences of a "U" in citizenship.**

**ACADEMIC LUNCH and LEARN** – Teachers may assign mandatory Lunch and Learn to students with missing work. Students assigned Lunch and Learn will be required to go to their teacher's office hours to work on any missing assignments for thirty minutes during lunchtime. Students will still have thirty minutes to eat lunch as CCSD regulations require.

- Monday: **NO Lunch and Learn.** Lower campus, conservatory, and theater classrooms are closed.
- Tuesday : English
- Wednesday: Social Studies and Health or Careers

- Thursday: Mathematics
- Friday: Science

For assistance in World Language courses, please communicate directly with the teacher.

**ACCIDENTS AT SCHOOL** – Every accident or injury during school hours or a school- sponsored event must be reported immediately to the adult in charge and the school's Health Aide. First aid is administered at school in case of minor injuries. When necessary, the Health Office will contact parents to discuss further arrangements. School personnel may contact emergency medical personnel, depending on the severity of the injury or situation.

**ACADEMIC PROBATION** – Students not maintaining an overall semester 2.0 GPA, including a 2.0 GPA in their major/conservatory classes, will be placed on academic probation. Individual counselors will schedule a meeting with the student and parent/guardian to develop a written academic improvement plan. Students must bring their semester GPA up to 2.0 and their Major GPA to 2.0 by the end of the academic year to remain at LVA.

**AFTER SCHOOL** - Students must exit campus after school except for rehearsals, club activities, and detention. Students may not “hang out” on campus. If a student is staying on campus for an LVA event, they must be under adult supervision at all times. Students waiting for the late bus must remain with the adult associated with the event they stayed for or report to the library where there is adult supervision. This limited supervision ends when the late buses depart LVA. Parents are responsible for making arrangements for their child after school if not attending an official rehearsal, official club meeting, or tutoring session.

**ASSEMBLIES** – A special bell schedule is in effect on assembly days and published by the Activities Office the week of the assembly. Attendance at assemblies is mandatory. Appropriate student behavior is expected at all assemblies. **Please note:** Buses depart at the regular time on assembly days.

**BANK, FINES, and FEES** – LVA's banker is located in the Main Building. The bank is open for business during posted hours. The banker takes care of all school fees, fines, and student funds. All student fines must be paid each year before registration for the following year. Seniors with unpaid fines by the deadline assigned their senior year will be prohibited from participating in senior activities or commencement ceremonies. Any senior who does not pay his/her fine(s) by the established deadline will not be allowed to participate in the graduation ceremony. Many fees and fines can be paid for through the online student store at lasvegasacademy.net.

**BEHAVIORAL PROBATION** – Students who fail to comply with established rules and regulations of CCSD and LVA run the risk of being placed on Behavioral Probation. Citizenship grades count. Students placed on behavioral probation require that a conference be conducted and a plan of improvement be developed for a student placed on probation. After a probationary period, the principal decides whether the student will remain at LVA or return to their zoned school. A copy of the citizenship rubric is available below.



revised 6.06.24

## 2024-2025 Las Vegas Academy Citizenship Rubric

	<b>Outstanding(4)</b>	<b>Satisfactory(3)</b>	<b>Needs Improvement(2)</b>	<b>Unsatisfactory(1)</b>
<b>Attendance</b>	Student is consistently in attendance and on time. (0-3 absences and/or tardies)	Student attendance and punctuality are acceptable. (4-5 absences and/or tardies)	Student attendance and punctuality are inconsistent. (6-7 absences and/or tardies)	Student is frequently not in attendance and/or tardy. (8+ absences and/or tardies)
<b>Family &amp; Community</b> (Leadership Teamwork Respect)	Student consistently assists peers and staff. Takes leadership in teamwork. Consistently respects and accepts diversity.	Student assists peers and staff when asked. Participates in teamwork. Usually respects and accepts diversity.	Student displays a lethargic attitude when working in teams. Inconsistently respects and accepts diversity.	Student is unwilling to assist peers and staff when asked. Resists teamwork. Frequently disrespects and devalues diversity.
<b>Character</b> (Class Rules / Tardies)	Student consistently follows directions and classroom rules, takes ownership of work, and always ensures work is an accurate representation of their ability. (0-1 demerit)	Student usually follows directions and classroom rules, usually takes ownership of work and usually ensures work is an accurate representation of their ability. (2-3 demerits)	Student inconsistently follows directions and classroom rules, inconsistently takes ownership of work, and inconsistently ensures work is an accurate representation of their ability. (4-5 demerits)	Student infrequently follows directions and classroom rules, does not ensure ownership of work, does not ensure that work is an accurate representation of their ability. (6+ demerits)
<b>Positive Attitude</b> (Engagement / Re-directs / Chromebooks)	Student enthusiastically comes prepared to class, willing and ready to learn. Actively and respectfully participates in class and is on task. (0-1 redirects)	Student usually comes prepared to class, willing and ready to learn. Usually is an active and respectful participant in class and on task. (2-3 redirects)	Student lacks motivation and is often not prepared for class. Inconsistently engaged and is occasionally disrespectful in class. (4-5 redirects)	Student has a negative attitude towards educational pursuit. Not prepared for class. Frequently unengaged and too often disrespectful. (6+ redirects)
<b>Achievement</b> (Late / Missing Assignments)	Student consistently takes an active role in their education. Student consistently submits work on time. (0-1 late/missing assignments)	Student usually takes an active role in their education. Student usually submits work on time. (2-3 late/missing assignments)	Student inconsistently takes an active role in their education. Student inconsistently submits work on time. (4-5 late/missing assignments)	Student insufficiently takes an active role in their education. Student rarely submits work on time. (6+ late/missing assignments)

O = 19-20 points

S = 14-18 points

N = 9-13 points

U = 5-8 points

\* A student with an unsatisfactory rating in **any** of the five domains will not receive a mark higher than "needs improvement".

\*\*Cheating/plagiarism will automatically result in an unsatisfactory citizenship mark.

\*\*\*The teacher will communicate with the student's parent/guardian before assigning an "unsatisfactory" mark.

**CELL PHONES** – Cell phone use is prohibited during instructional time without the teacher's explicit permission. Cell phones must be secured in a classroom device holder as instructed by the administration or instructor. **Students may use their cell phones before school, during class transition time, at lunch, and after school.** School employees may confiscate any phone used by students without the teacher's permission during class time/instructional time. This includes going to the restroom, visiting an office, or anytime except listed above in bold. The first time a phone is confiscated, the student may pick it up from the Student Success Center at the end of the day. The second time, the phone must be retrieved by a parent or guardian. Students demonstrating insubordination and continually violating this policy will be assigned progressive discipline through the Student Success Center in the Main Building, 702- 799-7800 ext. 4500.

**CLASS SCHEDULES** – Parents and students are expected to understand LVA's commitment to providing a rigorous and challenging curriculum. Student placement in classes is based on the following factors:

Teacher recommendation

- Previous grades in similar courses or prerequisites
- Parental guidance
- Student interest
- Relevant MAP assessment scores

Every effort is made to appropriately place students in challenging courses that coincide with the student's demonstrated ability. Students are not placed in courses below their ability levels. Students are scheduled into their selected classes, unless those classes are filled or canceled. The courses chosen during the spring pre-registration process are the courses students must attend throughout the 2024-2025 school year.

**CLOSED CAMPUS** – Once a student arrives on campus, the student is to remain on campus until the end of the student's school day. Students must remain on campus for lunch. Any student needing to leave campus during the school day must have parental permission and check out through the Student Success Center to receive a passport slip from school. Parents picking up their student(s) must show a picture ID and sign the student out in the Student Success Center, Counseling Office, Activities Office, or the Health Office. Campus parking lots are included in the designation of LVA as a "closed campus," please see **PARKING** for further details.

**COMMUNICATION TO PARENTS/STUDENTS** – An integral part of school communication is the **LVA Weekly Update**, sent to all students and parents/guardians each weekend. The update contains important information related to the school, including notices requiring action by students, parents, and guardians. Students, parents, and guardians are responsible for reading and understanding all information sent from the school as it pertains to the LVA expectations and experiences.

**It is the responsibility of the parent or guardian to ensure the correct email address, home address and phone numbers are on file in Infinite Campus. Messages are sent from the school to the listed contact information.** Please contact the Registrar at ext. 4065 to report any change of address, phone numbers, or incorrect information.

Parents and guardians are encouraged to communicate with teachers through the email address posted by each teacher in their course expectation, posted on lasvegasacademy.net or by calling the school and leaving a message.

**COMPLETION OF CLASSWORK** – Students must complete their classwork to be successful in school. Completed classwork increases self-worth, accomplishment, and improves the student-teacher relationship, as well as decreasing negativity and failure. Holidays and weekends should ordinarily be free for outside activities. However, extended projects may require students to work during non-school hours, including weekends, if not started on time. The student should always understand the purpose of the assignment and be confident about what to do. Students that miss class are responsible for checking Canvas and communicating directly with their teachers about missed work and instruction.

**COMPUTER USE** – CCSD’s computer Acceptable Use Policy (AUP) states that only licensed software approved and installed on CCSD computers may be used. With Instructor approval, student-owned USB drives may be used. Students are expected to use equipment, hardware, software, network, technology, and the Internet at LVA appropriately and responsibly.

- Each student is responsible for knowing the information in the AUP and is required to have a completed Network Access Form on file at the school.
- Actions by students that result in damage, alteration, or interference with any of the above, violation of copyrights, or accessing inappropriate and non-classroom-related material from any source will result in disciplinary action.
- All computer use must be teacher-approved. Any and all internet use must be teacher-approved.
- Students using personal electronic devices on school grounds are subject to the same rules and regulations per CCSD Acceptable Use Policy.
- Students must arrive at school with their devices charged and ready to work. The school does not have devices to loan or extra chargers.
- Students are required to contact Mr. Strange in the Site-Based Technician’s office if their device is broken or in need of repairs. Mr. Strange can be reached at ext. 4015.

**COMPUTER MISCONDUCT** – Any authorized, unacceptable, or inappropriate use of computer activities, computer access, computer software, or any computer equipment; and/or any activity that affects or disrupts the school’s or the district’s computer hardware, software, or computer systems (local area network and/or mainframe) will result in a discipline referral. Disciplinary action may include termination of computer use, network, and internet, an RPC, suspension, monetary reimbursement to correct or repair the problem, referral to legal authorities, non-readmission to LVA, referral to behavior programs, and/or recommendation for expulsion.

**COUNSELING OFFICE** – The LVA Counseling Office is for the benefit of every student in the school. Counselors are available to assist students in their educational planning, proper selection of classes, schedule changes, interpretation of test scores, career information, home, school, and social concerns, or any questions the student may feel they would like to discuss. Students are assigned a guidance counselor according to conservatory or major. However, students are free to consult any counselor or available social worker about concerns. Students may make appointments to see their counselor by contacting the counselor’s secretary in the Counseling Office on the middle floor of the main building. Parents may schedule appointments by calling the Counseling Office at 799-7800 ext. 4300.

**DAILY ANNOUNCEMENTS** – The “Daily Announcements” are read to students during the second class each day and posted on the LVA website under [News and Accolades](#). Announcements include updates to bell schedules, student activities, club meetings, senior information, performances, and administrative and counseling information. Students must listen to the announcements daily for the most up-to-date information. During the first quarter, these announcements will transition to broadcast announcements that will be available online. **Students are responsible for listening to or reading the daily announcements and completing any required actions by the deadlines announced.** The announcements are not read on the PA system on testing days. Students are responsible for going online to view the announcements.

**DELIVERY SERVICES** – For safety, students are not permitted to receive any third-party deliveries of any kind. Neither students nor parents/guardians may order food to be delivered to the student(s) for lunch. LVA does not have the resources or ability to verify the safety of the delivery. Delivery of food, gifts, balloons, flowers, and other non-instructional items takes away from the school’s ability to focus on instruction. Parents/guardians needing to deliver forgotten lunch or any other conservatory item (dance shoes, costumes, or instruments) or academic work may check in at the front desk to make arrangements.

**DISCIPLINE** – Please visit the last section of this document.

**DRESS CODE** – LVA’s [Dress Code](#) policies and standards can be viewed at the link.

**ELIGIBILITY** – Maintaining eligibility is the responsibility of the student, and the knowledge of a student’s status is the responsibility of both the student and parent/guardian. LVA’s goal is to prepare students for college and careers. Ineligible students cannot participate in field trips, competitions, out-of-district travel, and



extracurricular events. Students may become ineligible due to failing grades, poor citizenship, discipline issues, and outstanding fines. Outstanding fines will prevent a senior from walking with their class at the graduation ceremonies, and failing grades will prevent a student from earning a diploma. See the [Complete LVA Eligibility Guidelines](#) at the link.

**EMERGENCY DRILLS** – Multiple varieties of safety drills are conducted regularly and in accordance with Nevada laws and CCSD guidelines. During fire drills, use the exit signs posted in the classroom and carefully follow teacher instructions. Students are to remain outside the building under teacher supervision until the teachers are instructed to return to their classrooms. For all drills, students must follow the instructions of their teacher(s). For any drill, students are expected to follow directions quickly and quietly and move to or remain in designated areas until notified. Students must follow LVA/CCSD employee and first responder instructions for all drills.

**EXTENDED LEARNING TIME** – Students with missing work or who require extended time to complete missing assignments or missed assessments may be assigned Extended Learning Time (ELT) at teacher discretion. Students will be notified of an ELT assignment no less than 24 hours in advance. ELT takes place after school, Tuesday through Friday, from 2:15pm-3:45pm. Students who do not report to their assigned ELT will be referred to the Student Success Center.

**EXTRACURRICULAR ACTIVITIES** – Students at LVA are encouraged to participate in various clubs and organizations, school assemblies, dances, lunchtime activities, and other activities beyond the classroom. A list of clubs and meeting times is available to students during the first quarter. Student Council will host Club Week during the first quarter. Most clubs will hold meetings this week, with all students invited to attend.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)** – The Family Educational Rights and Privacy Act (FERPA) mandates the confidentiality of student records. No one will be allowed access to a student's record without the permission of a parent or legal guardian. FERPA also provides the parent the right to inspect and review education records.

**FOOD AND BEVERAGES** – Food, candy, or drinks (except water) are not allowed in the hallways or classrooms without specific permission from an instructor. Food should be consumed in designated areas only. Students may obtain free lunch from the cafeteria, or purchase food from the student store or snack shack. Students may also bring a lunch from home. All trash must be disposed of in trash cans. Students who fail to clean up after themselves may be subject to disciplinary action.

**FUNDRAISING** – Students may not sell any item on campus to raise money for personal use or sell any item for a club/organization that has not been approved. Students selling non-approved items and/or items not intended for an LVA/CCSD- sponsored fundraiser on campus will be subject to disciplinary action. All fundraisers must be approved through the Activities Office. Students who accept merchandise to sell as part of an LVA fundraiser must turn in all money by the deadline set by the teacher/advisor. Failure to turn in funds or return merchandise by the deadline will result in a referral to the Student Success Center.

**GRADING GUIDELINES** – Visit [2024-2025 LVA Grading Guidelines](#) for detailed information.

**GUIDANCE** – Each student will meet with their Guidance Instructor (Mentor Teacher) during designated guidance periods. Students have the opportunity to discuss academic concerns with the Guidance Instructor. During guidance, students will be given important information on being successful in high school, college planning, ACT and SAT testing, and other valuable resources preparing students for careers and college.

**HEALTH OFFICE** – Any student who becomes ill must obtain a pass from their teacher to report to the Health Office. In the event of illness, the Health Office does not stock or dispense any form of medication for student use. If a medication (prescription only) is needed during school hours and the parent/guardian desires medication to be kept in the office, the student must submit a medication legal release form to the First Aid Safety Assistant with the medicine. All controlled drugs require a medication legal release form and shall be administered through the health office. Medication legal release forms may be obtained through the Health Office. Students leaving campus for a medical reason, including appointments, must be signed out. **For SAFETY AND SECURITY purposes, students must be signed out through the Health Office, Student Success Office, or Counseling Office only.**

**IDENTIFICATION BADGES/ID CARDS** – Beginning on school picture days in August, it is mandatory that all students wear their current identification badge during instructional hours/school day. **The card must be on a lanyard around the student's neck and visible at all times. They may not be attached to backpacks or other bags, in the student's pocket, or attached to belt loops.**

The instructional day is defined as when the student arrives on campus to the time they depart campus on a school day. The school day may include after school events, rehearsals, practice, work sessions, or weekend events supervised by CCSD employees. Students will not be expected to wear their IDs at school dances. However, all LVA students must present their ID to enter any school-sponsored dance or event. Guests accompanying LVA students to dances must present their school ID or legal ID before entering.

Additionally, school staff may require students to wear identification badges for special events and work or rehearsal hours. Teachers will determine if students may remove badges for physical education, performances, or other safety reasons during instructional hours. Please view guidance for [LVA Student ID Badges](#) here.

**INTERSCHOLASTIC SPORTS PARTICIPATION** – Students interested in sports are encouraged to participate in tryouts for the sport(s) of their choice at their zoned high school. Dates and times of tryouts may be obtained by contacting the zoned high school. It is the responsibility of the student to meet all attendance requirements for participation in sports at zoned schools.

**LEAVING CAMPUS** – Students leaving campus for a medical reason, including appointments, must be signed out. **For SAFETY AND SECURITY purposes, students must be signed out through the Health Office, Student Success Center, or Counseling Office only.** Students leaving campus during school hours without checking out in one of the above offices will be marked truant and face discipline.

- **Passports** – Any student who needs to leave campus during their school day must obtain a Passport from the **Student Success Center or Health Office**. The parent/guardian is asked to send a **signed note** with a phone number where the parent may be contacted for verification. By submitting the note to the Student Success Center **before school**, the student will receive a passport that will release the student from class to come to the Student Success Center to meet his/her parent at the appropriate time. **Students driving themselves do not require the physical presence of a parent, but a permission via parent note is still required.**

**LOCKERS/LOCKER SEARCHES** – All books and personal belongings must be kept neat and orderly. Students using a locker (available upon request) must use a school lock. School locks are the only ones used on Las Vegas Academy lockers. All other locks will be cut off. **DO NOT PUT VALUABLES IN YOUR LOCKER.** The Clark County School District and the Las Vegas Academy are not responsible for any items left in the school lockers. Any person caught tampering with, opening, or removing items from any locker other than their own, without proper authorization will face disciplinary action. School authorities have the right to examine the contents of these lockers for reasons of health, safety, and security without prior notification. In requesting and accepting a locker, students acknowledge that CCSD and LVA retain the legal right to examine the contents of any locker assigned to the student on school grounds whenever appropriate.

**MISSING AND ABDUCTED CHILDREN** – When a student is missing, or sighted leaving campus without permission, or abducted, an emergency notification will occur in the following order: parent/guardian, appropriate police departments, and district officials. If any of the above cannot be notified in the order specified, the next appropriate person or agency will be notified while a continual effort is made to contact or find those missing.

**NUISANCE ITEMS** – Items not directly associated with the educational program are not allowed on campus. These items include, but are not limited to, the following: cellular phones (during instructional time), rollerblades, electronic games, balloons, cameras, stuffed animals, skateboards, scooters, blankets, and hacky sacks. Students who possess such items will have them confiscated and may be subject to disciplinary action. Students receiving balloons, flowers, etc., for special occasions from friends may keep these items at the front desk or in the Student Success Center during the academic day.

**ONLINE ACCESS TO GRADES** – Las Vegas Academy is proud to provide families with the ability to track the progress and attendance of their student(s) through Infinite Campus. Online instructions and passwords are available through the Success Center and Counseling Office upon parent request and may be utilized at any

time. Parents and students can access [Infinte Campus](#) at the link.

**ONLINE REGISTRATION** – Parents must complete the "OLR" Online Registration through Infinite Campus before August. Up-to-date information is vital for communication and in the event of an emergency. [CCSD Online Registration](#) can be accessed at the link.

**PARENT CONFERENCES** – Parents are encouraged to communicate with teachers through telephone and email at any time to discuss specific concerns or issues. The best way to resolve a concern is to contact the teacher before setting an appointment or contacting the administration. At the request of students, parents, counselors, administrators, and teachers, parent conferences are held to discuss student progress or concerns about a particular class or situation. The counselors' secretary schedules parent conferences. Contact the counseling office at 702-799-7800, ext. 4300. Teachers must be notified no less than 24 hours in advance by the counseling office. When requesting a meeting, parents should inform the school of specific concerns or additional information.

**PARENT CONTACT BY PHONE PARENTLINK (AUTO-DIALER)** – Communication of school events, performances, and activities is updated weekly and sent on Sunday and other special announcements to parents and students through the auto-dialer system. Parents are also updated on testing days and other important information disseminated to school students. For this reason, parents must report to the school's Registrar of any phone number and address changes. Parents and students are responsible for taking required action and meeting deadlines communicated through Parentlink messages.

**PARENT MESSAGES TO STUDENTS** – Good parent/student communication is essential! With busy lives, it is sometimes necessary to get messages to students while in school. However, due to a possible violation of the Family Educational Rights and Privacy Act (FERPA), LVA staff cannot take messages for students over the phone. To serve our parents and students and ensure FERPA compliance, the legal parent or guardian must come to the school and present an ID for a message to be delivered. If there is an emergency, please inform the employee who answers the phone, and an administrator or counselor will speak with you about contacting the student.

**PARKING - PERMIT/STUDENT PARKING** – Students who drive and park their vehicles at school must acquire a 2024-2025 parking permit. Parking permit forms are available in the Student Success Center and must be signed by a parent before the permit will be issued to the student. For safety, all vehicles on school grounds are subject to search by the school administration, security staff, or law enforcement.

**Due to construction, ALL student parking is temporarily located on the old tennis courts.** The area east of Post Hall is reserved for faculty, staff, and school police. Staff and police parking places are not available to students **at any time**. Students may **not** park in the church parking lot across the street west of the school on 7th street, in the church parking lot across from the PAC theater on Clark street, in church parking at Clark and 10<sup>th</sup> streets, or at the 9<sup>th</sup> Street School at the corner of Bridger and 9<sup>th</sup> streets. Cars parked in these areas are subject to being towed.

If a vehicle is towed, the fee required to retrieve the vehicle is the student's responsibility. **The alley between the Performing Arts Center (PAC) and the Vocational building is a No-Parking Zone, and student cars will be towed if parked there.** This notice serves as due process notice that vehicles will be towed at the owner's expense if parked in unauthorized zones.

In addition:

- Students should not loiter in the parking lot or cars before school, between classes, during lunch, or after school. Student cars (or any vehicle) may be searched for probable cause involving suspected alcohol, drugs, weapons, stolen items, or as part of an arrest for violating the law.
- Students are expected to adhere to the posted speed limit and drive safely at all times. Failure to do so may result in the termination of parking privileges and a police citation. Any accidents or problems regarding parking must be reported to the Student Success Center. Whenever necessary, students and parents will be responsible for filing a report with the Las Vegas Metropolitan Police Department. All automobile misuse is subject to disciplinary action by the administration and/or the police.
- Students may not visit their vehicle from 7:00 am to 2:00 pm, including lunchtime. Students needing to access their car during that time must obtain the permission of the administration and be escorted by a school employee.

- Students not parking on school grounds may not visit their vehicles during the school day under any circumstances.
- Neither CCSD nor LVA assume any liability for cars parked off of school grounds.

**REPORT CARDS/PROGRESS REPORTS** – Student progress is communicated through the use of mid-quarter progress reports, quarterly report cards, and parent/teacher conferences (as deemed necessary). All of these updates are available on Infinite Campus, and posting dates for progress, quarter, and semester grades will be communicated through the LVA Weekly Update.

**RETURN TO HOME SCHOOL POLICY** – Students who accept and elect to attend Las Vegas Academy must remain enrolled throughout the entire school year. Students may return to their home school only after the school year. Any student who gives up their seat at LVA must reapply to return.

**SCHEDULE CHANGE POLICY** – Teacher and support staff are hired and assigned based on student course selections. Since advanced planning and guidance are provided for each student before registration, schedule changes **will not be made after registration**. Students are expected to remain in yearlong courses for the entire school year. Class changes will not be granted to accommodate a student's request for a specific instructor. Due to the State of Nevada Department of Education Guidelines, no student may change a class and receive credit after the third week of the semester. Any class drops at this point will result in an "F" on the transcript. Requests for schedule changes are considered only during the first three weeks of the semester and are granted only for the following reasons:

- Graduation requirement fulfillment
- Misplacement in an academic area according to test scores and ability
- Successful completion of summer school coursework
- Class leveling, overcrowded classes

Due to fluctuations in enrollment and staff changes, the administration may balance course sections by transferring students from one section to another. Every effort will be made to ensure a smooth transition for students. Students have the right to petition a course for which they do not meet a course's recommended achievement range. If approved, students must remain in petitioned courses for the entire year.

**SCHOOL-RELATED FIELD TRIPS AND ACTIVITIES** – Any student expelled, on RPC, suspended, or enrolled at an alternative behavioral school may not attend or participate in school activities during the duration of the disciplinary procedure and, depending on the infraction, may be kept from participating in events on or off grounds such as field trips, performances, and school dances. Students may also be denied permission to participate in any activity based on student academic grades. The administration reserves the right to determine student eligibility to attend after-school events or trips.

**TARDIES** – See Attendance and Absences

**TEACHER OFFICE HOURS** – See Lunch and Learn

**TEXTBOOKS** – Textbooks are provided to students but remain the school's property. Students will be charged for lost or damaged materials or books. Payments are made at the school bank or the student's account at the webstore.

**TRANSPORTATION** – Bus transportation is provided to all students who live more than two miles from the school. Parents/students will receive bus information in August. For questions or more transportation information, visit [CCSD Transportation](#) or call 799- 8111. The students on the bus are under the immediate supervision of the bus driver and are, thus, subject to the rules set by the Clark County Board of School Trustees and the State of Nevada. Any infraction of these rules by a student is to be documented on a School Bus Incident Report to Parents issued by bus drivers concerning the disciplinary infraction. Copies will be distributed to the discipline administrator, the parent, and the Clark County School District Transportation Office. Riding the bus is considered a privilege and may be withdrawn for misbehavior and not following the bus driver's instructions.

**Students not participating in an authorized after-school activity under the direct supervision of an LVA faculty member are expected to leave campus after their last scheduled class.** Students may not just

“hang around” after school and catch the late bus. All late bus riders require a pass signed by the staff member in charge of the after school activity. Students with a reduced schedule are expected to leave campus when their schedule is completed but may return for extracurricular activities, rehearsals, or events. **Students who require CCSD bus transportation are NOT eligible for a reduced class schedule.** Seniors with a late start schedule may not be on campus before their first class of the day.

**TRAVEL/FIELD TRIPS** – Students and their parent(s)/guardian(s) must review and complete the packet process for travel and field trips by the end of August. The required documents and instructions are included in students’ back-to-school information. Detailed instructions are included with the packet. Failure to return the packet will impact the student’s ability to participate in travel, performances, and other off-site opportunities. For more information, contact the Activities Office at ext. 4204.

Travel and Field Trips are a privilege and not a right for students. Ineligible students and those with excessive or serious discipline concerns are prohibited from traveling. All travel expectations of appropriate conduct are in the Travel Contract included in the Travel Packet. Students are expected to comply and follow behavior expectations for LVA/CCSD students and are subject to the consequences listed in the [CCSD Code of Conduct document](#). Depending on the severity, students not following conduct rules and CCSD/LVA behavior guidelines while traveling will be subjected to additional consequences including, but not limited to, being banned from other travel opportunities and rescheduled into a lower- performing group or possible loss of seat/non-return to LVA.

**VISITORS** – Parents are welcome at LVA and are encouraged to make an appointment in advance. However, **no student visitors are allowed in the school during school hours.** This restriction includes siblings, cousins, younger children, friends, house guests, former students, etc. All approved visitors must sign in at the front office and wear a visitor's badge. Due to the safety and security of teachers, students, and staff, visitors who are not approved/or have followed the checked-in procedures may be trespassed off the property by CCSD personnel or CCSD Police—Call 702-799-7800 with any visitor questions.

**WEEKLY UPDATE** – Each weekend, usually Sunday evenings, LVA’s Communication Office emails the weekly update. The update includes upcoming performances, accolades, essential deadlines, academic information, SOT and monthly parent meeting reminders, and all things LVA. For questions about the update, contact Susan Thornton at thorns@nv.ccsd.net or ext. 4207.

## **DISCIPLINE**

All students are expected to behave appropriately at school and during extracurricular activities, field trips, and performances. The essence of good discipline is respect for authority, respect for others, respect for oneself, and respect for rules. This attitude begins at home and is reinforced at school and applied throughout life. The following school-wide discipline plan has been adopted to guarantee a focused and positive learning environment for all students. The plan is based on the expectation that no student will interfere with the teacher's instruction, or another student's learning, or engage in any behavior that is not in their best interest or the best interest of others.

At LVA, we recognize and appreciate that most students conduct themselves positively and constructively. However, it is important that all students carefully read and become familiar with the rules and consequences so that there are no misunderstandings. Please remember school rules and expectations apply whether students are on campus or at school activities held off campus, as well as on the way to and from home.

When students engage in inappropriate behavior, they will be dealt with fairly and consistently. Students may be subject to a range of disciplinary actions based on the nature of the infraction, the number and types of previous behavior referrals, and the frequency with which the student is referred for disciplinary action. This range includes, but is not limited to, student conferences, detentions, in-house suspensions, required parent conferences, formal suspensions, and referral to an alternative setting, such as a behavioral school. Major behaviors (as defined in the CCSD code of conduct) require the involvement of CCSD police or local law enforcement authorities, and may carry additional consequences, separate from those handled by LVA.

**Please note that while the information in this handbook addresses many of the possible acts or behaviors that may affect the mission, process, or function of the school district, it is not intended to be inclusive. The Clark County School District's Behavioral Guidelines booklet contains a complete listing of infractions and consequences. A copy of behavioral guidelines for students is available in**

the [CCSD Code of Conduct document](#).

**DISCIPLINE DEFINITIONS** – Discipline combines a mental attitude and a system of personal self-control that results in a standard of behavior demonstrated by appropriate conduct in all situations.

**Detention:** Detention may be assigned by a teacher or an administrator as a disciplinary measure. Students will be given twenty-four (24) hours' notice before being required to serve a detention. Failure to serve detention may result in additional disciplinary action.

**In-School Suspension:** A Notice of In-School Suspension is a disciplinary action that requires the temporary removal of a student from class/classes. The student is allowed to remain at school, but will be assigned to an alternative setting.

**Required Parent Conference (RPC):** A Notice of Required Parent Conference is used by the assistant principals and principal when a student/parent conference is required. Students may not attend school until the conference has been held and the student has been reinstated to the school. While on RPC status, a student cannot be on any school district property or attend any school-related activities. If a conference is not held within three days, unexcused absences will accrue.

**Suspension:** A Notice of Suspension will be used in cases of a serious nature that require the temporary removal of a student from school. While on suspension, a student cannot be on any school district property or attend any school-related activities.

**Substance Abuse Awareness Program:** CCSD, in conjunction with Juvenile Court Services, sponsors a student/parent substance abuse program. When the behavior infraction is related to substance abuse, the student and parent are required to attend the drug intervention program. Participation in this program is mandatory when a student is under the influence or in possession of a controlled substance on school grounds or at any school activity.

**Behavioral School:** Behavioral School is an alternative program that provides instruction for students who have had behavior problems in a regular school setting. Students may be referred to behavioral school for such infractions as listed in the CCSD Code of Conduct.

**Expulsion (Limited):** An expulsion is considered limited when there is a long-term termination of enrollment in the Clark County School District with the potential that the student may return to a regular school campus other than the campus from which the student is expelled.

**Expulsion (Permanent):** An expulsion is the total termination of enrollment in the regular schools in the Clark County School District with future enrollment in an alternative education program. Major behavior incidents that may result in an expulsion recommendation include, but are not limited to, arson, assault or battery on a staff member, bullying, distribution of a controlled substance, fighting, and habitual disciplinary problem. An automatic recommendation for expulsion includes but is not limited to the battery of staff, bullying with battery to a student, distribution of a controlled substance, possession/use of a weapon(s), possession of a weapon with threat, and sexual assault.

**Habitual Discipline:** Nevada Law (NRS 392.4655) states that a student shall be deemed a habitual disciplinary problem if the school at which the student is enrolled has evidence that documents that in one school year:

- a. A student threatened or extorted or attempted to threaten or extort another student or teacher or other personnel employed by the school.
- b. A student has been suspended for initiating at least two fights.
- c. A student has a record of five (5) suspensions from school for any reason.

If a student is deemed a Habitual Disciplinary Problem, the law requires that the student be expelled from the school for a period equal to at least one semester.

**For questions regarding behavior expectations, please contact the Student Success Center at ext. 4500. We all hope to have a wonderful year at LVA.**